Allergy management policy

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Version Control since July 2025

Version	Date of Change/Adopted	Reviewed by	Reason for change
1.0	July 2025	T.Banks	New document
1.1	January 2026	T.Banks	Adding in the Phoenix Bay has become a nut-free school.
1.2	September 2026	R Banks/T Banks	Updated to reflect new layout, Benedict's Law and the 2026 DfE Allergy Safety in Schools guidance, including spare AAIs, staff training and emergency arrangements.

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1. Introduction

Anaphylaxis and other allergic reactions can be life-threatening, and it is crucial for all school staff to be equipped with the knowledge, skills, and awareness to manage and respond appropriately to students' allergies. This policy outlines the necessary steps, procedures, and responsibilities for ensuring the safety and well-being of all students with known allergies.

The primary goal of this policy is to create a safe learning environment where every student, regardless of their allergies, has equal access to educational opportunities and activities without unnecessary risk

The aims of our allergy management policy are to:

- Ensure the health and safety of all staff, students and visitors with allergies and anaphylaxis
- Ensure that students, staff, and visitors are aware of allergy risks and management strategies
- Provide a framework for responding to an incident and recording and reporting the outcomes
- Make sure all medical needs are accommodated

Phoenix Bay School is a nut-free school.
This means that nuts and nut-containing products (including peanuts and tree nuts) are not permitted on site, including packed lunches, snacks, cooking activities, rewards, celebrations, or food brought in by visitors. This measure is in place to reduce the risk of accidental exposure for students and staff with severe nut allergies and anaphylaxis.

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which states that employers must provide adequate and right equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, plan to implement necessary measures, and arrange for information and training

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which states that some accidents must be reported to the Health and Safety Executive (HSE), and set out the time frame for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2015, which require that suitable space is provided to cater for the medical and therapy needs of students
- The Children's Wellbeing and Schools Act 2026
- Department for Education – Allergy safety in schools statutory guidance (July 2026)

3. Health & Safety

3.1 Appointed person(s) and first aiders

The school maintains a sufficient number of trained and qualified first aiders, including staff trained in paediatric first aid and the administration of adrenaline auto-injectors (AAIs).
An up-to-date list of current first aiders is displayed prominently around the school site and is available from the school office.
They are responsible:

- Taking charge when someone is having an allergic reaction
- Ensuring there is an adequate supply of medical materials in first aid kits and in date AAI's, and replenishing the contents of these kits
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students/staff home to recover, where necessary
- Call emergency service if and when needed
- Contacting parents\carers with updates
- Filling in an accident report on the same day, or as soon as it is ok to do so, after an incident
- Keeping their contact details up to date
- All school staff will receive appropriate allergy awareness training, including recognising the signs and symptoms of anaphylaxis, understanding the school's allergy procedures and knowing how to respond in an emergency.

3.4 The Principal

The principal handles the implementation of this policy, including:

- Ensuring that a suitable number of appointed persons and trained first aid personnel are always present in the school
- Ensuring that first aiders have a qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures

- Ensuring appropriate risk assessments are completed and right measures are put in place to ensure the health and safety of pupils and staff

4.Recognising Anaphylaxis (ABC)

Airway

- Swollen tongue
- Difficulty swallowing/speaking
- Throat tightness
- Change in voice

Breathing

- Difficult or noisy breathing
- Chest tightness
- Persistent cough
- Wheeze

Circulation

- Feeling dizzy or faint
- Collapse
- Babies and young children may sudde become floppy and pale
- Loss of consciousness(unresponsive)

Action to be taken

- Position is important- lie the person flat with legs raised (or sit the up if having trouble breathing)
- Give adrenaline – WITHOUT DELAY – if an AAI is available
- Always bring AAI to the person having anaphylaxis and not the other way around (avoid standing or moving)
- Call 999 and explain someone is having anaphylaxis
- Stay with person until help arrives
- If symptoms do not improve within five minutes of first dose of AAI, give a second dose
- A person who is giving adrenaline should always be taken to the hospital for further observations and treatment
- Sometimes anaphylaxis symptoms can recur after the first episode has been treated this is called biphasic reaction.

5. Spare pens in school

The Human Medicines (Amendment) Regulations 2017 allow schools to purchase adrenaline auto-injectors (AAIs) without a prescription for emergency use on students at risk of anaphylaxis.

Phoenix Bay School will keep spare AAIs in accessible and clearly identified locations across the school site. Spare AAIs will be readily accessible to trained staff in an emergency and will not be kept in a location that could cause unnecessary delay.

AAIs will kept in Pavilion and Big Red.

Spare AAIs will be stored in accordance with the manufacturer's instructions and will be regularly checked to ensure they remain in date and suitable for use. Any AAI that is used, expired or damaged will be replaced as soon as reasonably practicable.

Each person with a prescribed allergy should:

- Carry their prescribed AAI on their person where appropriate and in accordance with their Individual Healthcare Plan.
- Have a spare prescribed AAI available at school where required.

6. Individual healthcare plan (IHP)

An Individual Healthcare Plan (IHP) is a critical document outlining steps to take in case of an allergic reaction.
Each IHP will include:

1. Student identification (name, DOB)
2. Emergency contact information
3. Allergen information and known triggers
4. Emergency treatment procedures
5. Dosage and administration of AAI
6. Preventative measures
7. Special considerations
8. Signed parental consent and staff acknowledgment

7. Roles and responsibilities

Every student, staff, or visitor with an allergy will be asked to fill out a medical form. This will be made into an emergency action plan. Allergy action plan (AAP) will be made the outline the specific steps to take in case of an allergic reaction. This document will be filled out with trained member of staff, students, and parents/carers.

6.1 Parents/ carers

- On attendance of the school, it is the parents/carers responsibility to inform staff of any allergies. As a school we should know of past episodes, history of anaphylaxis and details of all prescribed medication.
- Parents/carers will be asked to complete an allergy action plan with pupil and trained staff member.
- Parents/ carers responsibility to bring in medication.
- Parents/carers should always update school with any allergy changes.
- Parents/carers must support the school's nut-free policy by ensuring that no nuts or nut-containing products are brought into school, including within packed lunches, snacks, or food for events or celebrations.
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6.2 Staff

- All staff members, including teachers and support staff, will receive mandatory training on identifying and managing allergic reactions, including the use of adrenaline auto-injector (AAI)
- Staff must supervise all food-related activities
- Staff leading school trips will need to carry out a risk assessment
- Staff responsibilities to keep up to date allergy action plan with medication kept with it.
- Staff to try and prevent exposure for example keeping all workstations clean, supervise mealtimes, promote hand washing
- Staff must actively enforce the school's nut-free policy and remain vigilant during food-related activities, ensuring that prohibited foods are not brought onto the premises and that cross-contamination risks are minimised

6.3 Pupils

- Pupils should be encouraged to take responsibility of carrying AAI. Only if pupil is trained to administer
- Pupil should have a good awareness of their symptoms

In case of an allergic reaction, the trained staff members will follow school's emergency plan:

1. Assessing the severity of the reaction
2. Administering the prescribed medication (e.g. epipen)
3. Calling emergency services
4. Notifying the parents /carers

8. Allergies and bullying

In schools is essential for creating a safe and supportive environment for all students, particularly those with allergies. Bullying related to allergies can be especially harmful, as it not only puts students at risk of physical harm but also affects their emotional well-being. A comprehensive policy should address how schools will manage allergies, prevent bullying, and respond to incidents of both allergic reactions and bullying.

The school will not tolerate any form of bullying, harassment, or teasing related to a student's allergies or health condition.

The school prohibits any form of bullying or harassment based on a student's allergies. This includes but is not limited to:

- Verbal harassment, teasing, or making fun of a student's allergies.

- Deliberate exposure to an allergen with the intent to harm.
- Exclusion from activities due to allergies or making a student feel unsafe because of their condition.

Any student found engaging in allergy-related bullying will face disciplinary action consistent with the school's bullying policy. Furthermore, the school will take immediate steps to ensure the student's safety and will work closely with parents and relevant staff to provide support.

9. Storage of AAIs

The storage of anaphylaxis pens (EpiPens) in schools must strike a balance between security and accessibility. The pens should be stored at room temperature, away from light and moisture. Staff should be trained to administer the pen quickly and efficiently in case of an allergic reaction, and the pens should be regularly checked for expiration and damage. Having multiple pens available and ensuring they are easy to locate during an emergency is vital for protecting the health of students with severe allergies.

10. Catering

Phoenix Bay School operates a nut-free environment.
All food provided by the school, caterers, or brought in for events must comply with this requirement.
Catering providers must confirm that:

- Nuts are not used
- Cross-contamination risks are controlled
- Ingredients are clearly labelled

10.1. Establish Clear Policies and Guidelines

Develop an Allergy Management Policy for Catering:

- Identification of Allergies: The school should maintain an updated list of students with food allergies. This can be done through communication with parents and keeping records in the business manager's office.
- Training for Staff
- Labelling and Allergen Identification

School-Specific Allergy Policy:

- Restrict High-Risk Foods: If needed the school may adopt a policy of banning certain high-risk allergens (such as peanuts, tree nuts, or dairy) in specific areas like classrooms or the cafeteria.
- Emergency Procedures: Ensure clear, written protocols are in place for dealing with allergic reactions, including who to contact and what steps to take if a reaction occurs.
- Allergy Action plan (AAP): Work with parents/carers to create individual health plans for each student with allergies. This should include:

o Detailed information about the student's allergies
o The symptoms of an allergic reaction
o The emergency action plan for that student (including whether the student has an EpiPen and how to administer it)

- Regular Communication: Keep an open line of communication with parents/carers for any changes

10.2. Allergen Communication

Food Allergen Education:

- Staff Training: In addition to staff and visitors should receive basic training on how to recognize the signs of an allergic reaction and what to do if one occurs.
- Student Education: Consider incorporating age-appropriate allergy awareness lessons in the curriculum. For example, younger students can learn about the importance of not sharing food, while older students can understand the risks associated with allergens and how they affect others.

10.3. Special Events and Celebrations

- Any food brought in for events must comply with the school's nut-free policy and be approved by staff in advance where necessary.
- Allergy-Safe Parties and Events: For special occasions like birthdays or school events, communicate with parents/carers about the importance of bringing in allergy-safe treats. The school may want to set up guidelines or offer pre-approved allergy-safe snacks for such events.
- Labelling Snacks for Events: If outside food is brought into the school for a celebration or event, it should be clearly labelled with ingredients and potential allergens. Also kept separate from other food to prevent cross contamination.
- Staff Responsibilities During Special Events: Teachers and staff should be trained to oversee these events to ensure that students with allergies are safe and have access to appropriate foods.

10.4. Regular Review and Evaluation

- Annual Allergy Management Reviews: The school should review its allergy management policies regularly to ensure they remain effective. This includes evaluating the menu, allergen controls, and procedures for responding to allergic reactions

11. Expiry Dates & Medication Checks

Parents/carers are responsible for ensuring AAIs are in date. However, Phoenix Bay School will also conduct regular checks.
Expired AAIs must be disposed of safely (via a sharps container or returned to parents for disposal).
Medication must always be checked following school holidays.
As a child grows, AAI dosage may need to change according to weight.

12. External Support

Phoenix Bay School utilises resources from:

- Anaphylaxis UK Safer Schools Programme
- Allergy Wise for Schools

https://www.anaphylaxis.org.uk/education/allergywise-school-award/

13. Working with parents/carers

Parents/carers are encouraged to help complete the Allergy Action Plan (AAP) and to provide the school with two in-date prescribed adrenaline auto-injectors (AAIs), where these have been prescribed for the student.

14. Risk assessments

A Risk Assessment is a vital component of your Allergy Management Policy in schools. It helps identify potential hazards, evaluate the risks associated with those hazards, and outline steps to minimize or eliminate the risks to ensure the safety of students with allergies. The purpose of the risk assessment is to proactively identify areas where students could be exposed to allergens and to implement appropriate controls to prevent allergic reactions.

Risk assessments must consider the school's nut-free status as a control measure to reduce allergen exposure and must identify any situations where additional controls may be required.

15. Sports activities and Off-site activities

15.1 Sports Activities on Site

Physical activities and sports present specific challenges for students with allergies, as they may be exposed to allergens in outdoor environments, shared equipment, food or through physical contact with other students. Ensuring that students with allergies can participate safely in sports is crucial for both their well-being and their ability to enjoy physical activities.

Staff should ensure that:

- Students' allergy information and Allergy Action Plans (AAPs) are known and accessible to relevant staff.
- Any allergy-related risks associated with the activity or environment are considered before the activity takes place.
- Students' required medication, including adrenaline auto-injectors (AAIs), is available and easily accessible where required.

- Staff supervising the activity are aware of the students with allergies, their triggers, symptoms and emergency procedures.

15.2 Off-Site Sports and Visits

Pre-Trip Planning

- All students' Individual Healthcare Plans (IHPs) and Allergy Action Plans (AAPs) must be reviewed before any trip.
- Risk assessments must specifically address allergy risks, including potential exposure to allergens, availability of emergency care and the location of the nearest medical facility.
- All allergy-related information must be up to date and accessible to the trip leader and relevant supervising staff.
- Parents/carers should provide any required information and consent relating to allergies and emergency medical treatment.
- The off-site venue should be assessed for potential allergy risks, including environmental allergens, insect stings or bites, food and the availability of medical facilities or first aid.

Medication and Emergency Arrangements

- All required medication, including adrenaline auto-injectors (AAIs), antihistamines and inhalers where prescribed, must be brought on the trip and remain easily accessible.
- A copy of the student's relevant action plan must accompany the group.
- At least one staff member with up-to-date anaphylaxis training must be present on all trips where required.
- Staff must have access to emergency contact numbers and a mobile phone.
- A clear plan must be in place for managing a severe allergic reaction, including the fastest route to appropriate medical assistance.

Food and Allergen Management

- Careful consideration must be given to all food provided or consumed during the trip, including packed meals, catering and snacks.
- Allergen-free options must be arranged in advance where required.
- Students must not share food or utensils where this could create an allergy risk.
- Where possible, food labels and ingredient information should be checked.
- For Phoenix Bay School trips, the nut-free policy remains in force, and no nuts or nut-containing products may be taken or consumed during school visits or residentials.

Accommodation and Activities – Residential Trips

- Allergies must be considered when selecting accommodation, particularly in relation to meal preparation and environmental allergens.

- Accommodation providers must be informed in advance of any student allergies and relevant safety requirements.
- Activities must be assessed for potential allergen exposure, including activities involving plants, animals or insect bites.

Communication with Venues

Where an activity or event is held at a third-party venue, the school should contact the venue beforehand where appropriate to discuss allergy management, including:

- Availability of suitable food options.
- Policies regarding food sharing or outside food brought by the school.
- Emergency procedures and medical facilities available on site.
- Any specific environmental allergy concerns.

16. Insect Sting Allergy Management

In schools is an important aspect of ensuring the safety and well-being of students. Insect stings, particularly from bees, wasps, hornets, and yellowjackets, can trigger severe allergic reactions in some individuals, potentially leading to anaphylaxis. Schools must take proactive steps to manage these allergies and provide appropriate emergency responses.

17. Allergy management checklist

- Does the child have an Individual Healthcare Plan?
- Has your school purchased spare pens?
- Have ALL school staff been trained in allergy and anaphylaxis?
- Does the school allergy policy include where and how to store AAIs?
- Is there a schedule to check the expiry dates on spare AAIs and each child's AAI?
- Does the allergy policy cover cater for children with allergies?
- Does the allergy policy include pupil allergy awareness?
- Has the school completed an allergy risk assessment?
- Does the allergy policy include risk assessment of extra curricula activities?
- Does the allergy policy cover safeguarding children with allergies, including bullying?
- Are spare AAIs available, accessible and clearly identified?
- Are spare AAIs checked regularly for expiry and condition?
- Are arrangements in place to replace spare AAIs following use, expiry or damage?

18. Monitoring, Documentation and Review

Phoenix Bay School is committed to maintaining high standards of allergy management through effective monitoring, accurate record keeping and regular review of practice. This

ensures ongoing compliance with statutory requirements, supports continuous improvement and safeguards the health and wellbeing of all students.

18.1 Medical Information

- All students' medical information must be kept up to date.
- All Allergy Action Plans (AAPs) must be reviewed and renewed at least annually, or sooner if there are any changes to a student's condition, medication, or dosage.

The school will ensure that updated documentation is securely stored and accessible to relevant staff.

18.2 Staff Training Records

- All staff who receive allergy and anaphylaxis training must have evidence of completion recorded.
- Training records must include the date completed and the renewal date where applicable.
- Copies of certificates or confirmation of attendance must be retained by the school.

The school will maintain a central training log to ensure training remains current and compliant with best practice guidance, including recommendations from organisations such as Anaphylaxis UK.

18.3 Recording of Incidents

All allergy-related incidents must be formally documented. Records must include:

- Date and time of the incident
- Name of the student involved
- Nature of the allergic reaction
- Staff member(s) administering medication
- Type and dosage of medication administered
- Whether emergency services were contacted
- Outcome and follow-up actions

Where required, incidents will be reported in accordance with statutory requirements, including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All documentation must be completed as soon as reasonably practicable after the incident and stored in line with the school's data protection and safeguarding procedures.

19.Additional Compliance Note (September 2026)

This policy has been reviewed to reflect the Department for Education's *Allergy safety in schools* statutory guidance published in July 2026 and the allergy safety requirements introduced through Benedict's Law. Phoenix Bay School will maintain appropriate arrangements for allergy awareness training, Individual Healthcare Plans, emergency adrenaline auto-injectors, incident recording and allergy risk management.