

ST JOHN THE BAPTIST PRIMARY SCHOOL



ALLERGY POLICY

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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 [School food standards - GOV.UK](#) and [Supporting pupils with medical conditions at school - GOV.UK](#), the Department of Health and Social Care's guidance on [Using emergency adrenaline auto-injectors in schools - GOV.UK](#), 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 our Head Teacher, **Kerry Coe**. They are responsible for:

- Promoting and maintaining allergy awareness across the school community
- Providing strategic oversight of the school's allergy management arrangements
- Ensuring appropriate systems are in place for the collection, maintenance and communication of allergy and special dietary information
- 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 activities that require an allergy risk assessment
- Ensuring the school maintains an appropriate stock of spare adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy
- Delegating appropriate operational tasks to the School Medical Lead and other staff as required

3.2 School Medical Lead

The School Medical Lead, **Evonne Hillerby**, is responsible for:

- Coordinating the collection, recording and maintenance of allergy and special dietary information provided by families
- Coordinating medication arrangements with families
- Ensuring allergy information and action plans are kept up to date and shared with relevant staff
- Checking that spare AAIs are in date and replacing them as required
- Liaising with healthcare professionals regarding allergy action plans
- Carrying out 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 (currently this is annually)
- 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

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware 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
- Parents or carers must provide the school with two in-date adrenaline auto-injectors (AAIs), alongside any other required rescue medication — such as asthma inhalers or antihistamines—**if these items have been officially prescribed** to their child by a healthcare professional 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 – see Appendix 1
- Updating the school on any changes to their child's condition including sharing allergy plans

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
- Older pupils might also be expected to support their peers and staff in the case of an emergency.

3.7 Staff and regular volunteers with allergies

Staff and regular volunteer are responsible for:

- Informing the school of any allergies or risk of anaphylaxis that may affect them in the workplace
- Providing relevant medical information and emergency treatment plans where appropriate
- Ensuring any prescribed medication, including adrenaline auto-injectors (AAIs), is available and in date
- Making relevant colleagues aware of any support they may require in an emergency
- Following medical advice regarding the management of their allergy

The school will take reasonable steps to support staff with allergies, including carrying out risk assessments where appropriate and sharing relevant information with staff on a need-to-know basis.

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

A risk assessment is in place for dogs which visit our school including our Therapy Dog and School Dog.

Where an official assistance animal (e.g. a guide dog) is required on site and may affect an individual with an allergy, an appropriate risk assessment will be undertaken to ensure the needs of all parties are safely managed.

Risk assessments may also be undertaken for staff members with severe allergies where this is necessary to ensure their safety and participation in school activities.

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

5.2 Catering

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

- Catering staff and Midday Supervisors receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents/carers to view.
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- All staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Pupils with allergies are supported to choose food that is safe for them, and relevant staff are made aware of any dietary requirements.

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. See Appendix 2

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 may be confiscated..

5.4 Insect bites/stings

- Staff regularly inspect outdoor areas for insect nests and arrange for safe professional removal when necessary.
- Children are reminded to stay calm and to move slowly should an insect be present
- Footwear should always be worn and food and drink should be covered when outside
- Dispose of food waste promptly and keep bins covered to prevent attracting insects

5.5 Therapy and School Dog

- 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 – see Assessing Risk above.

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher

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 AAls

The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAls (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 is kept on One Drive in the Medical folder and can be checked quickly by any member of staff as part of initiating an emergency response

Children will have a copy of their healthcare plan and 1 set of AAls in their classroom. They will take these and their 2nd set on all school trips.

This links to school's Medicine and First Aid Policy including the Administration of Medication in School

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 AAls to minimise delays in pupil's receiving adrenaline in an emergency – school has a practise Epipen which staff are encouraged to use on themselves and others.

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 allergies and, if needed, the school's normal emergency procedures.

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 is responsible for buying AAIs and ensuring they are stored according to the guidance.

- Additional AAIs will be purchased from either the local pharmacy (The Norton Glebe Pharmacy) using a letter of authority or from Eureka Direct with a Purchase Order.
- School will purchase Epi-pen AAIs and both 150 and 300 are available. Epi-pen was chosen due to issues with Jext in the past. Currently have 2 adults and 1 child using Epi-pen and 2 children using Jext.

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 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 needed – held in the medical room

7.3 Maintenance (of spare AAIs)

The Medical Lead is responsible for checking monthly 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 an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events

- The risk assessment will have details of who is allergic to what and that they will have their AAI with them. A dedicated member of staff will be responsible for overseeing the administration of the AAI.

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 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

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.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Medicine and First Aid Policy including the Administration of Medication in School

10. Appendices

10.1 Appendix 1 – External food brought in to school

The school recognises that externally sourced food can pose a risk to individuals with allergies. Before food is brought into school for events, celebrations or activities, staff must consider any known allergies and obtain allergen information where possible. Food may only be shared where it is considered safe to do so and in accordance with the school's allergen procedures. Where adequate allergen information is unavailable, food will not be shared with pupils. Staff should follow the school's checklist and risk assessment procedures for all activities involving external food.

Checklist

- ☐ The treat is **shop-bought and sealed** in its original packaging.
- ☐ The packaging includes a clear **ingredients list**.
- ☐ The packaging includes a clear **allergen declaration**.
- ☐ No homemade food items have been accepted for distribution.
- ☐ The ingredients list has been checked against known pupil allergies in the class.
- ☐ Any concerns have been referred to the class teacher/SENDCo/allergy lead before distribution.

Review pupils with allergy care plans:

☐

Pupil	Allergy	Safe to Receive Treat?	Alternative Required?
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No

- ☐ Children have been reminded **not to swap food**.
- ☐ Staff supervision is in place during distribution.
- ☐ An alternative treat has been provided where required.
- ☐ Any child with a severe allergy has received the agreed reasonable adjustment set out in their Individual Healthcare Plan.

10.2 Appendix 2 – Health Lunch Guidance

A Healthy School Meal

Our school meals are designed to provide a balanced diet and typically include:

- Fruit and/or vegetables
- Starchy foods such as bread, rice, pasta or potatoes
- Protein-rich foods such as meat, fish, eggs, beans or lentils
- Milk, dairy products or suitable alternatives
- Water available throughout the day

A Healthy Packed Lunch

A healthy packed lunch should include:

- A sandwich, wrap, pasta, rice or similar starchy food
- A source of protein such as lean meat, fish, egg, cheese, hummus or beans
- At least one portion of fruit and/or vegetables
- A dairy item or suitable alternative
- Water, milk or a sugar-free drink

Example packed lunch:

- Ham, cheese or hummus sandwich
- Fruit (e.g. apple, banana or grapes)
- Vegetable sticks
- Yoghurt
- Water

Foods We Ask Families to Avoid

- Sweets and chocolate bars
- Energy drinks
- Fizzy drinks and high-sugar drinks
- Large quantities of crisps and similar snacks

Allergy Awareness

Parents and carers should consider the needs of pupils and staff with allergies when preparing packed lunches. Where necessary, the school may ask families not to send specific foods onto site to help keep individuals with severe allergies safe.

Thank you for supporting our commitment to healthy eating, pupil wellbeing and allergy safety.