

Student Allergy Policy

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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 an allergic reaction
- Make it clear how our school supports students with allergies to ensure their well-being and inclusion
- Promote and maintain allergy awareness among the school community

Legislation and statutory requirements

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 Governor

The nominated allergy lead governor is Sophie Hamilton.

They are responsible for:

- Providing strategic oversight of the school's allergy management arrangements.
- Supporting the governing body in meeting its legal responsibilities relating to allergy safety.
- Receiving regular reports from the School Allergy Lead on compliance, incidents and improvements.
- Monitoring implementation of the school's Allergy Policy and ensuring it is reviewed and approved annually.
- Seeking assurance that the school complies with statutory allergy guidance and relevant health and safety legislation.
- Monitoring that appropriate resources are available to implement the allergy policy effectively.
- Ensuring allergy risks are considered within the school's wider safeguarding and health and safety arrangements.

- Reviewing trends in allergy incidents, near misses and emergency responses, ensuring lessons learned are acted upon.
- Challenging and supporting school leaders where improvements are required.
- Reporting to the full governing board on allergy management, compliance and any significant concerns.
- Promoting a culture where allergy safety is recognised as a whole-school safeguarding responsibility.

Allergy Lead

The nominated allergy lead is Allison Crossland, the Director of Finance and Resources.

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
- 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 student allergy policy

Principal First Aid and Welfare Officers

The Principal First Aid and Welfare Officers are 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

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 well-being and inclusion of students 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, antihistamines, 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
- Updating the school on any changes to their child's condition

Students with allergies

These students 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

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.

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.

Managing risk

Hygiene procedures

- Students are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Students bring their own drink bottles

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/carers to view, with allergens 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

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.

The school catering outlets will not sell food containing nuts or sesame seeds.

Insect bites/stings

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

Animals

- All students will always wash their 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

Support for mental health

Students with allergies can experience bullying and may also suffer from anxiety and depression related to their allergy.

Students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with the Principal First Aid and Welfare Officers

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 school's AAI protocols for off-site events and school trips

Procedures for handling an allergic reaction

Register of students with AAIs

- The school maintains a register of students who have been prescribed AAIs or for whom 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 on Google Drive and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all students to keep their AAIs with them will reduce delays and allow for confirmation of consent without the need to check the register.

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 students receiving adrenaline in an emergency
- 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 member of staff will use the student's own AAI, or if it is not available, a school one
- 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
- A school AAI device will be used instead of the student's own AAI device if:
    - Medical authorisation and written parental consent have been provided, or
    - The student'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 student needs to be taken to hospital, staff will stay with the student until the parent/carer 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/carers informed

Adrenaline auto-injectors (AAIs)

Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance. Insert procedures for buying spare AAIs. For example:

- Where the AAIs will be sourced (i.e. a local pharmacy)
- The quantity of AAIs required
- Which brand(s) of AAI are purchased (schools are recommended to buy a single brand to avoid confusion)
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance) (See pages 11 and 12 of the guidance.)

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 (larger schools will require more than one AAI kit, ideally located near the dining area and playground)

Spare AAIs will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion. (See pages 12 and 13 of the guidance.)

Maintenance (of spare AAIs)

Nick Seaford and Alex Stewart (the Principal First Aid and Welfare Officers) are responsible for checking monthly that:

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

Disposal

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

Use of AAIs off school premises

- Students at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events
- All school trips and fixtures will carry school-owned first aid equipment which includes school-owned AAIs.

Emergency anaphylaxis kit

Insert the following text if relevant (it's good practice for schools to hold spare AAIs as part of an 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 students to whom the AAI can be administered
- A record of when AAIs have been administered

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
- Include any other relevant training points
- Training will be carried out annually by the allergy lead.
- It’s recommended that all staff are trained at least once a year.

Monitoring and review

This policy will be reviewed by the Deputy Director of Finance and Resources - IT and Facilities Lead every 3 years and will be approved by the Governors' Finance, Premises and General Purposes committee.

Links with other policies

This policy is linked to our:

- Health, Safety and Wellbeing Policy
- First Aid and Medicines Policy