



ALTERNATIVE PROVISION

Allergen Aware Policy

Approval Date: [January 2026](#)

Revision Due Date: [January 2027](#)

Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

Table of Contents

Aims.....	3
Legislation and Guidance	3
Roles and Responsibilities	3
Assessing Risk	5
Managing Risk	6
Procedures for Handling an Allergic Reaction	7
Adrenaline Auto-Injectors (AAIs).....	8
Training	10
Raise Values	10

Aims

This policy aims to:

1. Set out our [RAISE-AP](#) approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction.
 2. Make clear how our provision supports students with allergies to ensure their wellbeing and inclusion.
 3. Promote and maintain allergy awareness among the [RAISE-AP](#) community.
-

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](#)

Roles and Responsibilities

We take a whole-provision approach to allergy awareness.

Allergy lead

The nominated allergy lead is our Head of Provision. They're responsible for:

- Promoting and maintaining allergy awareness across our community
- Recording and collating allergy and special dietary information for all relevant students.

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 policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the provision's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

The Head of Provision also acts as the medical officer, being 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

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

Parents/carers

Parents/carers are responsible for:

- Being aware of our allergy policy
- Providing [RAISE-AP](#) 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 guidance on food brought in to be shared
- Updating [RAISE-AP](#) on any changes to their child's condition

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

Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

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

Assessing Risk

[RAISE-AP](#) 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 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 or a support dog in the provision is being used.

Managing Risk

Hygiene procedures

Students are reminded to wash their hands before and after eating

Sharing of food is not allowed

Students have their own named water bottles

Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. 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 the provision, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

Insect bites/stings

When outdoors:

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

Animals

All students will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact.

Students with animal allergies will not interact with animals.

Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their linked staff member

Events and trips

RAISE-AP will plan accordingly for all events and 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 trips.

Procedures for Handling an Allergic Reaction

Register of students with AAI

RAISE-AP maintains a register of students who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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 student 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 student
- A photograph of each student to allow a visual check to be made (with parental consent given)

The register is kept reception and can be checked quickly by any member of staff as part of initiating an emergency response.

Allergic reaction procedures

As part of the whole-provision awareness approach to allergies, all staff are trained in the allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately. Staff are trained in the administration of AAI to minimise delays in student's receiving adrenaline in an emergency.

If a student has an allergic reaction, the staff member will initiate the 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 provision one.

If the student has no allergy action plan, staff will follow the procedures on responding to allergy and, if needed, the normal emergency via emergency 999 advice.

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

- Medical authorisation and written parental consent have been provided, or
- The student'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 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

Adrenaline Auto-Injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), set out your school's procedures for AAIs, covering these areas:

Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance including sourcing from local pharmacies, having an adequate number and buying a single brand and dosage required for our age range to stop confusion.

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

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

Maintenance (of spare AAI's)

The Head of Provision is responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

Disposal

AAI's can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

Use of AAI's off provision premises

Students at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on trips and off-site events

Emergency anaphylaxis kit

RAISE-AP holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
 - Instructions for the use of AAI's
 - 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
-

Training

RAISE-AP 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

Training will be carried out annually by the allergy lead.

Raise Values

Our RAISE-AP values (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Allergen Aware policy.
