



STUDENT ALLERGY POLICY

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Chair of Governors:	Teresa Cutler

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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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's guidance on [allergies in schools](#) and [supporting students 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 on each site is the Head of Site

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant students (although the allergy lead has ultimate responsibility, the information collection itself is delegated to Family Liaison)
- 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 Head of Site

The school nurse/medical officer is responsible for:

- Coordinating the paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs are in date
- 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 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 are members of staff who have volunteered and been trained to help students with AAIs in an emergency. The designated members of staff are also First Aiders. These are named on each site.

3.5 Parents

Parents 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 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

3.6 Students with allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose (in line with their developmental stage)
- Understanding how and when to use their adrenaline auto-injector (if appropriate)
- If developmentally-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the student is not able to do so)

3.7 Students without allergies

These students are responsible for:

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

All students with a known allergy will have a care plan. This is advised by the School Nurse and reviewed by regularly by the First Aid team and Head of Schools.

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 named water bottles

5.2 Catering

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

- Catering staff receive appropriate training and are able to identify students with allergies
- School menus are available for parents 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 students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students 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
- To aid the catering staff to identify students, those with known allergies will be asked to wear a purple lanyard when collecting dinner.

5.3 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 school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.
- Parents/carers in class groups with allergies are informed of severe allergies and requested to adapt the student lunches as appropriate.

5.4 Insect bites/stings

Additional Risk Assessments are in place for outdoor learning where there is an increased risk of insect bites, eg Forest School or Duke of Edinburgh.

When outdoors:

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

5.5 Animals

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals

5.6 Support for mental health

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

- Pastoral care
- Regular check-ins with their (class teacher and well-being team)

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 schools 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 AAIs

Please refer to 'Supporting students with medical conditions' policy for additional information.

- The school maintains a register of students 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 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

- The register is kept in First Aid rooms (Admin office at Russell Road) and can be checked quickly by any member of staff as part of initiating an emergency response

We realise that allowing all students to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register. To prevent risk to other students, AAI are kept in a locked cupboard in the classroom.

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
- Designated members of staff are trained in the administration of AAIs – see section 7
- 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 designated member of staff member will use the student'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 student has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures. This will include
 - First Aider to supervise
 - SLT to be informed immediately
 - Parent contacted
 - Paramedics contacted. If not immediately available then call to 111.
- If a student needs to be taken to hospital, staff will stay with the student until the parent 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 informed

7. Adrenaline auto-injectors (AAIs)

See – Guidance on the use of Adrenaline auto-injectors in schools

Schools may administer their “spare” adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a student at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a student whose own prescribed AAI cannot be administered correctly without delay.

AAIs can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer. If someone appears to be having a severe allergic reaction (anaphylaxis), you **MUST** call 999 without delay, even if they have already used their own AAI device, or a spare AAI.

In the event of a possible severe allergic reaction in a student who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Practical points:

- When dialling 999, give clear and precise directions to the emergency operator, including the postcode of your location.
- If the student's condition deteriorates and a second dose adrenaline is administered after making the initial 999 call, make a second call to the emergency services to confirm that an ambulance has been dispatched.
- Send someone outside to direct the ambulance paramedics when they arrive.
- Tell the paramedics:
 - if the child is known to have an allergy;
 - what might have caused this reaction e.g. recent food;
 - the time the AAI was give

7.1 Purchasing of spare AAI

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

- These will be stored in the First Aid room (Admin Office at Russell Road)
- The Family Liaison lead will manage the use-by dates and ensure replacements are ordered.

7.2 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
- Spare AAIs will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

Family Liaison Lead is responsible for checking monthly that:

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

7.4 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 (yellow bins are placed in First Aid room – admin office for Russell Road)

7.5 Use of AAIs off school premises

- Students at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events. For most cases, this will be managed by school staff and will be included in Risk Assessments for the trip.
- A member of staff trained to administer AAls in an emergency should be present on school trips and off-site events

7.6 Emergency anaphylaxis kit

June 2024 – The school is in the process of establishing EAK.

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)
- Where AAls 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 allergies
- Impact of a Allergic reaction to students with SEND.

Training will be carried out annually by the school nurse or through online accreditation.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting students with medical conditions policy