Chislehurst School for Girls

Allergy Policy

Date of Adoption:	Last Reviewed:	Next Review by:	Approved By:
September 2026	Summer 2026	Summer 2028	Local Governing Board

Whilst each policy is determined at local level, all schools within Lumero Educational Trust must have an Allergy Policy in place.

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1. Aims

This policy aims to:

- Set out a common school approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our schools support pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among each school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies 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

3. Roles and responsibilities

The Lumero Educational Trust Board has delegated authority to each Headteacher to ensure an effective whole-school approach to allergy awareness in each trust school/setting.

3.1 Allergy lead

The nominated allergy lead for Chislehurst for Girls is Mrs Alison Hodgson, who is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring that allergy and special dietary information for all relevant students is collated (although the Allergy lead has ultimate responsibility, the information collection itself may be delegated to other support staff in the school.) Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have an allergy action plan created in conjunction with parents and carers once the school has been informed of a child's allergy
- 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
- The school's adrenaline auto-injectors are up to date (AAIs)
- Regularly reviewing and updating the Allergy policy

3.2 School First Aid Officer

The First Aid Officer is 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

3.3 Teaching and support staff

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
- Ensuring the wellbeing and inclusion of students with allergies

3.4 Parents and carers

Parents and 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
- 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

3.5 Students with allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Learning about their allergy so they understand their signs and symptoms of a reaction
- 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

3.6 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Assessing risk

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
- 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.

5. Managing risk

5.1 Hygiene procedures

The school takes reasonable measures to prevent contamination in school. Measures include:

- Students are reminded to wash their hands before and after eating

- Reminding students that sharing of food is not recommended in case a student has an allergy • Students have their own (named) water bottles

5.2 Catering

- The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.
- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents and carers to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of students
- Food allergen information relating to 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). All cold food is clearly labelled with the ingredients, allergens and *the words 'may contain'*. They are printed out on each day and labels are updated and highlighted on the system when there is a change of ingredients. Hot food – there is a folder at each till which has the ingredients, allergens and the words '*may contain'* are recorded.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we encourage students and staff to avoid 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

The school will not sell, nor allow the sale of, food containing nuts or sesame seeds. This includes cake sales, charitable activities, such as baking, etc on school property.

5.4 Insect bites/stings

The school advises student to:

- Shoes should always be worn when outdoors
- Cover food and drink when outdoors

5.5 Support for mental health

It is recognised that students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. The school has a zero tolerance of bullying and the school's Behaviour policy and Anti-Bullying policy will be used as required.

5.6 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no students with allergies will be excluded from taking part
- 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
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips.

6. Procedures for handling an allergic reaction

6.1 Register of students with AAIs

The school maintains a register of students who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs 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 will be attached to the medication bag to allow a visual check to be made at time of using the AAI

The register is kept on Staff Teams and can be checked quickly by any member of staff as part of initiating an emergency response.

6.2 Allergic reaction procedures

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

Staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency

- If a student has an allergic reaction, the staff member will take the necessary actions to support the medical situation – this includes contacting the First Aider in duty and
- 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 (if permission has been gained from the parent or carer which allows staff to administer this)
- 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 normal emergency procedures which is based on advice from the you can use the NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency

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)

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.
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 Purchasing of spare AAIs

The Allergy Lead and appropriate designated staff are responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs will be sourced from school stockists
- AAIs are stocked in various buildings around school site – these are signposted to staff on a regular basis so they are aware of where they are housed

7.2 Storage (of both spare and prescribed AAIs)

The Allergy Lead and designated school staff 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
- **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
- Spare AAIs will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

The First Aid Officer is responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAIs off school premises

Students at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- 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 pupils to whom the AAI can be administered
- A record of when AAIs have been administered

8. Training

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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Training will be carried out annually and will be delivered through the National College CPD portal, across all Lumero Educational Trust schools. Refresher training will then take place in line with the Trust's statutory CPD schedule. New staff joining any trust school will complete the course as part of their Induction.

9. Links to other policies

This policy links to the following policies and procedures:

- Supporting pupils with medical conditions policy 2026
- Lumero First Aid and Medication policy 2026