Allergy Policy

Created: October 2026

Agreed by Governing body & re-adopted:

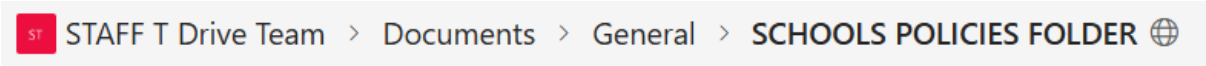
Signed:

Review:

Document Owner and Approval

The Headteacher is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the school's policy review schedule.

A current version of this document is available to all members of staff



Version History Log

Version	Description of Change	Date of Policy Release by Judicium
1	Initial issue	07/10/2026

KEY CONTACTS	
Headteacher and Designated Safeguarding Lead	Louise Curran
Safeguarding Officer/Pastoral Lead	Claire Roche
Medical Staff	Kathryn Oliver
Catering Staff	School Office to Liaise with the staff in the kitchen

Statement of intent

Rowan Tree is committed to promoting a whole school approach to health care, welfare and wellbeing and the safe management of those members of our school community who live with specific allergies or intolerances. We believe that all allergies and intolerances should be taken seriously and dealt with in a professional and appropriate way.

By our actions we will work proactively to:

- Have clear, written Health Care Plans
- Have a robust system of recording and sharing of all allergies with staff
- minimise the risk of exposure within the school setting
- encourage self-responsibility where appropriate
- learn avoidance strategies
- have robust plans for an effective response to possible emergencies
- ensure inclusivity for all pupils

Equalities statement

Our school is clear about the need to actively support pupils with medical conditions to participate in school life.

Rowan Tree will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in all aspects of school life. All pupils with an allergy or intolerance will have an Allergy Health Care Plan which clearly states their allergies, reactions and response needed.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Context

Food allergies are increasing in both developed and developing countries, especially in children and the severity and complexity of food allergy is also increasing. Food allergy can be fatal, and an appropriate diagnosis is essential in parallel with the need for clear food labelling worldwide.

Around 5-8% of children in the UK live with a food allergy and most school classrooms will have at least one allergic pupil. These young people are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of severe allergic reactions to food happen whilst a child is at school and these reactions can occur in children with no prior history of food allergy. It is essential that staff recognise the signs of an allergic reaction, symptoms and are able to manage it safely and effectively.

Schools have a legal duty to support pupils with medical conditions, including allergy.

Principles

- To comply with all relevant environmental legislation, regulations and requirements.
- To encourage proactive steps to keep pupil/students safe.
- To ensure pupils/students from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies and food labelling.
- To work with the catering provider/team to establish a robust process and documentation for menu planning, food labelling, storing, avoidance of cross-contamination, stock ordering of food/drink used at the school.
- To provide an effective staff awareness programme on food allergies and intolerances, possible symptoms (anaphylaxis) recognition and actions to take.
- To develop a pupil awareness programme through PHSE and other curriculum areas.

Practical steps

Governors / Trustees

- Ensure the school has a strategic vision for the management of allergy risk assessment and emergency procedures
- Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headteacher
- Ensure the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective
- Ensure adequate resources for managing allergies are available upon request from the headteacher
- Monitor the effectiveness of this Policy to ensure it remains fit for purpose

Headteacher/Deputy Headteacher

- Provide, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life and are not subject to bullying because of their condition
- Ensure all visitors, volunteers, work experience students, sub-contractors are made aware of the school's commitment to allergy management as part of Safeguarding
- Create links at strategic level with Healthcare professionals and Catering providers and ensure at operational level that links are robust
- Ensure that up-to-date allergy information for pupils/students is accessible to catering teams.
- Ensure there is a workable School Emergency Plan in place that is known by all staff
- Ensure the school sends a copy of the medical details it holds for the child to parents/carers for review every term and update the school records as needed.

- Encourage parents/carers to provide information for the Health Care Plan and update school as and when needed.

- Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management.
- Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises
- Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures
- Ensure an adequate risk assessment is undertaken prior to any school trips, excursions or offsite extra curricula activities for pupils/students who have allergies
- Ensure records of pupils/students medically prescribed a HCP (HEALTH CARE PLAN) and its use are kept correctly
- Ensure pupil/student documentation and in date medication is kept correctly and safely
- Ensure best practice in the labelling of foodstuffs and their contents
- Report to the Board of Governors/Trustees regarding the management of allergies within the school

Member(s) of Staff responsible for medical needs

- Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Report to the Head/Principal regarding pupils/student with allergies
- Lead on the training of staff regarding allergy medical needs and their identification and management
- Work closely with in-house and sub-contracted Catering Managers and Chef Managers in assisting in the support of pupils/students with known allergies (including meeting with parents/carers where requested) to discuss any special requirements
- Monitor where there is a school 'tuck shop' or home baked items are brought into school
- Liaise with parents/carers of pupils/students with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.
- Wherever possible use an AAP (ALLERGY ACTION PLAN) for pupils with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.
- If an additional written IHP is not required, ensure that the AAP is viewed and treated with the same level of seriousness.
- Ensure all copies of the AAP/IHP located around the school and/or on IT systems are identical if an updated version is received.
- Where an AAP has not been received for a pupil with recognised allergies, or if the medication information is not clear, liaise with GP/school nursing team, to obtain an up to date copy and/ or clarification.

- Ensure medication is stored in a rigid box and clearly labelled with the pupils/student's name and a photograph (older students should carry their AAIs and medication with them)
- Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the pupil/student's IHP and/or AAP
- Ensure that any other staff involved with those pupils/students requiring the use of an AAI are also adequately trained and competent
- Ensure all school trips, excursions or off-site extra curricula activities for pupils/students are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies
- Ensure the school has an audited spare supply of in date AAIs that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location
- Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the school by pupils/students or external sources and are of the correct dosage
- Arrange for the correct disposal of out-of-date AAIs
- Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate
- Record all emergency uses of AAIs or reports of suspected emergencies
- Ensure that, if a pupil/student notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable).

All Staff

- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency
- Raise awareness about allergies and anaphylaxis amongst their pupils/students in the classroom and around school, especially in dining areas
- Be aware of the pupils in their care (including regular cover classes) who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes
- Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food
- Any staff leading on a school trip must check that all pupils/students with medical conditions, including allergies have the correct medication and Health care Plan for the trip.
- All staff leading on a school trip must sign out and carry the spare medication box which includes an Epi-pen, Inhaler and Piriton.
- Staff leading a school trip must make sure they carry a mobile phone with the school office number saved.

Parents/Carers

- Notify the school of the pupil/student's allergies.
- Inform the school of any changes as soon as known
- Provide an AAP completed by a healthcare professional that can be kept with their medication and help the school support the pupil/student
- Complete an Allergy Health Care Plan with support from Kathryn Oliver if needed.
- Provide any other written medical documentation, instructions and medications as directed by a health professional.
- Be aware of the school Allergy Policy and any arrangements for managing children with allergies and at risk of anaphylaxis
- Communicate regularly with the school to support our ability to keep our children safe and act immediately in the event of an allergic reaction
- Provide appropriate in date medication (two AAIs) of the correct dosage and register their AAIs on the manufacturer's websites to receive text alerts for expiry dates
- Providing appropriate foods to be consumed by the child if necessary
- Replace medications after use or upon expiry

Supply, storage and care of medication

For children at Rowan Tree, staff will take responsibility for the storage of their medication. All emergency medication if specific to a child is kept in a medical cupboard in the child's classroom along with their individual Health Care Plan. All staff members within school have a key for the medical cupboard on their person at all times.

Spare medication is kept in the medical room and front office, both of which are at either end of the school building. There is also spare emergency medication located in the Year 5/6 portacabin.

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however Kathryn Oliver will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.

Expiry date of AAIs's to be added to School Calendar and allow 1 month reordering window.

Storage

AAIs are stored at room temperature, protected from direct sunlight and temperature extremes. The are stored in boxes in rooms where there is a fob to the door. All AAIs kept in classrooms with children are stored in a locked medical box.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service/ local authority (delete as appropriate).

The sharps bin is kept in the Medical room.

Spare AAIs

Schools can now legally purchase and store spare Adrenaline Auto-Injectors (AAIs For children at risk of anaphylaxis). Immediate access to an AAI can be life-saving. While it's vital that families have their own prescribed AAIs for their child, having spare AAIs at school adds an extra layer of reassurance for everyone involved. Rowan Tree have spare AAIs located in safe places across school as well as emergency kits to take on trips and residentials.

Recording of AAIs

If an AAI is used for lifesaving treatment on a child this will be recorded on our reporting system-Evolve Accident Reporting app. Parents will also be informed as soon as the child is safe and well and a staff member can be released to phone parents. It is our priority to make sure the child is safe and well first. Parents will also be informed if and how many AAIs they need to replace for use in school.

Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents to view in weekly/fortnightly/monthly in advance with all ingredients listed and allergens highlighted. This is shared on DOJO or parents can ring school for a paper copy to be sent home.

Kathryn Oliver will inform the school Cook of pupils with food allergies. This will be shared and updated every half term with the child's first name, class, picture and allergy.

Allergy awareness and nut bans

The School supports the approach advocated by many allergy charities towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

Risk assessment

Rowan Tree's starter pack includes a detailed allergy sheet for all new joining pupils with allergies. This is done by the school office, and all information is shared appropriately with the correct staff members. This information is also updated on ARBOR SIMS so is accessible to all staff.

Every term Kathryn Oliver (medical lead) will look through the list of pupils in school with an allergy or intolerance, and the school office will either ring or DOJO home to check if anything has changed or needs updating on their child's allergy Health Care Plan.

Training

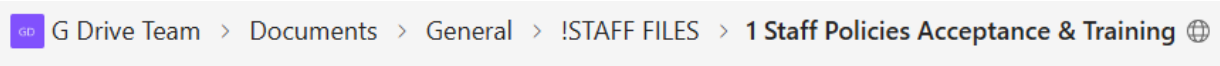
Allergy training is led by our First Aider and Pastoral Lead – Claire Roche. Detailed records are kept so staff can stay up to date with the training.

Training at Rowan Tree includes:

- Knowing the common allergens and triggers of allergy

- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis - knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance
- Knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing Allergy Action Plans and ensuring these are up to date

Training records for allergies can be found at:



Related Policies

Staff should refer to the following policies that are related to this AI Staff Policy: -

-Educational Trips and Visits Policy

-Medical Policy

-Nut and Food allergy Policy

These are available:

