



**STOUR VALE
ACADEMY
TRUST**

PUPIL ALLERGY POLICY

VERSION / DATE	VERSION 1.1 MARCH 2025
NEXT VERSION DUE BY	September 2026

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1. Aims

This policy is intended 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'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 **Natalie Anslow (Assistant Headteacher SEND)**

They are responsible for:

- promoting and maintaining allergy awareness across our school community;
- recording and collating allergy and special dietary information for all relevant pupils (The administrative staff will record all allergies/ dietary information recorded by parents on children's medical forms each year onto SIMS and information is passed onto the allergy lead to take appropriate action.)
- 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 what activities need an allergy risk assessment;
- regularly reviewing and updating the allergy policy.

3.2 Medical officer

The nominated medical lead is **Natalie Anslow (Assistant Headteacher SEND)**

The medical lead is responsible for:

- coordinating the paperwork and information from families;

- coordinating medication with families;
- completing school nurse referrals;
- liaising with school nurses regarding Individual Health Care Plans;
- checking spare AAls are in date;
- 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;
- 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 Designated members of staff

In addition to the responsibilities of teaching and support staff, 'designated members of staff' will be responsible for helping to administer AAls. These are members of staff who have volunteered and been trained to help pupils with AAls in an emergency. All school teaching staff, support staff, lunchtime supervisors and administrative staff have been trained in school. The first aid leads will check medication in school, including expiry dates, every three months. Parents will be notified by the class teacher of any medication that will expire within the three months, so that in date medication can be provided into school.

3.5 Parents

Parents 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 1 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 children 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 in writing.

3.6 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;

3.7 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;
- snack time and lunchtime, where children are eating on site;
- 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.

5. Managing risk

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating.
- All pupils will hand sanitize their hands when entering and leaving the dining hall
- 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 through the Relish food ordering system.
- Parents are required to order their children's lunches through Relish.
- School menus are available for parents to view with ingredients clearly labelled.
- Where changes are made to school menus, we 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.
- Catering staff keep in contact with food suppliers as ingredients may change.
- Catering staff will not accept any food deliveries containing nuts.

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

We do ask for parents and pupils to adhere to our nut free school.

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.

The school catering team will not prepare or serve food containing nuts or sesame seeds.

5.4 Insect bites/stings

When outdoors:

- shoes should always be worn;
- food and drink should be covered.
- Children are taught about the risks of touching insects such as bees

5.5 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.

5.6 Support for mental health

All children in school are taught about similarities and differences amongst their peers. This includes children who are unable to eat certain food types due to allergies and dietary requirements. Children are taught about the seriousness of allergies through PSHE lessons over the year in school.

Pupils with allergies will have additional support through:

- Regular check-ins with their class teacher
- Referrals to external agencies if required to support their mental health

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).
- The medical needs of all pupils will be included in the risk assessment for each trip.

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 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 each classroom by the class teacher, in the main school office and in the staff room and can be checked quickly by any member of staff as part of initiating an emergency response.
- All AAI's are kept in class medical bags along with the Individual Health Care plan and these are taken out with the class to all destinations in school e.g. school hall, dining hall, outdoor school walks.

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.
- Designated members of staff are trained in the administration of AAIs – see section 7.
- 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 designated member of staff will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure.
- 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 Guidance states:
 - Symptoms of anaphylaxis happen very quickly.
 - They usually start within minutes of coming into contact with something you're allergic to, such as a food, medicine or insect sting.
 - Symptoms include:
 - swelling of your throat and tongue
 - difficulty breathing or breathing very fast
 - difficulty swallowing, tightness in your throat or a hoarse voice
 - wheezing, coughing or noisy breathing
 - feeling tired or confused

- feeling faint, dizzy or fainting
- skin that feels cold to the touch
- blue, grey or pale skin, lips or tongue – if you have brown or black skin, this may be easier to see on the palms of your hands or soles of your feet
- You may also have a rash that's swollen, raised or itchy.
- Call 999 if:
 - The pupils lips, mouth, throat or tongue suddenly become swollen.
 - The pupils is breathing very fast or struggling to breathe (they may become very wheezy or feel like they are choking or gasping for air.
 - The pupils throat feels tight or they are struggling to swallow.
 - The pupils skin, tongue or lips turn blue, grey or pale (if they have black or brown skin, this may be easier to see on the palms of their hands or soles of their feet).
 - The pupil suddenly become very confused, drowsy or dizzy, someone faints and cannot be woken up.
 - a Pupil is limp, floppy or not responding like they normally do (their head may fall to the side, backwards or forwards, or they may find it difficult to lift their head or focus on your face).
 - You or the person who's unwell may also have a rash that's swollen, raised or itchy.

These can be signs of a serious allergic reaction and may need immediate treatment in hospital.

Follow these steps if you think someone you're with is having an anaphylactic reaction:

- Call 999 for an ambulance and say that you think you're having an anaphylactic reaction.
 - If advised by the operator use an adrenaline auto-injector (such as an EpiPen) if you have one – instructions are included on the side of the injector. If possible, a trained member of staff should administer this.
 - Lie the person down – you can raise their legs, and if they are struggling to breathe, raise their shoulders or sit up slowly.
 - If they have been stung by an insect, try to remove the sting if it's still in the skin.
 - If their symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
 - Do not stand or walk at any time, even if you feel better.
- 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 the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed. School have antihistamine kept in the head teacher's office which can be administered to children with verbal consent via phone call with parents, if an allergy has been suspected. School will not administer the medication without parental consent first.

7. Adrenaline auto-injectors (AAIs)

The expectation for Stour Vale member schools is where there are pupils with prescribed AAIs within a setting the school must purchase and keep emergency AAIs.

7.1 Purchasing of spare AAIs

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

- The AAIs will be sourced from a local pharmacy with written consent from the headteacher
- A minimum of 1 spare AAI will be available in school
- EpiPen only brand will be purchased to avoid confusion
- The dosage required is 300 micrograms based on Resuscitation Council UK's age-based criteria

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 (larger schools/split sites will require more than one AAI kit, ideally located near the dining area and playground)

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)

Ellie Lewis and Natalie Anslow 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 an AAI has been used, it will be disposed of in line with the manufacturer's instructions. This will usually be sent with the ambulance for disposal.

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.
- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events.

The full first aider will carry spare AAIs for emergency use on school trips and off-site events

7.6 Emergency anaphylaxis kit

It is good practice for schools to hold spare AAIs as part of an emergency anaphylaxis kit. Moat Farm Infant school currently do not hold an emergency anaphylaxis kit. This is because all children with an AAI have one kept in school at all times and this does not go home. The AAI is taken with the child to all places in school the child goes e.g. dining hall, school hall. The Medical Leads keep an accurate record of when AAI's are due to go out of date and parents are informed in a timely manner to obtain new ones before the one the school holds runs out of date.

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);
- where AAIs are kept on the school site, and how to access them;
- the importance of acting quickly in the case of anaphylaxis;
- the wellbeing and inclusion implications of allergies.

All school teaching staff, support staff, lunch supervisors and administrative staff have been trained in emergency response including anaphylaxis.

9. 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 and medical policy
- School food policy
- Data protection policy