

Allergy and Anaphylaxis Policy

This policy is effective in Woodstock Primary Academy, part of the Learning without Limits Academy Trust

Associated Trust Policies:	Associated Academy Policies:
Food Safety Policy	Educational Visits Policy
Health & Safety Policy	First Aid Policy
Staff Behaviour (Code of Conduct) Policy	Supporting Learners with Medical Conditions Policy
Staff Expectations Policy	Child protection and Safeguarding Policy

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Version	Date	Author	Changes
V1.0	August 2024	AbEv	Policy Approved at Trust Board meeting 26th September 2024.
V1.0a	August 2024	NW	Policy localised for Woodstock Primary Academy
V2.0	September 2025	AbEv	Annual review. Policy name updated to include anaphylaxis. List of associated policies updated. Reference to DfE Allergy Guidance for Schools updated to 13 th February 2025 version. Reference to the Allergy Team's Schools Allergy Code added. All references to 'designated members of staff' have been removed as all members of staff are trained to respond, including administering AAls in an emergency. References to 'pupil' updated to 'learner' throughout the policy. Policy Approved at Trust Board meeting 25th September 2025.
V3.0	July 2026	MaBo/BeSt	Substantial changes to comply with Benedicts Law and Natasha's Law including the naming of an Allergy Ambassador at each academy and their role and the training of all staff

			Clarification that information regarding a learner's allergies must be provided to the academy in writing. The responsibility of staff members with allergies to notify the academy accordingly. Policy Approved by the Trust Board in July 2026.
V3.0a	July 26	NW/LS/KH/DS	Policy localised for Woodstock Primary Academy

This document is a Trust created template policy for use in all Trust Academies. It is the responsibility of individual Academies to insert information in to the document where indicated so that it is relevant to local circumstances and practice, whilst not removing any content contained within it, prior to the policy being noted by Local Governing Bodies.

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed on an annual basis. The review date indicates when the policy is scheduled for evaluation and updating, not when it expires. The policy continues to apply until it is formally revised or replaced

The Allergy Ambassador at Woodstock Primary Academy is Neil Weaver

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1. Aims and Objectives

1.1. This policy aims to:

- Set out the Academy's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how the Academy supports learners 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's [Allergy Guidance for School](#) 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](#)

2.2. The policy also takes into account guidance set out in the [Allergy Team's Schools Allergy Code](#).

2.3. The policy works towards the Government's recommendation in September 2026 that all education settings adhere to Benedict's Law. This recommends that every Academy has:

- a dedicated allergy policy
- a lead allergy governor
- approved training for ALL staff in allergies and anaphylaxis
- spare AAI's in each Academy for the use of people with allergies

3. Roles & Responsibilities

3.1. We take a whole-school approach to allergy awareness.

3.2. Allergy Ambassador

3.2.1. The Allergy Ambassador in the Academy is Neil Weaver Vice Principal.

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 learners (although the Allergy Ambassador has ultimate responsibility, the information collection itself may be delegated to a member of the RAISE team or Donna Soden in the front office).
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff

- All learners 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 Academy's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the Academy's adrenaline auto-injectors (AAIs)

3.3. School Medical Officer

3.3.1. The dedicated medical officer within the Academy is responsible for:

- Coordinating the paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs are in date
- Ensuring teachers and support staff are aware of key allergies
- Ensuring training is up to date for all staff with medical responsibilities
- Any other appropriate tasks delegated by the allergy lead

3.4. Teaching and support staff

3.4.1. They are responsible for:

- Promoting and maintaining allergy awareness among learners
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training annually
- Being aware of specific learners with allergies in their care
- Will help pupils to administer AAIs in an emergency
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of learners with allergies
- Teachers update school Medical Officer with any updates and direct parents to the school Medical Officer if there are any required changes to a medical plan.

3.5. Parents

3.5.1. Parents are responsible for:

- Being aware of the Academy Allergy Policy
- Providing the Academy with up-to-date details in writing 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 children as packed lunches and snacks, and trying to limit the number of allergens included

- Following the Academy's guidance on food brought in to be shared
- Updating the Academy on any changes to their child's condition

3.6. Learners with allergies

3.6.1. These learners are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector (AAI)
- If age-appropriate, carrying their AAI on their person and only using it for its intended purpose (members of staff are still expected to help administer the AAI if the learner is not able to do so)

3.7. Learner without allergies

3.7.1. These learners are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Supporting and being respectful to class peers who may have allergies.

3.7.2. Older learners might also be expected to support their peers and staff in the case of an emergency.

3.8. Staff with allergies

3.8.1. Any staff within the central team or Academy must inform the Trust of any allergies.

3.8.2. HR will include this in the induction pack for new starters

3.8.3. Staff should be responsible for carrying their own AAI's with them.

3.8.4. If eating at a dine@ outlet they should seek guidance from catering staff if unsure.

4. Responsibilities of the dine@ Catering Service at the Academy

4.1. The dine@ Catering Service is committed to providing safe food options to meet the dietary needs of learners with allergies:

4.1.1. Menus are available for parents/carers to view with ingredients clearly labelled

4.1.2. Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing learners 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).

4.1.3. The 14 allergens that the FSA state must be declared are:

- **Celery** (including celeriac)
- **Cereals containing gluten** (such as wheat, barley, rye, and oats)
- **Crustaceans** (such as prawns, crabs, and lobsters)
- **Eggs**

- **Fish**
- **Lupin**
- **Milk**
- **Molluscs** (such as mussels and oysters)
- **Mustard**
- **Peanuts**
- **Sesame Seeds**
- **Soybeans**
- **Sulphur dioxide and sulphites** (if at a concentration of more than ten parts per million)
- **Tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios, and macadamia nuts)

4.2. The Trust Food Safety Policy supports allergy awareness in the Academy.

4.2. Trust Catering Manager (TCM)

4.2.1. The TCM will:

- Ensure that food provided in the Academy catering kitchen conforms to the required legislation for allergen management, in line with the Trust Food Safety Policy and Natasha's Law.
- Ensure suppliers are fully traceable and provide allergen information for the products they provide.
- Produce recipes using products from the approved buying list.
- Provide an up-to-date allergen matrix for menus, checked at least once per half term.
- Ensure that signage is displayed in line with the FSA standards to ensure that appropriate conversations can be held with Allergy sufferers to enable them to make safe informed choices.
- Cross check substitutes to ensure there are no discrepancies with the allergen information.
- Ensure annual training is provided to all members of the catering team.
- Liaise with the Academy Catering Manager (ACM) with regards learners with specific allergens.
- Ensure that nuts, and products containing nuts are not on the approved buying list.
- Review allergy processes and make changes annually.
- Audit each of the Academy catering service to ensure their compliance with the Allergy Policy.
- Ensure that the Academy online meal ordering system is up to date and allergen information is accurate.
- Meet with parents of learners with allergies if requested, to discuss their needs.

4.3. Academy Catering Manager (ACM)

4.3.1. The ACM will:

- Follow the recipes provided by the TCM using the specified ingredients.
- Order ingredients as specified from the approved suppliers.
- Fully assess any substitutes and check if there are any changes to the ingredients and allergy information.
- Inform the Academy of any menu changes because of substitutes and any allergens contained within.
- Monitor practices within the kitchen to reduce cross contamination, cleaning between preparation, using separate utensils and equipment, separate storage areas for products containing allergens.
- Ensure all staff are trained in allergies and follow the guidelines specified in the Academy Allergy Policy and the Trust Food Safety Policy.
- Communicate any updates concerning learners and their allergies.
- Brief the catering team before service daily to highlight the choices available to those learners with allergies.
- Liaise with the Academy to identify those learner with special dietary needs and use the resources within the Academy to identify them

5. Assessing Risk

5.1. The Academy will conduct a risk assessment for any learner 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 learner at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Managing Risk

6.1. The academy will aim to prevent food contamination by:

- Learners are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Learners have their own water bottles
- Woodstock is a nut free school
- School assemblies will provide regular updates and messages to pupils around allergy awareness.
- Risk assessments and individual medical plans are created for those with severe allergies to further reduce risk.
- Medication will only be administered when provided by and signed for by a parent or guardian.

6.2. Food restrictions

6.2.1. We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage learners 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

6.2.2. If a learner brings these foods into the Academy, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

6.3. Insect bites/stings

6.3.1. The academy will aim to reduce the risk of insect bites/stings:

- Shoes should always be worn when outside
- Food and drink should be covered
- Outdoor areas will be monitored and cordoned off if necessary.
- Assemblies and lessons on how to act in the outdoor environment.

6.3.2. In the event of a sting or insect bite, they will be treated by:

- Following the first aid policy including the use of anti-septic wipes and applying a cold compress.
- If the sting remains in the skin, school will contact the parents to assist.
- Parents will be notified through either a phone call or first aid message.

6.4. Animals

6.4.1. The academy will aim to minimize risk of animal allergies by:

- All learners will always wash hands after interacting with animals to avoid putting learners with allergies at risk through later contact
- Learners with animal allergies will not interact with animals
- Animals including dogs are not permitted on the school playground during drop-offs and collection periods.

6.5. Support for mental health

6.5.1. Learners with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Learners with allergies will have additional support through:

- Learners with allergies will have additional support through:
- Pastoral care

- Ensuring that all students are aware of the risks and dangers of allergens, so that students with allergies feel included in the dining room experience and not excluded or segregated to a different area.
- Regular check-ins with their class teacher.

6.6. Events and school trips

- 6.6.1. For events, including ones that take place outside of the Academy, and school trips, no learners with allergies will be excluded from taking part.
- 6.6.2. The Academy will plan accordingly for all events and trips and arrange for the staff members involved to be aware of learners' allergies and to have received adequate training.
- 6.6.3. Appropriate measures will be taken in line with the Academy's AAI protocols for off-site events and trips (see paragraph 8.6) and in line with the Academy Educational Visits Policy.

7. Procedures for Handling an Allergic Reaction

7.1. Register of learners with adrenaline auto-injectors (AAIs)

- 7.1. The Academy maintains a register of learners 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 learner has been prescribed AAI(s) (and if so, what type and dose)
 - Where a learner 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 learner
 - A photograph of each learner to allow a visual check to be made (this will require parental consent)
- 7.2. The register is kept in the main office and also displayed in the staff room so it can be checked quickly by any member of staff as part of initiating an emergency response.
- 7.3. Allowing all learners to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register.
- 7.4. A further register is kept within the Medical Tracker system

7.2. Allergic reaction procedures

- 7.1. As part of the whole-school awareness approach to allergies, all staff are trained in the Academy's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- 7.2. All members of staff are trained in the administration of emergency AAIs.
- 7.3. Designated members of staff have had additional training in the administration of AAIs – Donna Soden, Nina Dyer, Vicky Duffy, Gemma Mulligan, Wendy Potter, Devyani Patel,

Anusha Rengaraj, Claire Brookes, Ellen Snape, Zoet Mumford, Susannah Greaves & Ruth Branson

- 7.4. If a learner has an allergic reaction, the staff member will initiate the Academy's emergency response plan, following the learner's allergy action plan
- If an AAI needs to be administered, a member of staff member will use the learner's own AAI, or if it is not available, an Academy one.
- 7.5. If the learner has no allergy action plan, staff will follow the Academy's procedures on responding to allergy and, if needed, the Academy's normal emergency procedures:
- First aid will be provided and lead medical practitioner consulted
 - Emergency services call for further guidance if necessary and use of emergency adrenaline auto-injector if necessary
 - Sit or lie the person flat with their legs raised.
 - Monitoring of reaction and phone call home to parents to inform.
- 7.6. If a learner needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives, or accompany the learner to hospital by ambulance
- 7.7. If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the learner will be monitored and the parents/carers informed.

8. Adrenaline auto-injectors (AAIs)

8.1. Purchasing of spare AAIs

- 8.1. The Estates and Compliance Manager is responsible for overseeing the buying of AAIs and ensuring they are stored according to the guidance.

8.2. Storage (of both spare and prescribed AAIs)

- 8.1. The Allergy Ambassador 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 learners
 - **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 (this has been defined as 2.5 minutes to and from the medical kit)
 - Spare AAIs will be kept separate from any learners' own prescribed AAI, and clearly labelled to avoid confusion.

8.3. Maintenance (of spare AAIs)

- 8.1. Donna Soden and Neil Weaver are responsible for checking monthly that:
- The AAIs are present and in date
 - Replacement AAIs are obtained when the expiry date is near

8.4. Disposal

- 8.4.1. AAI's can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for waste collection).

8.5. Use of AAI's off academy premises

- 8.5.1. Learners at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on trips and off-site events.
- 8.5.2. A member of staff trained to administer AAI's in an emergency should be present on trips and off-site events
- 8.5.3. Prior to off-site trips, a school risk assessment will be completed identifying the specific procedure for carrying and administering AAI for that trip.

8.6. Emergency anaphylaxis kit

- 8.1. The Academy holds an emergency anaphylaxis kit. This includes:
- Spare AAI's
 - Instructions for the use of AAI's
 - 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 learners to whom the AAI can be administered
 - A record of when AAI's have been administered

9. Training

- 9.1. The Academy is committed to training all staff in allergy response on an annual basis including new starters. This includes:
- How to reduce and prevent the risk of allergic reactions
 - How to spot the signs of allergic reactions (including anaphylaxis)
 - Where AAI's are kept on the Academy site, and how to access and administer them
 - The importance of acting quickly in the case of anaphylaxis
 - The wellbeing and inclusion implications of allergies
 - Training will be overseen annually by the Allergy Ambassador.

10. LwLAT Wellbeing Statement

- 10.1. The Trust will always put the effective education of our learners at the heart of any decision that we make. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

11. Review of this Policy

- 11.1. This policy is reviewed annually, or sooner if required by new or statutory legislation as per the Trust's Policy Framework. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.