



Woodlane High School

achieving success in a nurturing environment

Allergy Policy

Updated: September 2025

Next Update: September 2028

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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

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-school approach to allergy awareness.

Allergy lead

The nominated allergy leads are Rob Morgan (Deputy Head), Lucy Farrell (Senior TA), Demi Bolton (Medical, Personal and Intimate Care (MPIC) HLTA)

They are responsible for:

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

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have a health care plan, which details their allergy action plan/ risk assessment
- All staff receive an appropriate level of allergy training
- All staff are aware of the school's policy and procedures regarding allergies
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

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The Senior TA/Medical, Personal and Intimate Care (MPIC) HLTA are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAls are in date
- Creating the Medical and Health Care Plans, which includes a risk assessment, which considers the area below (all risk assessments should be reviewed by Rob Morgan)
- Consulting the school nurse where required

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 (see Appendix 1)
- Attending appropriate allergy training as required
- 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
- Reporting any observations/ concerns immediately
- Ensuring they do not bring high-risk products into school
- Checking any items donated by parents before they are given to pupil e.g. in raffles etc.
- Ensuring risk assessments are read and understood.

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, ensuring high risk foods are avoided
- Any food which is brought into school to be shared, must be shop bought, with a clear list of ingredients, all food must be handed to the front office to be reviewed by the Senior TA/MPIC HLTA
- Updating the school on any changes to their child's condition

Pupils with Allergies

These pupils are responsible for (in line with their SEND):

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate/ ability-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (this requires careful consideration due to all pupils having SEND)

Pupils without Allergies

These pupils are responsible for (in line with their SEND):

- Being aware of allergens and the risk they pose to their peers
- Being kind to others with allergy needs

Assessing Risk

The school will conduct a risk assessment, as part of their Health Care Plan, for any pupil at risk of anaphylaxis, the following will need to be considered:

- What are the risks at break and lunch time? (Food brought in from home/school fruit orders/cognitive ability of pupil/sharing of food/airborne allergies etc.)
- What are the risks in food technology or any other activities using food? (e.g. hand hygiene/cross contamination/may contain/handled in a factory statements/cognitive ability of pupil/airborne allergies etc.)
- What are the risks in afterschool clubs?
- What are the risks in Science experiments involving foods?
- What are the risks when doing crafts using food packaging?
- What are the risks during off-site events and school trips (individually risk assessed)?
- What are the risks with any other activities involving animals or food, such as animal handling experiences or baking?
- What are the risks interacting with the school's therapy dogs/ visiting guide dogs?

- Is it safe for the pupil to carry their own AAI? What are the risks?
- All the items above should be considered and risk assessed as part of the pupil's health care plan, this is not an exhaustive list.

Managing Risk

Hygiene Procedures

- Pupils and staff are reminded to wash their hands regularly, before and after eating, using the toilet, cooking
- Pupils are not permitted to share food
- Pupils have their own named water bottles

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
- Menus are created in line with pupil allergy needs
- School menus are available 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 pupils
- Food allergen information relating to the 'top 14' allergens (see below) is displayed on the packaging of all packaged 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

Food Restrictions

Pupils may be allergic or have intolerance to other ingredients, but there are 14 allergens which are required to be declared as allergens by food law.

The 14 allergens are:

- celery
- cereals containing gluten (such as wheat, rye, barley, and oats), crustaceans (such as prawns, crabs and lobsters)
- eggs
- fish

- lupin
- milk
- molluscs (such as mussels and oysters)
- mustard
- peanuts
- sesame
- soybeans
- sulphur dioxide and sulphites (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million)
- tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

This also applies to additives, processing aids and any other substances which are present in the final product.

It is almost impossible to restrict all products containing allergens (for example, milk and egg) from the school site, we therefore acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid bringing in 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, the food may need to be confiscated.

Food Technology (or any activities handling/using food):

In Food Technology (or any activities handling/using food), preventing allergic reaction requires rigorous control of cross-contamination through separate storage of allergens, thorough cleaning of surfaces and equipment, using dedicated utensils, and meticulous staff training. Proper ingredient sourcing, clear labelling, and implementing Precautionary Allergen Labelling (PAL) are also crucial for managing risk.

- High-risk foods should be avoided in Food Technology lessons and any activities handling/using food.

Products stating 'may contain' or 'handled in a factory':

- Many manufacturers include a statement which states a product 'may contain' traces of a named allergen or 'handled in a factory' which uses a named allergen, it is therefore nearly impossible to avoid food products which contain this statement. The school therefore acknowledges it is impractical to avoid such products in Food Technology or activities handling/using food, they can therefore be used for pupils without an allergy to the specific item.
- The use of these products must be explored in advance of planning and ordering for pupils with known allergies. A pupil's Health Care Plan will state if the use of products stating 'may contain' or 'handled in a factory' is permitted or not. If a member of staff is uncertain these items should not be used until further clarity has been gained.
- If a pupil with a known allergy is unable to be in a room with pupils using products which 'may contain', 'handled in a factory', during Food Technology lessons (or other lessons using food), that pupil will need to be withdrawn and alternative arrangements made to access the content of the lesson.

Preventing Cross-Contamination

Dedicated equipment:

- Use separate chopping blocks, utensils, and pans for preparing allergen-containing foods.

Thorough cleaning:

- Wash utensils, equipment, and surfaces thoroughly after use to remove allergen residues, as standard cleaning might not be sufficient.

Separate storage:

- Store ingredients and prepared foods in closed, clearly labelled containers to prevent accidental mixing.

Ingredient management:

- Keep allergen-containing ingredients separate from others, and be aware of potential cross-contamination from shared cooking oil.

Ingredient and Supply Chain Management

Supplier verification:

- Vet suppliers to understand the allergens present in their ingredients and any changes to their products.

Raw material handling:

- Manage raw materials carefully to prevent allergen contamination.

Transport and packaging:

- Ensure safe handling and packaging practices throughout the supply chain to maintain allergen control.

Labelling and Communication

Ingredient and allergen information:

- Understand and clearly communicate all allergen information to pupils.

Natasha's Law:

- Be aware of the legal requirements for labelling Prepacked for Direct Sale (PPDS) foods with clear ingredient and allergen information.

Precautionary Allergen Labelling (PAL):

- Be aware of phrases like 'may contain', 'handled in a factory' to inform food purchases around potential, unintentional presence of allergens due to cross-contamination (refer to the MHP to see if these items are permitted for individual pupils with allergies).

Staff Training and Practices

Hygiene training:

- All teachers teaching Food Technology must complete an appropriate Food Hygiene course, which will provide staff with comprehensive training on allergen awareness and the correct hygiene practices to prevent cross-contamination.

Risk assessment:

- Conduct dynamic risk assessments to identify potential sources of allergen cross-contamination in your processes.

Spillage:

- Clean spillages of allergen-containing ingredients to prevent contamination immediately.

Insect Bites/Stings

When outdoors:

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

When inside:

- Where possible, windows and doors should be opened to allow a wasp/insect to exit
- Pupils should be encouraged to remain calm
- If a pupil has an allergy to stings, they should calmly leave the room with an adult

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

Support for Mental Health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with the Teacher/Senior TA/HLTA/TA
- Our behaviour policy, which includes a zero-tolerance to bullying approach
- Allergy awareness assemblies

Events and Educational Visits

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part, unless the risk is too great
- 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 relevant section below).
- The risk assessment must consider specifically the pupil's allergy.

Adrenaline Auto-Injectors (AAIs)

From 1 October 2017, schools in England have been allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working.

Purchasing of spare AAIs

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

- AAIs will be sourced from a reputable source
- At least 6 AAIs will be onsite
- The brand EpiPens are purchased
- All pupils use the 0.3mg dose

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

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- 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
- **There are available AAI's which are 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.
- In addition to the unlocked AAIs, there are two classroom based (KS3 Nurture and Food Technology) AAIs which require a code to access them. This is to ensure our pupils with SEND cannot accidentally access them.
- Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

Maintenance (of spare AAIs)

Lucy Farrell and Demi Bolton are responsible for checking monthly that:

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

Disposal

AAIs 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 AAIs off School Premises

- A named adult will ensure pupils who may require use of an AAI carry them on school trips and off-site events.
- Where a pupil has a serious known allergy 1 spare AAI will be taken on all school trips and off-site events, this is in addition to their 2 personal AAIs.

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 AAIs have been administered

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
- Include any other relevant training points

Training will be carried out annually by the allergy lead/school nurse.

Procedures for Handling an Allergic Reaction

Register of pupils with Adrenaline Auto-Injectors (AAls)

- 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 to allow a visual check to be made
- The register is kept in the management office, in the medical draw and can be checked quickly by any member of staff as part of initiating an emergency response
- Allowing all pupils to keep their AAls with them will reduce delays and allows for confirmation of consent without the need to check the register (this will need to be carefully considered due to all pupils having SEND)

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 (see Appendix 1)
- Staff are trained in the administration of AAls 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 the pupil has no allergy action plan, staff will follow the procedures below on responding to a possible severe allergic reaction:
 1. Call 999 for an ambulance and say that you think named pupil is having an anaphylactic reaction.
 2. Seek advice from 999 as to whether administration of the spare emergency AAI is appropriate.
 3. If advised, use the school's adrenaline auto-injector (such as an EpiPen) – follow the instructions included on the side of the injector.
 4. Lie the pupil down – they can raise their legs, if they are struggling to breathe, they should raise their shoulders or sit up slowly
 5. If a pupil has been stung by an insect, try to remove the sting if it's still in the skin.
 6. If the pupil's symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
 7. Do not allow the pupil to stand or walk at any time, even if they feel better.
- 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

See Appendix 1

Appendix 1

Recognition and management of an allergic reaction/anaphylaxis

Signs and symptoms include:

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:




- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



**Watch for signs of ANAPHYLAXIS
(life-threatening allergic reaction):**

AIRWAY:	Persistent cough Hoarse voice Difficulty swallowing, swollen tongue
BREATHING:	Difficult or noisy breathing Wheeze or persistent cough
CONSCIOUSNESS:	Persistent dizziness Becoming pale or floppy Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:
(if breathing is difficult, allow child to sit)   
2. **Use Adrenaline autoinjector* without delay**
3. **Dial 999** to request ambulance and say ANAPHYLAXIS

***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes, give a further dose** of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS use adrenaline autoinjector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.