



Lovellace Primary School

Allergies Policy

Date of Issue	July 2026
Date of next review	July 2027
Frequency of review	Annually
Statutory Policy Required on Website	Yes

	Role	Signature	Date
Owner	Headteacher		
Approved	Chair of Governors		

Lovelace Primary School – Allergies Policy

This document outlines what should be included in an allergy safety policy, in line with the statutory guidance.

Section 34 of the Children’s Wellbeing and Schools Act 2026 requires that LA maintained schools, academies and PRUs must have an allergy safety policy.

A named member of the senior leadership team in each school, has responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

At Lovelace this is the Office Manager – ***Mrs Charlotte Sapsed.***

This policy will be reviewed annually and will be published on the school website .

CULTURE

Awareness training

All staff at Lovelace receive allergy and anaphylaxis training yearly. The office manager will keep a log of all staff who have received the training. This includes all permanent staff, temporary staff, supply staff and catering staff. Lovelace ensure that the wrap around provision Koosa, have all received allergy awareness training. This letter of assurance is held with the Office manager.

The exception to this is staff who work in an adhoc basis on the site and who do not have direct contact with children.

All new staff to the school will receive allergy awareness training as part of their school induction process.

AIMS AND OBJECTIVES

This policy outlines the school’s approach to allergy management, including how the whole school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if ones does. It also sets out how we support our students/pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an Allergy Aware School.

Lovelace Primary School – Allergies Policy

This policy should be read alongside these other policies:

- *Health and Safety Policy*
- *Managing Medical Conditions policy*
- *Safeguarding policy*

WHAT IS AN ALLERGY?

Allergy occurs when a person reacts to a substance that is usually considered harmless.

It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

DEFINITIONS

Anaphylaxis

Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

Allergen

A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. ***These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.***

Lovelace Primary School – Allergies Policy

There are 14 allergens required by law to be highlighted on pre-packed food. These allergens are ***celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.***

Adrenaline Auto-Injector

Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI, adrenaline pens or by the brand name EpiPen. There are three brands licensed for use in the UK: EpiPen, Jext Pen and Emerade. Emerade is currently not available as it has been recalled due to misfiring incidences.

Allergy Action Plan

This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

Individual Healthcare Plan

A detailed document outlining an individual student/pupil's condition, history, treatment, risks and action plan. This document is created in schools and at Lovelace is created by the Office Manager in collaboration with parents/carers and, where appropriate, students/pupils. All students/pupils with an allergy will have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

Risk Assessment

A detailed document outlining an activity, the risks it poses, and any actions taken to mitigate those risk. Allergy should be included on all risk assessments for events on and off the school site.

All risk assessments are written atleast 2 weeks before an event and are written on Evolve. These are checked by the EVC and signed off by the headteacher. Medical tracker is used to ensure all children's allergies are part of the risk assessment.

Lovelace Primary School – Allergies Policy

Spare Pens

At Lovelace we hold 2 spare epi pens in the medical room for an allergen emergency. These are not in a locked cupboard but are out of reach of young children. These are held as a back-up, in case student/pupils' own adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

ROLES AND RESPONSIBILITIES

Lovelace School takes a whole-school community approach to allergy management.

- **Headteacher**

The headteacher has overall responsibility for management of this policy on school sites and for oversight of the Designated Allergy Lead and their work in this area.

- **Designated Allergy Lead**

Each school must have a Designated Allergy Lead who reports into the Headteacher – this is the office manager.

They are responsible for:

- *Ensuring the safety, inclusion and wellbeing of students/pupils with allergies.*
- *Taking decisions on allergy management across the school*
- *Championing and practising allergy awareness across the school.*
- *Being the overarching point of contact for staff, students/pupils and parents/carers with*
- *concerns or questions about allergy management.*
- *Ensuring allergy information is recorded, up-to-date and communicated to all staff*
- *(although they have ultimate responsibility, the collation of information may be*
- *delegated to another member of staff, for example the school nurse or administrator).*
- *Making sure all staff are appropriately trained, have good allergy awareness and realise*
- *their role in allergy management (including what activities need an allergy risk*
- *assessment).*
- *Ensuring staff, students/pupils and parents/carers have a good awareness of the*

Lovelace Primary School – Allergies Policy

- *school's Allergies Policy, and other related procedures.*
- *Reviewing the stock of the school's spare adrenaline pens (check the school has enough and the locations are correct) and ensuring staff know where they are.*
- *Keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings.*
- *Regularly reviewing and updating the Allergy and Anaphylaxis Policy.*
- *Ensuring there is an Anaphylaxis Drill once a year to test the procedure is sufficiently robust.*

At regular intervals the Designated Allergy Lead will check procedures and report to the SLT.

First Aid Team

The person responsible for first aid provision within the school is the Office Manager and she is responsible for:

- *Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the Admissions Team for new joiners).*
- *Support the Designated Allergy Lead on how this information is disseminated to all school staff, including the Catering Team, occasional staff and staff running clubs.*
- *Ensuring the information from families is up-to-date and reviewed annually (at a minimum).*
- *Coordinating medication with families. Whilst it is the parents/carers responsibility to ensure medication is up to date, the first aid team should also have systems in place to check this and notify the parents/carers when they see the expiry date is approaching.*
- *Keeping an adrenaline pen register to include Adrenaline Pens prescribed to students/pupils and Spare Pens, including brand, dose and expiry date. The location of Spare Pens should also be documented.*
- *Regularly checking spare pens are where they should be, and that they are in date.*
- *Replacing the spare pens when necessary.*

Lovelace Primary School – Allergies Policy

- *Providing on-site adrenaline pen training for other members of staff and students/pupils*
- *Refresher training planned as required*

School Admissions Staff

The admissions team is likely to be the first to learn of a student/pupil or visitor's allergy.

They should work with the Designated Allergy Lead to ensure that:

- *There is a clear method to capture allergy information or special dietary information at the earliest opportunity (this should be in place before a school visit, an Open Day or Taster Days if food is offered or likely to be eaten).*
- *There is a clear structure in place to communicate this information to the relevant parties (ie the catering team).*
- *Visitors (for example at Open Days and events) are aware of the catering set up and if food is to be offered and plans for medication if the child is to be left without parental supervision.*

All Staff

All school staff, to include teaching staff, support staff, cleaning staff, occasional staff (for example running breakfast and afterschool clubs) are responsible for:

- *Championing and practising allergy awareness across the school.*
- *Understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures and asking for support if needed.*
- *Being aware of students/pupils with allergies and what they are allergic to.*
- *Considering the risk to students/pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate. This includes religious festival celebrations, annual events such as fayres or sports day and all educational visits.*
- *Ensuring pupils always have access to their medication or to carry it on their behalf.*
- *Being able to recognise and respond to an allergic reaction, including anaphylaxis.*
- *Taking part in training and anaphylaxis drills as required.*
- *Considering the safety, inclusion and wellbeing of students/pupils with allergies at all times.*
- *Preventing and responding to allergy-related bullying, in line with the school's anti bullying policy.*

Lovelace Primary School – Allergies Policy

All Parents

All parents/carers (whether their child has an allergy or not) are responsible for:

- *Being aware of and understanding the School's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of students/pupils with allergies.*
- *Providing the school reception staff with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis or eczema.*
- *Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks or for fundraising events.*
- *Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice.*
- *Encouraging their child to be allergy aware.*

Parents of Children with Allergies

Parents/carers of children with allergies should:

- *Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan.*
- *If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, ie spoon or syringe), inhalers or creams.*
- *Ensure medication is in-date and replaced at the appropriate time.*
- *Update school with any changes to their child's condition and ensure the relevant paperwork is updated too.*
- *Be aware that the school will have an up-to-date photograph of their child on the Individual Healthcare Plan so that it to be shared appropriately as part of their allergy management.*
- *Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring eg not eating the food they are allergic to.*
- *Be aware that if their child has a dietary allergy that they will wear a rainbow colour lanyard at lunch service so that serving staff are aware and they already have meals plans prepared for them.*

Lovelace Primary School – Allergies Policy

All Students/Pupils

All students/pupils at the school should:

- *Be allergy aware.*
- *Understand the risks allergens might pose to their peers.*
- *Learn how they can support their peers and be alert to allergy-related bullying.*
- *Older students/pupils will learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency.*

Students/Pupils with Allergies

- *In addition, students/pupils with allergies are responsible for:*
- *Where their age and ability allows, knowing what their allergies are and how to mitigate personal risk.*
- *Avoiding their allergen as best as they can.*
- *Understand that they should notify a member of staff if they are not feeling well or suspect they might be having an allergic reaction.*
- *Where old enough understand how and when to use their adrenaline auto-injector.*
- *Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy.*

INFORMATION AND DOCUMENTATION

Register of Students/Pupils with an Allergy

The school has a register of students/pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as those with an allergy where no adrenaline pens have been prescribed. This is kept on Medical Tracker.

Lovelace Primary School – Allergies Policy

Each student/pupil with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- *Known allergens and risk factors for allergic reactions.*
- *A history of their allergic reactions.*
- *Detail of the medication the student/pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc.*
- *A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis.*
- *A photograph of each student/pupil.*
- *A copy of their Allergy Action Plan.*

ASSESSING RISK

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- *Classroom activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking.*
- *Having animals into the school, for example a dog, Guinea pig or hatching chick eggs can pose a risk.*
- *Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all students/pupils.*
- *Planning special events, such as cultural days and celebrations*

Inclusion of students/pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity.

Lovelace Primary School – Allergies Policy

FOOD, INCLUDING MEALTIMES AND SNACKS

Catering in School

- *Lovelace is committed to providing a safe meal for all students/pupils, including those with food allergies. Accent catering is the catering company for Lovelace. Any pupils with allergies must complete the forms kept in the office so that special menus can be produced.*
- *Due diligence is carried out with regard to allergen management when appointing catering staff/companies.*
- *A letter of assurance is held with the Allergens lead to assure the school that catering staff and other staff preparing food will have received relevant and appropriate allergen awareness training.*
- *Anyone preparing food for students/pupils with allergies will follow good hygiene practices, food safety and allergen management procedures.*
- *The catering team will know the students/pupils with allergies and what their allergies are supported by all school staff.*
- *The school has robust procedures in place to identify students/pupils with food allergies, these are:*
 - *Photos of students/pupils with allergies should also be available.*
 - *A back up plan should be in place and documented in case of staff absences.*
- *Food containing the main 14 allergens (see Allergens definition) will be clearly identified*
- *for students/pupils, staff and visitors to see. Other ingredient information will be available on request. Where other allergens are known which affect specific individuals within school, these will be added to the allergen list for communication purposes.*
- *Packed lunch food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging.*
- *Where changes are made to the ingredients this will be communicated to students/pupils with dietary needs by the catering team.*
- *Food provided at any breakfast club and after school club/activity will have a letter of assurance to ensure they are Allergy aware trained and comply with the law.*
- *Catering leads will be responsible for ensuring allergen management of school meals. When SLA's are being agreed with caterers, then allergy management must be an integral part of the arrangements.*

Lovelace Primary School – Allergies Policy

Food Brought into School

With the support of teaching staff, all food brought onto school premises by students/pupils must:

- *Be stored in a suitable, safe location and in appropriate containers to prevent exposure.*
- *Children will not be allowed to bring in food for birthday celebrations. Instead children are welcome to bring in stickers to share with their class or a book.*
- *When occasions such as parties or celebrations are planned children will be asked to bring in their own individual food plates which is for their consumption only.*
- *Students/pupils will only be allowed to eat food in the lunch hall at lunchtime and playground at break.*
- *Where ad-hoc activities take place such as fayres or celebrations a risk assessment which includes allergies should be undertaken during the planning stage.*

Food Bans or Restrictions

- *Where a child has an airborne allergy there may be the need to restrict certain foods on site, messaging around this needs careful consideration. For example, bans are almost impossible to enforce and can lead to a sense of complacency or give a false sense of security.*
- *Reminding everyone to be allergy aware and to remain vigilant is vital. It is also important. We do not use the language 'nut free' for example, we are 'allergy aware' so that we do not give the impression of one allergen being more dangerous than others.*
- *If there is a need to restrict certain foods the recommended wording is as follows:
'Lovelace is an Allergen Aware school. We have students/pupils with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food. We restrict peanuts and tree nuts and other food which are of high risk to individuals as much as possible on the site and check all foods coming into the kitchen.*
- *All food coming onto school premises or taken on a school trip or to a sports match*
- *should be checked to ensure high risk items are not an ingredient in another product.*

For interventions such as talk and toast staff will check the label on all foods. Common foods to ensure that all ingredients are allergen free and that the children receiving them do not have an allergic reaction.

Lovelace Primary School – Allergies Policy

Food Hygiene for Students/Pupils

Students are expected to:

- *Wash their hands before and after eating.*
- *Be aware that sharing, swapping or throwing food is not allowed.*
- *Have water bottles and packed lunches which are clearly labelled. Students are not to share water bottles.*

SCHOOL TRIPS AND SPORTS FIXTURES

Staff leading the trip will:

- *Have a register of students/pupils with allergies with medication details, this will be included on the risk assessment.*
- *Have considered allergies on the risk assessment and catering provision put in place.*
- *Consult with the parents/carers if the trip requires an overnight stay.*
- *Be trained to recognise and respond to an allergic reaction.*
- *Ensure allergens will be clearly labelled on catered packed lunches. If you have a student with an allergy to a food outside the “main 14” you should have a clear*
- *system in place to ensure they always receive a safe meal.*
- *Adhere to Adrenaline Pens section for School Trips and Sports Fixtures*

INSECT STINGS

Students/pupils with a known insect venom allergy should:

- *Avoid walking around in bare feet when outside and when possible keep arms and legs covered.*
- *The school site manager will monitor the grounds for wasp or bee nests.*
- *Staff/Pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them. These can commonly be found around the apple trees or brambles.*

Lovelace Primary School – Allergies Policy

ANIMALS

It is normally the dander (flecks of skin) that causes a person with an animal allergy to react. Precautions to limit the risk of an allergic reaction include:

- *A Pupil with a known animal allergy should avoid the animal they are allergic to. Onsite we have a therapy dog and guinea pigs.*
- *If an animal comes on site a risk assessment will be done prior to the visit.*
- *Areas visited by animals will be cleaned thoroughly.*
- *Anyone in contact with an animal will wash their hands after contact.*
- *School trips that include visits to animals will be carefully risk assessed.*

ALLERGIC RHINITIS/ HAYFEVER

To manage seasonal pollen allergy and hay fever and persistent nasal allergy due to house dust mites or other allergens the school will:

- *Be aware of the heightened risk during grass cutting and growing seasons when*
- *completing risk assessments.*
- *Ensure that sufficient cleaning routines are in place within school which include high cleans during holiday periods which minimise exposure to students/pupils and staff.*
- *Move lessons inside when pollen counts are very high.*
- *Be vigilant for the signs and symptoms of allergies and hay fever resulting from exposure and be aware of the necessary actions to take.*

INCLUSION AND MENTAL HEALTH

Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression during this time.

- *No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip.*
- *Pupils with allergies may require additional pastoral support including regular check-ins from their class/form teacher.*

Lovelace Primary School – Allergies Policy

- *Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives.*
- *Bullying related to allergy will be treated in line with the school's anti-bullying policy*

ADRENALINE PENS

Lovelace follows the current government guidance on Adrenaline Pens in Schools. If staff need an adrenaline pen they need to discuss their allergy with the School's Business Manager.

Storage of Adrenaline Pens

- *Students/pupils prescribed with adrenaline pens will have easy access to two, in-date*
- *pens at all times. These will be kept in an unlocked cupboard in the medical room.*
- *Allergy action plans and emergency procedures will be tailored to the specific needs of the individual child or staff member and will be communicated appropriately.*
- *Spot checks will be made to ensure adrenaline pens are where they should be and in date. This will be carried out by the office manager.*
- *Adrenaline pens will not be kept locked away.*
- *Adrenaline pens should be stored at moderate temperatures (see manufacturer's*
- *guidelines), not in direct sunlight or above a heat source (for example a radiator).*
- *Used or out of date pens will be returned to parents to dispose of them.*

Spare pens

Lovelace School has 2 spare adrenaline pens too be used in accordance with government guidance. These are stored in the medical room.

The adrenaline pens are clearly signposted and are stored with first aid facilities.

The Allergy lead is responsible for:

- *Deciding how many spare pens are required.*
- *What dosage is required, based on the Resuscitation Council UK's age-based*
- *guidance*
- *The purchasing of spare adrenaline pens*

Lovelace Primary School – Allergies Policy

Adrenaline Pens on School Trips and Sports Events

- *No child with a prescribed adrenaline pen will be able to go on a school trip without two pens.*
- *Adrenaline pens will be kept close to the pupils at all times eg not stored in the hold of the coach when travelling or left in changing rooms.*
- *Adrenaline pens will be protected from extreme temperatures.*
- *Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction.*
- *Staff arranging trips are to consider whether to take spare pens to sporting fixtures and on trips.*

RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

- *If a pupil has an allergic reaction they will be treated in accordance with their Allergy Action Plan and a member of staff will instigate the school's Emergency Response Plan.*
- *If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised. They will be treated where they are and medication brought to them.*
- *A pupil's own prescribed medication will be used to treat allergic reactions if immediately available. This will be administered by the pupil themselves (if age appropriate) or by a member of staff. Ideally the member of staff will be trained, but in an emergency anyone will administer adrenaline.*
- *If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used.*
- *If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life.*
- *The pupil will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better.*
- *Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff will accompany the*
- *Pupil in an ambulance and stay until a parent/carer arrives.*

Lovelace Primary School – Allergies Policy

TRAINING

Lovelace is committed to training all appropriate staff annually to give them a good understanding of allergy. This includes:

- *Understanding what an allergy is.*
- *How to reduce the risk of an allergic reaction occurring.*
- *How to recognise and treat an allergic reaction, including anaphylaxis.*
- *How the school manages allergy, for example Emergency Response Plan, documentation, communication etc.*
- *Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them.*
- *The importance of inclusion of pupils with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying.*
- *Understanding food labelling.*
- *Taking part in an anaphylaxis drill. We will carry out an anaphylaxis drill as required dependant on the risks identified. This includes:*
- *An exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the whole school response. The drill will be documented and used for continual improvement and therefore reduction in risk.*

ASTHMA

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. Pupils or staff with asthma must have the risks assessed, control measures identified and recorded where necessary. Staff will need to make the School business manager aware if they are asthmatic.

MONITORING AND REVIEW

The Senior Leadership Team has the responsibility for implementing, monitoring and reviewing this policy.