



Felbridge Primary School

Finding the best in everyone.

PUPILS WITH ALLERGIES POLICY



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Revised/Written by:	Penny Letchford
Discussed and approved by Resources Committee	
Presented to Governing Body	October 2024
Date for Review (review period eg annual, 3-yearly)	3 yrly
Status	Non statutory

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 [allergies 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](#)

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Penny Letchford – School Business Manager.

They're responsible for:

- › Promoting and maintaining allergy awareness across our school community
- › Ensuring:
 - 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 what activities need an allergy risk assessment
- › Keeping stock of the school's adrenaline auto-injectors (AAIs)
- › Regularly reviewing and updating the allergy policy

3.2 School office staff

The school office staff are responsible for:

- › 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
- › Co-ordinating the paperwork and information from families
- › Co-ordinating medication with families
- › Checking spare AAIs are in date

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
- › 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 of 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
- › 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
- › 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
- › Updating the school on any changes to their child's condition

3.5 Pupils with allergies

These pupils are responsible for:

- › Being aware of their allergens and the risks they pose
- › Understanding how and when there would be a need to use their adrenaline auto-injector

3.6 Pupils without allergies

These pupils are responsible for:

- › Being aware of allergens and the risk they pose to their peers

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.

5. Managing risk

5.1 Hygiene procedures

In order to prevent contamination in school:

- › 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 receive appropriate training and are able to identify pupils with allergies
- › School menus are available for parents/carers to view with ingredients clearly labelled
- › Where changes are made to school menus, the catering staff will make sure these continue to meet any special dietary needs of pupils
- › Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- › Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

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. 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 will be confiscated.

5.4 Insect bites/stings

Procedures for preventing and dealing with insect bites/sting:

When outdoors:

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

5.5 Animals

Hygiene procedures for managing allergies to animals such as dogs:

- › 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

5.6 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 AAIs

- The school maintains a register of pupils who have been prescribed AAIs and 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 relevant classrooms, office, kitchen, Afterschool Club and can be checked quickly by any member of staff as part of initiating an emergency response (See emergency procedure folders).
- Pupil's AAIs are kept in their classrooms, to reduce delays when needed to administer.

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 AAIs to minimise delays in pupil's receiving adrenaline in an emergency
- 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 allergy and, if needed, the school's normal emergency procedures [NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#)]
- 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)
- When a AAI has been administered, call 999. 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)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), school's procedures for AAIs:

7.1 Purchasing of spare AAIs

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

Procedures for buying spare AAIs:

- › Follow normal procurement guidelines for purchasing AAIs – purchase a minimum of 1x 150mg AAI (based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#)) from local pharmacy, to be stored in the school office. Ensure the longest possible date is purchased where possible.

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

7.3 Maintenance (of spare AAIs)

Office Staff are 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 a AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAIs off school premises

- › Staff will ensure they take AAIs for any pupils at risk of anaphylaxis taking part on school trips and off-site events

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

First Aid Training (including AAI training) will be arranged 3yearly by the allergy lead.

Where a new child joins the school, the relevant class staff will be given an allergy/AAI refresher.