



OAKLANDS CATHOLIC SCHOOL **AND** **SIXTH FORM COLLEGE**

With delegated responsibility from the
Edith Stein Catholic Academy Trust

ALLERGY MANAGEMENT POLICY

APPROVED BY LOCAL GOVERNING BODY	September 2026
SCRUTINISED AND INSPECTED BY GOVERNORS	September 2026
DATE LAST REVIEWED	September 2026
MEMBER OF STAFF RESPONSIBLE	School Business Manager
STATUTORY / NON-STATUTORY	STATUTORY



Community

Unity

Opportunity



Table of Amendments

Version Date	Section / Page	Amendments
September 2026	Statutory New Document	Source: The Key Consultation: RW Safety Solutions

1.0 School Aims

This policy aims to:

- Set out the school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction, this includes Anaphylaxis, Asthma and Dermatitis.
- Make clear how the school supports pupils with allergies to ensure their wellbeing and inclusion is considered in all aspects of school life.
- Promote and maintain allergy and asthma awareness among the school community.

2.0 Legislation and Guidance

2.1 This policy is based on the following guidance and legislation:

- Department for Education (DfE)'s guidance on allergies in schools [allergies in schools](#)
- Department for Education (DfE)'s guidance on [supporting pupils with medical conditions at school](#)
- Department for Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#)
- [The Food Information Regulations 2014](#)
- The Food information (Amendment) (England) Regulations 2019
<https://www.legislation.gov.uk/ukxi/2019/1218/made>

3.0 Definitions

Pupils - this policy refers to the allergy management of pupils, but should also refer to and be used for the allergy management of any adults and children on site.

AAI - adrenaline auto-injectors

4.0 Roles and Responsibilities

We take a whole-school approach to allergy awareness.

The school's SLT Allergy Lead is **Mr Kyle Ball**, School Business Manager.

4.1 **The Governing Body will:**

- Develop a policy to cover the school and have general responsibility for the policy including its review and approval.
- Ensure suitable risk assessments on all students who have known allergies, asthma or skin conditions have been carried out by a competent person.

4.2 **Student Services and the Business Support Manager, under the direction of the School Business Manager will:**

- Promote and maintain allergy awareness across our school community, this includes asthma and skin conditions.
- Record and collate allergy, asthma and special dietary information for all relevant pupils.
- Ensure all allergy information is up to date and readily available to relevant members of staff via SIMS and the Sharps catering system.
- Ensure all pupils with serious allergies requiring adrenaline auto-injectors (AAIs) have an Individual Health Care Plan (IHCP) completed by Student Services. This will detail allergy action using information from the parents and their medical professional. These are signed and agreed with the parents.

- Ensure all staff receive an appropriate level of allergy training; this will be completed online, (Educare module Understanding Anaphylaxis) and training devices will be available for staff to use and practise with.
- Ensure all staff are aware of the school's policy and procedures regarding allergies.
- Ensure relevant staff are aware of what activities need an allergy risk assessment.
- Keep stock of the school's adrenaline auto-injectors (AAI's) ensuring they are stored safely and are in date through periodic checks.
- Regularly review and update relevant policy information.
- Co-ordinate the paperwork and information from families.
- Co-ordinate medication with families.
- Undertake any other appropriate tasks delegated by the Business Manager.

4.3 All Teaching and Support Staff will:

- Promote and maintain allergy awareness among pupils
- Maintain awareness of our allergy, asthma and skin condition policy and procedures
- Be able to recognise the signs of severe allergic reactions, Asthma and anaphylaxis
- Attending appropriate allergy & asthma training as required or complete online awareness training courses
- Being aware of specific pupils with allergies, asthma & skin conditions 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 and/or asthma

4.4 Parents/Carers will be responsible for:

- Being aware of our school's allergy, asthma & skin condition policy, a copy will be on the school website for information.
- Providing the school with up-to-date details of their child's medical needs, dietary requirements and any history of asthma, allergies, reactions and anaphylaxis.
- 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 into school.
- Updating the school on any changes to their child's condition.

4.5 Pupils with allergies, asthma or skin conditions (If age appropriate)

- These pupils are responsible for being aware of their medical conditions, allergens and the risk they pose
- Understanding how and when to use their adrenaline auto-injector, inhalers or other appropriate prescribed medication
- Carrying their adrenaline auto-injector and/or inhalers on their person and only using them for their intended purpose

4.6 Pupils without allergies, asthma or skin conditions (If age appropriate)

- Being aware of allergens, asthma & skin conditions and the risk they pose to their peers

5.0 Assessing Risk

5.1 The school will conduct an individual risk assessment for any pupil at risk of anaphylaxis, asthma or skin conditions 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
- Therapy dog session

- 5.2 The main school canteen will ensure Allergens are highlighted by labelling foods which could be considered high risk and details will be displayed on the individual students Sharps system.

6.0 Managing Risks

- 6.1 Below is a list of the most common allergens:



- 6.2 The school will use the following measures and approaches to risk reduction:

6.3 Catering department

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and can identify pupils with allergies through Sharps catering system.
- School menus are available for parents/carers to view and ingredients used with clear labelling are available from the catering manager if required.
- Where changes are made to school menus, we will ensure these continue to meet any special dietary needs of pupils.
- Food allergen information relating to the “top 14” allergens is displayed on the packing of all food products, allowing pupils 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 (FS).
- Any non-packaged food will have Allergens identified either on chalk boards (pitstop) or on the hotplate display area (main kitchen) close to the food being served.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

6.4 Food Restrictions

Due to the size of the school and number of students on roll, it is impractical to enforce an allergen-free school.

6.5 Insect bites/stings

To minimise the risk when children are outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Children with known allergies encouraged to use antihistamines
- The school have a contract with Rentokil which includes wasp prevention treatment to discourage them settling on the school grounds

6.6 Animals

Procedures for managing allergies to animals include:

- All pupils will wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact.
- Pupils with animal allergies will not interact with animals.
- A risk assessment is required for the school therapy dog. A form will be issued annually to all new starters and in year transfer students to capture animal allergy information. These will be held in Business Support.
- Any other livestock/animals will be risk assessed if required to be on school grounds.
- The school discourages dog walkers and other animals on site, this includes parents, staff and visitors bringing pets on site, with the exception of the school therapy dog and any dogs required for accessible needs, ie guide dogs.

6.7 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety or depression relating to their allergy, as a school we have procedures in place to support their mental health and wellbeing, these include:

- Pastoral care
- Regular check-ins with their tutor

6.8 Events and school trips

- 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 appropriate training.
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips.
- A first aid kit will be supplied for every school trip this will include a school AAI. However, if a student with known allergies attends the trip leader will liaise with Student Services prior to the trip for any additional information. On the day of the excursion the trip leader will ensure the student has their medication with them before they depart.

7.0 Procedures for handling an allergic reaction

7.1 Register of pupils with Adrenaline Auto-Injectors (AAIs)

The school maintains details on SIMS of pupils who have been prescribed AAIs or where a parent has provided written details recommending AAIs to be used in the event of anaphylaxis. This can also be supported with further information from a medical professional.

- Known allergens and risk factors for anaphylaxis
- Whether a pupil is an Epi-pen user
- A photograph of each pupil to allow a visual check to be made

In the event of an emergency where a first aider is called to administer the school held AAI or Epi-pen they will refer to the pupil list within the emergency box which details that parental consent has been given to administer.

All pupils with AAIs will carry this with them throughout the day and should have these easily accessible. Details of all AAI carriers will be documented in Student Services.

7.2 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 AAI's to minimise delays in pupil's receiving adrenaline in an emergency.
- If a pupil has an allergic reaction 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 parental consent has been received.
- 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.
- Staff will complete a Near Miss or Accident Form after the event detailing the events leading up to the episode to identify why the emergency happened so that we can learn and ensure it does not happen again. These forms are located on Teams/All Oaklands Staff/Health & Safety channel.
- If other pupils are in the vicinity when an incident occurs they will be moved away to give privacy to the patient whenever possible. Details will be passed to the Head of Year to ensure they have a welfare check.
- SLT will be alerted to the incident and follow up to ensure improvements are made to reduce future risks.

NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) is useful further reading.

7.3 Symptoms of Anaphylaxis

7.3.1 If someone is experiencing any of the following symptoms, it should be treated as a medical emergency:

- **AIRWAY** – swelling in the throat, tongue or upper airways, hoarse voice, difficulty swallowing
- **BREATHING** – sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough
- **CIRCULATION** – dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, loss of consciousness or collapse

7.3.2 In the event of a serious allergic reaction, it's crucial to act quickly and follow these steps:

- **Give Adrenaline Immediately** – if you or the person affected has been prescribed adrenaline (such as an EpiPen) use it straight away as this is the first-line treatment for anaphylaxis
- **Get In Position** – if the person is conscious, lie them flat with their legs raised to assist in blood flow to the heart and vital organs
- **Do Not Move** – the person should stay in this position until help arrives. They should not stand up, walk or run, even if they start to feel better. Movement can make symptoms worse and cause a sudden drop in blood pressure. Stay with the patient until the emergency services arrive.
- **Call 999** – call emergency services immediately after using the first dose of adrenaline and tell the operator it is anaphylaxis. Give the exact location of the patient (ideally using What3Words if in an outside area)

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

- Medical authorisation and written parental consent have 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 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.

8.0 Adrenaline Auto-Injectors (AAIs) Control Measures

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, we have the following in place:

8.1 Purchasing of spare AAIs

- The school will purchase spare AAIs and ensure they are stored according to the guidance.
- The AAI's will be sourced from our First Aid supplier.
- We will hold a quantity of four spare AAI's
- The brand of AAI's purchased is EpiPen
- The dosage required (based on Resuscitation Council UK's age-based criteria) from the Department for Health guidance on the use of adrenaline auto-injectors <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools> in schools for children age 12-18 years is dependant of the health care information supplied by the parents supported by a health professional

8.2 Storage (school emergency AAI & Epi-pens)

The school 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 children
- **Not** locked away, but accessible and available for use at all times
- Located in Student Services and the main kitchen

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

8.3 Maintenance (of spare AAIs)

Student Services are responsible for that the school AAIs/Epi-pens ensuring:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

8.4 Disposal

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

8.5 Use of AAIs off school premises

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

8.6 Emergency Anaphylaxis box

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs x 4
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturers information
- A checklist of injectors, identified by batch number and expire date
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered

9.0 Training

9.1 The school is committed to training all staff in allergy response, we will use the Educare online training Understanding Anaphylaxis. 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 AAIs are kept on the school site and how to access them
- How to administer AAI
- The wellbeing and inclusion implications of allergies

9.2 Alongside this we will have Epi-Pen training devices which all staff will be able to use after they complete the Educare training course

10.0 Links to other Policies

10.1 This policy links to the following policies and procedures:

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