

Allergy Policy

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Reviewed by: Mrs R Fawcett, Operations Manager

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1. Aims

President Kennedy School is committed to providing a safe, inclusive environment for all students, including those with allergies.

This policy aims to:

- Set out 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

This policy is a standalone Allergy Safety Policy and should be read alongside the School's Supporting Students with Medical Conditions Policy.

In line with current and emerging Department for Education expectations, the Trust ensures that allergy management is addressed through a distinct, published policy with clear governance, training and emergency arrangements.

2. Legislation and guidance

This policy is based on:

- [Children and Families Act 2014, Section 100](#) – duty to support students with medical conditions.
- [Allergy Safety Policy \(2026 legislation\)](#) – mandatory allergy policy, annual review, training, and incident reporting requirements.
- [Draft Statutory Guidance \(2026\)](#) – supporting children with medical conditions and allergies.
- [The Food Information Regulations 2014](#) – allergen labelling and information duties for school caterers.
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)
- [DfE Allergy Guidance for Schools \(2025\)](#) – practical measures for managing allergy risks.

3. Scope

This policy applies to:

- All students with known or suspected allergies
- All staff, governors, volunteers and contractors
- All activities, including trips, clubs and off-site provision

4. Definitions

An allergy is a medically diagnosed reaction to a substance that can affect an individual's health, learning, or daily life. Examples include food allergies, insect sting allergies, latex allergy, and allergies to medication and the environment (e.g., hay fever).

A severe allergic reaction (anaphylaxis) is a medical emergency requiring immediate treatment with an adrenaline auto-injector (AAI).

5. Roles and responsibilities

President Kennedy School takes a whole-school approach to allergy awareness.

5.1 Allergy Lead

The nominated Allergy Lead is Mr Richard Beattie.

They're 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 school First Aid Lead)
- 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 the school's allergy awareness training and any additional training required to fulfil specific responsibilities
 - 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

5.2 School First Aid Lead

The school First Aid Lead 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

5.3 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

5.4 Parents/carers

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
- Providing their child with any prescribed adrenaline auto-injectors (normally two devices where this forms part of their medical advice) and ensuring these remain in date.
- 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

5.5 Students with allergies

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
- Students prescribed AAIs should carry them on their person at all times unless alternative arrangements have been agreed and documented

5.6 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Older students might also be expected to support their peers and staff in the case of an emergency.

5.7 Trust Board/Local Governing Committee

Our Chair of Governors, Mike Moseley is the named governor with responsibility for oversight of allergy safety.

He will:

- Provide strategic oversight of this policy and its implementation
- Seek assurance that appropriate systems are in place to manage allergy risks
- Monitor incident reporting and trends

- Ensure the policy is reviewed at least annually
- Act as a link between the governing body and school leaders on allergy safety

The named governor will work alongside the designated senior leader responsible for allergy management.

The named governor will receive periodic updates on:

- Allergy-related incidents and near misses
- Staff training compliance
- Any significant changes to procedures

This supports effective governance oversight and accountability.

6. 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 student at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

7. Managing risk

7.1 Hygiene procedures

- Students are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Students should have their own water bottles which are clearly named

7.2 Catering

President Kennedy School is committed to ensuring, so far as is reasonably practicable, that all students with food allergies are able to access safe and suitable food provision.

- Catering staff receive appropriate and regular training in food safety, allergen awareness, and the management of pupils with medical dietary needs.
- Catering staff receive appropriate training and are able to identify students with allergies

- Catering staff follow strict food preparation, storage, and handling procedures to minimise the risk of cross-contamination, supported by documented controls and supervision.
- Robust systems are in place to ensure that students with known allergies are clearly identified and that relevant information is accessible to catering staff at the point of service.
- Menus are published and made available to parents/carers in advance, with clear and accurate ingredient and allergen information provided to support informed decision-making.
- Any changes to menus are subject to appropriate checks to ensure that the dietary needs of students with allergies or intolerances continue to be met.
- 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)
- President Kennedy School catering is provided by Taylor Shaw. They have a robust audit process in place which is managed by Alert65 to ensure the highest standards of food safety. They have achieved Gold Standard and as such are subject to annually auditing.
- Two of the Taylor Shaw catering team are named as 'Allergy Champions' and are clearly identified by a different coloured apron at till service. This is to allow students to be able to easily identify staff who can advise and support them in their food purchase decision-making.

In line with best practice and emerging expectations under Benedict's Law, the school adopts a proactive and preventative approach to allergen management, ensuring that systems, training, and communication reduce the likelihood of accidental exposure.

7.3 Food restrictions

President Kennedy School recognises that it is not reasonably practical to enforce an allergen-free environment. However, in accordance with its duty of care and safeguarding responsibilities, the school takes proportionate steps to reduce the risk of exposure to high-risk allergens.

To support this, we would like to 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

This approach supports a *risk reduction culture*, rather than reliance on individual avoidance alone.

Where such items are brought into school, a risk-based and proportionate response will be applied.

This may include:

- Requiring the food to be consumed in a designated area away from others
- Supervised consumption where appropriate
- Restricting or removing the item where there is a clear and immediate risk to another student

These measures are intended to minimise the risk of accidental exposure, while promoting shared responsibility across the school community.

7.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

7.5 Animals

President Kennedy School has a School Intervention Dog called Rupert who has been a much-loved part of our school community for the past couple of years. Parents/carers are expected to complete a data collection form on behalf of their child when the child joins the school, and then annually thereafter. This form clearly requests information about allergies, and references allergies to dogs specifically.

- 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

7.6 Support for mental health

Students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class tutor

7.7 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
- Students at risk of anaphylaxis should carry their own AAI with them on school trips and off-site events

- Spare AAI's will be included in the First Aid kits that are placed in both school minibuses.
- When not using the school minibuses, the Trip Leader is responsible for ensuring they take a First Aid Kit including AAI's. This must be returned to the First Aid Lead the following day.

8. Procedures for handling an allergic reaction

8.1 Register of students with AAI's

The school maintains a register of students who have been prescribed AAI's or where a doctor has provided a written plan recommending AAI's 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
- The register is kept in an easily accessible location and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all students to keep their AAI's with them will reduce delays and allows for confirmation of consent without the need to check the register.

8.2 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 AAI's to minimise delays in student's receiving adrenaline in an emergency
- If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan
- 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 the student has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the NHS advice on [treatment of anaphylaxis](#)
- A school AAI device will be used instead of the student's own AAI device if:
 - 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)
 - Medical authorisation and written parental consent have been provided

- 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

9. Adrenaline auto-injectors (AAIs)

President Kennedy School maintains spare AAIs as part of its emergency preparedness arrangements, in line with national expectations for allergy safety.

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), the following procedures are in place:

9.1 Purchasing of spare AAIs

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

- The school purchases AAIs from Eureka Direct
- AAIs will be kept in Student Reception/ First Aid, Post 16 and PE block
- The school purchases the EpiPen brand of AAI - 300mcg

9.2 Storage (of both spare and prescribed AAIs)

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
- **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.

9.3 Maintenance (of spare AAIs)

Emily Wright-Thompson and Ashley Burke are responsible for checking monthly that:

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

9.4 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 (e.g., in the school's sharps bin for collection by our waste collection service provider).

9.5 Emergency anaphylaxis kit

The school holds a number of emergency anaphylaxis kits. These includes:

- 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

10. 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 AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies
- Training will be provided to all staff at induction and refreshed at least annually
- Additional training will be provided where specific medical procedures or responsibilities require a higher level of competency

11. Incident Reporting and Review

All allergic reactions and near misses will be recorded in line with school procedures.

Serious incidents will be reviewed by senior leaders to:

- Identify causes and contributing factors
- Evaluate the effectiveness of control measures
- Implement improvements where required

The LGC will receive updates on incidents and trends to support effective oversight.

12. Links to other policies

This policy links to the following policies and procedures:

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

