St. Andrew's School

Allergy Policy

Safeguarding

Policy Written By	**Nicky Coyle**
Date of Policy	**19/09/2026**
Next Review	**01/09/2027**

Allergy Policy

This policy aims to:

- Take all reasonable steps to protect the health and safety of students and staff with life-threatening allergies.
- Promote awareness of allergy risks across the school community.
- Reduce the risk of accidental allergen exposure in classrooms, dining areas, and school activities.
- Provide clear procedures for prevention, management, and emergency response.
- Support inclusion, ensuring that students with allergies can fully participate in school life.
- Establish shared responsibility among staff, parents/guardians, students, and the wider community.

Purpose
St. Andrew's School is committed to providing a safe, inclusive, and supportive learning environment for all students. We recognise that some members of our community live with serious allergies that may cause life-threatening reactions (anaphylaxis). This policy outlines our approach to allergy management, prevention, and emergency response.

Scope
- This policy applies to all staff, students, parents/guardians, volunteers, and visitors to St. Andrew's School. It covers:
- Severe food allergies (e.g., peanuts, tree nuts, dairy, eggs, shellfish, soy, wheat)
- Environmental allergies (e.g., insect stings, latex)
- Medication allergies

Principles
- Safety First: Protecting the health and safety of students with allergies is a shared responsibility.
- Awareness & Education: Staff, students, and families should understand allergy risks and prevention strategies.
- Inclusion: Students with allergies will be supported to fully participate in school activities.
- Partnership: Parents/guardians, healthcare providers, and the school work together to manage allergies effectively

ROLES AND RESPONSIBILITIES

Governance Allergy Lead: Director Schools/Chair of Governors
- Receives a copy of the annual allergy arrangements review
- Challenges and scrutinises compliance.
- Monitors implementation of policy.

Allergy Lead for Monitoring and Compliance: Business Manager
- Maintain this policy and review annually.
- Ensure all staff complete annual allergy and anaphylaxis awareness training. Training will include allergen awareness, recognition of allergic reactions and anaphylaxis, emergency response procedures and the administration of adrenaline auto-injectors (AAIs). New staff will complete training as part of their induction programme. Records of training completion will be maintained.
- Conducts an annual review of allergy arrangements
- Samples Individual Healthcare Plans and records.
- Reviews training completion.
- Reviews incidents and near misses
- Communicate allergy-related expectations to the school community.

Operational Lead for Allergy Management Main School: **First Aider at Work (School Receptionist)**
Operational Lead for Allergy Management Pre-School: **Head of Pre-School**
- Meticulous data entry to the School's Management Information System during onboarding. Following up promptly with parents/guardians if any information given is unclear.
- Prepare and distribute clear, comprehensive reports detailing pupils' medical and dietary allergies. These reports will be shared with school staff and the catering team at the beginning of each academic year, or at

the time of any planned data updates. Relevant details, including pupil photographs, will be displayed in staff rooms and catering service areas to support staff awareness and pupil safety.

- Communicate any new pupil information or updates to existing records as soon as they are received. Ensure changes are accurately recorded and shared with all relevant staff without delay.
- Manage Individual Healthcare Plans efficiently, liaising with parents and relevant staff as needed. Regularly check that medical packs are complete, that medicines are within expiry dates, and that all necessary supporting documentation is on file.
- Maintain a register of pupils prescribed adrenaline auto-injectors. Ensure emergency medication locations are recorded, expiry dates are monitored and replacement medication is requested from parents before expiry

Catering Team

- The Chef manager or designated Chef on duty is responsible for serving children or students who have food allergies or intolerances and for the preparation of food where food for these pupils is produced separately to other food.
- Where there is more than one service point and both operate at the same time, the Catering Manager or designated Chef on duty should nominate a senior member of staff who has been fully trained and instructed and they should serve the entire meal to these pupils.
- The complete meal should be handed directly to the pupil where their name and allergy has been identified.
- Another member of the catering should be trained in the correct service of food to pupils who have food allergies or intolerances to cover for any unavoidable absence of the Catering Manager or designated chef on duty.
- All Staff are required as part of their induction process to have completed the company Allergy and Intolerance training module. The mandatory training will be updated in line with legislative changes and notification will be sent to all staff of any changes.
- All staff will make themselves familiar with the schools list of pupils with allergies and intolerances, these will be held at each of the service points
- Be familiar with each student's dietary related allergies and Individual Healthcare Plans, including known allergens, symptoms emergency procedures and where medication is located.

Staff

- Be familiar with each student's allergies and Individual Healthcare Plans, including known allergens, symptoms emergency procedures and where medication is located.
- Take all reasonable steps to minimise pupils' exposure to allergens during classroom activities, lessons and school events.
- Act immediately in the event of a suspected allergic reaction and, if there is an Individual Healthcare Plan, follow any procedures outlined.

Parents/Guardians

- Inform the school of their child's allergies at onboarding using the forms supplied.
- Parents must provide up-to-date medical information relating to their child's allergy. Where available a BSACI Allergy Action Plan or equivalent healthcare professional approved allergy management plan should be provided. In the absence of such documentation, the School will work with parents to develop and maintain an Individual Healthcare Plan.
- Supply emergency medications (e.g., two EpiPens) that are clearly labelled and within expiry dates.
- Update the school on any changes in their child's condition.

Students (as age-appropriate)

- Learn to recognise their allergens and avoid unsafe foods/contacts.
- Inform an adult immediately if experiencing symptoms.
- Carry personal emergency medication, if prescribed and age appropriate.

Individual Healthcare Plans and Allergy Action Plans

Where a pupil's allergy requires individual arrangements to be put in place, the School will maintain an Individual Healthcare Plan (IHP), developed in partnership with parents/carers and, where appropriate, taking account of advice from healthcare professionals.

The IHP will include, as appropriate:

- the pupil's name, date of birth and current photograph;
- parent/carer and emergency contact details;
- details of the allergy, including known allergens and triggers;
- signs and symptoms of an allergic reaction and anaphylaxis;
- the treatment and emergency response required;
- details of prescribed medication, including adrenaline auto-injectors, dosage, storage and expiry arrangements;
- the location of emergency medication and arrangements for ensuring immediate access;
- any dietary or environmental requirements and measures required to minimise exposure to allergens;
- any adjustments or support required to enable the pupil to participate safely in lessons, activities, school trips and other aspects of school life;
- the level of responsibility the pupil can take for managing their own allergy, taking account of their age and understanding;
- staff who need to be aware of the pupil's allergy and any specific training or support required; and
- the action to be taken in an emergency, including when emergency services and parents/carers should be contacted.

Where a healthcare-professional-approved Allergy Action Plan, such as a BSACI Allergy Action Plan, is provided, this will form part of or be attached to the pupil's Individual Healthcare Plan.

Plans will be reviewed at least annually and whenever the School is notified of a change in the pupil's condition, treatment or medication.

PREVENTION MEASURES

Food Safety

- St. Andrew's is an allergy aware environment: no peanuts or tree nuts are permitted.
- Food sharing is discouraged among students.
- Special care is taken during events, school trips and celebrations to prevent exposure. Staff planning off-site trips or activities must identify pupils with allergies, ensure emergency medications are carried, and risk assessments include allergy considerations.

Classroom Practices

- Teachers will identify allergen-free alternatives for projects, crafts, and snacks.
- Cleaning protocols are followed to reduce allergen residues on surfaces.

Adrenaline Auto-Injectors (AAIs)

- The School maintains prescribed AAIs in designated locations that are known to staff and can be accessed immediately in an emergency.
- The School will maintain spare AAIs in accordance with Department for Education guidance.
- Spare AAIs will be stored in clearly identified and accessible locations.
- AAI expiry dates will be checked regularly and replacement stock obtained before expiry.
- Staff will be informed of the locations of pupil and spare AAIs.

Emergency Medication

- The School maintains spare AAIs for emergency use
- In an emergency staff should use the pupil's prescribed AAI wherever possible
- A spare AAI may be used in accordance with current DfE and MHRA guidance
- Following any administration of adrenaline, emergency services must be called immediately.

Emergency Response

- Each student with a severe allergy will have an Individual Healthcare Plan on file and accessible to staff.
- In case of suspected anaphylaxis:
    - Administer EpiPen immediately.
    - Call 999 (or local emergency services).
    - Notify the school office and parents/guardians.
    - Stay with the student until emergency responders arrive.
- Staff are authorised to administer an EpiPen to any student in an emergency, even without prior medical documentation, if anaphylaxis is suspected.

Monitoring and Review

The School will maintain records of:

- Staff allergy and anaphylaxis training.
- Pupils with diagnosed allergies.
- Individual Healthcare Plans and Allergy Action Plans.
- AAI stock and expiry date checks.
- Allergy-related incidents and emergency medication administration.

Following any serious allergic reaction the School will review the circumstances and take any necessary action to improve procedures.

Please use in conjunction with the 'Accident, First Aid and Medicines Policy' that outlines all details of medication and where it is stored.

Miss N. Coyle
Business Manager
St. Andrew's School

Policy Date: 1st September 2026
Policy Review Date: 1st September 2027

Appendix 1

Procedure for Managing Dietary Requirements at Lunchtime

Overview

All pupils must wear a lanyard at lunchtime showing their dietary requirements.

Lanyard System

Colour Coding

Each pupil will wear one lanyard, based on their highest-risk dietary requirement:

- **Orange** Epipen user
- **Purple** Allergy-related dietary requirement
- **Grey** Dietary preference (e.g. vegetarian, no beef)
- **Blue** No dietary requirements

If a pupil has more than one dietary requirement, the highest-risk requirement takes priority.
Example: A vegetarian pupil with a milk allergy wears a purple lanyard, not grey.

Storage

- Lanyards are stored in a plastic storage wallet.
- Each class has its own wallet, which should be kept in the classroom when not in use.

General Procedure

- Every pupil must be given a lanyard before lunch.
- All lanyards must be collected after lunch, and returned to the classroom in the plastic wallet.

Year Group Procedures

Reception

Before lunch

- Teacher or TA issues lanyards after handwashing, when pupils return from break, just before going down to lunch.

After lunch

- Class teachers or TA collect lanyards once pupils return from lunch.
- Lanyards are placed back into the plastic wallet and returned to the classroom.

Infants (Years 1 & 2)

Before lunch

- Teachers or TAs issue lanyards to pupils in the classroom. Empty plastic wallet for each class to be brought down to dinner hall with pupils.

After lunch

- Member of staff allocated to first aid for playtime collects the lanyards from the pupils and returns in the plastic wallet back to Year 1 and 2 Classrooms after lunch play.

Juniors (Years 3 & 4)

Before lunch

- The staff member with the class issues lanyards before leading pupils down to lunch.

After lunch

- St. Andrew's staff member on Year 3 and 4 duty at 12:50pm collect the lanyards.
- Lanyards are placed back into the plastic wallet and Form Captains for Year 3 and 4 to return the plastic wallet to the classroom at 1pm.

Juniors (Years 5 & 6)

Before lunch

- Year 5 and 6 Form Captains to bring down the lanyards in the plastic wallet at 12.25pm and hand them to the staff on playground duty.
- Pupils line up just before 1:00pm.
- Staff on playground duty issue the lanyards and Form Captains to put the plastic wallets back on the teacher's desks.
- For any year 6 pupils who have lunch time responsibilities lanyards will need to be given in the classroom at 12.25pm e.g. Buddies and Librarians.
- If it is wet break the staff member supervising the class will hand out the lanyards in the classroom just before 1pm. Year 6 prefects who have first lunch during wet play would need to be given their lanyards in the classroom before they go down to lunch at 12.25pm

After lunch

- Class teachers collect the lanyards during afternoon registration.
- Lanyards are returned to the plastic storage wallet and stored in the classroom.