



Registered Charity 1171812

# Allergy Management Policy and Procedure

| Summary                 |                                  |
|-------------------------|----------------------------------|
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## Contents

|                                                      |    |
|------------------------------------------------------|----|
| 1. Aims .....                                        | 2  |
| 2. Legislation and guidance .....                    | 2  |
| 3. Roles and responsibilities .....                  | 2  |
| 3.1 Allergy lead .....                               | 3  |
| 3.2 The Inclusion Officer .....                      | 3  |
| 3.3 Teaching and support staff .....                 | 3  |
| 3.4 Parents/carers.....                              | 3  |
| 3.5 Pupils with allergies .....                      | 4  |
| 3.6 Pupils without allergies.....                    | 4  |
| 4. Identifying Pupils with Allergies.....            | 4  |
| 5. Assessing risk .....                              | 5  |
| 6. Managing risk.....                                | 5  |
| 6.1 Hygiene procedures .....                         | 5  |
| 6.2 Food Restrictions .....                          | 5  |
| 6.3 Insect bites/stings .....                        | 6  |
| 6.4 Support for mental health .....                  | 6  |
| 6.5 Events and trust trips.....                      | 6  |
| 7. Procedures for handling an allergic reaction..... | 6  |
| 7.1 Register of pupils with AAls .....               | 6  |
| 7.2 Allergic reaction procedures.....                | 7  |
| 8. Adrenaline auto-injectors (AAls) .....            | 7  |
| 8.1 Purchasing of spare AAls .....                   | 7  |
| 8.2 Storage (of both spare and prescribed AAls)..... | 8  |
| 8.3 Maintenance (of spare AAls) .....                | 8  |
| 8.4 Disposal.....                                    | 8  |
| 8.5 Use of AAls off trust premises .....             | 8  |
| 8.6 Emergency anaphylaxis kit.....                   | 8  |
| 9. Training .....                                    | 9  |
| 10. Links to other policies .....                    | 9  |
| Appendix 1 .....                                     | 10 |

## 1. Aims

This policy aims to:

- o Set out our trust's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- o Make clear how our trust supports pupils with allergies to ensure their wellbeing and inclusion
- o Promote and maintain allergy awareness among the trust community

## 2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on [allergies in trusts](#) and [supporting pupils with medical conditions at trust](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in trusts](#), and the following legislation:

- o [The Food Information Regulations 2014](#)
- o [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

## 3. Roles and responsibilities

We take a whole-trust approach to allergy awareness.

### 3.1 Allergy lead

The nominated Allergy Lead is George Leighton.

The Allergy Lead is responsible for:

- o Promoting and maintaining allergy awareness across our trust community
- o Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to other members of staff)
- o 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 trust's policy and procedures regarding allergies
  - Relevant staff are aware of what activities need an allergy risk assessment

## 3.2 The Inclusion Officer

The Inclusion Officer is responsible for:

- o Co-ordinating the paperwork and information from families
- o Co-ordinating medication with families
- o Any other appropriate tasks delegated by the allergy lead

## 3.3 Teaching and support staff

All teaching and support staff are responsible for:

- o Promoting and maintaining allergy awareness among pupils
- o Maintaining awareness of our allergy policy and procedures
- o Being able to recognise the signs of severe allergic reactions and anaphylaxis
- o Attending appropriate allergy training as required
- o Being aware of specific pupils with allergies in their care
- o Carefully considering the use of food or other potential allergens in lesson and activity planning
- o Ensuring the wellbeing and inclusion of pupils with allergies

## 3.4 Parents/carers

Parents/carers are responsible for:

- o Being aware of our trust's allergy policy
- o Ensuring their child's prescribed AAI's are on date
- o Providing the trust with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- o 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
- o Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- o Following the trust's guidance on food brought in to be shared
- o Updating the trust on any changes to their child's condition

## 3.5 Pupils with allergies

These pupils are responsible for:

- o Being aware of their allergens and the risks they pose
- o Understanding how and when to use their adrenaline auto-injector
- o 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:

- o 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.

## 4. Identifying Pupils with Allergies

Information about pupils' allergies is recorded on Arbor. Staff can access this information by navigating to **Students > Medical** and searching for "**Allergy**".

Pupils who have an Allergy Action Plan will have a copy of their allergy alert poster displayed in the Administration Office and the SEND Staff Office to enable staff to identify pupils at risk of anaphylaxis quickly and respond appropriately in an emergency.

All staff are expected to familiarise themselves with the allergy information for pupils in their care and to check Arbor before supervising educational visits, sporting activities or other events. Where a pupil has an Allergy Action Plan or Individual Healthcare Plan, staff must follow the guidance contained within that plan.

Allergy information will be reviewed at least annually and whenever parents notify the trust of changes.

### **Trial Days and Visitors**

Where a prospective pupil attends the trust for a trial day or assessment visit, any known allergies or risk of anaphylaxis will be communicated to relevant staff before the visit. Appropriate arrangements will be put in place to minimise risk and ensure that staff are aware of any emergency procedures or medication requirements during the pupil's time on site.

## 5. Assessing risk

The trust will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- o Lessons such as food technology
- o Science experiments involving foods
- o Crafts using food packaging
- o Off-site events and trust trips
- o 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

## 6. Managing risk

### 6.1 Hygiene procedures

- o Pupils are reminded to wash their hands before and after eating
- o Sharing of food is not allowed
- o Pupils have their own named water bottles

### 6.2 Food Restrictions

The trust recognises that it is neither practical nor possible to operate as an allergen-free environment. However, we are committed to reducing the risk of accidental exposure to allergens and ask all members of the trust community to support this by avoiding the bringing of high-risk foods into trust wherever possible.

Examples of high-risk 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.

Where a pupil brings one of these foods into trust, staff will assess the level of risk and take appropriate steps to minimise the potential for allergen exposure. This may include asking the pupil to eat the food in an alternative location or to refrain from consuming it on the trust site where it poses a significant risk to another pupil's health.

The trust asks parents, carers, pupils and staff to support this approach by being mindful of the needs of those with severe allergies and by helping to create a safe and inclusive environment for everyone.

### 6.3 Insect bites/stings

When outdoors:

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

### 6.4 Support for mental health

Pupils with allergies will have additional support through:

- o Pastoral care
- o Regular check-ins with their class teacher, tutor or other appropriate member of staff.

## 6.5 Events and trust trips

- o Pupils with allergies will not be excluded from events or trust trips because of their allergy. The trust will make reasonable and appropriate arrangements to manage identified risks and support their participation.
- o The trust will plan accordingly for all events and trust trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- o Appropriate measures will be taken in line with the trust's AAI protocols for off-site events and trust trips (see section 8.5).

## 7. Procedures for handling an allergic reaction

### 7.1 Register of pupils with AAI

- o The trust 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 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

The register will be kept in the allergy folder in day staff (TEAMS folder) and posters will be displayed in the Administration Office and Headteacher's Office.

### 7.2 Allergic reaction procedures

- o As part of the whole-trust awareness approach to allergies, all staff are trained in the trust's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately. An allergy procedure can be found at appendix 1 at the bottom of this policy.
- o Staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency
- o If a pupil has an allergic reaction, the staff member will initiate the trust's emergency response plan, following the pupil's allergy action.
  - 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 trust one

If a pupil has no individual Allergy Action Plan, staff will respond in accordance with the trust's first aid and emergency procedures as follows:

- o Stay with the pupil and assess the severity of their symptoms.
- o Send for a qualified first aider and inform the trust office immediately.
- o If the pupil has a prescribed adrenaline auto-injector (AAI), locate it without delay.

- o If there are signs of anaphylaxis (such as difficulty breathing, swelling of the tongue or throat, persistent cough, wheezing, hoarse voice, collapse, or loss of consciousness), administer the adrenaline auto-injector immediately if trained to do so and call 999, stating that the pupil is experiencing suspected anaphylaxis.
- o Contact the pupil's parent or carer as soon as possible after emergency services have been called.
- o If there is no improvement after 5 minutes and a second adrenaline auto-injector is available, administer it in accordance with current guidance.
- o Keep the pupil lying flat with their legs raised where possible. If they are having difficulty breathing, they may be more comfortable sitting up. Do not allow the pupil to stand or walk.
- o Continue to monitor the pupil until the ambulance arrives, providing reassurance throughout.

## 8. Adrenaline auto-injectors (AAIs)

### 8.1 Purchasing of spare AAIs

The Business Manager is responsible for purchasing the trust's spare adrenaline auto-injectors (AAIs) and ensuring they are stored in accordance with the manufacturer's instructions and national guidance.

- Spare AAIs will be obtained from a local pharmacy (Boots, Saxon Square) using a signed authorisation letter from the Headteacher, as required.
- The trust will maintain a minimum of **four** spare AAIs for emergency use.
- The trust has chosen to purchase **EpiPen** adrenaline auto-injectors as its spare AAIs.

### 8.2 Storage (of both spare and prescribed AAIs)

The Business Manager will make sure all AAIs are:

- o Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- o Kept in a safe and suitably central location to which all staff have access at all times.

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

### 8.3 Maintenance (of spare AAIs)

The Allergy Lead and the Business Manager are responsible for checking monthly that:

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

## 8.4 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

## 8.5 Use of AAIs off trust premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on trust trips and off-site events.
- The trust will take **two spare AAIs** on all trust trips and off-site events for emergency use.
- Staff accompanying the trip will be made aware of which pupils are at risk of anaphylaxis, the location of the AAIs, and the trust's emergency procedures in the event of an allergic reaction.

## 8.6 Emergency AAI's

The trust maintains 3 emergency AAI's in accordance with Department for Education guidance. The AAI's are stored in the admin office on the filing cabinet. The trust will also hold:

- Manufacturer's instructions for the use of each type of AAI held by the trust.
- Guidance on the safe storage, checking and disposal of AAIs.
- Manufacturer's patient information leaflets.
- A record of the expiry dates of the spare AAIs and a system for carrying out regular checks to ensure they remain in date and fit for use.

## 9. Training

The trust is committed to ensuring that all staff receive appropriate training to enable them to recognise, prevent and respond effectively to allergic reactions and anaphylaxis.

Training will be provided at least annually and will include:

- Understanding allergies and strategies to reduce the risk of exposure to allergens.
- Recognising the signs and symptoms of allergic reactions, including anaphylaxis.
- The importance of administering adrenaline promptly when anaphylaxis is suspected.
- The location of pupils' prescribed adrenaline auto-injectors (AAIs) and the trust's emergency AAIs, and how to access them quickly.
- The safe and effective administration of adrenaline auto-injectors.
- The trust's emergency procedures for responding to allergic reactions and anaphylaxis.
- Promoting the wellbeing, inclusion and safety of pupils with allergies.

In addition:

- All new staff will receive allergy awareness and emergency response training as part of their induction.

- Temporary, agency and supply staff will be made aware of pupils with allergies and the trust's emergency procedures before assuming responsibility for pupils.
- Appropriate refresher training will be provided where required, following changes to guidance, procedures or individual pupil needs.
- Records of all allergy training undertaken by staff will be maintained by the trust.

The Allergy Lead is responsible for ensuring that appropriate training is arranged, monitored and reviewed to maintain staff competence and compliance with current guidance.

## 10. Links to other policies

This policy links to the following policies and procedures:

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

## Appendix 1

