



Allergy Management

Document Detail	
Approved	
Approved by	Trust Board
Next review date	

Summary of Changes

Date	Version	Summary of Changes

Contents

Rationale	2
Legislation and Guidance	2
Responsibilities	4
Assessing Risks	6
Managing Risk	6
Catering	6
Food brought into school outside of normal catering services	6
Insect bites / stings	7
Animals	7
Events, school trips and sporting activities	8
Procedures for handling an allergic reaction	8
Emergency Treatment and Management of Anaphylaxis	9
Adrenaline auto-injectors (AAIs)	10
Training	11
Links to other policies	12

Rationale

The Academy fully recognises how allergies can impact everyday life for those affected, and in some cases can be life threatening.

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes, but sometimes causes a much more severe reaction called anaphylaxis. Anaphylaxis is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include food, insect stings or drugs.

Anaphylaxis is characterised by rapidly developing, life-threatening airway, breathing or circulatory problems usually associated with skin or mucosal changes.

It is possible to be allergic to anything which contains a protein. In most cases, those who are affected will not know until the first reaction - this is particularly so with issues such as insect stings.

Common UK allergies include, but are not limited to:

Peanuts, tree nuts, sesame, milk, egg, fish, latex, insect venom, pollen and animal dander.

This policy is designed to set out the Academy's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of an allergic reaction occurring.

The Academy is committed to ensuring that all pupils and staff with medical conditions, including allergies, in terms of physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. This policy therefore aims to make clear how the Academy supports pupils and staff with allergies to ensure their well-being and inclusion and how it promotes and maintains allergy awareness among the school community.

The Academy does not feel it is appropriate to claim it is a nut or allergen free school. There are many allergens that could affect staff and pupils, and no school could guarantee a truly allergen free environment. We therefore prefer to adopt a culture of allergy awareness and education.

Legislation and Guidance

This policy is based on the Department for Education (DfE)'s guidance on [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](#)

Responsibilities

Trustees

The Trustees must ensure:

- That there is an Allergy Management Policy in place and that it is reviewed annually.
- That a named trustee with responsibility for allergy safety is appointed.

Principal

The Principal must:

- Appoint an Allergy lead
- Ensure that there is an Allergy Management Policy in place and that it is reviewed annually
- Ensure that adrenaline auto-injectors (AAIs) are purchased for each site and that these are replaced if used or are out of date.
- Ensure **all** staff are aware of the Academy's policy and procedures regarding allergies.
- Ensure **all** staff receive an appropriate level of allergy training.

Allergy Lead

The Allergy Lead must:

- Promote and maintain allergy awareness across the Academy
- Ensure that allergy information is up to date and readily available to relevant members of staff.
- Ensure that all pupils and staff with allergies have an allergy action plan completed by a medical professional.
- Ensure all staff receive an appropriate level of allergy training
- Ensure **all** staff are aware of the Academy's policy and procedures regarding allergies.
- Ensure **all** staff are aware of what activities need an allergy risk assessment
- Regularly review and update the allergy policy
- Regularly check that Academy AAIs are purchased and in date

SEND Assistant

The SEND Assistant is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Recording and collating allergy and special dietary information for all relevant pupils
- Ensuring that all care plans are in place and are up to date

All Teaching and Support Staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils

- Maintaining awareness of the Academy 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
- Informing the Academy about any severe allergies they may have, if they carry their own AAls and providing information about what to do in an emergency

Parents/Carers

Parents /carers are responsible for:

- Being aware of the Academy's allergy policy
- Providing the Academy with up-to-date details of their child's medical needs, dietary requirements and any history of allergies, reactions and anaphylaxis
- If required, ensuring children with allergies are fully aware of what they can and cannot eat and of the risks that allergens may pose to them
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamines, etc and making sure that they are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, trying to limit the number of allergens included
- Following the Academy's guidance on food brought in and shared
- Updating the Academy on any changes to their child's condition and dietary needs

Pupils with allergies

These pupils are responsible for:

- Being aware of their allergies 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

Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Being aware of the warning signs that their friends may have when experiencing an allergic reaction and finding help from a member of staff.

Assessing Risk

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

Managing Risk

Catering

All food businesses (including school catering) must follow the Food Information Regulations 2014, which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

Academy lunch time catering is provided in-house and is pre-ordered by parents/carers through the 'School Grid' system. This provides parents/carers with all ingredient information prior to ordering and does not give them access to food options that contain allergens that are known to be unsafe for their particular child. The Academy is committed to providing safe food options to meet the dietary needs of pupils with allergies.

The kitchen manager is responsible for ensuring that all ingredients are inputted correctly and updated if there are any changes. The manager will not buy in foods that contain nuts and will try to avoid those that may contain nut-based products.

Academy menus are published termly for parents/carers to view. Where changes are made, parents/carers are notified and the Academy ensures that these continue to meet any special dietary needs of pupils.

When pupils who have known allergies sign into the 'School Grid' to receive their chosen option, the catering staff are alerted to ensure the correct food is provided. Those who have known allergies are served foods on a blue plate to ensure that all serving staff down the line are also aware.

Catering staff receive appropriate training and are able to easily identify pupils with allergies. Photos and allergy information of those with known allergies are displayed at all serving areas.

Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

The Academy office will alert relevant staff if a parent/carer informs them that there has been a change of circumstances with a child's food needs.

All midday supervisors will be made aware of pupils with allergies as part of their induction, at the start of each academic year and of any changes thereafter.

Food brought into school outside of normal catering services

When food is brought in for events such as the Year 3 sleepover, the Year 5 Camp, or Year 6 Leavers' celebration, the lead staff member will ask for an ingredients list and check if there are any of the 'Top 14' allergens used. If there are, where required, alternatives will be provided.

When the Year 6 SATs breakfasts are operational, the lead staff member will check ingredients for known allergens to ensure that they are not served to those with known allergens, and that alternatives are provided.

Food should not be given to primary age food-allergic children without parental engagement and permission. This includes all food tasting activities in lessons such as Science and Food Technology, and the use of items such as pasta in any art/craft activity.

Before any such activity, the teacher must check the class allergy information and contact relevant parents in advance. The activity must be fully risk assessed and may need to be restricted depending on the allergies of particular children.

The Academy acknowledges that it is impractical to enforce an allergen-free school. However, we 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

Pupils are not permitted to hand out food and/or sweets to celebrate their birthdays etc and staff are not permitted to hand out items such as chocolates or sweets as rewards or gifts.

Insect bites / stings

During warmer weather the site team will be extra vigilant about ensuring that all bins, including those outside, are regularly emptied.

They will monitor areas that are known for insects to set up colonies EG brick walls in the quad area, wooden roof spaces such as the back of Europe, Japan and the Lawns. If insects such as bees and wasps etc are seen to be settling in any area, it will be reported and the site team will contact a pest specialist as soon as possible.

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Water only to drink – no fruit-based squashes or juices

Animals

Animals are only permitted on-site with the permission of the Principal; this includes therapy dogs.

A full risk assessment will always be carried out and will include allergy management.

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 be allowed to interact with animals, and if necessary, will be moved to a different location.

Events, school trips and sporting activities

For events, including ones that take place outside of the Academy, and school trips, no pupils with allergies will be excluded from taking part. All the activities on any Academy trip will be risk assessed to see if they pose a threat to allergic pupils and if necessary, alternative activities are planned to ensure inclusion.

The Academy 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.

Where appropriate, particularly for residential, parents/carers will be invited into a meeting to discuss dietary needs and to help formulate a risk assessment. Staff at the venue of any overnight stays will be fully informed that an allergic child is attending and will need appropriate food provided.

There will always be a designated first-aider present for any event or trip. The first aider will, along with other staff involved, have been fully trained in administering AAI's correctly.

They will ensure that they take a full nominal role with them and will liaise with the Academy office first aiders about all medical and allergy needs and will collect any necessary medication before leaving.

Procedures for handling an allergic reaction

Register of pupils with AAI's

The Academy maintains a register of pupils who have been prescribed AAI's or where a doctor has provided a written plan recommending AAI's 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 (this will require parental consent)

The register is kept in an easily accessible location and can be checked quickly by any member of staff as part of initiating an emergency response.

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

Allergy Care Plans

Allergy care plans are designed to function as Individual Health Care Plans. These should clearly explain what actions should be taken for individual pupils with known severe allergies and that may have an anaphylactic response to an allergen. They should provide medical and parental consent for the Academy to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline autoinjector.

It is the parent/carer's responsibility to provide an allergy care plan that has been completed with/by a healthcare professional and to inform the Academy of any changes.

Medical care plans are kept in a central place, and all staff will know how to access them.

Where appropriate, a meeting will be held with appropriate staff and parents/carers to formulate a risk assessment to manage allergy risks and any actions detailed on individual care plans.

Emergency Treatment and Management of Anaphylaxis

What to look for

As part of the whole-Academy awareness approach to allergies, all staff are trained in the Academy's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.

The following is a list of the most common symptoms, but is not exhaustive:

- Swelling of the mouth and/or throat
- Difficulty swallowing or speaking
- Difficulty breathing
- Raised temperature / sweating
- Sudden collapse / unconsciousness
- Hives/rash anywhere on the body
- Abdominal pain, nausea, vomiting
- Sudden feeling of weakness
- Strong feelings of impending doom

Anaphylaxis is likely if all of the following 3 things happen:

- Sudden onset (a reaction can start within minutes) and rapid progression of symptoms.
- Life threatening airway and/or breathing difficulties and/or circulation problems (e.g. alteration in heart rate)
- Change to the skin e.g. flushing, urticaria (an itchy red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc)

If a pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction. Anaphylaxis can develop very rapidly, so a rapidly acting treatment is required. Adrenaline is the mainstay of treatment, and it starts to work within seconds.

- Adrenaline should be administered by an injection into the muscle (intramuscular injection).
- Adrenaline opens up the airways, stops swelling and raises blood pressure.
- Adrenaline must be administered with the minimum of delay as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

Staff are trained in the administration of AAI to minimise delays in pupils receiving adrenaline in an emergency. If a pupil has an allergic reaction, the staff member will initiate the Academy's emergency response plan, following the pupil's allergy care 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, an Academy one

If the pupil does not have an allergy care plan, staff will follow the Academy's procedures on responding to allergy and, if needed, the Academy's school's normal emergency procedures:

- Stay with the person and send for help. DO NOT MOVE THEM OR LEAVE THEM UNATTENDED.
- If possible, remove the trigger (EG Insect stinger)

- Lie them flat (with or without legs elevated) or if breathing is difficult, it may be necessary to put them into a sitting position.
- ADMINISTER ADRENALINE WITHOUT DELAY and note time given. Inject upper outer thigh, through clothing if necessary.
- Call 999 and state ANAPHYLAXIS
- Phone the parent/carer as soon as possible
- If there is no improvement after 5 minutes, administer second adrenaline auto-injector and note the time.
- If there are no signs of life, commence CPR
- All pupils/adults must go to hospital for observation after anaphylaxis, even if they appear to have recovered as a reaction can re-occur after treatment. Staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance

An Academy 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 the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed
- If anaphylaxis is suspected in an undiagnosed individual, the emergency services will be called and stating ANAPHYLAXIS. The advice as to whether the administration of the Academy spare AAI is appropriate will be closely followed.

Adrenaline auto-injectors (AAIs)

Purchasing of spare AAIs

The Allergy Lead is responsible for ensuring that Academy AAIs are purchased and that they are stored according to the guidance. The Admin team is responsible for checking spare medication on a monthly basis and replacing as needed.

All devices are stored securely and are accessible to all staff - not locked away.

The Academy has spare emergency kits:

- In the Mead End office
- In the Kitelands' office
- In the Lawns Managers' office

The emergency anaphylaxis kits include:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information

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

Although parents/carers are ultimately responsible for ensuring that all prescribed AAI's are in date, the Admin team will check them on a monthly basis and remind parents when they need replacing.

Use of AAI off Academy premises

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

With younger pupils, their group leader will carry the AAI and remain with the child at all times.

In cases where AAI's need to be administered off Academy premises, the above procedures will still be followed.

Disposal

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions - in a sharps bin for collection or handed to ambulance paramedics on their arrival.

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 AAI's are kept on the school site, and how to access them
- How to administer AAI's
- When to call the emergency services
- The wellbeing and inclusion implications of allergies

Anaphylaxis awareness training will be completed online at the beginning of each academic year or when new staff commence employment at the Academy.

The Principal and Allergy Lead are responsible for ensuring that training is appropriate and carried out in a timely manner.

Where it is relevant and appropriate, pupils will be informed about pupils or staff in their classes who are vulnerable to an anaphylactic reaction and taught allergy awareness. The parent/carer of the child concerned will be asked for permission for this to happen.

Links to other policies

This policy links to the following policies and procedures:

Health and safety policy

Supporting pupils with medical conditions policy

First Aid policy