

ALLERGY SAFETY POLICY



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Academy@Worden

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1. AIMS AND OBJECTIVES

This policy outlines Academy@Worden's approach to allergy management and is aligned with the Department for Education's draft statutory guidance *Supporting Children and Young People with Medical Conditions and Allergy* (2026) and the requirements of **Allergy Safety in Schools (Department for Education, July 2026)**.

Benedict's Law establishes a consistent national framework for allergy safety in schools, requiring schools to have a whole-school allergy policy, provide appropriate staff training, maintain access to emergency adrenaline medication, and implement Individual Healthcare Plans (IHPs) for pupils with diagnosed allergies.

At Academy@Worden, we are committed to creating an allergy-aware environment that promotes the safety, wellbeing, inclusion and participation of all pupils. This policy sets out how the whole-school community works together to minimise the risk of allergic reactions, including anaphylaxis, and details the procedures in place to respond effectively to allergy-related emergencies. It also outlines the support available to pupils with allergies to ensure they can access education safely and participate fully in school life.

This policy applies to all staff, pupils, parents/carers, governors, volunteers, contractors and visitors to the school.

2. WHAT IS AN ALLERGY?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

An allergy is different to an intolerance. Whilst an intolerance may cause uncomfortable symptoms it does not involve the immune system.

3. DEFINITIONS

ANAPHYLAXIS: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

ALLERGEN: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food, referred to as the “main 14” in this template. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

ADRENALINE AUTO-INJECTOR (AAI): Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI, adrenaline pens or by the brand name EpiPen. EpiPen and Jext are commonly used brands; staff should follow manufacturers’ instructions and school purchasing guidance.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person’s allergy and their treatment plan.

DESIGNATED ALLERGY LEAD: The member of staff responsible for overseeing allergy and asthma management across the school and acting as the main point of contact for pupils, parents and staff. This is referred to as the named senior leader in the statutory guidance.

EMERGENCY RESPONSE PLAN: A document (also known as a Critical Incident Plan) that outlines a school's procedure for managing an emergency and should be fit for purpose to manage a serious allergic reaction (anaphylaxis).

EURNEFFY: EURNeffy (also known as Neffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil’s medical conditions, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy that requires active management should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

RISK ASSESSMENT: A detailed document outlining an activity, the risks it poses and any actions taken or to be taken to mitigate those risks. Allergy should be included in all risk assessments for events on and off the school site.

SPARE ADRENALINE DEVICES: Schools are able to purchase spare adrenaline **devices**. These should be held as a back-up, in case pupils’ prescribed adrenaline **devices** are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

4. ROLES AND RESPONSIBILITIES

Academy@Worden takes a whole-school approach to allergy management.

4.1 Named Allergy Governor

The Named Allergy Governor is Dawn Watkinson, Ensuring allergy-related risks are included on Academy@Worden’s allergy register and actively managed by the governing body;

- Providing strategic oversight of the school's Allergy Safety Policy, ensuring it is reviewed at least annually and published on the school’s website;
- Acting as the governing body's named point of contact for allergy-related matters;

- Satisfying themselves that the school's allergy management arrangements meet legal and statutory requirements and reflect best practice;
- Receiving regular updates from the Designated Allergy Lead and ensuring the governing body is appropriately sighted on allergy compliance; and
- Reviewing records of allergic reaction incidents and near-misses and ensuring the school acts on any learnings to reduce the risk of future incidents.

4.2 Designated Allergy Lead

The Designated Allergy Lead Mrs V Dovey (Assistant Headteacher for SEND & Vulnerable pupils) They report into Mr P Cairns (Headteacher) and the Allergy Governor.

They are responsible for:

- Leading the publication and implementation of a school-wide Allergy Safety Policy;
- Ensuring the safety, inclusion and wellbeing of pupils, staff and visitors with an allergy;
- Taking decisions on allergy management across the school;
- Championing and practising allergy awareness across the school;
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff;
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy Safety Policy, and other related procedures;
- Reviewing the school's stock of spare adrenaline devices (checking the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline devices are stored appropriately) and ensuring staff know where they are;
- Keeping a record of any allergic reactions or near-misses, reporting these to the governing body and appropriate authority (e.g. Under RIDDOR) where necessary, investigating the incidents and ensuring that the findings of investigations into incidents are used to update relevant policies and procedures.
- Regularly reviewing and updating the Allergy Safety Policy.

The Designated Allergy Lead will monitor implementation of this policy, review procedures at regular intervals and report to the senior leadership team and Named Allergy Governor as appropriate.

4.3 School nurse/ Healthcare team/ Medical Lead

Academy@Worden works collaboratively with parents/carers, the NHS, and other relevant healthcare professionals to ensure that Individual Healthcare Plans (IHCPs) are accurate,

current, and reviewed regularly. The Academy will seek appropriate medical advice where required to ensure that pupils' health needs are effectively identified, supported, and managed within the school environment.

4.4 Transition Lead

The transition lead is likely to be the first to learn of a pupil's allergy. They will work with the Designated Allergy Lead to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity;
- There is a clear structure in place to communicate this information to the relevant parties;
- Parents and applicants are informed of catering arrangements during transition events;
- There is liaison with the child's previous school to ensure a smooth transition between settings.

4.5 All staff

All Academy@Worden staff, including teaching staff, support staff and occasional staff are responsible for:

- Championing and practising allergy and asthma awareness across the school;
- Reading, understanding and putting into practice the Allergy Safety Policy and related procedures, and asking for support if needed;
- Being aware of pupils (and staff, when necessary) with allergies and what they are allergic to;
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate by accessing their IHCPs;
- Ensuring pupils always have access to their medication, including carrying it on their behalf if necessary;
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the Mrs V Dovey and the pastoral team.
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving the school site for a match or trip.

- Allergy information is sensitive personal data. Access is restricted to staff who need it to keep the pupil safe. Sharing beyond the school will follow data protection principles and parental consent.
- Staff running trips and off-site activities: the trip leader must check each pupil's IHP and medication is on site, that two devices for each pupil are present, whether spare AAls will be taken, and that an identified escort will carry emergency medication.

4.6 All parents

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the school's Allergy Safety Policy and considering the safety, inclusion, and wellbeing of pupils with allergies;
- Providing Academy@Worden with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis or eczema;
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks or for fundraising events;
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice; and
- Encouraging their child to be allergy aware.

4.7 Parents of children with allergies

In addition to paragraph 4.6, the parents and carers of children with allergies should:

- Work with the school and health to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- If applicable, provide the school or their child with two labelled adrenaline devices and any other medication, for example antihistamine (with a dispenser, ie. spoon or syringe), inhalers or creams;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline devices, if prescribed, on the journey to and from school;
- Update the school with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Provide the school with an up-to-date photograph of their child and sign the associated permission for it to be shared appropriately as part of their allergy management; and
- Support their child to understand their allergy diagnosis, advocate for themselves, and take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food to which they are allergic.

- Parents will be asked to give written consent for staff to administer spare AAls (where used). If consent is refused, the school will record this and discuss alternative planning with parents and health professionals.
- Pupils with SEND who have communication needs will have additional planning in their IHPs to ensure medication is accessible and staff know how to support them in emergency situations.

4.8 All pupils

All pupils at Academy@Worden should:

- Be allergy aware;
- Understand the risks that allergens might pose to their peers and respect measures to support them;
- Learn how they can support the wellbeing of their peers and be alert to allergy-related bullying.
- learn how to recognise an allergic reaction and support their peers and staff in case of an emergency; and
- Pupils to check the ingredients include a line about adhering to food restrictions or guidance about food being brought in

4.9 Pupils with allergies

In addition to paragraph 4.8, pupils with allergies, as appropriate to their age and capability, are responsible for:

- Knowing what their allergies are and how to mitigate personal risk;
- Avoiding their allergen as best as they can;
- Understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- Carrying two adrenaline auto-injectors with them at all times;
- Understanding how and when to use their adrenaline auto-injector and only using them for their intended purpose;
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy;
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;
- Ensuring they have their medication with them on the journey to and from school.

5. INFORMATION AND DOCUMENTATION

5.1 Register of pupils and staff with an allergy

Academy@Worden has a register of pupils (accessed on Synergy and via the yellow allergy register) and record of staff who have a diagnosed allergy. This includes children and staff who have a history of anaphylaxis or have been prescribed adrenaline devices, as well as pupils and staff with an allergy where no adrenaline devices have been prescribed.

5.2 Individual Healthcare Plans

Each pupil with an allergy requiring active management by the school has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens, risk factors for allergic reactions and any adaptations needed;
- A history of their allergic reactions;
- If the pupil has asthma and any other medical conditions and necessary detail;
- Details of the medication that the pupil has been prescribed, including their dose, this should include adrenaline devices, antihistamine etc;
- A copy of parental consent to administer medication, including the use of spare adrenaline devices in case of suspected anaphylaxis, and asthma inhalers;
- An indication of how the child's condition may impact on their learning or wellbeing;
- If the child is able to take responsibility for their condition including in an emergency;
- A photograph of each pupil and emergency contact details; and
- A copy of their Allergy Action Plan.

6. ASSESSING RISK

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food lessons or cooking;
- Bringing animals into the school, for example the school dog or hatching chick eggs can pose a risk;
- Running activities or clubs where they might hand out snacks or food "treats". Ensure safe food is provided or consider an alternative non-food treat for all pupils; and
- Planning special events, such as cultural days and celebrations.

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, staff should adapt the activity. Academy@Worden will ensure compliance with the Equality Act 2010.

The Allergy Safety Policy will be reviewed at least annually and following any serious allergic reaction or near-miss. The school will run an annual simulated anaphylaxis drill, record outcomes and use findings to update training and procedures.

7. FOOD, INCLUDING MEALTIMES & SNACKS

7.1 Catering in school

Academy@Worden is committed to providing safe and inclusive meals and snacks for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering providers;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- Catering staff are available to discuss the provision of allergen safe meals with parents/ carers;
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are, supported by school staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The school has robust procedures in place to identify pupils with food allergies, the yellow allergy register with pupils and their photographs are available to all staff and in key areas in school, including the canteen and food technology. All allergy information and IHCP are available to all staff via Synergy.
- Dishes and menus containing the main 14 allergens (see Allergens definition) will be clearly labelled using full words, not symbols or abbreviations. Other ingredient information will be available on request.
- Information on allergens will be available for the pupil to check independently;
- Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging;
- Where changes are made to the ingredients which involve the introduction of a known allergen this will be communicated to pupils with dietary needs by the catering team via the school canteen ordering screens.

7.2 Food brought into school

- Academy@Worden is an Allergy and Nut Aware school. In order to safeguard pupils, staff and visitors who may have allergies, nuts and products containing nuts must not be brought onto the school premises.
- Pupils may bring food and drink into school for consumption during the school day; however, all items must comply with the school's expectations regarding health, safety and wellbeing. Food must not be shared between pupils due to the potential risk of allergic reactions and dietary requirements.
- Any food sold or distributed through Academy events, including cake sales, fundraising activities and tuck shops, must comply with the Academy's allergy management procedures and any food restrictions in place at the time. Clear ingredient information should be provided wherever possible, and products containing nuts must not be sold or brought onto the school site. **Homemade food items must not be sold, distributed or brought onto the school site for school events.** Staff responsible for organising such events must ensure that appropriate measures are in place to minimise the risk of allergic reactions.
- The school reserves the right to remove and appropriately dispose of any food items that present a risk to the health and safety of the school community or that do not comply with this policy. Parents and carers are expected to support the Academy by ensuring that food brought into school adheres to these requirements.

7.3 Food bans or restrictions

- Academy@Worden is an Allergy and Nut Aware school. Nuts and products containing nuts are strictly prohibited on the school site.

7.4 Food hygiene for pupils

- The school provides opportunities for pupils to wash their hands with soap and warm water before and after eating;
- Parents/carers and pupils will be advised that water bottles and packed lunches should be clearly labelled and food should not be shared or swapped; and
- Throwing food is not allowed.

7.5 Food Technology

- Academy@Worden recognises that Food Technology lessons present particular risks for pupils with food allergies and medical conditions. All Food Technology activities will

be planned and managed to ensure that pupils can participate safely, fully and inclusively.

- All Food Technology teachers will hold a recognised First Aid qualification and will receive appropriate allergy awareness and anaphylaxis training.
- Two emergency adrenaline auto-injectors (AAIs) will be stored within the Food Technology room and will be readily accessible during all practical lessons. Food Technology staff will be familiar with their location and trained in their use in accordance with the school's emergency procedures and allergy management arrangements. The location of the AAIs will be clearly identified, and expiry dates will be monitored as part of the department's health and safety checks.
- The Technology Department will communicate with parents/carers at the beginning of each academic year via the school's communication system (Synergy) regarding Food Technology procedures, ingredients, and the expectation that parents/carers review

and adapt recipes where necessary to meet their child's dietary, allergy, medical, cultural, or religious requirements.

- Parents/carers are responsible for checking ingredient labels and ensuring that any ingredients provided from home are suitable for their child's individual dietary and allergy needs.
- A list of ingredients required for each practical activity will be made available to pupils and parents/carers through pupil handbooks.
- Recipes and lesson resources will be made available on Microsoft Teams to allow parents/carers and pupils to review ingredients and preparation requirements in advance of lessons.
- Pupils will work at individual workstations wherever possible to minimise the risk of accidental food sharing and cross-contamination.
- The Food Technology teacher will be informed of all relevant food allergies, intolerances, and medical conditions before practical lessons take place via Synergy and the Allergy register (yellow).
- Appropriate risk assessments will be completed for classes containing pupils with food allergies or other medical conditions, taking account of Individual Healthcare Plans (IHPs) and Allergy Management Plans where applicable.
- Ingredients will be checked carefully before use, and allergen information will be available for all foods used during lessons.
- Where necessary, alternative ingredients will be used to enable pupils with allergies or medical conditions to participate safely in practical activities.
- High-risk allergens identified within a pupil's Individual Healthcare Plan or Allergy Management Plan will not be used by that pupil and may be restricted within a teaching group following an individual risk assessment.
- Cross-contamination risks will be reduced through effective handwashing, cleaning procedures, use of separate utensils, and appropriate food storage arrangements.
- Pupils will be reminded not to share food, ingredients, utensils, or tasting products during lessons.
- Allergy awareness information and emergency response guidance will be clearly displayed within Food Technology classrooms and preparation areas.

- Staff supervising Food Technology lessons will be familiar with the signs and symptoms of allergic reactions and anaphylaxis and will know how to respond in an emergency.
- Emergency medication, including prescribed adrenaline auto-injectors (AAIs), will be readily accessible in accordance with the pupil's healthcare plan.
- Any allergic reaction, near miss, or medical incident occurring during a Food Technology lesson will be reported, recorded, investigated, and reviewed in accordance with the school's incident reporting procedures.
- Educational visits, competitions, enrichment activities, or events involving food preparation or tasting will be subject to additional risk assessments to ensure the safe participation of pupils with allergies and medical conditions.
- The school will work collaboratively with parents/carers, pupils, and healthcare professionals to ensure that reasonable adjustments are made so that children and young people with medical conditions and allergies can participate fully in Food Technology lessons and related activities.

8. EDUCATIONAL VISITS AND SPORTS FIXTURES

- Staff leading the trip will have a register of pupils with allergies and details of their medication. Staff should notify the trip leader if they themselves have any allergies;
- Allergies will be considered on the risk assessment and catering provision put in place;
- Parents, and pupils where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction;
- Allergens will be clearly labelled on catered packed lunches.

9. INSECT STINGS

For some individuals, stings from bees, wasps and other insects can cause a serious allergic reaction, including anaphylaxis.

- Pupils with a known insect sting allergy will have this recorded in their Individual Healthcare Plan (IHP) and allergy register.
- Staff will take reasonable steps to reduce the risk of insect stings during outdoor activities and educational visits.
- Pupils prescribed adrenaline auto-injectors (AAIs) must have access to their medication at all times.
- Pupils should report any insect sting or suspected sting to a member of staff immediately.
- Any pupil showing signs of an allergic reaction will be treated in accordance with their Allergy Action Plan and/or Individual Healthcare Plan.
- If anaphylaxis is suspected, adrenaline must be administered without delay and emergency services (999) called immediately.
- All allergic reactions and near misses involving insect stings will be recorded and reviewed in line with the school's reporting procedures.

10. HAYFEVER

- Inform school if your child has hay fever or any seasonal allergies.
- Provide details of your child's symptoms, known triggers, and any relevant medical advice.
- Supply any required medication, clearly labelled with your child's name and in date.
- Complete and sign the medication consent forms.
- Ensure medication is replaced before its expiry date.
- Notify the setting of any changes to your child's condition, symptoms, or treatment.
- Keep emergency contact details up to date at all times.
- Administer daily hay fever medication at home whenever possible, as advised by your healthcare professional.
- Discuss any concerns regarding your child's allergy management with Pastoral Leader and Head of Year.

By working together, we can help ensure children with hay fever remain comfortable, safe, and fully involved in all activities.

11. ANIMALS

It's normally the dander (flakes of skin) saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal to which they are allergic;
- If an animal comes on site a risk assessment will be done prior to the visit;
- Areas visited by animals will be cleaned thoroughly;
- Anyone in contact with an animal will wash their hands after contact;
- School trips that include visits to animals will be carefully risk assessed.

12. INCLUSION AND MENTAL HEALTH

Allergies can have an impact on mental health and wellbeing.

- Staff are alert to the possibility of allergy-related bullying and are proactive in safeguarding the wellbeing and inclusion of pupils with allergies;
- No child should be excluded from taking part in a school activity, whether on the school premises or a school trip because of their allergies;
- Pupils with allergies may require additional pastoral support including regular check-ins from their Form tutor, Pastoral Leader or Head of Year etc;
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives;
- Bullying related to allergy will be treated in line with the school's anti-bullying policy; and
- Uniform policies take into account that children may need emergency medication near them at all times.

13. ADRENALINE DEVICES

See the government guidance on [Adrenaline Devices in Schools](#).

13.1 Storage of adrenaline devices

- Pupils prescribed with adrenaline devices will have easy access to two, in-date devices at all times in their school bags;
- Spot checks will be made to ensure adrenaline devices are where they should be and in date;

- AAls must be accessible during school hours; if held centrally they must be accessible by trained staff without delay, Academy@Worden has spare adrenaline devices in Hub1, 2, 3 and the Food Technology classroom.
- Adrenaline devices should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator); and
- Used or out of date devices should be disposed of as sharps.

13.2 Spare Adrenaline Auto-Injectors (AAI)

Academy@Worden has **8** spare adrenaline devices to be used in accordance with government guidance.

The locations of spare adrenaline devices are clearly signposted. These are:

Hub 1 – Epi Pen 0.3mg x2

Hub 2 – Epi Pen 0.3mg x2

Hub 3 – Epi Pen 0.3mg x2

Food Technology classroom – Epi Pen 0.3mg x2

The Designated Allergy Lead are responsible for:

- Deciding how many spare devices are required;
- What dosage is required, based on the Resuscitation Council UK's age-based guidance (see page 11);
- Which brand(s) to buy. Schools are recommended to buy a single brand if possible to avoid confusion;
- The purchasing of spare adrenaline devices. See government guidance above; and
- Distribution around the school site and clear signage.

13.3 Adrenaline devices on off-site activities

- No child with a prescribed adrenaline devices will be able to go on a school trip without two of their own devices. It is the trip leader's responsibility to check they have them;
- Adrenaline devices will be kept close to the pupils at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms;
- Adrenaline devices will be protected from extreme temperatures;
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction; and
- Consider whether to take spare adrenaline devices to off-site activities. This should be recorded as part of the risk assessment process.

14. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

See the appendix to this policy for details of how to recognise and respond to an allergic reaction.

In all cases:

- A pupil with a known allergy should be treated in accordance with their Allergy Action Plan and/or Individual Healthcare Plan.
- If anaphylaxis is suspected adrenaline should be administered without delay, using the school's spare device if needed.
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany the pupil in an ambulance until a parent or guardian arrives.

15. TRAINING

Academy@Worden is committed to ensuring that all staff receive regular (at least annual) allergy awareness training. This training covers all staff, including teaching staff, support staff, catering staff, site staff and others who may oversee children at breakfast or after-school clubs. Training attendance, dates and competencies will be logged centrally by the Designated Allergy Lead and checked termly by SLT.

This training will cover:

- Understanding what an allergy is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis;
- How the school manages allergy, for example understanding the school's Allergy Safety Policy, emergency response, documentation, communication etc;
- How to check who has an allergy, and how to use an IHP and Allergy or Asthma Action Plan;
- Where adrenaline devices are kept (both prescribed devices and spare devices) and how to access them;
- The importance of inclusion of pupils with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- Understanding food labelling;
- How to report an allergic reaction or near miss.

16. ASTHMA

Academy @ Worden recognises that asthma can increase the risk of severe allergic reactions and anaphylaxis. Pupils with asthma will be supported in accordance with the school's medical

needs procedures and any Individual Healthcare Plan (IHP). Staff will be aware of pupils with asthma, ensure access to prescribed inhalers, and receive appropriate training to recognise and respond to asthma symptoms and emergencies. Asthma will be considered when assessing risk for school activities, trips and sporting events.

17. REPORTING ALLERGIC REACTIONS

The school will log all allergic reaction incidents and near-misses as soon as is feasible after they occur.

- Each record should include: Who was affected, what happened, when and where, why the incident occurred (as far as is known), how staff and the pupil responded; what was done to support the individual; whether emergency services were called and how the incident concluded
- All incident reports should be shared with:
 - the pupil's parents or carers, who will be given the opportunity to discuss the incident and contribute their views to the review; and
 - the Named Allergy Governor and the governing body, so they can consider what lessons to learn and whether policy changes are required.
- Any learning from an incident should be shared appropriately with staff so they can act on it.
- It may be necessary to share the report with other agencies, for example:
 - schools that operate as food businesses must report any allergen-related food safety incidents to their local authority;
 - Incidents arising directly from a work activity that result in death or immediate hospitalisation must be reported to the Health and Safety Executive under RIDDOR. Only incidents arising from a work activity that result in death or immediate hospitalisation must be reported to HSE under RIDDOR.
- Following any incident or near miss Academy@Worden will meet with the child or young person and their parents/ carers to ensure they are confident the setting remains safe.
- Academy@Worden recognises the impact of an incident or near miss not just on the individual and their family, but also on staff who responded and children who witnessed it and will offer appropriate support.

Appendix A: Recognising and Responding to Anaphylaxis

Signs of Anaphylaxis

- Difficulty breathing
- Persistent cough

- Wheeze
- Swollen tongue
- Swollen throat
- Difficulty swallowing
- Hoarse voice
- Dizziness
- Collapse
- Pale or floppy appearance

Emergency Action

1. Administer adrenaline immediately.
2. Call 999 and state:

"Anaphylaxis. Adrenaline given."

3. If no improvement after 5 minutes and a second AAI is available, administer a second dose.
4. Inform parents/carers.
5. Ensure the pupil is taken to hospital.
6. Record and investigate the incident.