# Allergy Policy

CONCORDIA MULTI ACADEMY TRUST

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# 1. Document Control

### Amendment History

| Version No. | Date | Comments |
|---|---|---|
| 1.0 | Jan 2024 | Trust wide policy |
| 1.1 | June 2024 | updated |
| 1.2 | May 2026 | Updated for Benedicts Law |

### Review Dates

| Next Review Date |
|---|
| May 2027 |

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### Approver(s)

| Name | Role |
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| Simon Faircloth | Chief Operating Officer |

## 2. 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.

This policy operates in conjunction with the following school policies:

- Health and safety policy and procedures
- First Aid policy and procedures
- Supporting pupils with medical conditions policy and procedures

## 3. Legislation and guidance

This policy is based on the Department for Education'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
- Benedicts Law (2026)

We have reviewed guidance from the below organisations when setting out this policy.

- Allergy guidance for schools - GOV.UK (www.gov.uk)
- Allergy UK | National Charity

## 4. Roles and responsibilities

We take a whole-school approach to allergy awareness.

### Allergy lead

The nominated allergy lead is Vicki Hughes, Headteacher.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself is be delegated to the school administrative staff and pastoral lead)

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

### Administration Team and Pastoral Lead

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

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
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

### Designated members of staff

In addition to the responsibilities of teaching and support staff, 'designated members of staff' will also be responsible for helping to administer AAIs. These are members of staff who have volunteered and been trained to help pupils with AAIs in an emergency. The designated members of staff are:

- All first aiders

### Parents

Parents 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 children 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

### 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 (designated members of staff are still expected to help administer the AAI if the pupil is not able to do so)

### Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Older pupils might also be expected to support their peers and staff in the case of an emergency.

## 5. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part ins:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Snack times, lunchtimes or any other time pupils will be eating
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

### Managing risk

Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own water bottles
- Children with food allergies, in consultation with parents, may eat in the Butterfly Room to reduce risk and/or anxiety

## 6. Catering

The Trust recognises that meal and snack times present a higher risk for pupils with allergies. All academies must follow the Trust's Allergies at Meal Times: Standard Operating Procedure.

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and can identify pupils with allergies
- School menus are available for parents to view
- 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.

## 7. Potential Allergens

This section provides an overview of common allergens and this is covered in full within the training required to be undertaken.

### Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, if any school is aware of an allergy, you must 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.

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

### Insect bites/stings

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
- Specific advice will be sought the SafeSchool Health and Safety Consultants as required for activities with animals or animal products

### Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher
- Assemblies to raise awareness of allergies and continuous promotion of ‘No Outsiders’

### 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).

# 8. Procedures for handling an allergic reaction

### Register of pupils with AAIs

Links to 'supporting pupils with medical conditions' policy.

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, dose and expiry date)
- 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 (this will require parental consent)

The register is kept on the noticeboard in staffroom, medical file in office and kitchen. It can be checked quickly by any member of staff as part of initiating an emergency response.

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

### Individual Healthcare Plans

Pupils with allergies will have an Individual Healthcare Plan where their allergy:

- has a functional impact on them in school
- places them at risk of harm
- requires arrangements that are additional to or different from those normally made for pupils

The Individual Healthcare Plan will set out the arrangements needed to support the pupil safely in school, including any reasonable adjustments, medication arrangements, emergency response steps and arrangements for visits, trips, lunchtime, playgrounds, sports fields and other school activities.

Where a pupil has an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, this will be attached to or referenced within the Individual Healthcare Plan. The plan will be reviewed if an updated Allergy Action Plan, Asthma Action Plan or other relevant medical advice is received.

Schools are to use the DFE template Individual Health Care Plans.

### Allergy and Asthma Action Plans

The school will keep a current Allergy Action Plan and/or Asthma Action Plan for pupils where these have been provided by parents or healthcare professionals.

These plans will be available to relevant staff who need the information to keep the pupil safe. Staff will follow the pupil's individual plan in the event of an allergic reaction, asthma attack or suspected anaphylaxis. Parents must provide the school with any updated plans as soon as they are issued.

### Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all first aid staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- All first aiders are trained in the administration of AAIs
- 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 designated member of staff member will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in these procedures
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the NHS emergency procedures as identified within the first aid procedure training
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent 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 informed
- Phone 999

**Recording Incidents**

An allergic reaction should be recorded on iAM Compliant against the category 'Allergic Reaction'. A near miss should be recorded using the category 'Near miss'. Reviews will be completed following all incidents.

## 9. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, set out your school's procedures for AAIs, covering these areas:

**Purchasing of spare AAIs**

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance. An annual check of AAI's is included as a compliance task on iAMCompliant

- AAIs will be sourced from a local pharmacy
- Two AAIs are required

| Brand name | Dose (state milligrams or micrograms) | Quantity required |
|---|---|---|
| Mylan | Adrenaline auto-injector device (0.15mg) (children) | 2 |
| Mylan | Adrenaline auto-injector device (0.30mg) (adults) | 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) in the main office, protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff always have access, but is out of the reach and sight of children
- Not locked away, but accessible and available for use always
- 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.
- Spare AAIs will be stored in pairs so that a second device is immediately available if required.
- Spare AAIs will be clearly labelled and kept as part of the emergency anaphylaxis kit.
- The storage location will be selected so that a spare AAI can be brought to the pupil quickly in an emergency.

Pupils who have been prescribed adrenaline auto-injectors must have rapid access to them at all times during the school day. This includes classrooms, lunch areas, playgrounds, sports fields, before and after school provision, visits and trips.

AAIs must be available quickly enough to support an emergency response. In the event of suspected anaphylaxis, adrenaline should be administered as soon as possible and ideally within five minutes.

Where a pupil carries their own AAI, this will be agreed with parents and recorded in the pupil's plan. Where a pupil does not carry their own AAI, the school will ensure that their prescribed AAI is stored in an agreed location that is known to relevant staff and accessible without delay.

**Taking prescribed adrenaline home and checking expiry dates**

Where pupils need to take prescribed AAIs home, for example at the end of the school day or for the journey to and from school, arrangements will be agreed with parents and recorded in the pupil's plan.

Parents remain responsible for providing prescribed medication that is in date and suitable for use. The school will also keep a record of prescribed AAIs held in school, including the type, dose and expiry date. Expiry dates will be checked regularly and parents will be reminded when replacement devices are needed.

Where an AAI is taken home and returned to school, staff will check that the device has been returned and remains available for the pupil during the school day.

### Maintenance (of spare AAIs)

Vicki Hughes is responsible for checking the AAI list that:

- The AAIs are present and in 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 (for example, in a sharps bin for collection by the local council).

### Use of AAIs off school premises

- Pupils at risk of anaphylaxis who can administer their own AAIs should carry their own AAI with them on school trips and off-site events
- If pupils cannot administer their own AAI, a named member of staff within their group should be responsible for carrying and administering (they must remain in close proximity of the pupil for the duration of visit)
- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events

### 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 pupils to whom the AAI can be administered
- A record of when AAIs have been administered

Where a school operates across more than one site, the school will ensure that appropriate spare AAIs are available on each site. Each site must have arrangements in place to ensure that spare AAIs can be accessed quickly in an emergency and that staff know where they are stored.

Schools with larger sites should consider whether more than one pair of spare AAIs is needed so that emergency medication can be accessed within five minutes wherever it may be required.

## 10. 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)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies
- Training will be carried out by the allergy lead with first aid training
- Coeliac disease and intolerance distinction
- Asthma, eczema, hay fever and co-existing allergic conditions
- All new staff will complete training as soon as practical if they are not first aid qualified.

All staff are required to undertake training on iAM Compliant and receive EPI Pen administration training every three years. All new staff will be required to undertake training as part of their induction pathway on iAM Compliant. The EPI Pen administration training will be delivered through an external party or through train-a-trainer and completed at least every three years.

Headteachers or the allergy lead will provide refresher training to all staff on an annual basis, between full training.

Temporary, agency, supply, volunteers and similar workers should be considered for appropriate training depending on their role and supervision within school.

## 11. Information sharing and data protection

Information about a pupil's allergy, medical condition, medication and emergency arrangements is health information and is treated as special category data under UK GDPR.

The school will only share allergy and medical information with staff and relevant third parties where it is necessary to keep the pupil safe, support their wellbeing or respond to an emergency. Information will be shared in a controlled and respectful way and will not be shared more widely than needed.

Relevant staff will have access to the information they need to identify pupils with allergies, understand their known allergens, locate medication and follow the pupil's Allergy Action Plan, Asthma Action Plan or Individual Healthcare Plan.

Where information needs to be shared with catering providers, trip providers, wraparound care providers or other relevant third parties, this will be limited to what is necessary to manage risk and keep the pupil safe.