Thrunscoe Primary and Nursery Academy

Allergy Policy

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1. Aims

At Thrunscoe Primary and Nursery Academy we are aware that our children may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The academy's position is not to guarantee a complete allergen free environment, rather to minimise the risk of exposure, to encourage self-responsibility and plan for effective response to possible emergencies.

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergies. As such families are asked to provide details of children's allergies in the academy's admissions forms, which are submitted before starting at the academy and are reviewed regularly.

This policy aims to:

- Set out our academy'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 academy supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the academy community

This policy applies to all members of the academy community:

- Academy staff
- Families
- Volunteers
- Supply staff
- Pupils

2. Definitions

Allergy – A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
Anaphylaxis – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

AAI or Epipen – Adrenaline auto-injector - device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

Minimised Risk Environment – An environment where risk management practices (e.g. risk assessment forms) have minimised the risk of exposure.

Individual Health Care Plan or Individual Risk Assessment – A detailed document outlining an individual child's condition treatment, and action plan for location of epipen.

3. Legislation and guidance

This policy is based on the Department for Education's statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- Children's Wellbeing and Schools Act 2026

4. Roles and responsibilities

We take a whole-academy approach to allergy awareness.

4.1 Governing Body Responsibilities

The Governing Body is responsible for:

- Reviewing and approving the Allergy Policy annually
- Ensuring allergy risks are effectively managed
- Ensuring the policy is published and communicated to staff and parents
- Monitoring implementation of allergy safety arrangements
- Ensuring allergy risks are considered within the academy's risk management arrangements

4.2 Headteacher

The headteacher is responsible for:

- Promoting and maintaining allergy awareness across our academy community
- Ensuring the recording and collating allergy and special dietary information for all relevant pupils.
- 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 academy's policy and procedures regarding allergies
    - Relevant staff are aware of what activities need an allergy risk assessment
- Regularly reviewing and updating the allergy policy

The academy Allergy Safety Lead is:
Simon Bate, Headteacher

Responsible for:

- Implementing the policy
- Monitoring allergy procedures
- Reviewing incidents and near misses
- Coordinating training
- Maintaining allergy awareness

4.3 Admin staff

The admin staff are responsible for:

- Coordinating the paperwork and information from families
- Recording and collating allergy and special dietary information for all relevant pupils
- Coordinating medication with families
- Checking spare AAIs are in date
- Keeping stock of the academy's adrenaline auto-injectors (AAIs) (moved from Headteacher section)
- Any other appropriate tasks delegated by the headteacher

4.4 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
- Being aware of specific pupils with allergies in their care
- Referring to pupils' Health Care Plan or risk assessment and following the actions identified
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Monitoring snack time foods for known allergens that could affect the pupils, or staff, in the class
- Liaising with families about food related activities
- Arranging for Medication to be taken on trips and visits to other establishments
- Administering medication in an emergency, if trained to do so.
- Ensuring the wellbeing and inclusion of pupils with allergies

4.5 Parents

Parents are responsible for:

- Being aware of our 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, 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. In the case of life saving medication, such as an epipen, the child will not be allowed to attend without it.
- Assisting with drawing up a Health Care Plan or risk assessment if necessary.
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the academy's guidance on food brought in to be shared
- Updating the academy on any changes to their child's condition

4.6 Pupils with allergies

If age appropriate, 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

4.7 Pupils without allergies

If age appropriate, these pupils are responsible for:

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

5. Identifying Individuals at Risk

Identifying Pupils

- Allergy information collected before admission.
- Parents contacted annually to review medical information.
- Parents must notify school immediately of any allergy changes.

Staff and Visitors

- New staff declare serious allergies.
- Visitors are asked for allergy information where appropriate.

Individual Healthcare Plans

- All pupils with an EpiPen require an Individual Health Care Plan.
- Annual review of plans.
- Review following any allergic incident.

Allergy Action Plans

All pupils diagnosed with food allergy or insect sting allergy must have an up-to-date Allergy Action Plan issued by a healthcare professional.

6. Assessing risk

The academy will consider the supported involvement of 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 by conducting a dynamic risk assessment based on medical information contained within our MIS and will adapt the lesson/activity to suit

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

6. Managing risk

6.1 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
- No sharing of food containers or utensils
- Labelling of lunchboxes for pupils with allergies
- Parent permission sought before food-related activities
- Staff understanding of allergen labelling

6.2 Catering

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

Chartwells is our current meal provider and they have their own policy for food allergies. They provide the academy kitchen with a list of allergens and ingredients contained in their meals.

- Catering staff are aware of the allergies within the academy and check the allergy lists against the known allergens of the children.
- School meal menus are available for parents to view with ingredients clearly labelled
- Where changes are made to school meal menus, we will make sure these continue to meet any special dietary needs of pupils
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Food allergen information for the top 14 allergens is available
- Catering arrangements comply with Food Standards Agency requirements
- Catering staff receive regular allergy awareness training

6.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free academy. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. Nuts and other foods known to contain nuts are not allowed in the academy.

Pupils with other known allergies may eat them away from others to minimise the risk, at the parents' request.

The academy allows birthday cakes to be brought into the classrooms for sharing with the class but these are wrapped and sent home at the end of the day.

6.4 Insect bites/stings

When outdoors, shoes should always be worn. Pupils with a known allergy to bee stings should have AAIs in the medical room and their classroom which are available to all trained staff to administer.

6.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

6.6 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Additional support is provided through:

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

The academy recognises the emotional impact of allergic reactions and near misses on:

- Pupils
- Families
- Witnesses
- Staff involved

Appropriate pastoral support will be provided following any incident.

6.7 Events and academy trips

- For events, including ones that take place outside of the academy, and academy trips, no pupils with allergies will be excluded from taking part
- Pupils' medications will be taken on the event and stay in the care of a staff member.
- The academy will plan accordingly for all events and academy 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 academy's AAI protocols for off-site events and academy trips (see section 8.5).

7. Procedures for handling an allergic reaction

7.1 Register of pupils with AAIs

- The academy 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 is kept in the medical room and can be checked quickly by any member of staff as part of initiating an emergency response. Records can also be quickly accessed from the school MIS.

7.2 Allergic reaction procedures

- As part of the whole-academy awareness approach to allergies, all staff are trained to recognise the signs of anaphylaxis and respond appropriately

- All members of staff are trained in the administration of AAIs – see section 8
- If a pupil has an allergic reaction:
    - A member of staff will contact the child's parent/carer
    - If the child becomes distressed or symptoms become more serious an ambulance will be called
    - The child should be made comfortable and given space
    - 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 a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance
- If a child is taken to hospital by car, two members of staff will accompany them
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed
- Relevant healthcare professionals are informed where necessary
- HSE reporting will be completed when required under RIDDOR

8. Adrenaline auto-injectors (AAIs)

8.1 Purchasing of spare AAIs

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

Procedures for buying spare AAIs:

(AAIs are sourced and purchased from our local pharmacy)

- The academy will purchase one spare AAI per pupil that needs one
- Where possible AAIs are purchased that are the same make/brand as the child uses already
- AAI's are brought like for like for each pupil who needs one, therefore the dosage is correct for that child. New AAI's are purchased when a child's AAI is changed or expires.

8.2 Storage (of both spare and prescribed AAIs)

The admin officer 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
- Pupil AAI's are kept centrally in the First Aid room, they are clearly labelled and accessible to all staff at all times. There are two for each child
- School purchased AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion. These will be kept in a red bag in each classroom and placed at a height suitable for an adult to reach. In KS2 they will be kept inside the sliding cupboard and in EYFS, KS1 they will be kept on top of cupboard units. These will be demarcated on the units/shelving with a red square and white writing reading AAI. All staff have been made aware of the locations of the AAI's. These are to be used if the child has an attack while on the playground/field or in the classroom.

  The red bag will also contain: Instructions for the use of AAIs – contained within the AAI box

  Instructions on storage – contained within the AAI box

  Manufacturer's information – contained within and on the AAI box

  A list of pupils to whom the AAI can be administered

  A record of when AAIs have been administered – exercise book in bag

Staff should use the closest AAI to where the allergic episode occurs whether this be the First Aid room or a classroom AAI. (NB should an AAI not be available where it should be in the classroom then staff will go to the next classroom)

A risk assessment regarding keeping AAIs in the classroom is available in the academy office.

8.3 Maintenance (of spare AAIs)

The admin officer is responsible for checking termly that:

- The AAIs are present and in date
- 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.

Sharps bins are provided by NELC and full sharps bins are collected by them. Telephone 326288 to arrange collection.

8.5 Use of AAIs off academy premises

- Two AAIs for pupils at risk of anaphylaxis will be taken by a member of staff on academy trips and off-site events
- A member of staff trained to administer AAIs in an emergency should be present on academy trips and off-site events
- A pupil specific risk assessment is always carried out prior to an offsite visit
- For residential visits the member of staff planning the trip should meet with parents prior to the visit to ensure that all emergency precautions are put in place. The member of staff planning the visit should also ensure that the venue for the visit are briefed early on that a child with allergies is attending and will need appropriate food. It may be appropriate on residential visits for the child to carry their own AAI as some activities are supervised by staff at the venue and pupils regularly move between activities. This will be covered in the risk assessment that is carried out prior to the visit

8.6 Emergency anaphylaxis kit – this is kept in the emergency evacuation trolley

The school holds an emergency anaphylaxis kit which is stored in the academy office. This includes:

- Spare AAIs
- Instructions for the use of AAIs – contained within the AAI box
- Instructions on storage – contained within the AAI box
- Manufacturer’s information – contained within and on the AAI box
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors – these are replaced on a rolling programme
- A list of pupils to whom the AAI can be administered – a list is contained in the emergency folder, with photos of the pupils
- A record of when AAIs have been administered – exercise book in emergency folder

9. Serious Incidents and Near Misses Section

Incident Recording

All serious incidents and near misses involving allergies will be recorded including:

- Who was affected
- What happened
- Date and time
- Immediate actions taken
- Whether emergency services attended
- Outcome

Incident Review

The Allergy Safety Lead will:

- Investigate incidents
- Identify lessons learned
- Amend risk assessments where necessary
- Update Healthcare Plans where required
- Share learning with staff

10. Training

The academy is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the academy site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies

The academy will comply with all statutory allergy training requirements and Department for Education guidance.

Thrunscoe staff all complete a training module through the National College annually.

Any new staff complete training on induction.

Temporary staff and supply teachers receive allergy awareness information.

11. Information Sharing/GDPR

Information relating to pupils' medical conditions and allergies is special category data and will be processed in accordance with the academy's Data Protection Policy and UK GDPR requirements.

12. 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
- Healthy eating and food policy

The Governing Body will review and approve this policy annually or sooner following a serious allergy incident, significant near miss or legislative change.

Policy date: October 2026

Approved by the Governing Body on: 12th November 2026

Next Review date: October 2027