



Allergy and Anaphylaxis Policy draft

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Approved by:	Chair of Governors: Tom Shires		
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1.0 Aims

The aims of this policy are to:

- provide a consistent whole-school approach to the management of allergies and anaphylaxis
- safeguard the health, safety and wellbeing of pupils with allergies
- minimise the risk of allergic reactions occurring whilst pupils are in the school's care
- ensure that pupils with allergies are fully included in all aspects of school life
- ensure that staff understand their responsibilities for preventing, recognising and responding to allergic reactions
- comply with statutory guidance relating to supporting pupils with medical conditions, emergency medication and the use of spare adrenaline auto-injectors

This policy applies to all pupils, staff, governors, volunteers and visitors. It should be read alongside the school's:

- Managing Medicines Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy

2.0 Roles and Responsibilities

2.1 SLT and Governing Body

- To facilitate and monitor the implementation of this policy throughout school
- To support the Designated Allergy Lead
- To report and respond to significant Allergy Incidents

2.2 Designated Allergy Lead (DAL)

The Designated Allergy Lead is the School Business Manager and takes responsibility for all Allergy-related issues in school

- To maintain the school's Allergy Register

- To liaise with staff, parents, healthcare professionals and catering providers regarding Allergy issues
- To monitor the Allergy policy and procedures and report annually to the Designated Allergy Governor.

2.3 All Staff (Teaching and Admin)

- To implement and follow this policy as required, including attending training and supporting the DAL

2.4 Catering Provider

To work in partnership with the school to provide meals suitable for pupils with food allergies

2.5 Parents and Carers

- To inform the school immediately of any diagnosed allergy or of any changes to medical circumstances for their child(ren)
- To provide prescribed medication as required and to replace before expiry
- To support the school by complying with school rules regarding food brought onto the school site

2.6 Pupils

Pupils are expected, appropriate to their age and understanding, to recognise and respect the medical needs of others and to manage their own allergy safely where appropriate.

3.0 Policy

3.1 Identification and Documentation

The school Designated Allergy Lead maintains an up-to-date register of pupils with diagnosed allergies. For each pupil the school records and maintains:

- an Individual Healthcare Plan
- an Allergy Action Plan completed by an appropriate healthcare professional
- emergency contact details
- parental consent for administration of medication
- details of prescribed medication
- details of known allergens
- a recent photograph where appropriate

Pupil healthcare information is reviewed annually and whenever medical circumstances change. The DAL maintains the school's supply of spare adrenaline auto-injectors and a register of any prescribed medication held by the school, including expiry dates. The DAL communicates allergy information to others as required to ensure that all relevant staff have access to the information necessary to safeguard pupils in their care.

3.2 Allergy Awareness

The school promotes a culture in which allergies are understood and respected. Staff receive regular training in:

- recognising allergic reactions
- recognising anaphylaxis
- preventing allergic reactions where possible
- administering adrenaline auto-injectors
- emergency procedures.

Pupils are encouraged to:

- understand why food should not be shared
- recognise that allergies can be life-threatening
- seek adult assistance immediately if they believe someone is having an allergic reaction.

The school actively promotes respect and understanding to ensure pupils with allergies are fully included in all aspects of school life. No pupil is excluded from activities solely because they have an allergy where reasonable adjustments can safely be made.

3.3 Risk Assessment

The school seeks to minimise exposure to known allergens wherever reasonably practicable and allergy risks are considered during normal risk assessment procedures. Risk assessments regarding allergens include consideration of:

- classroom activities
- food technology and cooking
- science activities
- Forest School
- educational visits
- sporting events
- wraparound provision
- celebrations and themed days
- fundraising events
- visitors bringing food or animals onto site.

Reasonable adjustments are made wherever necessary to ensure pupils with allergies are able to participate safely. Where a significant risk is identified, an individual risk assessment is completed.

3.4 Food Management

The school works in partnership with Kirklees Catering to provide safe meals for pupils with food allergies and to minimise the risk of allergic reactions during food preparation and service. Procedures are in place to:

- identify pupils requiring special diets before meals are served
- communicate allergy information between the school, parents and the catering provider
- minimise the risk of cross-contamination during food preparation and service
- provide allergen information in accordance with current food safety legislation
- ensure that catering staff are trained in allergic reaction prevention.

Pupils with food allergies are identified through the use of the school kitchen's orange wristband and orange tray system. This is supported by a visual identification check carried out by members of staff who know the pupils. Current allergy information, including photographs where appropriate, is available to catering staff to support safe meal provision.

Where ingredient changes are made or alternative products are used, Kirklees Catering will inform the school so that any implications for pupils with allergies can be considered before food is served. Pupils are encouraged to wash their hands with soap and water before and after eating to reduce the risk of cross-contamination.

Although it is not possible to eliminate all food allergens from school, every reasonable step is taken to reduce foreseeable risks. Food provided by parents is also brought into school so to support this approach, parents are asked to comply with the following rules:

- Peanuts and tree nuts must not be brought onto the school site
- Birthday cakes or other food treats for sharing must not be sent into school
- Packed lunches must comply with the school's guidance on allergens
- Food provided for fundraising events and other occasions must be appropriately labelled with ingredients
- Remind children that they must not share food and drinks at school

To support this approach:

- peanuts and tree nuts must not be brought onto the school site
- parents are asked not to send birthday cakes or other food treats for sharing
- packed lunches should comply with the school's guidance on allergens
- food provided for fundraising events and other occasions should be appropriately labelled
- pupils are not permitted to share food or drinks.

The same rules apply during any other activities where food is provided, for example curriculum cooking, before and after school activities, sports events, fundraising and celebrations. The school communicates its procedures around allergy through newsletters and via School Spider.

3.5 Educational Visits and Off-site Activities

The school is committed to ensuring that pupils with allergies are able to participate fully in educational visits, residential visits and sporting activities

Planning for any educational visit or off-site activity includes:

- Identification of allergy risks for any pupil involved
- Review of the IHP's of those pupils
- Training of any supervising adults, including volunteers
- Informing catering providers of dietary requirements where required
- Collecting and checking of emergency contact details
- Collecting of prescribed medication

No pupil who has been prescribed adrenaline auto-injectors will participate in an off-site activity unless their prescribed medication is available, and it must accompany the pupil throughout the visit. Where appropriate, the school will consult with parents before residential visits to agree suitable arrangements for meals, medication and supervision.

3.6 Animals

Animals brought onto the school site may present a risk to pupils with allergies. Before animals are introduced into school an appropriate risk assessment is completed and known allergies are considered. Any reasonable adjustments are made where necessary. Following contact with animals, pupils wash their hands thoroughly and classrooms and equipment are cleaned where appropriate.

Educational visits involving animals are risk assessed individually.

3.7 Insect Stings

The school recognises that insect stings may present a significant risk for some pupils.

Reasonable precautions include:

- monitoring the school grounds for wasp and bee nests
- arranging removal of nests where necessary
- encouraging pupils not to disturb insects
- advising pupils with known venom allergies to wear suitable footwear outdoors.

Any nests identified on the school site should be reported immediately to the School Office.

3.8 Seasonal Allergies

The school recognises that seasonal allergies, including hay fever, may affect pupils' wellbeing and learning. Where medication has been provided in accordance with the Managing Medicines Policy, staff will administer medication as authorised. Reasonable adjustments may include:

- reducing exposure to high pollen levels where practicable
- encouraging regular hand washing
- maintaining appropriate cleaning routines to reduce environmental allergens.

3.9 Adrenaline Auto-Injectors

Pupils who have been prescribed adrenaline auto-injectors must have two in-date devices available in school at all times. To ensure that medication can be accessed quickly whenever required throughout the school day, one prescribed auto-injector is stored in the pupil's classroom medical box together with their Individual Healthcare Plan and Allergy Action Plan. The second device is stored centrally in the staffroom emergency medication cupboard, providing rapid access during lunchtimes and other activities away from the classroom.

If a pupil's auto-injector is used the parents/carers are informed and the auto-injector must be replaced as soon as possible.

Medication is stored securely whilst remaining immediately accessible to trained members of staff. Devices are stored in accordance with manufacturers' guidance and are protected from excessive heat, direct sunlight and damage. Expiry dates are monitored regularly by the Designated Allergy Lead.

The school also maintains a supply of spare adrenaline auto-injectors in accordance with current Department for Education guidance. These are available for use where a pupil's prescribed medication is unavailable, has malfunctioned or where emergency legislation permits their use.

For educational visits, sporting activities and residential visits, prescribed medication accompanies the pupil throughout the visit. Visit leaders check that medication is present before departure and ensure it remains immediately accessible for the duration of the activity.

3.10 Emergency Response

All staff are expected to act immediately if an allergic reaction is suspected. Where a pupil has an Allergy Action Plan, staff will follow that plan. If anaphylaxis is suspected:

- adrenaline should be administered immediately
- emergency services should be contacted by dialling 999
- parents or carers should be informed as soon as possible
- the pupil should remain under constant adult supervision until transferred to the care of medical professionals.

Where a pupil's prescribed adrenaline auto-injector is unavailable or cannot be used, a school spare auto-injector may be administered in accordance with current legislation and Department for Education guidance. Any pupil who receives adrenaline must be taken to hospital by ambulance, even if symptoms improve. Following any significant allergic reaction, the incident will be recorded, reviewed by the Designated Allergy Lead and reported to the Designated Allergy Governor.

3.11 Training

The school is committed to ensuring that staff have the knowledge and confidence to support pupils with allergies. All staff receive regular allergy awareness training appropriate to their role. This includes:

- understanding the nature of allergies and anaphylaxis
- recognising the signs and symptoms of allergic reactions
- responding appropriately in an emergency
- the safe administration of adrenaline auto-injectors
- reducing the risk of allergen exposure
- understanding school procedures for recording and reporting incidents.

Staff who accompany educational visits or supervise extracurricular activities receive any additional information necessary to support pupils with allergies during those activities. Training records are maintained by the Designated Allergy Lead. The school carries out regular emergency response exercises to ensure staff remain confident in responding to anaphylaxis.

4.0 Appendices

The following documents support this policy and are maintained separately where appropriate.

Appendix 4.1 Individual Healthcare Plan

A template Individual Healthcare Plan for pupils with allergies. This includes:

- pupil details
- allergens
- symptoms
- prescribed medication
- emergency contacts
- responsibilities
- review date.

Appendix 4.2 Allergy Action Plan

Current BSACI Allergy Action Plans supplied by the pupil's healthcare professional.

Appendix 4.3 Emergency Response Procedure

The school's emergency procedure for responding to an allergic reaction or suspected anaphylaxis. This includes guidance on:

- recognising symptoms
- administering adrenaline
- calling emergency services
- contacting parents
- recording the incident.

Appendix 4.4 Consent for Administration of Spare Adrenaline Auto-Injectors

Parental consent form permitting the use of the school's spare adrenaline auto-injectors where appropriate.

Appendix 4.5 Allergy Risk Assessment Template

Template used when assessing allergy risks for:

- educational visits
- sporting activities
- Forest School
- practical lessons
- special events.

Appendix 4.6 Staff Training Record

Record of allergy awareness training, practical auto-injector training and emergency response exercises.

Appendix 4.7 Allergy Register

The school maintains a confidential register of pupils with diagnosed allergies. The register records:

- diagnosed allergies
- prescribed medication
- storage location of medication
- review dates
- emergency contact information.

The register is maintained by the Designated Allergy Lead and is reviewed regularly to ensure it remains accurate.

Appendix 4.7 Associated Policies

This policy should be read alongside the following school policies:

- Managing Medicines Policy
- Educational Visits Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy