



Pupil Allergy Policy

July 2026

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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:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

At Diss High School, allergy management is a shared responsibility. The Headteacher provides strategic oversight as allergy lead, while the Reception team oversees the day-to-day administration of the medical room.

3.1 Allergy lead

The nominated allergy lead is the Headteacher, Sam Stopps.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Retaining overall responsibility for allergy arrangements, with the Reception team delegated to record and collate allergy, medication and special dietary information for relevant pupils

➤ 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 Reception team and medical room

The Reception team oversees the day-to-day administration of the medical room and is responsible for:

- Co-ordinating medical information, Allergy Action Plans, Individual Healthcare Plans and consent received from families
- Receiving, recording and securely storing pupils' medication, and liaising with families when supplies need replacing
- Checking pupils' and spare AAIs monthly, including expiry dates, condition and availability, and maintaining a written record of checks
- Maintaining the allergy register and ensuring key information is available promptly to relevant staff, including staff leading trips and off-site activities
- Escalating missing plans, consent, medication, supply concerns or other significant issues to the Headteacher as 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
- Attending appropriate allergy training as required (at least annually)
- 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
- Checking relevant medical information and agreed adjustments before lessons, practical activities, visits or events where exposure to an allergen may occur, and reporting concerns promptly to Reception

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 an up-to-date Allergy Action Plan or other clinical guidance and completing any school documentation or consent required for emergency medication

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
- Not sharing food or medication, informing an adult immediately if symptoms occur, and ensuring Reception knows if an AAI has been used or is unavailable

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Not sharing food and promptly alerting a member of staff if a peer shows signs of an allergic reaction

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.

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

Diss High School will use individual information, Allergy Action Plans, Individual Healthcare Plans and activity-specific risk assessments to reduce exposure to known allergens while maintaining pupils' full access to education and school life.

Difference between Allergy Action Plan and Individual Healthcare Plan:

Allergy Action Plan (AAP):

- Usually provided by a clinician (e.g. GP / consultant)
- Focuses on:
 - Signs and symptoms
 - Emergency response (e.g. when to use an EpiPen)
- Medical, reactive document

Individual Healthcare Plan (IHP):

- A **school-led document**
- Covers **day-to-day management and risk reduction**
- Includes:
 - Triggers and avoidance strategies

- Meal arrangements
- supervision needs
- staff training
- emergency procedures (often incorporating the AAP)

In practice: **The AAP feeds into the IHP — it doesn't replace it.**

5.1 Hygiene procedures

To reduce contamination and accidental exposure across the school site:

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

5.2 Catering

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

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging 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 (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

Diss High School cannot guarantee an allergen-free environment. Food brought onto the site must not be shared, and pupils, families and staff are expected to follow any proportionate, pupil-specific controls communicated by the school.

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

- School-operated vending or food-sale arrangements will be kept under review, and allergen information will be made available so that pupils can make informed choices.

5.4 Insect bites/stings

For pupils with known allergies to insect bites or stings, individual control measures will be recorded in their healthcare documentation and considered for outdoor lessons, sports, visits and other activities.

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

5.5 Animals

Where animals are brought onto the site or encountered during a visit, the activity lead will check relevant medical information in advance and apply appropriate controls.

- All pupils will always 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

5.6 Support for mental health

Diss High School recognises that allergies can affect wellbeing, participation and confidence. Allergy-related bullying, harassment or deliberate exposure will be addressed through the school's behaviour and anti-bullying procedures, with pastoral support provided where needed.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor, Head of Year or another agreed trusted adult where appropriate

5.7 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 adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

These arrangements operate alongside the school's Supporting Pupils with Medical Conditions Policy.

- The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls 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) (and if so, what type and dose)
 - 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
- A photograph of each pupil, where available within the school's secure management information system, to support rapid identification
- The allergy register is maintained by Reception within the school's secure management information systems, with key emergency information made readily available to staff who need it
- Where agreed in the pupil's healthcare documentation, secondary-age pupils should carry their prescribed AAI. A second prescribed device, and any school spare AAI, will be held in an agreed accessible location overseen by Reception.

6.2 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 a pupil has no available Allergy Action Plan, staff will treat suspected anaphylaxis as a medical emergency: call 999, state "anaphylaxis", follow the call handler's instructions, administer an appropriate AAI without delay where authorised and available, send for the emergency kit, contact Reception and the pupil's parents/carers, and remain with the pupil. If symptoms persist after 5 minutes and a second AAI is available, it should be administered in accordance with current emergency guidance. The pupil must not stand or walk; position them according to their symptoms and monitor breathing until the ambulance arrives.
- 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

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The Headteacher, supported operationally by Reception, will arrange the purchase of spare AAIs from a pharmacy in line with current Department of Health and Social Care guidance. The number, brand and dosage held will reflect the school's pupil population, site layout and identified needs; wherever practicable, a consistent brand will be used to reduce confusion.

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead 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
- **Not** located more than 5 minutes away from where they may be needed. The school will keep the number and location of emergency kits under review in light of the size and use of the Diss High site

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

Reception will ensure storage locations are clearly communicated to staff and checked as part of the monthly AAI inspection.

7.3 Maintenance (of spare AAIs)

Two designated members of the Reception team, with oversight from the Headteacher as allergy lead, are responsible for checking monthly that:

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

7.4 Disposal

AAls can only be used once. After use, the device will be handed to ambulance staff where possible or placed in an approved sharps container for safe disposal in accordance with the manufacturer's instructions and the school's clinical-waste arrangements.

7.5 Use of AAls off school premises

- Pupils at risk of anaphylaxis who are able and authorised to administer their own AAls should carry them on school trips and at off-site events. The visit leader must confirm before departure that the pupil's medication is present, in date and accessible
- Where a pupil's plan or the visit risk assessment requires it, a second prescribed device and/or an appropriate school spare AAI, together with the relevant emergency information, will be taken by the visit leader or a named trained adult. Reception will support the handover and return of medication

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAls have been administered

8. 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
- Diss High School's internal reporting route, the role of Reception and the medical room, and the arrangements for lessons, practical activities, trips and off-site events
- All staff will receive allergy-awareness training at least annually, with relevant information included in induction for new and temporary staff. Practical AAI training will be refreshed for staff expected to respond to emergencies.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy

- School food policy
- Behaviour policy, anti-bullying procedures, first aid arrangements, educational visits policy and risk-assessment procedures