Allergy Policy

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
- To protect pupils, staff and visitors at risk of allergic reactions and anaphylaxis.
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community
- To ensure clarity of roles and responsibilities for staff, parents/carers and pupils.
- To ensure the policy is reviewed, published and available to 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 Becci Powell.

They're 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 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 School admin team

The school admin team is responsible for:

- Co-ordinating the paperwork and information from families
- Adding information to Arbor, if informed by parent/carers
- Informing the allergy lead of any changes via email
- Receiving allergy lanyards for the kitchen

- 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 pupils
- 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 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
- Co-ordinating medication with families – including all AAIs are in-date
- Taking the correct lanyard to the office each day

3.4 Headteacher

All teaching and support staff are responsible for:

- Ensure policy implementation and that a named senior leader is accountable
- Ensure staff receive appropriate training and that IHPs are in place
- Ensure emergency systems (including access to prescribed and spare adrenaline devices) are in place

3.5 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
- Being aware that we are a 'Nut Free' school
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

3.6 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Collecting their lanyard each lunchtime to help ensure that all kitchen/lunch hall staff are aware
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose
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3.7 Pupils without allergies

These pupils are responsible for:

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

4. Assessing risk

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

5. Individual Healthcare Plans (Care plans)

Individual Healthcare Plans (IHPs) set out the specific arrangements in place for pupils with allergies or related medical conditions. They ensure staff have clear, accessible information on how to support each pupil safely and consistently. Each IHP will:

- Capture all relevant medical information, including the pupil's Allergy Action Plan and any Asthma Plan.
- Record responsible staff, medication requirements, emergency steps, and parental consent for treatment.
- Provide a clear reference point for daily management, risk reduction and emergency response.

Content (IHP must include):

- Pupil details and diagnosis (allergen(s), typical symptoms, severity).
- Prescribed emergency medication details (type, dosage).
- Signs of anaphylaxis or severe reaction for this pupil.
- Daily management requirements and risk reduction measures (mealtime, classroom, PE).
- Communication arrangements (who needs to know).
- Date and signature of parent/carer

Review

- IHPs should be reviewed at least annually or sooner if the pupil's condition changes.

6. Managing risk

6.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

6.2 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
- School menus are available for parents/carers to view with ingredients clearly labelled
- 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 is displayed on the packaging of all 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
- Catering staff have access to pupil cards that show each pupil's allergy

6.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Anything containing nuts including, but not limited to, the following:
    - Packaged nuts
    - Cereal, granola or chocolate bars containing nuts
    - Peanut butter or chocolate spreads containing nuts
    - Peanut-based sauces, such as satay

If a pupil brings these foods into school the food will be confiscated and parents contacted. Anything we provide will not contain nuts.

6.4 Insect bites/stings

When outdoors:

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

6.5 Animals

If pupils will come into contact with animals, such as on a school trip, the following precautionary steps will be taken:

- 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

6.6 Support for mental health

Pupils with allergies may experience anxiety, worry around food environments, or social challenges such as feeling different or being singled out. They may also be more vulnerable to bullying linked to their allergy or medical needs. Pupils with allergies will have additional support through:

- **Pastoral care** — regular opportunities for pupils to talk about worries, build confidence and feel emotionally safe.
- **Routine check-ins** with their class teacher or form tutor to monitor wellbeing and reduce anxiety around food, lunchtime and social situations.
- **Clear, predictable systems** that help pupils feel secure, including consistent responses to symptoms and calm adult reassurance.
- **Anti-bullying measures** in line with the school's behaviour policy, ensuring pupils feel protected and included.
- **Peer awareness** delivered sensitively to promote understanding without drawing unwanted attention to individual pupils.

6.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils 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 pupils' allergies and to have received adequate training
- The risk assessment will take into account any allergies and put safety measures in place, as necessary
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

7. Procedures for handling an allergic reaction

7.1 Register of pupils with AAIs

- The school maintains a register of pupils 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 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 every classroom and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register.

7.2 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 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 a pupil does not have an individual allergy action plan, staff will follow the school's standard procedures for responding to allergy symptoms. Where a pupil shows signs of a severe reaction, staff will follow the school's emergency procedures, including administering emergency medication if available, contacting emergency services, and ensuring the pupil is monitored continuously until help arrives. These procedures are informed by recognised guidance, including NHS advice on anaphylaxis treatment and Anaphylaxis UK's recommendations for emergency response.
- 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. Cetirizine, or similar, can be administered with parent/carer consent.

8. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, our procedures are as follows:

8.1 Purchasing of spare AAIs

The allergy lead is responsible for sourcing spare adrenaline auto-injectors (AAIs) and ensuring they are purchased, stored and monitored in line with Department of Health and Social Care guidance. The school will follow these procedures:

- **Sourcing AAIs** — Spare AAIs will be obtained from a local pharmacy that can supply the required brand and dosage reliably
- **Quantity required** — The school will maintain a minimum of two spare AAIs, with additional devices purchased if pupil numbers or risk assessments indicate a higher requirement.
- **Single brand policy** — The school will purchase a single brand of AAI to ensure consistency in staff training and reduce the risk of confusion during an emergency.
- **Correct dosage** — Dosage will follow Resuscitation Council UK's age-based criteria (see page 11 of the DHSC guidance), ensuring the appropriate junior or adult device is stocked.
- **Expiry monitoring** — The allergy lead will check expiry dates monthly and arrange timely replacement of any AAIs approaching expiry.
- **Record keeping** — All purchases will be logged, including brand, batch number, expiry date and storage location.

8.2 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 – in the medical cupboard in the staffroom.

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

(See pages 12 and 13 of the DHSC guidance.)

8.3 Maintenance (of spare AAIs)

Becci Powell and Emily Bowles-Henson are responsible for checking monthly that:

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

8.4 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).

(See page 13 of the guidance.)

8.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them (in named yellow bag) on school trips and off-site events
- All other pupils will have their AAIs in their named yellow bag and a member of staff will carry them.

(See page 13 of the DHSC guidance.)

8.6 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 pupils to whom the AAI can be administered
- A record of when AAIs have been administered

9. 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.

10. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Medication policy
- Risk Assessment policy

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