Lime Trust
Putting Learners First

Allergy Safety Policy

Lime Academy Orton 2026

Policy: Allergy Safety Policy

Date of Policy: September 2026

Date of Renewal: September 2029

LIME Trust Vision & Values

Putting Learners First is our Trust vision.

We aim to create a nurturing and supportive learning environment for all, encouraging our learners to achieve academic excellence and reach their full potential. We set high expectations and build capacity-rich schools through facilitating school-to-school collaboration. The high challenge we put forward is met with equally high support from our team of education experts, so we continue to improve our children's lives and futures – especially for disadvantaged learners.

Our values are based on R.E.S.P.E.C.T. which means we believe that:

Respect is built on unconditional positive regard for all learners, all employees, and our wider communities.
Equity enables everyone to be treated as individuals. It removes barriers, provides opportunity and celebrates difference.
Self-worth creates a culture where all learners, all employees and our wider community have pride in their contributions and feel confident and valued.
Partnership is working together for the common good, ensuring that our learners are at the heart of all that we do.
Enjoyment is feeling happy, safe and motivated to make a positive contribution.
Communication provides a voice for all, creating a shared understanding through dialogue.
Trust is a partnership which requires us to act with integrity. Be brave, honest and kind.

Introduction

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting learners 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

This policy aims to:

- Set out the schools approach to allergy management, including reducing the risk of exposure and procedures in place in case of an allergic reaction
- Make clear how our schools support learners with allergies
- Promote and maintain allergy awareness among the school community

Allergy definition

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould.
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals.
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis.
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

Roles and responsibilities

We take a whole school approach to allergy awareness.

First aid

Lime Trust ensure that there is adequate provision of first aiders across our schools. The team of first aiders in the school maintain and promote allergy awareness and share information in conjunction with Senior Leaders.
These staff are responsible for:

- Promoting, recording and maintaining allergy information across the school
- Keeping stock of the schools adrenaline auto-injectors (AAIs) and liaising with senior leaders

Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among learners
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific learners with allergies that are in their care
- Reducing the risk to learners with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of learners with allergies
- Reporting any allergic reaction or case of anaphylaxis to senior leaders and recording it on Medical tracker/ Evolve
- Attending appropriate allergy awareness training

Designated members of staff

In addition to the responsibilities of teaching and support staff, designated members of staff will also be responsible for helping to administer AAIs. These members of staff have been trained to help learners with AAIs in an emergency.

Parents/ carers

Parents/carers are responsible for:

- Being aware of the school 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 children 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
- Being aware that we are a nut aware school

Learners with allergies

These are responsible for (where age appropriate)

- Being aware of their allergens and the risks they pose
- Understanding where their AAIs are kept in order to keep them safe

Learners without allergies

These learners are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Being aware that we are a nut aware school

Assessing risk

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

Hygiene procedures

- Learners are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed.
- Lunch boxes provided to learners with food allergies must be clearly labelled with the learner's name to avoid accidental food sharing.
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance.
- Cutlery provided by the school will be washed using warm, soapy water after each use by the class or kitchen team.

Catering

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

- Catering staff receive appropriate training and are able to identify learners with allergies
- School menus are available for parents/carers and learners to view and are sent to parents on Arbor
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of learners.

- 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) Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we ask parents, learners and staff to avoid bring into the school certain high-risk foods to reduce the chances of someone experiencing a reaction and aim for a 'nut free' environment. 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 learner brings these foods into school, 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:

- Best efforts to ensure shoes are always be worn should be made, we recognise that some learners have sensory sensitivities that would mean this causes distress.
- Food and drink should be covered

Animals

- All learners will always wash hands after interacting with animals to avoid putting learners with allergies at risk through later contact
- Learners with animal allergies will not interact with animals
- The office will maintain accurate records on Arbor and ensure that this information is shared with the relevant individuals

Events and school trips

- For events, including ones that take place outside of the school, and school trips, no learners 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 learners' 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

Register of learners with AAIs

The school maintains a register of learners who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis.
- Whether a learner has been prescribed AAI(s) (and if so, what type and dose)
- Where a learner 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 learner.
- A photograph of each learner to allow a visual check to be made.

The register is kept up to date on Arbor and information also accessible on Medical Tracker – Medical Conditions.

AAIs that are specific for learners will be kept in the learner's classroom in a risk assessed location recorded in their digital passport.

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 how to recognise the signs of anaphylaxis and respond appropriately.
- All staff are trained in the administration of AAIs. If a learner has an allergic reaction, the staff member will initiate the school's emergency response plan and follow the learner's allergy action plan.
- If an AAI needs to be administered, a designated member of staff will use the learner's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure. If the learner has no allergy action plan, staff will follow the school's procedures on responding to allergies and, if needed, the school's normal emergency procedures will be acted upon by calling 999.
- If a learner needs to be taken to hospital, a staff member will stay with the learner until the parent arrives or accompany the learner to hospital by ambulance.
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the learner will be monitored and the parents informed.

Purchasing of spare AAIs

Lime Trust will continue to follow the Department of Health and Social Care's Guidance on the use of emergency auto injectors in school.

We will also keep on site spare AAIs which will be stored in;
Clayton Campus: Medical Room in a labelled red bag within sight of the doorway
Malborne Campus: Admin Office in a labelled red bag within sight of the doorway
in accordance with the guidelines.

Storage of AAIs (both spare and prescribed AAIs)

Lime Trust will make sure that 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 AAIs will be kept separate from any learner's own prescribed AAI and clearly labelled to avoid confusion.

Maintenance (of spare AAIs)

The First Aid Lead/ Medical Welfare Officer/ School Business Manager is 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 an AAI has been used, it will be disposed of in the sharps bin.

Use of AAIs off school premises

- Learners 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
- Where learners cannot carry their own AAIs these are kept with the visit leader or nominated staff member according to risk assessment.

- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events

Emergency anaphylaxsis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs and instructions for use
- Instructions on storage and manufacturer's information

Monthly checks of batch number and expiry date are recorded on the schools Medical Needs Spreadsheet, securely stored on TEAMs.

Recording

The administration of all medications, including AAIs is recorded on Medical Tracker.

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)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of those with allergies
- Training will be carried out annually for staff either via the First Aid Lead/Medical Welfare Officer, a medical professional or via online training

70-72 New Road
Chingford
London
E4 8ET

020 8529 4979

info@limetrust.org

limetrust.org

Lime Trust
Putting Learners First