Pupil Allergy Policy

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Date of next review: Summer 2027

Agreed by Whitchurch Primary School & Nursery	Name
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1. 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 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

2. 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

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is the Deputy Headteacher.

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 which is delegated to the welfare assistant and regularly checked by the Deputy Headteacher.
- 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 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 allergy policy

3.2 Welfare Assistant
The welfare assistant is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- 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 pupils with allergies in their care and following allergy action plans where applicable
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

3.4 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

3.5 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

3.6 Pupils without allergies

These pupils are responsible for:

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

4. 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

5. Managing risk

5.1 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
- Single use cups, where needed, are only used by individuals and not shared with others and/or reused

5.2 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
- 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

5.3 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 the food will be confiscated and either sent home with the pupil or returned to the parents/carers at the end of the school day.

5.4 Insect bites/stings

When outdoors:

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

5.5 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
- A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog, or where an animal is included as part of a learning activity.

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher and/or the welfare assistant.

5.7 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 (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

- The school maintains a register of pupils who have been prescribed AAIs or where 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 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, emergency AAI, which may be either the same type or 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 as a soft copy in the welfare folder on Google Drive, as well as a hard copy available in the welfare room. It can be checked quickly by any member of staff as part of initiating an emergency response

6.2 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 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 this occurs, school staff must follow the staged protocols below immediately:
    - Stage 1: Recognizing the Symptoms - staff must assess the pupil instantly for symptoms of a mild-to-moderate reaction versus severe anaphylaxis:
        - **Mild-to-Moderate Symptoms:** Swelling of the lips, face, or eyes; hives, welts, or itchy skin rash; tingling or itchy mouth; abdominal pain or vomiting.
        - **Severe Symptoms (Anaphylaxis):**
            - **A (Airway):** Swelling of the tongue, hoarse voice, difficulty swallowing, or a persistent cough.
            - **B (Breathing):** Difficult, noisy, or wheezy breathing; unable to speak full sentences.
            - **C (Consciousness):** Persistent dizziness, confusion, pale/floppy appearance, or loss of consciousness.
    - Stage 2: Immediate Action Protocol - if the pupil presents with any **Severe Symptoms (Anaphylaxis)**, staff must act immediately without leaving the pupil unattended.
        - **1. Call for Emergency Assistance:**
            - Dial **999** immediately to request an ambulance.
            - State clearly that a child is suffering from a severe allergic reaction (**Anaphylaxis**).
        - **2. Administer the Adrenaline Auto-Injector (AAI):**
            - Retrieve the pupil's prescribed AAI from their secure, accessible location (or use the school's emergency backup AAI if a signed consent form is in place).

            - Check the pupil's name and dosage, then administer the injection into the outer middle thigh. Note the exact time of administration.
        - **3. Correct Positioning:**
            - **Lay the child flat** with their legs raised to keep blood flowing to vital organs.
            - **Do not stand the child up**, even if they say they feel better. Standing up during anaphylaxis can cause a dangerous drop in blood pressure.
            - *Exception:* If they are struggling to breathe, they may sit up slightly, but should not stand. If they are unconscious, place them in the recovery position.
        - **4. Call for a Second AAI (If Required):**
            - If the ambulance has not arrived and the pupil's symptoms have **not improved after 5 minutes**, administer a second AAI in the opposite thigh.
        - **5. Notify Parents:**
            - Contact the parents/carers immediately after emergency services have been called.
    - Stage 3: Post-Incident Actions:
        - **Hospital Handover:** The pupil must always be taken to the hospital by ambulance following an AAI administration, even if they appear fully recovered. Give the used AAI(s) safely to the paramedics.
        - **Reporting:** Document the incident fully on the school's medical tracker system and report it to the Health and Safety Lead as soon as possible.
- A school AAI device will be used instead of the pupil's own AAI device if:
    - Medical authorisation and written parental consent have been provided, or
    - 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

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead and welfare assistant are responsible for buying AAIs and ensuring they are stored according to the guidance. The school will procure spare, emergency back-up AAIs according to the following strict procurement protocol:

- Sourcing: Spare, emergency AAIs will be purchased directly from a local registered community pharmacy.
- Legal Documentation: Under the Human Medicines (Amendment) Regulations 2014, schools do not require a GP prescription to purchase emergency AAIs. Instead, a formal request must be presented to the pharmacist on headed school paper, signed explicitly by the Headteacher.
- Required Details on the Request Letter: The order letter must state:
    - The name of the school for which the product is required.
    - The purpose for which that product is required (emergency back-up use).
    - The total quantity and specific dosage required.

To eliminate confusion among staff during a high-stress emergency, the school will purchase and stock a single brand of AAI across the entire site.
The selected school-wide brand is EpiPen.
The school will hold a minimum of at least 1 spare device per required dose tier in each emergency kit located around the site. Dosages will be purchased strictly based on the Resuscitation Council UK's age-based criteria:

- 0.15 milligrams (150 micrograms): For pupils aged 1 to 6 years (typically EYFS and Key Stage 1).
- 0.30 milligrams (300 micrograms): For pupils aged 6 to 12 years (typically Key Stage 2).

Upon receipt of the spare AAIs, the Welfare Assistant will immediately record the batch numbers and expiry dates in the medical logbook. Expiry dates will be checked monthly to ensure replacements are ordered before the stock lapses.

7.2 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 (one in the welfare room, one in the dining hall next to the serving hatch and the other next to the upper school playground double doors) 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 need

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion. An emergency kit is stored in the welfare room, next to the school kitchen and next to the non-fiction library.

7.3 Maintenance (of spare AAIs)

The Deputy Headteacher and Welfare Assistant are responsible for checking half-termly that:

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

7.4 Disposal

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

7.5 Use of AAIs off school premises

When planning off-site visits, residential trips, or sporting events, the Visit Leader and Welfare Assistant must ensure that protocols for managing anaphylaxis are explicitly integrated into the event's Risk Assessment.

Pupil-Specific Medication:

- Two-Pen Rule: Any pupil diagnosed with an allergy requiring an AAI must have two of their own personally prescribed, in-date auto-injectors packed for the trip.
- Accessibility: These devices must never be placed in a coach luggage hold or locked inside a remote support vehicle. They must be carried at all times by the designated group leader.
- First Aid Competency: Every off-site event must include at least one designated First Aider who has received up-to-date, hands-on training in recognising anaphylaxis and administering the specific brand of AAI carried.

Emergency Location and Communication:

- Pre-Trip Planning: The Visit Leader must locate the nearest hospital or emergency medical services relative to the destination ahead of departure.
- Signal Check: The Visit Leader must ensure that at least two mobile phones or communication devices are fully charged and functional on-site to contact emergency services (999 or 112) immediately if a reaction occurs.

7.6 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 list of pupils to whom the AAI can be administered

8. 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

Training will be carried out annually by the allergy lead and welfare assistant.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy