



ALLERGY POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett & Mrs L Kiddle (Co-Principals)

Review date: September 2027

Aims

This policy applies to all allergies and allergy-related conditions, including food allergy, insect sting allergy, animal allergy, eczema, allergic rhinitis (hay fever), asthma linked to allergy, latex allergy and anaphylaxis.

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

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](#)

Roles and responsibilities

We take a whole-school approach to allergy awareness.

Allergy lead

The nominated allergy leads are Mrs L Kiddle – Co-Principal & Miss S Bedson – Office Manager

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 allergy awareness and anaphylaxis training annually
 - 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

Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils – those with serious allergies will wear a purple lanyard

- 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 annually
- 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

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

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

Pupils without allergies

These pupils are responsible for:

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

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.

Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is discouraged

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 with purple lanyards, photos & descriptions on yellow allergy sheets.
- School menus are available for parents/carers to view
- 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 in the dinner halls and available on the school website
- 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 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:

- 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, 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:

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

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

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.

Individual Care Plans

All pupils requiring allergy support have an individual care plan reviewed at least annually or sooner if needs change.

Pupil Wellbeing

The school provides support for pupils with allergy anxiety. It also has anti-bullying measures in place and promotes inclusion. Reasonable adjustments are made where required.

Incident & Near Miss Reporting

The school is committed to learning from allergy-related incidents and near misses in order to continually improve the safety and wellbeing of pupils, staff and visitors.

All allergy-related incidents will be recorded as soon as possible after the event. This includes:

- Any allergic reaction requiring first aid or medical treatment
- Administration of antihistamines
- Administration of an adrenaline auto-injector (AAI)
- Calls to emergency services relating to allergic reactions
- Exposure to a known allergen, whether or not symptoms occur
- Any "near miss" where an allergic reaction was narrowly avoided

Incident records will include:

- The date, time and location
- The individual(s) involved
- The allergen or suspected allergen involved
- Details of symptoms displayed
- Actions taken by staff
- Medication administered
- Whether emergency services were contacted
- Follow-up actions and recommendations

Parent and carer notification

Parents/carers will be informed as soon as practicable of any allergic reaction, exposure to a known allergen, administration of medication, or near miss involving their child.

Where an AAI has been administered, parents/carers will be informed immediately, and the school's emergency procedures will be followed.

Review of incidents

Following any significant allergic reaction, anaphylaxis incident or near miss, the Allergy Lead will review the circumstances surrounding the event.

The review may consider:

- Whether existing control measures were followed
- Whether any additional control measures are required
- Staff training needs
- Risk assessments

- Catering arrangements
- Supervision arrangements
- Individual Healthcare Plans and Allergy Action Plans

Where appropriate, recommendations will be implemented to reduce the likelihood of a similar incident occurring in the future.

Reporting and escalation

Where required, incidents will be reported in accordance with:

- The school's accident and incident reporting procedures
- Health and safety reporting requirements
- Food safety reporting requirements
- Safeguarding procedures where appropriate

The Co-Principals and Trustees will be informed of any serious allergy-related incidents and any actions taken in response.

Learning from incidents and near misses

The school recognises that near misses provide valuable opportunities for learning and improvement.

Information gathered from incidents and near misses will be used to:

- Review risk assessments
- Improve allergy management procedures
- Update staff training
- Review Individual Healthcare Plans
- Inform policy reviews

Where trends or recurring issues are identified, the Allergy Lead will take appropriate action and report recommendations to senior leaders.

Pupil wellbeing following an incident

Following a significant allergic reaction or near miss, the school will consider any emotional or wellbeing support required for the pupil, their family, and any staff or pupils affected by the incident.

Reasonable adjustments and additional support will be provided where necessary to ensure the pupil continues to feel safe, included and able to participate fully in school life.

Register of pupils with AAls

- The school maintains a register of pupils who have been prescribed AAI(s) or where a doctor has provided a written plan recommending AAI(s) 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 Teams in the general files section and can be checked quickly by any member of staff as part of initiating an emergency response

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 AAI(s) 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.

If a pupil does not have an individual Allergy Action Plan, staff will follow the school's emergency anaphylaxis procedures. Any member of staff who suspects a pupil is experiencing anaphylaxis should:

1. Stay with the pupil and send for assistance.
2. Assess the pupil for signs of anaphylaxis, including swelling of the lips, tongue or throat, difficulty breathing, wheezing, persistent cough, dizziness, collapse, loss of consciousness, or a combination of severe symptoms affecting breathing and circulation. [\[nhs.uk\]](https://www.nhs.uk)
3. Administer an adrenaline auto-injector immediately if one is available for the pupil, or use the school's spare emergency adrenaline auto-injector in accordance with the Human Medicines (Amendment) Regulations 2017 and the school's emergency AAI procedures.
4. Call 999 immediately, stating "anaphylaxis" and requesting an ambulance. [\[nhs.uk\]](https://www.nhs.uk)
5. Note the time the adrenaline auto-injector was administered.
6. Keep the pupil lying flat with legs raised where possible. If breathing is difficult, they may sit up. Do not allow the pupil to stand or walk. [\[nhs.uk\]](https://www.nhs.uk)
7. If symptoms do not improve after 5 minutes and a second auto-injector is available, administer a second dose. [\[nhs.uk\]](https://www.nhs.uk)
8. Contact parents/carers as soon as practicable.
9. A member of staff will accompany the pupil to hospital if a parent/carer is not present.
10. Complete the school's accident and medical incident reporting procedures following the event.

Any pupil who receives adrenaline must be transferred to hospital by ambulance for further assessment, even if symptoms improve. [\[nhs.uk\]](https://www.nhs.uk)

Staff will follow the school's Emergency Adrenaline Auto-Injector (AAI) Procedure.

- A school AAI device will be used instead of the pupil's own AAI device if 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

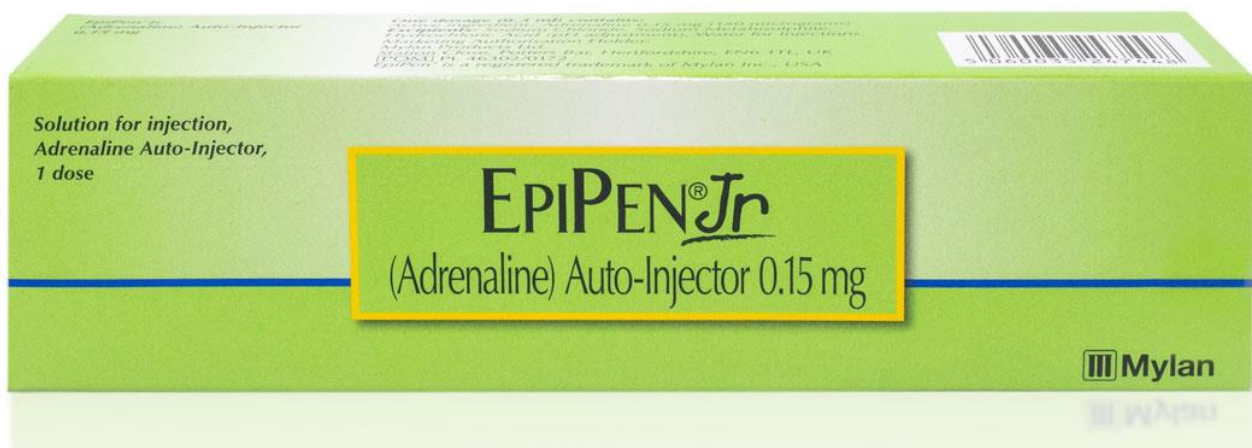
Adrenaline auto-injectors (AAIs)

Purchasing of spare AAIs

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

They are to be purchased from a local pharmacy with a private prescription.

2 x 0.15mg Junior strength (for aged 3-5 years)



2 x 0.3mg for over children over 6 years of age



Storage (of both spare and prescribed AAls)

The allergy lead will make sure all AAls 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 AAls will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

Maintenance (of spare AAls)

Mrs Alison Colley & Miss Sophie Bedson are responsible for checking monthly that:

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

Disposal

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

Use of AAls off school premises

- Pupils 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
- Staff to take them on relevant trips and residential

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