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Our Core Values
Success
Unity
Pride
Enjoyment
Respect

Allergies Policy (DRAFT)

Approved by: Head Teacher	Date: September 2026
Next Review due by	September 2026

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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 pupils 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 Rosie Ofosuhene.

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 although the allergy lead has ultimate responsibility, the information collection itself has been delegated to Hanna Ardley-Sinclair (medical officer).
- 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 medical officer

The school medical officer is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families

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- 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 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

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 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
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Telling an adult immediately if they see food, snacks, or wrappers containing restricted items (like nuts) in the classroom or playground.
- Being aware of allergens and the risk they pose to their peers
- Immediately alerting a member of staff if they spot a potential allergen in a restricted zone or suspect a peer is having an allergic reaction. E.g. If they think a friend feels unwell, looks itchy, or is having trouble breathing.

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- Remembering not to share or swap any part of their lunch, break time snack, or water bottle with anyone else.
- Being a supportive friend by never joking, teasing, or playing games involving a classmate's food allergies.

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. Managing risk

5.1 Hygiene procedures

- Handwashing must be done with soap and water, before and after eating. Alcohol hand gels can not be used alone, as these do not remove allergen proteins. Pupils are reminded to wash their hands
- Personal Equipment: Pupils must only drink from their own clearly labelled, named water bottles. Lunchboxes and snack bags must also be clearly labelled with the child's name and class. Rule: The sharing, trading, or tasting of packed lunches, snacks, or drinks is strictly forbidden.
- Table Cleaning Routine: Midday supervisors and classroom staff will ensure all dining tables and desks are thoroughly wiped down before and after food is consumed.
- All staff and visitors are prohibited from bringing in nuts and tree nuts: peanuts, almonds, walnuts, hazelnuts, cashews, pecans, pistachios, and macadamia nuts. Nut Products: Peanut butter, Nutella, hazelnut spreads, pesto, marzipan, satay sauces, and any oils derived from nuts.

5.2 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

5.3 Food restrictions

To protect pupils with severe, life-threatening allergies, the school enforces strict restrictions on high-risk foods. We require the full cooperation of all staff, pupils, and parents. Specified high-risk items must not be brought into school, as reducing allergen exposure is a vital safety requirement, not an option. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts

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- 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, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

5.4 Insect bites/stings

When outdoors:

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

5.5 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

5.6 Support for mental health

Children with severe allergies can suffer from high anxiety, fear of eating, and a feeling of being "different." The school is committed to protecting their emotional wellbeing through the following measures:

- Inclusive Mealtimes: To prevent social isolation, pupils with allergies will sit with their peers at lunchtime. They must not be isolated or made to sit at a separate "allergy table" unless specifically requested by parents in their Individual Healthcare Plan (IHP).
- Inclusive Activities: Staff must plan ahead for classroom rewards, cooking lessons, birthday celebrations, and school trips so that pupils with allergies can safely participate in the exact same activities as their peers.
- Anti-Bullying Safeguard: At junior school age, using food to tease, threaten, or intentionally exclude a child is treated as a serious safeguarding matter. Any such behaviour will be escalated immediately to the Head Teacher.
- Emotional Monitoring: The Class Teachers and Support Staff will conduct informal, regular check-ins with the pupil to monitor for signs of medical anxiety or school avoidance. Targeted support will always be put in place following any emergency medical incident to support the child's return to school.

5.7 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
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

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6. Procedures for handling an allergic reaction

6.1 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 (with parental consent).
- The register is kept in the staffroom and main office 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 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 school's procedures on responding to allergy and, if needed, the school's normal emergency procedures:
    - **Identify Symptoms**: Look for sudden swelling (face/throat), breathing difficulties (wheezing/coughing), or circulation collapse (dizziness, pale skin, or fainting).
    - **Administer Adrenaline**: Immediately use a spare school adrenaline auto-injector (AAI) if available, noting the exact time given.
    - **Call 999**: Call emergency services immediately and clearly state the word "ANAPHYLAXIS".
    - **Position the Pupil**: Lie the child flat with legs raised. If they are struggling to breathe, prop them up slightly with legs straight.
    - **Do Not Move**: Under no circumstances allow the pupil to stand, walk, or run, even if they claim to feel better.
    - **Second Dose**: If symptoms do not improve or get worse after five minutes, administer a second AAI dose.

NB: This has been taken from the NHS advice on treatment of anaphylaxis.

- 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

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7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, set out your school's procedures for AAIs, covering these areas:

7.1 Purchasing of spare AAIs

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

- The AAIs will be sourced a local pharmacy.
- Three AAIs are required
- Epipen (0.3 milligrams) will be purchased
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance) is 0.3 milligrams

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 pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

The Allery Lead and Medical Officer are 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

- Ambulance Paramedics: May ask for the used injector to be handed directly to them when they arrive at the school.
- Sharps Bin: The device can also be placed into a pre-ordered, designated yellow sharps medical waste bin. This bin is then collected by our local council for safe disposal.

7.5 Use of AAIs off school premises

- Risk Assessment: Every off-site trip requires a signed medical risk assessment mapping out the student's triggers, emergency hospital access, and a named, trained AAI administrator.
- Medication Ratio: The school's spare emergency AAI must travel alongside the pupil's own two prescribed AAIs—it must never be used as a replacement device.
- Safe Transit: All AAIs must be kept in a clearly labelled, unlocked bag carried by staff. They must never be locked in vehicle holds or exposed to extreme hot or cold temperatures.
- Consent Check: Before departure, the Trip Leader must verify the Allergy Register to confirm that written parental consent is on file for the use of the spare AAI on that specific pupil.

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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 pupils 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 carried out annually using https://training.ssslearning.co.uk/ Allergy and Anaphylaxis Training for Schools. The allergy lead will also ensure all staff have practical experience of using the Dey EpiPen Trainer by 500-00.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Food and Nutrition policy

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