



Maidstone Grammar School *for Girls*

Student Allergy Policy 2026 -2027

History Log

LAST REVISED	REVISED BY	NEXT REVIEW DATE	TIME SCALE
Summer 2026	L Morris	Summer 2028	Biennial

Contact: Miss L Morris, Assistant Headteacher

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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 students 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.

3.1 Allergy Lead

The nominated allergy lead is Miss L Morris, Assistant Headteacher.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant students. This information collection is delegated to the SEND and Medical Needs Coordinator.
- 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 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 SEND and Medical Needs Coordinator

The SEND and Medical Needs Coordinator is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date

- Disseminating all relevant information about pupils with allergies to staff
- Any other appropriate tasks delegated by the allergy lead

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

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

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
- Following the school's guidance on food brought in to be shared
- Following the school's rules on prohibited items, such as spray-on deodorants

3.6 Students without Allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Following the school's guidance on food brought in to be shared
- Following the school's rules on prohibited items, such as spray-on deodorants

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

4. Assessing Risk

The school will conduct a risk assessment for any student at risk of anaphylaxis taking part in:

- Lessons such as food technology (see separate Allergen Control policy)
- 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 allowed
- Students have their own water bottles

5.2 Catering

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

- All catering staff receive appropriate training and are able to identify students with allergies. Certificates are available to view for all catering staff.
- School menus are published in the school's News and Blog each week for parents/carers to view
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of students
- Food allergen information is displayed on all main meal menus and allergen folders are at each till point. A
- 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

We acknowledge that it is impractical to enforce an allergen-free school. However, the following are prohibited in 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

If a student brings these foods into school, the food may be confiscated.

The school canteen will not sell food containing nuts or sesame seeds.

5.4 Insect Bites/Stings

When outdoors:

- Shoes should always be worn

5.5 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

5.6 Aerosols

Aerosol sprays are a prohibited item in school, as they can significantly exacerbate certain medical conditions, in particular asthma. Any pupil seen with an aerosol spray will have the item confiscated.

5.6 Support for Mental Health

Students with allergies will have additional support through:

- Pastoral care
- Check-ins with the SEND and Medical Needs coordinator, SEND and Learning mentors

5.7 Events and School Trips

- For events, including ones that take place outside of the school, and school trips, no students 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 students' allergies and to have received adequate training
- Appropriate measures will be taken in line with the school's AAI protocols for off-site events and school trips (see section 7.5).

6. Procedures for Handling an Allergic Reaction

6.1 Register of Students with AAI

- The school maintains a digital 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 pupil
- A photograph of each student to allow a visual check to be made (this will require parental consent)
- The register can be accessed on the Student Medical Needs document and can be checked quickly by any member of staff as part of initiating an emergency response

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 AAIs to minimise delays in students receiving adrenaline in an emergency
- If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan
- If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school one
- If the student has no allergy action plan, staff will follow the school's procedures on responding to an allergy and, if needed, the school's normal emergency procedures:
 - If a young person is conscious, lie them flat with their legs raised
 - If they are having difficulty breathing, they can be propped up with legs stretched out straight
 - Call emergency services immediately on 999 and say you suspect the person is having anaphylaxis. Give your exact location
 - Stay with the young person

Refer to the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) for more information.

- A school AAI device will be used instead of the students' 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 (eg skin rash, itching or sneezing), the student will be monitored and the parents/carers informed

7. Adrenaline Auto-Injectors (AAIs)

The following procedures are in line with the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#):

7.1 Purchasing of Spare AAI's

The SEND and Medical Needs coordinator is responsible for buying AAI's and ensuring they are stored according to the guidance.

Procedures for buying spare AAI's:

- The AAI's are purchased from <https://www.eurekadirect.co.uk/>
- They are purchased two at a time, a month before the expiry date of the two currently held; the order must be authorised by the headteacher
- The brand purchased is: 'POM - EpiPen Adrenaline Auto-Injector' (POM = Prescription Only Medication) 300mcg dose
- The dosage of each spare AAI is 300mcg of adrenaline

7.2 Storage (of both spare and prescribed AAI's)

The allergy lead will make sure all AAI's 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 (these are currently stored in the Main Office)
- Spare AAI's will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAI's)

Tamaris Roche (SEND and Medical Needs Coordinator) and Connie Tam (Medical Room supervisor) are responsible for checking monthly that:

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

7.4 Disposal

AAI's can only be used once. Once an 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. The school's sharps bin is located in the science technicians room)

7.5 Use of AAI's off School Premises

- Students at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- The Trip Leader is responsible for checking and ensuring that students who have their own AAI, have theirs with them before departing on the trip. If a student does not have their AAI with them, then they should not be allowed to go on the trip.
- The Trip Leader is responsible for ensuring they take a spare AAI for emergency use.

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 students to whom the AAI can be administered
- A record of when AAIs 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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Training will be organised 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
- School Food Policy
- DT Department Allergy Control Policy
- Trips and Visits Policy