



Davenant Foundation School

Allergy Policy

Last Reviewed: December 2025

Next Review: January 2027

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

POLICY DETAILS

Policy Name	Allergy Policy	Committee Responsible	Standing
Status	Good Practice	Committee Person i/c	Mrs J Dennison
Produced by	The Key	First Agreed	January 2022
Date Produced	November 2025	Last Review Date	December 2025
References	Supporting pupils at school with medical conditions	Next Review Date	January 2027

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1. Aims

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 pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on [allergies in schools](#) 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:

- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is the Deputy Head.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils through delegation to the Medical Officer (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to the medical officer / the school nurse / administrative staff)
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils 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 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

3.2 Medical officer

The Medical officer is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare non-prescription AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures

- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Completing appropriate allergy training as required
- Being aware of specific pupils 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 pupils with allergies

3.4 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
- 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 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
- Providing written consent for the use of a school spare non-prescribed AAI in the event of an emergency
- Provide up-to-date emergency contact details

3.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Assessing risk

The school will conduct a risk assessment for any pupil 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

5. Managing risk

Catering

For information on food allergies and Harrison Catering, our catering provider, please see appendix 1.

6. Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

- Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.
- Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- Staff members will be diligent in the management of wasp, bee and ant nests on school grounds, reporting any concerns to the Estates Manager.
- The Estates Manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.
- Where a pupil or staff member with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

7. Support for mental health

If required, Pupils with allergies will have access to additional support through:

- Pastoral care
- Regular check-ins with their [class teacher/form tutor/etc.]

8. Procedures for handling an allergic reaction

8.1 Register of pupils with AAI

- The school maintains a register of pupils 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 pupil has been prescribed AAI(s)
Where a pupil 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 pupil
- The register is available, alongside consent forms, in Student Reception and can be checked quickly by any member of staff as part of initiating an emergency response

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 AAIs to minimise delays in pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, and the pupil requiring medical attention is unable to self-administer, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan
 - If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures (see below managing anaphylaxis)

9. Managing anaphylaxis

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and raise the student's legs and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A designated staff member will be called for help and the emergency services contacted immediately.

The designated staff member will either encourage the Pupil to self-administer the AAI or if this is deemed unsafe due to the clinical/emotional state of the Pupil the Staff member will administer the AAI in line with manufacturer's directions. The time of the AAI being administered must be recorded. If there is no improvement after five minutes, a further dose of adrenaline will be self-administered or administered to the Pupil using another AAI, if one is available and if directed to do so by the Emergency Services.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

A member of SLG will be contacted immediately, as well as a suitably trained individual, such as a first aider.

A designated staff member will contact the pupil's parents as soon as is possible.

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Two members of staff will accompany the pupil to hospital in the absence of their parents.

➤ A school AAI device will be used instead of the pupil's own AAI device if:

- Written parental consent has been provided, or
- The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If directed by Emergency Services

➤ If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance

➤ If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed

10. Adrenaline auto-injectors (AAIs)

10.1 Purchasing of spare AAIs

Pupils or staff who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase non-prescription spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request, signed by the Head Teacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

- The name of the school.
- The purposes for which the product is required.
- The total quantity required.

The Head Teacher, in conjunction with the Medical Officer, will decide which brands of AAI to purchase.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- **For pupil aged 12+: 0.3 or 0.5 milligrams of adrenaline**

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- An administration record

Pupils who have prescribed AAI devices are able to keep their device in their possession.

Spare non-prescription AAI's are not located more than five minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the following locations:

- **Reception – Behind Student Reception desk**

All staff have access to non-prescription AAI devices, but these are out of reach and inaccessible to pupils – non-prescription AAI devices are not locked away but have restricted access.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- **Medical Officer**
- **Office Manager**

The above staff members conduct regular checks of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The Medical Officers are responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs:

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.

Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

10.2 Disposal

AAIs can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions.

10.3 Use of AAIs off school premises

Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry **two** of their own AAI with them on school trips and off-site events

10.4 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A record of when AAIs have been administered

11. School trips

The Deputy Headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

The school will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The student must bring in their medication in their school bag to be taken on the trip. The Trip Leader will ensure students with auto-injectors and/or inhalers have them in their school bags before leaving for the trip. **if the pupil does not bring their medication, they will not be allowed to attend the trip**

A member of staff will be assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch.

Events and school trips procedures

- For events, including ones that take place outside of the school, and school trips, no pupils 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 pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (Refer to Supporting students with Medical Conditions and First Aid Policy).

12. 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 carried out annually

13. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- First Aid Policy

For over 30 years, Harrison Catering has developed a strong reputation for hygiene, safety, and quality, maintaining industry-leading standards and supporting medical research to drive positive change. As a responsible caterer prioritising safe catering delivery through collaboration with our clients, our culture embeds a proactive mindset, supported by regular process reviews and thorough training. This ensures that our robust procedures for managing food allergies and intolerances are followed by our teams.

Our methods and procedures are based on legislative requirements, industry best practices, FSA guidance, and official codes of practice. This commitment, in collaboration with our clients, reflects our serious dedication to protecting the health and well-being of our customers.

We have a thorough understanding of our customers, many of whom consume our food regularly, often daily. It is essential that they are informed about our processes for identifying allergens in our food from the very beginning. We encourage them to consult the Chef or Catering Manager for any additional information they may need. With our clients' support, we include this information as part of the induction or introduction to the catering service.

We recognise that customers may have allergies or intolerances to foods or ingredients not listed among the 14 allergens. Therefore, we maintain detailed records of each food offering's ingredients, which we can provide upon request to customers prior to choosing their food or, in the case of pre-packed food, on the label.

Recognising that younger customers in primary/preparatory education may not fully understand their own allergy or intolerance and therefore be unable to make an informed choice on their own, in addition to our legal duties, our [Food Allergies & Food Intolerances Policy](#) outlines additional procedures specifically designed to ensure they are only given food which is safe for them to eat.

As a genuine fresh food company, Harrison understands the importance of managing food allergens and intolerances to ensure customer safety. Our partnership approach, based on proven and established processes, is designed to be practical and instil confidence that we take our customers' safety seriously.

Together, we all understand the importance of robust food allergen and intolerance management, and the importance of increasing awareness, supporting medical research, and driving positive change, which is why we are also partners of [The Natasha Allergy Research Foundation](#), supporting the charity's goal to [#MakeAllergyHistory](#).