Elton Primary School & Nursery

Allergy Safety Policy

In our school, the wellbeing and education of all our children comes first

Full Governors	Autumn 2026
Review	Autumn 2027

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1. Introduction

An allergy is a reaction by the body’s immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs.

Definition: Anaphylaxis is a severe life threatening generalised or systemic hypersensitivity reaction.

This is characterised by rapidly developing life-threatening airway / breathing / circulatory problems usually associated with skin or mucosal changes.

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but not limited to):-

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Elton Primary School and Nursery will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

2. Role and Responsibilities

Parent responsibilities

• On entry to the school, it is the parent's responsibility to inform office staff of any allergies by completing a Pupil Medical Form as part of the registration paperwork. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.

• Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. Schools nurse/GP/allergy specialist.

• Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.

• Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities

- Mrs Higginson – SENDCo – has lead responsibility for allergy safety procedures in school.
- ALL staff including first aiders will complete Anaphylaxis and Allergies training via the Online Starting Well Medical Conditions Learning Package.
- Office staff will place the medical condition on the pupil's record on SIMS, share this via the CPOMS safeguarding system to enable Mrs Deakin to update the central pupil lists.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- Mrs Deakin will ensure that the up to date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the Mrs Deakin will check medication kept at school on a termly basis and send a reminder to parents via the school office if medication is approaching expiry.
- The school office along with Mrs Deakin, keeps a register of pupils who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given.
- Visitors and Contractors – the school office will ask contractors and visitors to the school on arrival if they have any food allergies or Asthma. Supply Staff will also be asked to disclose any allergies or medical conditions.

- School staff will also be asked to make school aware of any allergies or medical conditions such as Asthma during the Health and Safety induction, carried out when staff are first employed.

Pupil Responsibilities

• Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.

3. Individual Health Care Plans (IHCPs) and Allergy Action Plans

Mrs Higginson (SENDCo) will create IHCPs for all children who the school feels would benefit from having one.

Children will usually have an IHCPs if:

• they have an allergy which has a functional impact on them in school

• 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 which the school will put in place for supporting the child or young person with their allergy, including in emergency situations. The child or young person might not require any specific support with their allergy for long stretches of time. This does not make an IHP unnecessary. If a severe allergic reaction or anaphylaxis is triggered, the IHP will be needed to signpost to the relevant clinical plan so that the right emergency response is put in place.

Children and young people who have a known allergy to a food or insect stings should be issued with an appropriate Allergy Action Plan by their healthcare professional. Allergy Action Plans are medical documents designed to facilitate emergency response to reactions including anaphylaxis, by people without any special medical training or equipment other than access to an adrenaline device (e.g. adrenaline autoinjector “pen”). The relevant healthcare professional is responsible for determining the content of each child or young person’s Allergy Action Plan.

Children and young people with asthma should be provided with an Asthma Action Plan by the relevant healthcare professional. This provides everything staff need to know about a child or young person’s asthma in one place, including information about their triggers, symptoms, medicines to be used if they have asthma symptoms and when to seek emergency help when they have an asthma attack.

Allergy and/or asthma Action Plans should be attached to the child or young person’s Individual Healthcare Plan. The plans include medical and parental consent for staff to administer emergency medicines, such as adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack. Action Plans are reviewed and updated by healthcare professionals at regular intervals. Whenever an updated Action Plan becomes available, the child or young person’s Individual Healthcare Plan will be reviewed to incorporate it.

It is the parent/carer’s responsibility to obtain the allergy action plan from a healthcare professional and provide this to the school.

4. Emergency Treatment and Management of Anaphylaxis

What to look for:

• swelling of the mouth or throat

• difficulty swallowing or speaking

• difficulty breathing

• sudden collapse / unconsciousness

• hives, rash anywhere on the body

• abdominal pain, nausea, vomiting

• sudden feeling of weakness

• strong feelings of impending doom

Anaphylaxis is likely if all of the following 3 things happen:

• **sudden onset** (a reaction can start within minutes) and **rapid progression of symptoms**

• **life threatening airway and/or breathing difficulties** and/or **circulation problems** (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)

• **changes to the skin** e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.) Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all

If the pupil has been **exposed to something they are known to be allergic to**, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment and it starts to work within seconds.

Adrenaline should be administered by an **injection into the muscle** (intramuscular injection)

What does adrenaline do?

• It opens up the airways

• It stops swelling

• It raises the blood pressure

Adrenaline must be administered with the **minimum of delay** as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

ACTION:

• Stay with the child and call for help. DO NOT MOVE CHILD OR LEAVE UNATTENDED

• Remove trigger if possible (e.g. Insect stinger)

• Lie child flat (with or without legs elevated) – A sitting position may make breathing easier

• **USE ADRENALINE WITHOUT DELAY** and note time given. (inject at upper, outer thigh - through clothing if necessary)

• CALL 999 and state **ANAPHYLAXIS**

• If no improvement after 5 minutes, administer second adrenaline auto-injector

• If no signs of life commence CPR

• Phone parent/carer as soon as possible

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

Reporting

Reporting an event should be make in writing using the form attached to the child's Allergy Action Plan. Serious incidents and near misses will be recorded on CPOMS under the Medical category by the person who administered the medication. As above, parents/carers will be informed as soon as possible.

5. Supply, storage and care of medication

For younger children or those assessed as not ready to take responsibility for their own medication there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff.

Medication should be stored in a rigid box and clearly labelled with the pupil's name and a photograph.

The pupil's medication storage box should contain:

• adrenaline injectors i.e. EpiPen® or Jext® (two of the same type being prescribed)

• an up-to-date allergy action plan

• antihistamine as tablets or syrup (if included on plan)

• spoon if required

• asthma inhaler (if included on plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however Mrs Deakin will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant adrenaline auto-injectors their child is prescribed, to make sure they can get replacement devices in good time.

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by specialist collection service. The sharps bin is kept in the site manager's room.

6. 'Spare' adrenaline auto injectors in school

Elton Primary School and Nursery has purchased 2 pairs of spare adrenaline auto-injector (AAI) devices for emergency use in children who are risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date) or for use during a suspected case of anaphylaxis.

These are stored in the main school office in a rigid box, clearly labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and accessible and known to all staff.

Mrs Deakin is responsible for checking the spare medication is in date on a monthly basis and to replace as needed.

Written parental permission for use of the spare AAIs is included in the pupil's Allergy Action Plan.

If anaphylaxis is suspected in an undiagnosed individual call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare AAI is appropriate.

7. Staff Training

The School Nurse will be invited to school to conduct a practical anaphylaxis training session when a child is newly diagnosed.

All staff will complete online anaphylaxis awareness training. Training is also available on an ad-hoc basis for any new members of staff.

Training includes:

• Knowing the common allergens and triggers of allergy

• Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services

• Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device

• Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance

• Associated conditions e.g., asthma

• Managing allergy action plans and ensuring these are up to date

• A practical session using trainer devices (these can be obtained from the manufacturers' websites www.epipen.co.uk and www.jext.co.uk)

8. Inclusion and safeguarding

Elton Primary School and Nursery is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

A central list of all children who have allergies is kept electronically on the Staff Share, which is accessible to all staff. This list is updated by Mrs. Deakin and shared with all staff. This information is also on display in the staff room.

9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents to view on the school website. Parents/carers are encouraged to meet with the Catering Manager/Cook to discuss their child's needs and all ingredients and allergens.

The School Office will inform the Catering Manager and Cook of pupils with food allergies.

Parents with be required to provide a medical letter to school, from the GP or hospital, confirming the food allergy. The school will send this securely to Edsential, the school's catering provider. Once Edsential have confirmed with the school kitchen, the parent is required to part complete a Pupil Medical sheet, which has a photograph added to it, is signed by a school representative and the Cook, then placed clearly on display on the kitchen wall

The school adheres to the following Department of Health guidance recommendations:

• Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.

• If food is purchased from the school canteen/tuck shop, parents should check the appropriateness of foods by speaking directly to the catering manager.

• The pupil should be taught to also check with catering staff, before purchasing food or selecting their lunch choice.

• Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and

utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.

• Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats). Staff will contact parents of pupils with known food allergies to check if food that has been brought in can be given.

• Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

10. School trips

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, have their medication with them.

Pupils unable to produce their required medication will not be able to attend the excursion.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips may be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture.

A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

11. Allergy awareness

Elton Primary School and Nursery supports the approach advocated by The Anaphylaxis Campaign and Allergy UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk. Please see section 9.

The school employs an ELSA trained staff member. She works regularly with children to address their wellbeing and anxieties, including those caused by allergies. If needed and agreed with parents/carers, whole-class teaching around the condition will take place.

12. Risk Assessment

Elton Primary School and Nursery will conduct a detailed risk assessment to help identify any gaps in our systems and processes for keeping allergic children safe for all new joining pupils with allergies and any pupils newly diagnosed.

If a child has a known food allergy, measure will be put in place to try to prevent exposure the allergen though food brough in by pupils, staff and parents. If a child has a known allergy to an air born or a contact allergen, school will work with parents and medical professionals to discuss any reasonable adjustments.

This policy will be reviewed annually and placed on the school website in the policy tab.

13. Useful Links

Anaphylaxis Campaign- https://www.anaphylaxis.org.uk

• AllergyWise training for schools - https://www.anaphylaxis.org.uk/informationtraining/allergywise-training/for-schools/

• AllergyWise training for Healthcare Professionals

https://www.anaphylaxis.org.uk/information-training/allergywise-training/forhealthcare-professionals/

Allergy UK - https://www.allergyuk.org

• Whole school allergy and awareness management (Allergy UK)

https://www.allergyuk.org/schools/whole-school-allergy-awarenessandmanagement

Spare Pens in Schools - http://www.sparepensinschools.uk

Official guidance relating to supporting pupils with medical needs in schools:

http://medicalconditionsatschool.org.uk/documents/Legal-Situation-in-Schools.pdf

Education for Health http://www.educationforhealth.org

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) https://www.nice.org.uk/guidance/qs118

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020)

https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834

Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf