

Allergy and Intolerance Policy

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Version	Date	Updates
V1	July 2026	New policy

Associated Policies

- Health and Safety Policy
- First Aid Policy
- Supporting Students with Medical Conditions
- Allergy Emergency Procedures

1	Policy Statement of Aims
1.1	This policy aims to: - Set our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction. - Make clear how our school supports students with allergies to ensure their wellbeing and inclusion. - Promote and maintain allergy awareness among the school community.
2.	Legislation and Guidance
2.1	This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting students 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.
3.	Roles and Responsibilities
3.1	We take a whole school approach to allergy awareness.
3.2	Allergy Lead
3.2.1	The nominated allergy lead is the school Health and Safety Manager Karen Bright, who is also the lead for First Aid.
3.2.2	They are responsible for: - Promoting and maintaining allergy awareness across our school community. - Recording and collating allergy and special dietary information for all relevant students (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to the medical officer / the school nurse / administrative staff). - Ensuring: - All allergy information is up to date and readily available to relevant members of staff. - All students with allergies have an allergy action plan completed by a medical professional. - All staff receive an appropriate level of allergy training. - All staff are aware of the school's policy and procedures regarding allergies. - Relevant staff are aware of what activities need an allergy risk assessment. - Keeping stock of the school's adrenaline auto-injectors (AAIs). - Regularly reviewing and updating the allergy policy.
3.3	Administrative Staff
3.3.1	Administrative staff are responsible for: - Co-ordinating the paperwork and information from families. - Co-ordinating medication with families. - Checking spare AAIs are in date. - Any other appropriate tasks delegated by the allergy lead.
3.4	Teaching and Support Staff
3.4.1	All teaching and support staff are responsible for: - Promoting and maintaining allergy awareness among students. - Maintaining awareness of our allergy policy and procedures. - Being able to recognise the signs of severe allergic reactions and anaphylaxis. - Attending appropriate allergy training as required. - Being aware of specific students with allergies in their care. - Carefully considering the use of food or other potential allergens in lesson and activity planning.

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	- Ensuring the wellbeing and inclusion of students with allergies. - Ensuring student safety on educational visits including the completion of risk assessments.
3.5	Parents/Carers
3.5.1	Parents/carers are responsible for: - Being aware of our school's allergy policy. - Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis. This must be updated annually. - If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner. - Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included. - Following the school's guidance on food brought in to be shared. - Updating the school on any changes to their child's condition.
3.6	Students with Allergies
3.6.1	These students are responsible for: - Being aware of their allergens and the risks they pose. - Understanding how and when to use their adrenaline auto-injector. - If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose.
3.7	Students without Allergies
3.7.1	These students are responsible for: - Being aware of allergens and the risk they pose to their peers. - Following restrictions on allergens in specific situations.
3.7.2	Older students might also be expected to support their peers and staff in the case of an emergency.
4.	Assessing Risk
4.1	The school will conduct a risk assessment for any student 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. - Activities using non-food allergens during any lesson. - Any other activities involving animals or food, such as animal handling experiences or baking.
4.2	A risk assessment for any student at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.
4.3	A generic risk assessment will be produced prior to any dog's being brought on site.
5.	Managing Risk
5.1	Hygiene Procedures
5.1.1	Measures the school will take to prevent contamination in school, include: - Students are reminded to wash their hands before and after eating. - Students and staff are reminded of the risk of sharing food.

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	Students have their own named water bottles.
5.2	Catering
5.2.1	Catering is provided by AMEY, but the school and AMEY work together to ensure safety around allergens. The school and AMEY are committed to providing safe food options to meet the dietary needs of students with allergies. - Catering staff receive appropriate training. - School menus are available for parents/carers to view with ingredients clearly labelled. - Where changes are made to school menus, AMEY will make sure these continue to meet any special dietary needs of students. - Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students 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). - Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination. - Information from Arbor is shared with the catering system which identifies students with allergies.
5.3	Food Restrictions
5.3.1	We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage students and staff to be vigilant around certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include: - Packaged nuts. - Cereal, granola or chocolate bars containing nuts. - Peanut butter or chocolate spreads containing nuts. - Peanut-based sauces, such as satay. - Sesame seeds and foods containing sesame seeds.
5.3.2	If a student brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.
5.3.3	The school does not have a tuck shop/vending machine. However, if the school decides to introduce a school tuck shop/vending machine, they will complete a risk assessment to ensure allergies are considered before proceeding.
5.3.4	The Spinney Theatre doesn't currently sell any known allergen products. Some products however, may contain traces of allergens, but all products sold have full allergy information provided in accordance with legislation, in their original packets/containers.
5.4	Insect Bites/Stings
5.4.1	Preventing and dealing with insect bites/stings include: When outdoors: - Shoes should always be worn. - Food and drink should be covered. - Insect repellent may be advised in certain situations.
5.5	Animals
5.5.1	Hygiene procedures for managing allergies to animals such as dogs, include: All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact.

	Students with animal allergies will not interact with animals.
5.6	Support for Mental Health
5.6.1	Students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. To support their mental health and wellbeing, in line with the school's behaviour policy and student code of conduct, students with allergies will have additional support through: - Pastoral care. - Regular check-ins with their form tutor. - Mental Health First Aiders at NSG.
5.7	Events and School Trips
5.7.1	For events, including ones that take place outside of the school, and school trips, no students with allergies will be excluded from taking part.
5.7.2	The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of students' allergies and to have received adequate training.
5.7.3	Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).
6.	Procedures for Handling an Allergic Reaction
6.1	Register of Students with AAI
6.1.1	This will link to your 'supporting students with medical conditions' policy (currently under review by KBT).
6.1.2	The school maintains a register of students who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes: - Known allergens and risk factors for anaphylaxis. - Whether a student has been prescribed AAI(s) (and if so, what type and dose). - Where a student has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the student. - A photograph of each student to allow a visual check to be made is included in the Medical 1 booklet. There is a live electronic copy, and all First Aid staff are issued with a hard copy at the start of each academic year.
6.1.3	The register / Medical 1 booklets can be checked quickly by any member of staff as part of initiating an emergency response.
6.1.4	Allowing all students to keep their AAI with them will reduce delays and allows for confirmation of consent without the need to check the register.
6.2	Allergic Reaction Procedures
6.2.1	As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.
6.2.2	Staff are trained in the administration of AAI to minimise delays in student's receiving adrenaline in an emergency.
6.2.3	If a student has an allergic reaction, the staff member will initiate the school's Allergy Emergency Procedures, following the student's Emergency Action Plan (EAP). The students EAP is included on their Personal Medical 1 Risk Assessment (PM1RA).

	• If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school one. • Whenever an AAI is used, a record must be made stating if the student's own AAI or the schools spare AAI was used. • Parents must be notified when their child has been administered an AAI.
6.2.4	If the student has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's Anaphylaxis Emergency Procedures.
6.2.5	A school AAI device will be used instead of the student's own AAI device if: • Medical authorisation and written parental consent have been provided, or • The student's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered).
6.2.6	If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives or accompany the student to hospital by ambulance.
6.2.7	If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed.
7.	Adrenaline Auto-Injectors (AAIs)
7.1	Following the Department of Health and Socials Care's Guidance on using emergency adrenaline auto-injectors in schools , set out your school's procedures for AAIs, covering these areas:
7.2	Purchasing of Spare AAIs
7.2.2	The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance. • AAIs will only be sourced from reputable suppliers. • The school will have a designated anaphylaxis kit which holds 4 x AAIs. • The brand of AAI purchased will be the brand used by most students at NSG. Currently the brand is Epi-Pen, but this may change over time. • The dosage required of the Epi-Pen is 0.3 milligrams (this is based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance). (See pages 11 and 12 of the guidance.)
7.3	Storage (of both spare and prescribed AAIs)
7.3.1	The allergy lead will make sure all AAIs are: • Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature. • Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children. This location is in Student Services, Elm 3. • Not locked away, but accessible and available for use at all times. • Not located more than 5 minutes away from where they may be needed.
7.3.2	Spare AAIs will be kept separate from any student's own prescribed AAI and clearly labelled to avoid confusion. (See pages 12 and 13 of the guidance.)
7.4	Maintenance (of spare AAIs)
7.4.1	Lisa Charles and Karen Bright are responsible for checking monthly that:

	• The AAls are present and in date. • Replacement AAls are obtained when the expiry date is near.
7.5	Disposal
7.5.1	AAls can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions in a sharps bin. When the sharps bin is full, collection will be arranged through the local authority. (See page 13 of the guidance.)
7.6	Use of AAls off School Premises
	• Students at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events. They must take two on all school trips. • Insert your arrangements for taking spare AAls for emergency use on school trips and off-site events. (See page 13 of the guidance.)
7.7	Emergency Anaphylaxis Kit
	The school holds an emergency anaphylaxis kit. This includes: • 4 x spare AAls. • Instructions for the use of AAls. • Instructions on storage. • Manufacturer's information. • A checklist of injectors, identified by batch number and expiry date with monthly checks recorded. • A note of arrangements for replacing injectors. • A list of students to whom the AAI can be administered. • A record of when AAls have been administered.
7.8	Under Regulation 238 of the Human Medicines Regulations 2012 (specifically tied to Schedule 19), it is legally permissible for anyone to administer adrenaline - including via an AAI - without a prescription, provided it is for the purpose of saving a life in an emergency.
8.	Training
8.1	The school is committed to training all staff in allergy response. This includes: • How to reduce and prevent the risk of allergic reactions. • How to spot the signs of allergic reactions (including anaphylaxis). • The importance of acting quickly in the case of anaphylaxis. • Where AAls are kept on the school site, and how to access them. • How to administer AAls. • The wellbeing and inclusion implications of allergies.
8.2	Training will be organised annually by the allergy lead.
8.3	It's recommended that all staff are trained at least once a year.
9.	Policy Review
9.1	This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.