The Robert Drake Primary School

Allergens Policy



THE ROBERT DRAKE PRIMARY SCHOOL

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The Robert Drake Primary School is an allergy-aware school.

Aims and Objectives

This Allergens Policy aims to:

- Ensure that all relevant stakeholders are aware of pupils' allergies and the appropriate action to follow;
- Make sure that there is regular contact between the school and parents/carers to update and advise about any changes;
- Ensure that at any events that take place, where the school have a duty of care, there is full awareness of allergies;
- Ensure that outside catering companies are aware of food allergies and their responsibilities in this regard.
- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

NB Peacocks is the external provider of school meals at The Robert Drake Primary School.

Legislation and Guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014;
- The Food Information (Amendment) (England) Regulations 2019.

Roles and Responsibilities

The Governing Body

The governing board is responsible for ensuring:

- Risks relating to pupils with allergies are included in the risk register and actively managed.
- The school has an allergy safety policy which sets out:
    - Arrangements to reduce the risk of individuals coming into contact with their known allergens;
    - Emergency response plans for cases of anaphylaxis.

The governing board delegates the day-to-day implementation of this policy to the allergy safety leads.

Allergy Safety Leads

The nominated allergy safety leads are:

- Natalie Jackson and Penny Coe (Co-Headteachers);
- Natalie Koekemoer (Nominated Allergy Governor).

They are responsible for:

- Implementing this allergy safety policy;
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published;
- Promoting and maintaining allergy awareness across the school community;
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD).
- Ensuring:
    - All allergy information is up to date and readily available to all members of staff;
    - All pupils who require support with allergies have an up-do-date individual healthcare plan;
    - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional;
    - All staff receive regular allergy awareness training;
    - All staff are aware of the school's policy and procedures regarding allergies;
    - All staff are aware of what activities need an allergy risk assessment.
    - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
        - What lessons there are to learn;

- Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's Care Plan.

Co-Headteachers

The Co-Headteachers are responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether a Care Plan, the school's Medical Information Form is required to specify arrangements that reflect the pupil's circumstances.

All office staff are responsible for:

- Checking spare AAIs are present and in date on a monthly basis;
- Making sure that replacement AAIs are obtained when expiry dates approach;
- Ensuring all allergy aware information is up to date, including Care Plans/the school's Medical Information Form, communicating all updated information to relevant staff.

Teaching and Support Staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils;
- Maintaining awareness of the school's allergy safety policy and procedures;
- Being able to recognise the signs of severe allergic reactions and anaphylaxis;
- Being aware of specific pupils with allergies in their care;
- Reducing the risk to pupils with known allergies coming into contact with known allergens;
- Ensuring the wellbeing and inclusion of pupils with allergies;
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety leads.

Parents and Carers

Parents and carers are responsible for:

- Being aware of the school's allergens policy;
- Ensuring that the school is aware of any allergies their child may have;
- Updating the school with any changes to dietary needs;
- Providing the school with any anti-allergy medication, including adrenaline injectors and making sure these are replaced in a timely manner;
- Making sure that any food they provide from home is safe for them to eat;
- Educating their child to increase their awareness and understanding of their allergy.

Pupils with Allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose;
- Carrying their AD on their person and only using it for its intended purpose;
- Understanding how and when to use their AD.

Pupils without Allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers;
- Following the school's current allergen awareness procedures.

The School

The school is responsible for:

- Making all staff aware of any allergies that pupils may have (remembering that individuals are entitled to confidentiality);
- Encouraging pupils to not share food;
- Communicating any menu changes to parents/carers;
- Contacting a parent/carer with any concerns they might have about the pupil's allergies;
- Following the correct procedure when informed of an allergy;
- Ensuring that relevant staff undertake yearly anaphylaxis training;
- Informing the catering company of any food allergies.

Catering Company

NB Peacocks is the external provider of school meals at The Robert Drake Primary School.

The Catering Company is responsible for:

- Being aware of the ingredients in food they supply;
- Making sure that kitchen staff understand the allergies of pupils in the school;
- Recognising pupils who have allergies (by face and a white band);
- Making the school aware of any changes to the menu so these can be communicated to parents.

Identifying Individuals at Risk

Allergies are a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould;
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals;
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis;
- Asthma which may be triggered by airborne allergens;
- Allergy to insect stings and medicines.

Identifying Pupils at Risk

The following procedures are in place when the school is made aware of an allergy within the school:

1. The school is informed of an allergy by the parent/carer. This could be during the academic year or at the point of admission (Pupil Contact Data Form – Health Questionnaire);
2. For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, the school will send a form and put arrangements in place within two weeks;
3. Send a reminder to parents/carers at the start of each year asking them to update their child’s medical information as necessary;
4. The school central database is updated to reflect allergies;
5. A meeting with the parent/carer is arranged if there are severe allergies (a Medical Information Form is completed). Parents/carers to provide the school with any medical information. These documents are kept centrally in the office and shared with the class teacher who will also ensure that the information is shared with all other staff who work with the pupil;
6. Medication will be organised and adult roles allocated;

7. Photos of pupils (with consent of parents/carers) are placed along with their allergies in the school kitchen;
8. Class teachers and LSA's are provided with an updated medical and allergy list;
9. Midday Assistants are made aware to ensure that the pupil is given a white band at lunchtime (allergy identifier).

Identifying Staff and Visitors at Risk

The school's arrangements for identifying staff and visitors with known allergies, are:

- Asking new staff to provide details of their allergies in advance of their start date;
- Asking visitors to provide details of their allergies in advance of their visit.

Individual Care Plans (CP)

Pupils should have a CP if they:

- Have an allergy which has a functional impact on them in the school environment;
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally.

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have a CP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The CP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within two weeks, or by the beginning of the relevant term for pupils who are new to the school.

Not all children with an allergy will require a CP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The Co-Headteachers/Classteachers/SENCO are responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether a CP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, a CP may not be required.

CPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their CP will be shared as part of the transition.

Allergy and Asthma Action Plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's CP. Whenever the allergy action plan is updated, the pupil's CP should be reviewed to incorporate it.

Register of Pupils with Known Allergies

See 'Supporting Pupils with Medical Conditions' Policy.

- The school maintains a register of pupils who have a known allergy. The register includes:
    - Known allergens and risk factors for anaphylaxis;
    - Whether a pupil has been prescribed ADs (and if so, what type and dose);
    - Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication;
    - A photograph of each pupil to allow a visual check to be made (this will require parental consent).
- The register is kept in a location easily accessible to staff and in areas where food is served or handled and can be checked quickly by any member of staff as part of initiating an emergency response.

Allowing all pupils to keep their ADs with them will reduce delays and allows for confirmation of consent without the need to check the register.

Assessing Risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology;
- Science experiments involving foods;
- Crafts using food packaging;
- Off-site events and school trips;
- Any other activities involving animals or food, such as animal handling experiences or baking.

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

Minimising Risk

Hygiene Procedures

- Pupils are reminded to wash their hands before and after eating;
- Sharing of food, food containers, and food utensils is not allowed;
- Pupils have their own named water bottles, and lunch boxes provided to pupils with food allergies will be clearly labelled with the name of the child for whom they are intended;
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance.

Catering

NB Peacocks is the external provider of school meals at The Robert Drake Primary School.

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Peacocks will provide appropriate training and are able to identify pupils with allergies;
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements;
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers;
- Where changes are made to school menus, Peacocks will make sure these comply with legislation, and continue to meet any special dietary needs of pupils;
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA);
- Where food is provided by the school, staff will understand how to read labels for food allergens;
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

Insect Bites/Stings/Nettle Stings

When outdoors:

- Staff and pupils are aware of outdoor areas where there may be a risk of bites or stings;
- Shoes should always be worn;
- Food and drink should be covered.

Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact;
- Pupils with animal allergies will not interact with animals.

Visits and Trips

- No pupils with allergies will be excluded from taking part;
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training;
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip;
- Pupils at risk of anaphylaxis should have their own ADs with them, including when off-site and school trips.
- Staff trained to administer adrenaline in an emergency will be present on the school trip.

Procedures for Handling an Allergic Reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately;
- Staff are trained in the administration of adrenaline to minimise delays in an emergency;
- If the pupil has an allergy action plan, this must be followed.
- A spare school AD device will only be used if:
    - The pupil does not have a prescribed AD
    - The pupil's prescribed ADs are not available or misfire

Adrenaline Devices (ADs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, the school's procedures for ADs are:

Prescribed ADs

Pupils who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils with prescribed ADs should take them home

with them at the end of each school day, and parents are responsible for ensuring that they are in date.

All pupils keep their ADs on their person or with them in the classroom depending on age.

A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Spare ADs and Inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAIs may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety leads are responsible for sourcing spare ADs and ensuring they are stored according to the guidance.

Procedures for buying spare ADs:

- ADs will be sourced from Kitt Medical. See link for further information - https://kittmedical.com/for-schools?utm_source=Google&utm_campaign=Search_BR_UK&utm_medium=cpc&utm_term=kitt+medical&gad_source=1&gad_campaignid=22857090620&gbraid=0AAAApP0XTUV8mVHioQRokg-PGaFi2U1d&gclid=EAIaIQobChMIndnOibjSlgMVVoODBx08sg5gEAAYASAAEgL_CPD_BwE

Spare ADs will be stored:

Spare ADs will be stored:

- In an appropriate central location (school hall) that is unlocked and accessible to **staff only** at all times;
- **No more than** 5 minutes away from where they may be needed;
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.

Spare AAIs will be kept:

- In pairs, in case a second one is necessary;
- Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion.

Kitt Medical are responsible for:

- Checking monthly that spare Ads are present and in date.
- Obtaining replacement ADs when the expiry date is near.

Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instruction in a sharps bin for collection by the local council.

https://www.castlepoint.gov.uk/documents/d/guest/clinical-waste-form-for-resident-to-complete-v19-03-19

Using Spare ADs in an Emergency Situation without Prior Consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

In an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

Serious Incidents and 'Near Misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded on 'My Safety' (ill-health form), including the following information:

- Who was affected;
- What happened, when and where;
- Why the incident occurred (as far as is known);
- How staff and pupils responded and what was done to support the individual;
- Whether emergency services were called;
- How the incident concluded.

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

Incident Reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible.

The school will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with relevant staff and allergy safety leads. The allergy safety leads will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's CP/ the schools Medical Information Form. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff. [Report to RIDDOR]

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

Allergy Awareness

Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school has purchased 'training pens' from Kitt Medical so staff can practise safely.

The school will conduct allergy safety drills in line with the annual training set by Kitt Medical. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis.
- Know how to respond in an emergency, including:
    - Calling emergency services and informing parents/carers;
    - How to locate and administer emergency medication;
    - How to use the medication/device in an emergency.
- Understand the impact allergy can have on a pupil's wellbeing;
- Understand the school's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss').
- All new staff will receive allergy training as part of their induction programme.

Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

The school will teach pupils about allergies during Friendship Week at the beginning of every school year. A variety of appropriate and current resources will be used from recommended sources.

Wellbeing

Pupils with allergies will have additional support, if appropriate, through:

- Pastoral care;
- Regular check-ins with their identified adult/class teacher/LSA;

- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis.

The school will respond to any instance of bullying in line with its behavior policy.

Wellbeing Support following an Incident or 'Near Miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding. and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

Information Sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

Monitoring Arrangements

This policy will be monitored by the allergy safety leads.

It will be reviewed and approved annually by the allergy safety leads, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

Links to other Policies

This policy links to the following policies and procedures:

- Health and Safety Policy;
- Supporting Pupils with Medical Needs Policy;
- School Food Policy;
- Data Protection Policy;
- Behaviour Policy.

Reviewed Autumn Term 2026

Date of next review: Autumn Term 2027

ALLERGY INFORMATION

The Robert Drake Primary School is Allergy Aware





We have children in school with severe allergies, and life-threatening allergies to some foods. These foods, even in trace amounts, may cause a severe reaction (anaphylaxis) that can lead to death.

NUTS

There is no admittance to visitors if nuts have been eaten within the last 6 hours.

We have children in school that have an airborne nut allergy.

Many face, hand and body creams, shampoos and suncream also contain nuts, and children with airborne nut allergies will be susceptible to people who use these. This not only includes those that contain ingredients such as almond oil, but also products that contain argan oil and palm oil.

People who have used/eaten nut products will remain a danger/threat to those with severe allergies for six hours after having been used/ingested.

BANANAS

We also have children with a severe banana allergy, that can cause severe anaphylaxis.

Please note that it is not just eating products that may cause a reaction, but also touching contaminated surfaces, or smelling the breath of someone who has had bananas/nuts or a product containing banana/nuts.

Staff have been trained to administer adrenaline medication in an emergency.

We therefore request that neither nuts nor bananas are brought into the school. For clarification, this relates to all nuts (not just peanuts), Nutella spread, and all banana flavoured products.

We would like to draw your attention to the following:

- Food allergies should not be taken lightly – they can be serious and life threatening
- If bringing food on to site, ensure that you check what it contains and that it does not contain any nut / banana products or products that may contain nuts
- Please do not share your food
- Frequent hand washing reduces the spread of viruses and helps protect food allergic children

Thank you for supporting the school's policies and helping us ensure that the school is a safe place for all of the children.

July 2026

To be reviewed July 2027

APPENDIX A

Medical Information Form

Medical Information for ……..……

D.O.B:	
Family contact information (in priority order)	1. 2. 3.
Address	
GP contact details	
Who is responsible for providing support at school?	KEY STAFF • Co-ordinating care – • Office staff – • Class teacher – • Other staff - • Mid-day assistants – OTHER STAFF • This information will be shared with all staff
Medical Condition:	What does this look like? •
Action to be taken	•
Action to be taken in the event of a medical emergency	•
Medication	•

Specific support or equipment required (for medical, educational, social, emotional needs)/ Activities that require special precautions, and how to manage	The School Day • to carry on as normal, where possible, at all times during the school day • PE ? • Breaktime/lunchtime ? • School trips?
Other information	

I agree for this information to be kept in my child's school record and will update information at school regularly/as required.	Date:
Sign:	
Name:	

Member of staff.		Date:	
Sign:			
Name:			
Office only:	Entered on Sims		
Copy in in pupil file		Copy in medical file	

Review date: _____