



Allergy Policy

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Persons responsible	Allergy Lead
Governor committee	S&C

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1. Aims

This policy aims to:

- Set out Stocks Green Primary School's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of an 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 of Education'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 Peter Hipkiss.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring that the recording and collating of allergy and special dietary information for all relevant pupils is carried out by the relevant members of staff and is up to date
- 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

- Ensuring that the relevant members of staff keep stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 Teaching Assistant with lead responsibility for medical needs

The Teaching Assistant with lead responsibility for medical needs is responsible for:

- Coordinating the paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs are in date
- Ensuring that processes are in place and actioned by staff
- 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 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 pupils with AAIs in an emergency. As Stocks Green, most staff are fully trained in administering AAIs and have agreed to do so in an emergency. An updated list of all trained staff is kept in the school office.

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 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when an adult might need to use their adrenaline auto-injector on them

- Ensuring that any AAls brought into school with them are handed to the relevant members of staff and not left in their bags

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. Managing risk

5.1 Hygiene procedures

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

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
- A pupil list with photos of pupils with allergies is available to the kitchen staff and is easily accessible
- If a member of staff is absent from the kitchen team, a member of the Stocks Green mid-day supervisor team will facilitate pupils getting their lunches to support with identifying pupils 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 pupils
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce a completely allergen-free school. However, classify ourselves as a 'nut-free' school. As such, pupils and staff are told to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction to nuts, peanuts or sesame seeds. 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 be confiscated and parents will be informed.

5.4 Insect bites/stings

To reduce the risk of insect bites or stings, certain measures are put in place. However, it is recognised that this is not always possible, especially in the summer months, if pupils eat outside.

When outdoors:

- Shoes should always be worn
- Food and drink should be covered, as far as is practical

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
- Permission will be sought from parents before pupils engage with animals

5.6 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
- Pupils with allergies will be specifically identified and considered as part of the pre-visit risk assessment
- 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 pupils with AAI

- The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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 on the school's online platform Arbor. A physical copy is also kept in the classroom 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
- Designated members of staff are trained in the administration of AAI – see section 7
- 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 designated member of staff member will use the pupil'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 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.
 - Send a red card for support to the school office or nearest classroom
 - Ensure that you stay with the pupil at all times
 - One staff member is to call 999 for an ambulance and say that you think a pupil is having an anaphylactic reaction
 - Call parents to make them aware
 - Lie them down –raise their legs, and if they're struggling to breathe, raise their shoulders or sit them up slowly
 - If they have been stung by an insect, try to remove the sting if it's still in the skin
 - Do not allow them to stand or walk at any time, even if they feel better
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent 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 informed

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

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

- AAIs are sourced by writing to local pharmacies in the area
- The school keeps two AAIs. These are in the doses relevant to the pupils in the school and the different age groups represented
- The school stocks EpiPen 0.3mg and EpiPen junior 0.15mg

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
- 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. These are stored in the school office.

7.3 Maintenance (of spare AAIs)

Nicola Greensmith and Michelle Ashbrook 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

AAIs can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAls off school premises

- A member of staff trained to administer AAls in an emergency will be present on school trips and off-site events
- The leader of the school trip will ensure that any pupil with an AAI is in a group with an appropriately trained member of staff who can administer AAEs in an emergency
- The member of staff who supports the group of a pupil with an AAI will carry the AAI on them at all times and ensure that it is never more than 5 minutes away from the pupil who may require it
- The school will take a spare AAI on a school trip, if the parent is only able to supply one AAI to take with the pupil

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- 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 AAls 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)
- 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

Training will be carried out bi-annually by the allergy lead or a relevant NHS professional. Training also forms part of the school's first aid training, which takes place every three years. This means that staff repeat training twice in every three year period.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Healthcare Policy