

Respectful, Kind, Curious and Ambitious



Allergy Safety Policy

Date policy last reviewed: _____

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

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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

Culture

Awareness training

All staff will receive annual allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs.

Allergy awareness training should ensure all staff:

Have an **awareness** of allergy, the risks it poses, how allergic reactions can occur and how to manage it;

- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on **allergy triggers**;
- Can identify the range of **symptoms** of allergic reactions;
- Understand and can recognise **anaphylaxis**;
- Know how to respond in an **emergency**, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the **impact** allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's **allergy safety policy**;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their **responsibilities** in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to **report** an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

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Wellbeing

The wellbeing of children and young people with allergies is a key priority within our school community. Through our wellbeing offer, we are committed to creating a safe, inclusive and supportive environment where all pupils feel valued, understood and able to participate fully in school life. We recognise that living with an allergy, and the risk of anaphylaxis, can cause significant anxiety for children, young people and their families. Staff will work closely with parents, carers, healthcare professionals and the child to ensure appropriate support is in place, individual needs are understood, and reasonable adjustments are made where necessary. We will promote emotional wellbeing through positive relationships, reassurance, clear communication and access to pastoral support, helping pupils to develop confidence, resilience and a sense of belonging.

The school takes a zero-tolerance approach to bullying, teasing, exclusion or discriminatory behaviour related to a pupil's allergy. All members of the school community will be encouraged to demonstrate respect, empathy and understanding towards those with medical needs. Through our curriculum, assemblies, wellbeing provision and behaviour expectations, we will raise awareness of allergies and promote an inclusive culture where differences are respected. Any incidents of bullying or unkind behaviour relating to a pupil's allergy will be taken seriously, investigated promptly and addressed in line with the school's Behaviour and Anti-Bullying Policies. Our aim is to ensure that every child feels safe, supported and protected from both physical and emotional harm.

Minimising risk

The School will minimise the risk of individuals (whether children, young people, staff or visitors) coming into contact with their known allergens.

This will include:

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

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

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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

Food allergy

Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies. Catering is managed by ISS catering.

- 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
- Children with special diets wear lanyards in the school hall at lunch times

Individual children and young people

Identification

- 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

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The register is kept on Meditracker and posters in each year group shared area and can be checked quickly by any member of staff as part of initiating an emergency response

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy **and**
- they require arrangements which are additional to or different from those made generally.

The IHCP will set out the additional and/or different arrangements that will be in place in the school, college or early years setting for supporting the child or young person with their medical condition or allergy, including in emergency situations.

Children and young people with allergy who require specific support arrangements will have them documented through an **Individual Healthcare Plan**. This includes children and young people whose allergies require flexibility and “reasonable adjustments”, as well as those who require medication (either proactively or in an emergency situation).

Where children and young people have an **Allergy Action Plan** and/or **Asthma Action Plan** issued by a healthcare professional, the IHCP should refer to or attach it. Whenever an updated Action Plan becomes available, the child or young person’s Individual Healthcare Plan should be reviewed to incorporate it.

These will be saved within Meditracker.

Prescribed adrenaline

All pupils and staff with prescribed AAI will have IHCP saved within Meditracker, as well as posters in year group shared area, highlighting who those pupils are. Staff ensure they are familiar with those children in their care and their symptoms and emergency plans.

The Allergy lead will ensure:

- 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 (in the year group units)
- **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. (these are kept in the first aid drawer in the front office)
- The allergy lead will ensure the 1st aid leads (Nikki Kershaw and Vicki Drakeley) record in Meditracker expiration dates of AAI for replenishing

School-wide policies

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Spare adrenaline devices will be:

- Used in event of an emergency where an epi pen is not available, only if we have parental permission or a paramedic advises
- Stored in the 1st aid drawer in the front office
- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Spares will be stored in pairs and are no more than 5 minutes away from a child or young person
- Spare adrenaline devices and salbutamol inhalers will be checked to confirm that they are in date; via recording within Meditracker for reminders of expiration dates
- Spare devices are purchased from the local chemist with a signed letter from the Head Teacher. Any old devices will be appropriately disposed of.
- In the event of an anaphylaxis, adrenaline should be administered as soon as possible. In practice, this should be no more than five minutes, i.e. adrenaline devices must be able to be brought to the person having anaphylaxis within 5 minutes.
- Spare adrenaline devices should be clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person.

Visits and trips

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
- Risk assessments in place to identify any potential allergens and process to reduce risk
- 1st Aiders will carry 1st aid kit and epi pens and be within 5 minutes of the pupil or young person

Serious incidents and "near misses"

All incidents and 'near misses' will be logged in Meditracker in line with our 1st Aid Policy.

Information sharing

Information may be shared as per our Data Protection Policy.

A child or young person's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it should always be done in a controlled and respectful way, because unnecessary sharing can reduce children's confidence in practitioners and can be embarrassing for children and young people who may not want to be singled out.

Awareness of the allergy safety policy

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The School via the Allergy Safety lead will share the policy with all staff during inset training and when there are any updates.

The policy will also be published on the schools website to raise awareness with staff and parents.