

Allergies Policy 2025 -2026

Approved by: Pip Burley **Date:** 23/02/2026

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1. Aims

This policy aims to:

- Set out Lamps approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how Lamp supports students with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among Lamp' community
 - Meet the needs and safeguard individuals with identified and unidentified allergies through admissions and induction

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- college approach to allergy awareness.

Through training

Parent and student meetings

Updated First aid courses

Student risk assessments

Distribution of information to all Lamp staff

3.1 Allergy lead

The nominated allergy leads are Florence Ellis and Sharon Round.

They're responsible for:

- Promoting and maintaining allergy awareness across the Lamp community
- Recording and collating allergy and special dietary information for all relevant students and this includes admin staff.
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All students 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 Lamp's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of Lamps adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 Allergen Leads/medical officer

Lamp allergen leads are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead
- Keeping all staff updated with regards to students with identified allergies

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- 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
- Being aware of specific students 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 students with allergies
- Not participating in themselves/students eating products which may contain products likely to cause harm within classrooms

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of Lamps allergy policy
- Providing Lamp 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 Lamps guidance on food brought in to be shared
- Updating Lamp on any changes to their child's condition
- Inform Lamp if identified allergies are diagnosed

3.5 Students with allergies

These students 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
- Report any signs of becoming unwell or symptoms of anaphylaxis shock

3.6 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Covered topic within PFA
- Remain mindful of food that is brought into Lamp from home or external environment

Older students might also be expected to support their peers and staff in the case of an emergency.

4. Assessing risk

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

5. Managing risk

5.1 Hygiene procedures

- Students are reminded to wash their hands before and after eating
- Sharing of food is not encouraged
- Pupils have their own named water bottles
- 1-1 PFA sessions for cooking and food preparation

5.2 Catering

Lamp is committed to providing safe food options to meet the dietary needs of students with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- Lamp menus are available for parents/carers to view with ingredients clearly labelled when used in PFA cooking lessons
- Where changes are made to PFA food preparation, we will make sure these continue to meet any special dietary needs of students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students 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)
- PFA and catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Avoidance of products containing allergens during PFA sessions

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free college. However, we would like to encourage students 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 student brings these foods into Lamp, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Information received on enrolment
- Lamp to report any indication of insect nests or swarms to appropriate organisations

5.5 Animals

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their tutors and safeguarding/pastoral team

5.7 Events and school trips

- For events, including ones that take place outside of Lamp, and college trips, no students with allergies will be excluded from taking part
- Lamp will plan accordingly for all events and college trips, and arrange for the staff members involved to be aware of students' 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

6. Procedures for handling an allergic reaction

6.1 Register of student's with AAI's

- Lamp maintains a register of students who have been prescribed AAI's or where a doctor has provided a written plan recommending AAI's to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a student 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
- The register is kept in student profiles, Compass, allergy awareness file and reception areas of Lamp and student information and can be checked quickly by any member of staff as part of initiating an emergency response
- Lamp students always keep their AAI's with them at all times and regular reminders are given to students and parents to continue to carry them at all times.

6.2 Allergic reaction procedures

- As part of the whole-college awareness approach to allergies, all staff will be 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 student has an allergic reaction, the staff member will initiate Lamps emergency response plan, following the student'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 student has no allergy action plan, staff will follow Lamps procedures on responding to allergy and, if needed, Lamps normal emergency procedures
- Call an ambulance dial 999 or 112
- 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 students 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 student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed

7. Adrenaline auto-injectors (AAI's)

7.1 Purchasing of spare AAI's

The allergy lead is responsible for buying AAI's and ensuring they are stored according to the guidance.

Letter prepared by Head Teacher Timothy Ellis

AAIs will be sourced through Boots pharmacy Leamington Spa

The quantity of AAIs is one per site as student carries AAI

Brand of AAI is adrenalin auto-injector

- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#))

(See pages 11 and 12 of the guidance.)

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 students
- **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

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

7.3 Maintenance (of spare AAIs)

Florence Ellis and Sharon Round are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near
- Are stored out of direct sunlight and in line with manufacturers guidelines and extremes of temperatures

7.4 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 and guidance sought from local council for disposal.

7.5 Use of AAIs off school premises

Students 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

Information included in offsite activities risk assessment

- First aid trained staff member on external trips

7.6 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 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 AAI's have been administered

8. Training

Lamps are 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 AAI's are kept on the school site, and how to access them
- How to administer AAI's
- The wellbeing and inclusion implications of allergies

Training will be carried out annually by the allergy lead.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Equality policy
- Admissions policy
- Child protection and safeguarding policy