



Scampton Church of England Primary School

ALLERGENS POLICY

Dissemination: Published on the school website and available to parents, carers, staff, governors, and visitors. Read alongside *Supporting Pupils with Medical Needs Policy*

- **Review Frequency:** Reviewed annually and immediately following any allergy-related incident, change in legislation, statutory guidance, or clinical best practice.
- **Approval Date:** September 2026
- **Next Review Due:** September 2027
- **Legislative Compliance:** Compliant with DfE Allergy Safety in Schools Statutory Guidance (July 2026 - "Benedict's Law").

1.0 Policy Statement

To minimise the risk of any pupil suffering a severe allergic reaction whilst at school or attending any school-related activity. To ensure staff are properly prepared, trained, and equipped to recognise and manage severe allergic reactions should they arise.

2.0 Introduction

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing, or rashes, but can sometimes cause a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe, life-threatening generalised or systemic hypersensitivity reaction at the extreme end of the allergic spectrum. The whole body is affected—often within minutes of exposure, but sometimes hours later. It is characterised by rapidly developing life-threatening airway, breathing, or circulatory problems, usually associated with skin or mucosal changes.

Common UK allergens include (but are not limited to): Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect Venom, Pollen, and Animal Dander. This policy sets out how Scampton C of E Primary School will support pupils with allergies to ensure they are safe and not disadvantaged in any way whilst taking part in school life.

3.0 Roles and Responsibilities

Parent Responsibilities:



- **Notification:** On entry to the school or upon new diagnosis, parents must inform reception staff, SENDCO, or First Aid Lead of any allergies, including past severe reactions, anaphylaxis history, and prescribed medication.
- **Allergy Action Plan:** Supply a copy of the child's Allergy Action Plan (BSACI plans preferred). If one does not exist, collaborate with a GP or allergy specialist to establish one as soon as possible.
- **Medication Supply:** Ensure all required emergency medication is supplied in date, in original pharmacy packaging, and replaced prior to expiry.
- **Updates:** Keep the school informed of any changes in allergy management or medical status.

Staff Responsibilities:

- **Training:** Complete annual anaphylaxis training (and ad-hoc training upon joining).
- **Awareness:** Maintain awareness of pupils with known allergies within assigned classes, cover classes, and duty rotations. Exercise caution during all food-related classroom activities.
- **Educational Visits:** Trip leaders must carry all required emergency supplies and verify that pupils with allergies have their medication before departing. Pupils without their required medication will not be permitted to attend.
- **Record Keeping:** The designated First Aid Lead maintains the allergy register, logs medication usage, inspects stored medication termly, and notifies parents of approaching expiry dates.

Pupil Responsibilities:

- Develop an age-appropriate awareness of their allergy symptoms and triggers.
- Inform an adult immediately if they suspect they are having an allergic reaction.
- Refrain from sharing food or drinks with peers.

Allergy Lead: Scampton C of E Primary School appoints a named member of the Senior Leadership Team as the **Allergy Lead** (supported by a Deputy Allergy Lead). Responsibilities include:



- Overseeing policy implementation and compliance.
- Monitoring staff completion of annual training.
- Ensuring pupil Allergy Action Plans remain current.
- Monitoring and investigating incidents and near misses.
- Ensuring emergency medication and spare AAIs are accessible and in date.
- Leading annual reviews of allergy management procedures.

4.0 Allergy Action Plans

Allergy Action Plans or Health Care Plans function as Individual Healthcare Plans (IHPs) for children with food allergies. They provide medical guidance and parental consent for schools to administer emergency medicines, including consent to use a spare school Adrenaline Auto-Injector (AAI).

These plans are completed in partnership with a healthcare professional (GP/Allergy Specialist). Up-to-date plans are kept alongside the pupil's emergency medication box.

5.0 Emergency Treatment and Management of Anaphylaxis **Symptoms to Watch For:**

- Swelling of the mouth, lips, tongue, or throat.
- Difficulty swallowing or speaking.
- Difficulty breathing, wheezing, or persistent cough.
- Sudden collapse, dizziness, weakness, or unconsciousness.
- Hives, rash, or nettle-like skin eruptions anywhere on the body.
- Abdominal pain, nausea, or vomiting.
- Strong feelings of apprehension or "impending doom".



Emergency Anaphylaxis Protocol:

1. **STAY WITH THE PUPIL:** Call for immediate help. DO NOT move the child or leave them unattended.
2. **REMOVE TRIGGER:** If safe and possible (e.g., insect stinger), remove the trigger.
3. **POSITION PUPIL:** Lie the child flat (with legs elevated). If breathing is difficult, allow them to sit upright, but avoid sudden standing.
4. **ADMINISTER ADRENALINE WITHOUT DELAY:** Inject into the upper, outer thigh (through clothing if necessary) and record the exact time.
5. **CALL 999:** State "ANAPHYLAXIS" clearly to emergency dispatchers.
6. **SECOND DOSE:** If no improvement is observed after 5 minutes, administer a second AAI device.
7. **CPR:** If there are no signs of life, commence CPR immediately.
8. **NOTIFY PARENTS:** Contact parents/carers as soon as possible.

Note: All pupils experiencing anaphylaxis MUST go to hospital via ambulance for observation, even if they appear to have recovered fully. Ensure a designated staff member meets and greets the ambulance crew at the designated access point.

6.0 Supply, Storage, and Care of Medication

Supply: Parents must supply emergency medication in a clear, rigid container clearly labelled with the child's name, class, and photograph. The container must include:

- Prescribed Adrenaline Auto-Injectors (minimum of 2).
- Up-to-date signed Allergy Action Plan.
- Antihistamine (tablets or syrup, with measuring spoon, if listed on plan).
- Asthma reliever inhaler and spacer (if listed on plan).

Storage: Medication kits and spare school AAIs are housed centrally at the school **AAI Station**. Devices must be accessible to all staff at all times and capable of being administered within 5



minutes of symptom onset. AAI's are stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal: Used AAI's are single-use devices. They must be handed directly to ambulance paramedics or disposed of in the dedicated medical sharps bin located in the First Aid Room.

7.0 'Spare' Adrenaline Auto-Injectors in School

Scampton C of E Primary School holds stock of emergency 'spare' Adrenaline Auto-Injectors (AAI's) for use if a child's prescribed device is unavailable, damaged, or expired.

- Spare AAI's are stored in a rigid container labelled '*Emergency Anaphylaxis Adrenaline Pen*' at the central AAI Station (unlocked and accessible to all staff).
- The First Aid Lead inspects spare AAI's on a monthly basis.
- Written parental consent for spare AAI usage is included in the child's Allergy Action Plan.
- If anaphylaxis is suspected in an undiagnosed individual, call 999 immediately and follow emergency service dispatcher advice regarding spare AAI administration.

8.0 Staff Training

The Headteacher coordinates annual staff anaphylaxis training. All teaching, support, catering, midday supervision, office, site, and wrap-around care staff undergo annual training at the start of each academic year (with ad-hoc sessions for new staff).

Training includes allergen triggers, symptom recognition, AAI administration, practical practice with trainer pens, risk reduction, and managing Allergy Action Plans.

9.0 Inclusion and Safeguarding

Pupils with medical conditions and allergies will be supported to participate fully in all aspects of school life. They will not be excluded from trips, sports, or events where reasonable adjustments can be made. Bullying, teasing, or discriminatory behaviour regarding allergies or dietary needs will not be tolerated.

10.0 Catering & Food Safety

The school complies with the *Food Information Regulations 2014* (identifying Top 14 allergens).

- Catering staff and midday supervisors maintain a visual photo register to identify food-allergic pupils.
- Cross-contamination precautions are strictly enforced in kitchen preparation areas.



- Home-supplied water bottles and lunchboxes must be clearly labelled.
- Food treats (e.g., birthday cakes) are not distributed without prior parental consent.
- The school operates a nut-aware policy; items containing nuts are strongly discouraged on site.

11.0 Off-Site Activities and Trips

Trip leaders must carry emergency medication kits, complete risk assessments, and verify AAI availability prior to departure. Venue catering for overnight stays must be briefed in advance. On sporting trips, host schools are notified, and an AAI-trained staff member accompanies the team.

12.0 Risk Assessment, Incident & Near Miss Reporting

- An **Individual Pupil Allergen Risk Assessment** is completed for all newly admitted or diagnosed allergic pupils.
- All allergy incidents, reactions, or near misses must be recorded using accident forms.
- Following an incident, parents are informed promptly, a debrief review is conducted, and healthcare plans are updated.



Appendix 1 — School Allergy Safety Protocol

Field	Detail
Academy Name	Scampton Church of England Primary School
Allergy Lead	Headteacher
Deputy Allergy Lead	SENDSCO Assistant
First Aid Lead	Headteacher
Reception Contact Number	01522 730340
Emergency Contact Point for Ambulance	Main School Reception / School Front Gate (High Street, Scampton)
Location of Prescribed AAIs	Central AAI Station (Front Entrance)
Number of Spare AAIs Held	2 Spare AAI Devices (Emergency Box)
Sharps Bin Location	Hygiene Suite
Emergency Poster Locations	Staffroom
Last Site Review Date	August 2026