



PRIORY SCHOOL
EDGBASTON

ALLERGY AND ANAPHYLAXIS POLICY

(STATUTORY)

Trustee Committee:	Risk and Compliance	
Date Approved:	September 2026	
Next of Review:	September 2027	
Member of Staff Responsible:	R Higgins - Finance and Facilities Manager	
Trustee Overseer:	Mrs Cleary	
Intended Audience:	Employees, visitors, volunteers, pupils and parents	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	Yes
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

1.0 Introduction

At Priory School, we recognise that allergies can be life-threatening and that effective allergy management is a whole school responsibility.

We are committed to creating an environment where children, young people and adults with allergies can participate fully and safely in school life, without unnecessary exclusion or discrimination.

Pupils with allergies or other medical needs may face additional safeguarding vulnerabilities. Staff must remain alert to concerns about a pupil's safety or wellbeing and must not assume that distress, injury or changes in presentation arise solely from their medical condition. Safeguarding concerns must be reported promptly to the DSL/DDSL in accordance with the Safeguarding and Child Protection Policy.

2.0 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

3.0 Aims

The aims of the policy are to:

1. Protect the health, safety and wellbeing of all pupils, children, staff and visitors who have allergies.
2. Reduce the risk of allergic reactions by identifying allergens, managing exposure and putting appropriate preventative measures in place.
3. Ensure that every child or young person with an allergy has an individualised Health plan, including clear information about their allergens, symptoms, medication and emergency treatment.
4. Ensure staff understand their responsibilities in preventing, recognising and responding to allergic reactions, including anaphylaxis.
5. Ensure emergency medication, including adrenaline auto-injectors (AAIs), is readily accessible and that staff know how and when to administer it in an emergency.
6. Promote a consistent whole-school approach to allergy management across the senior school, prep school, early years, nursery, classrooms, dining areas, kitchens, trips, activities, sports and school events.
7. Work in partnership with parents/carers and healthcare professionals to obtain accurate and up-to-date information about a child's allergy and emergency treatment.
8. Provide appropriate staff training and awareness, ensuring that relevant staff have the knowledge and confidence to respond appropriately to an allergic reaction.
9. Promote an inclusive environment where children with allergies can participate safely in learning, social activities, school trips and celebrations without unnecessary exclusion or discrimination.
10. Ensure effective communication and record keeping, so that important allergy information is shared appropriately with staff who need to know while maintaining confidentiality and data protection.
11. Ensure incidents and near misses are reported, investigated and reviewed, with lessons used to improve allergy management and prevent recurrence.
12. Comply with relevant legislation, statutory guidance and recognised best practice, including requirements relating to safeguarding, medicines, first aid, food safety and the administration of emergency medication.

The school will meet the requirements of Benedict's Law

- Allergy safety policy on the website
- Training to all staff
- Spare adrenaline devices to be held
- Individual health plans
- Strong communication and record keeping
- Designated allergy lead
- Nominated governor for allergies
- Allergy is on the school risk register
- Wellbeing of pupils with allergies is promoted.
- Control of catering and food brought in to school
- Trips and extracurricular activities planning
- Incidents and near miss recording
- Communication with parents/carers

4.0 Background

4.1 What is a Food Allergen?

Food allergens involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: itching, or strange metallic taste in the mouth; swelling of the throat and tongue; difficulty in swallowing or speaking; abdominal cramps, nausea, and vomiting; skin hives (nettle rash) anywhere on the body; and in most extreme cases difficulties in breathing and severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal.

- Inappropriate or exaggerated reactions of the immune systems
- First stage is sensitisation
- Future exposure to that food will cause an allergic reaction

4.2 What is food intolerance?

This does not involve the immune system in the same way and is not usually as severe as a food allergy. Symptoms usually take longer and may include headaches, fatigue, and digestive problems.

Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredients will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no reaction.

- Difficulty digesting certain foods
- Leads to discomfort

4.3 Common Food Allergens

- Celery
- Crustaceans
- Eggs
- Fish
- Gluten containing cereals (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains)
- Milk (including lactose)

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- Tree nuts i.e. Almonds, hazelnuts, walnut, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and Queensland nuts
- Lupins
- Molluscs
- Peanuts
- Mustard
- Sesame seeds
- Soyabeans
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10 mf/litre expressed as SO₂

People may report allergies to other foods not on the above list. Most common in the UK are kiwi, peas, other legumes (beans etc), other seeds and other fruits and vegetables. In some cases, people may only need to avoid these when raw and can have them cooked.

4.4 Food labelling

In compliance with Natasha's Law, all pre-packaged food and food put under a hot lamp for selection will have a clearly itemised list of ingredients and all 14 main allergens clearly emphasised to protect those with allergies.

5.0 Roles and Responsibilities in Managing Allergic Reactions

Effective allergy management is a shared responsibility. All members of the school community have a role in reducing the risk of allergic reactions and ensuring that pupils with allergies are supported safely and inclusively.

5.1 Governing Body

The Governing Body will:

- Ensure that the Priory School has a published Allergy Safety Policy and that it is reviewed at least annually.
- Ensure that the Priory School complies with the Department for Education's statutory guidance on allergy safety.
- Ensure that appropriate resources, including staffing, training and emergency medication, are available to implement the policy effectively.
- Monitor the implementation and effectiveness of the policy through appropriate school monitoring and reporting arrangements.
- Ensure that serious incidents and near misses are appropriately reviewed and that lessons learned are used to improve practice.
- The Governing body will nominate a Governor to oversee allergy management.

5.2 Headteacher

The Headteacher will:

- Have overall responsibility for ensuring that the Priory School's Allergy Safety Policy is implemented effectively.
- Ensure that a named senior leader is responsible for allergy safety within the school.
- Ensure that appropriate arrangements are in place for identifying pupils with allergies and developing and maintaining Individual Healthcare Plans (IHPs), where required.
- Ensure that staff receive appropriate allergy awareness training and understand their responsibilities.
- Ensure that emergency procedures are established, communicated and regularly reviewed.

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- Ensure that spare adrenaline auto-injectors (AAIs) are appropriately obtained, stored, monitored and available for emergency use.
- Ensure that allergy-related incidents and near misses are recorded, investigated and reviewed.
- Work with parents/carers, healthcare professionals, catering providers and other relevant agencies to ensure effective allergy management.

5.3 Named Allergy Lead / Senior Leader

The Named Allergy Lead will:

- Coordinate the implementation and annual review of the Allergy Safety Policy.
- Maintain an up-to-date register of pupils with known allergies and ensure that relevant information is accessible to staff who need it.
- Coordinate the development, review and communication of Individual Healthcare Plans for pupils with allergies.
- Ensure that allergy information, emergency medication and arrangements are reviewed when a pupil's circumstances change.
- Coordinate allergy awareness training and maintain appropriate training records.
- Ensure that staff understand how to recognise the signs and symptoms of an allergic reaction and what action to take in an emergency.
- Monitor the availability, expiry dates and storage arrangements of spare AAIs.
- Ensure that appropriate allergy arrangements are considered for school trips, visits, clubs, sporting activities, celebrations and other activities outside the normal classroom environment.
- Coordinate the recording, reporting and review of allergy incidents and near misses.
- Liaise with parents/carers, healthcare professionals, catering staff and other relevant personnel.
- Report significant concerns or incidents to the Headteacher and, where appropriate, the Governing Body

5.4 Teachers and support staff

All staff will:

- Take reasonable steps to understand and follow the Priory School Allergy Safety Policy.
- Complete the allergy awareness training provided by the school.
- Be familiar with the pupils in their care who have allergies and know where relevant allergy information and emergency medication are located.
- Understand the signs and symptoms of an allergic reaction and know how to respond promptly in an emergency.
- Ensure that pupils with allergies are able to participate safely and inclusively in school activities.
- Take appropriate steps to reduce the risk of allergen exposure, including following agreed arrangements for food, classroom activities, practical lessons and shared resources.
- Ensure that pupils' allergy information is treated confidentially and shared only with staff who need the information to keep the pupil safe.
- Report any allergic reaction, suspected reaction, medication use or near miss promptly in accordance with school procedures.
- Checking any items given by parents before they are given to pupils e.g. items for raffles, birthday cakes etc.

5.5 First Aid Staff

Staff with responsibility for first aid or medical support will:

- Ensure that emergency procedures for allergic reactions are understood and followed.
- Know the location of pupils' prescribed emergency medication and the school's spare AAIs.
- Administer medication in accordance with the pupil's Individual Healthcare Plan, training and school procedures.

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- Ensure that emergency services are contacted promptly when required.
- Record the administration of emergency medication and report the incident to the appropriate member of the school's leadership team.
- Support the review of incidents and near misses to identify any improvements required.

5.6 Catering Staff

Catering staff will:

- Follow the school's Allergy Safety Policy and relevant food safety requirements.
- Maintain accurate information about allergens contained in food provided by the school.
- Follow agreed procedures for preventing cross-contact with allergens.
- Ensure that pupils with identified food allergies receive appropriate and safe food in accordance with their individual arrangements.
- Communicate any concerns about ingredients, food preparation or allergen information to the appropriate member of school staff.
- Ensure that temporary or substitute catering staff are made aware of relevant allergy procedures.

5.7 Administration Team

The administration team will be responsible for:

- Collecting information from parents regarding pupil allergies, intolerances and other dietary requirements.
- Providing reports for school's catering regarding pupil allergies, intolerances and other dietary requirements for the school's catering provider.

5.8 Parents and Carers

Parents/carers are responsible for:

- Providing the school with accurate, up-to-date information about their child's allergy.
- Providing appropriate prescribed medication and ensuring that it is in date and correctly labelled.
- Informing the school promptly of any changes to their child's allergy, medication or emergency treatment.
- Working with the school and relevant healthcare professionals to develop and review the child's Individual Healthcare Plan.
- Providing information about the child's known triggers, symptoms and emergency treatment.
- Supporting the school in developing safe and appropriate arrangements for their child.

5.9 Pupils with allergies

Pupils will be encouraged, according to their age and level of understanding, to:

- Develop an understanding of their allergy and how to manage it safely.
- Follow their individual allergy management arrangements.
- Avoid known allergens and follow school procedures designed to reduce allergen exposure.
- Know how and when to seek help if they feel unwell or experience symptoms of an allergic reaction.
- Never share food or medication where this could create a risk.
- Tell a member of staff immediately if they believe they are experiencing an allergic reaction.

Pupils will not be expected to manage their allergy independently where this would be inappropriate for their age, development or individual circumstances.

5.10 Pupils without allergies

- Wash hands regularly to avoid cross contamination to someone with an allergy.
- Never share food with someone with a known allergy
- Never tease or deliberately expose someone to an allergen.
- If another pupil becomes unwell, tell a member of staff immediately.

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Deliberate exposure to a known allergen, threats to expose a pupil to an allergen, or allergy-related bullying will be treated seriously. Where such behaviour may constitute child-on-child abuse or otherwise raises a safeguarding concern, the DSL/DDSL will be informed and the matter will be managed in accordance with the School's Safeguarding and Child Protection and Behaviour policies.

5.11 All Members of the School Community

Everyone in the school community has a responsibility to:

- Take allergies seriously.
- Avoid deliberately exposing another person to an allergen and always treat another person's allergy seriously.
- Follow the school's procedures and instructions.
- Report concerns, incidents and near misses.
- Promote an inclusive environment in which pupils with allergies can participate fully in school life.

6.0 Food and Catering

The school will take reasonable and proportionate steps to prevent exposure to known allergens.

Catering arrangements will include:

- Accurate identification of allergenic ingredients
- Clear communication of dietary requirements
- Appropriate food preparation procedures
- Avoidance of cross-contact where required
- Cleaning of food-preparation areas
- Appropriate storage and labelling
- Staff awareness and training
- Clear procedures for pupils bringing food from home
- Clear allergen signage in food serving areas

Catering staff must be informed promptly when a new allergy is identified or an existing allergy changes.

7.0 Food Restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, to reduce the risk of someone experiencing a reaction, the following high-risk foods are not permitted in Priory School:

- 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

8.0 Food Ingredient Disclaimer

The terms **May contain** or **Handled in a factory** make it impossible to know if this product is suitable for an allergy sufferer. For this reason, products making these statements are not permitted in Priory School.

9.0 Early Years and Babies

Additional precautions will apply within the EYFS because babies and young children.

Staff will:

- Follow individual healthcare/allergy plans
- Closely supervise meals and snacks
- Check ingredients before food is provided
- Prevent food sharing
- Maintain appropriate hygiene
- Monitor children closely following eating
- Ensure emergency medication is immediately accessible
- Ensure appropriate staff are trained
- No child will be given food where staff cannot establish that it is suitable for their known dietary requirements.

10.0 Other known Allergy Triggers

10.1 Insect bites and stings

When outdoors:

- Shoes and appropriate clothing should always be worn.
- Those who have known allergies to bites and stings should have a risk assessment understood and implemented by supervising members of staff.
- Access to emergency medication should be readily available to trained members of supervising staff.

10.2 Contact with animals

- 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.
- Those who have known allergies to animals should have a risk assessment understood and implemented by supervising members of staff.
- Access to emergency medication should be readily available to trained members of supervising staff.

10.3 Plants and Trees

Plants, trees, grass, and weeds can produce airborne pollen. This is of concern to pupils with hay fever or pollen triggered asthma. Priory School will manage this through a combination of effective grounds maintenance, keeping grass appropriately maintained, timing of activities and taking account of pupil's individual health plans.

10.4 School trips and off-site activities and events

Before an off-site activity or event, staff will identify pupils with allergies and review their individual plans.

Consideration will be given to:

- Medication
- Adrenaline auto-injectors
- Staff training
- Food arrangements
- Transport
- Venue risks
- Emergency medical access
- Communication arrangements
- Residential accommodation
- Activities involving animals, insects, unusual foods and use of the outdoor environment.

Emergency medication must accompany the pupil where required.

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part.

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- 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.
- Those who have known allergies should have a risk assessment understood and implemented by supervising members of staff.
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips.
- Food on school trips will be pre-prepared and packaged or food intake on the trip will be closely monitored by an assigned staff member

11.0 Individual Allergy Management Plans

Every pupil with a diagnosed allergy will have an appropriate Individual Healthcare Plan (IHP) and/or allergy management plan.

The plan should include:

- An up-to -date photograph
- Childs full name
- Date of birth
- The diagnosed allergy
- Known triggers
- Symptoms and warning signs
- Emergency treatment
- Location of prescribed medication
- Whether an adrenaline auto-injector is prescribed
- Staff authorised and trained to administer medication
- Emergency contact information
- Relevant healthcare-professional advice
- Arrangements for trips and activities
- Any specific individual control measures

Plans will be reviewed:

- At least annually
- Following an allergic reaction
- Following significant changes in the pupil's medical needs
- When medication changes
- When parents/carers or healthcare professionals provide updated information
- If there is a change in parental responsibility.

12.0 Support for Mental Health

Pupils with allergies will have additional support through pastoral care provided by supervising members of staff.

13.0 Adrenaline Auto-Injector

Where prescribed, adrenaline auto-injectors must be:

- Easily accessible
- Clearly labelled
- Stored according to manufacturer's instructions
- Checked regularly for expiry dates and condition

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- Taken on trips and off-site activities
- Available to trained staff in an emergency
- Carried by all staff members with an allergy
- Priory School will maintain appropriate records of medication checks and administration.
- Priory School's spare/backup adrenaline auto-injector system is managed in accordance with current UK guidance and the school's medication procedures.

14.0 Anaphylaxes – Emergency Response

If a child or adult is having an allergic reaction:

14.1 Recognise

Possible signs include:

- Difficulty breathing
- Wheezing or persistent coughing
- Swelling of the lips, mouth, tongue or throat
- Difficulty swallowing or speaking
- Widespread rash or hives
- Pale, floppy or suddenly unwell appearance
- Dizziness or collapse
- Abdominal pain, vomiting or diarrhoea
- Sudden deterioration or a feeling that something is seriously wrong

14.2 Respond

Use the person's prescribed adrenaline auto- injector without delay where anaphylaxis is suspected and staff are authorised and trained to administer it.

Stay with the child / adult at all times.

Call 999 and state "Anaphylaxis emergency"

Do not allow the person to stand or walk.

Position them appropriately:

- Generally lying down with legs raised where possible.
- If breathing is difficult, they may need to sit with legs extended.
- If unconscious but breathing, place them in the recovery position.
- If they stop breathing, commence CPR and follow the emergency operator's instructions.

14.3 Second auto injector

If symptoms have not improved after approximately 5 minutes, or symptoms return, a second prescribed adrenaline auto-injector should be administered where available and appropriate.

14.4 Ambulance

Dial 999 and request an ambulance.

The individual must be medically assessed following suspected anaphylaxis.

A member of staff should accompany the pupil to hospital where appropriate, with relevant medical information and medication.

Parents/carers must be informed as soon as practicable.

15.0 Allergic Reaction – Emergency Procedures

Following an allergic reaction, the school will:

- Ensure immediate medical treatment.
- Call emergency services where required.
- Inform parents/carers.
- Record the incident.
- Record medication administered.
- Preserve relevant information regarding the suspected trigger.
- Review the pupil's healthcare/allergy plan.
- Identify whether additional control measures are required.
- Consider whether the incident needs reporting under another school procedure.
- Provide appropriate support to the pupil following the incident.
- Where the circumstances of an allergic reaction or near miss raise a safeguarding concern, including suspected deliberate exposure, neglect or other harm, the DSL/DDSL must be informed and the concern recorded on CPOMS where appropriate. Medical treatment must not be delayed while safeguarding advice is sought.

16.0 Staff Training

All staff will receive appropriate allergy awareness and emergency-response training.

Training will include:

- Understanding allergies
- Recognising anaphylaxis
- Use of adrenaline auto-injectors
- Emergency procedures
- Individual pupil healthcare plans
- Food allergen awareness
- Prevention of cross-contact
- Medication storage and checking
- Responsibilities during trips and activities

Training records will be maintained for all Priory School staff.

17.0 Monitoring and Review

The school will monitor:

- Allergy incidents
- Medication administration
- Staff training
- Medication expiry dates
- Individual healthcare plans
- Catering arrangements
- Trip arrangements
- Near misses
- Feedback from pupils and parents/carers

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Legislation and Codes of Practice as they apply to school policies are constantly being reviewed and any change will be reflected in our documentation as soon as practicable.

The policy will be monitored by the Finance and Facilities Manager who will report to the Head Teacher on a regular basis.

It will be reviewed by the designated member of the Governing Council.

18.0 Links to Related Policies

This policy is not stand alone but should be considered in parallel with the following policies and procedures:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Prep & Senior Behaviour policies
- Medical Situations Policy
- First Aid policy
- Anti-Bullying Policy