Southville Primary School

Managing Allergies Policy

Policy written by:	David Thomas (Site Manager)	
Ratified by Governing Body:	16.6.26	
Future review date:	June 2027	
Signed: **(Headteacher)**		**Date:** 16.6.26
Signed: **(Chair of Governors)**		**Date:** 16.6.26

Table of Contents

Aims

This policy aims to:

- Set out the school's approach to allergy management, including reducing the risk of exposure and procedures in place in the event of an allergic reaction
- Ensure the safety, wellbeing and full inclusion of pupils with allergies
- Promote and maintain allergy awareness across the whole school community

Policy Statement

The school recognises that allergies can be life-threatening and is committed to providing a safe and inclusive environment for all pupils, staff and visitors with allergies. The school aims to minimise the risk of accidental exposure to allergens whilst ensuring that pupils with allergies are able to participate fully in all aspects of school life. For the purposes of this policy, autoimmune diseases such as coeliac disease are considered in the protective and responsive measures outlined.

1. Legislation and guidance

This policy is based on guidance from the Department for Education on supporting pupils with medical conditions and managing allergies in schools, and the Department of Health and Social Care guidance on the use of emergency adrenaline auto-injectors.

It also reflects the requirements of:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

2. Roles and responsibilities

We take a whole-school approach to allergy awareness.

2.1 Allergy lead

The nominated allergy lead is David Thomas and Alison Darwell.

They are responsible for:

- Promoting allergy awareness across the school
- Maintaining accurate and up-to-date allergy records
- Ensuring all pupils with allergies have a medical professional-completed allergy action plan
- Ensuring staff receive appropriate training
- Ensuring staff are aware of allergy procedures and risk assessment requirements
- Managing the stock, storage and maintenance of adrenaline auto-injectors (AAIs)
- Reviewing and updating this policy regularly
- Keeping stock of the school's adrenaline auto-injectors (AAIs)

Regularly reviewing and updating the allergy policy.

2.2 First Aider

Responsible for:

- Coordinating medical information and documentation from families
- Managing medication arrangements with parents/carers
- Monitoring expiry dates of AAIs
- Supporting the allergy lead as required

2.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting allergy awareness among pupils
- Understanding and following this policy
- Recognising signs of allergic reactions and anaphylaxis
- Attending relevant training
- Being aware of pupils with allergies in their care
- Considering allergens in lesson planning
- Supporting inclusion and wellbeing

2.4 Parents/carers

Parents/carers are responsible for:

- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- Providing up-to-date medical information
- 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
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition
- Pre-school parents providing a photo of their child when first starting school

2.5 Pupils with allergies

Pupils are encouraged (where age-appropriate) to:

- Be aware of their allergens 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
- Avoid sharing food

2.6 Pupils without allergies

These pupils are (where age-appropriate) responsible for:

- Being aware of allergens and the risk they pose to their peers
- Older pupils might also be expected to support a safe environment for their peers.

2.7 Staff with allergies

Staff are encouraged to notify the school of any significant allergies which may require emergency treatment. Appropriate workplace risk assessments will be completed where necessary.

3. Assessing risk

Risk assessments will be carried out for pupils and staff at risk of allergic reactions in activities including:

- 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 or staff at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

4. Managing risk

4.1 Hygiene procedures

The school will implement measures to prevent contamination:

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own water bottles

4.2 Communication of allergy information

The school will ensure that:

- Relevant staff are informed of pupils with allergies.
- Supply staff are made aware of significant medical needs.
- Allergy information is available during school trips and educational visits.
- Confidentiality is maintained while ensuring safety.

4.3 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, we will make sure these continue to meet any special dietary needs of pupils
- Allergen information for the 'top 14 allergens is available in line with Food Standards Agency guidance
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

4.4 Food restrictions

The school does not describe itself as "nut-free" as it cannot guarantee the complete absence of allergens. However, the school actively discourages the bringing of nuts and nut-containing products onto site and takes reasonable measures to minimise the risk of exposure for pupils with severe allergies.

4.5 Insect bites/stings

When outdoors:

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

4.6 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

4.7 Support for mental health

Pupils with allergies will have additional support through:

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

4.8 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
- Medication will be accessible at all times
- Risk assessments will be completed

5. Procedures for handling an allergic reaction

5.1 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, this will require parental consent

5.2 Allergy records

Allergy records will be reviewed:

- At the start of each academic year
- Following any allergic reaction
- Whenever parents/carers notify the school of changes
- Following receipt of updated medical advice

5.3 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

6. Adrenaline auto-injectors (AAIs)

6.1 Purchasing of spare AAIs

The allergy leads are responsible for the purchasing of AAIs and ensuring they are stored according to the guidance.

- The finance person will be informed that new AAIs are required, and an order will be placed
- AAIs are obtained via a local pharmacy.
- The school will order two AAI for each site.
- The school will try to use a consistent brand to avoid confusion.

6.2 Storage (of both spare and prescribed AAIs)

- AAIs are stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- AAIs 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
- AAIs will be stored in locations that can be accessed immediately in an emergency

6.3 Maintenance (of spare AAIs)

Designated staff check monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near or when used

6.4 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
- Out of date AAIs will disposed of in sharp box.

6.5 Use of AAIs off school premises

Designated staff member will carry pupils AAIs with them on school trips and off-site events. Pupils will be made aware of who that staff member is.

Spare AAI will be taken on all school trips and off-site events.

6.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- 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 or staff to whom the AAI can be administered
- A record of when AAIs have been administered

7. 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
- Yearly refresher training

8. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Healthy living and food policy
- Safeguarding Policy
- Educational Visits Policy

9. Monitoring and Review

This policy will be:

- Reviewed annually.
- Reviewed following any serious allergic reaction.
- Reviewed following changes to legislation or guidance.
- Approved by the Governing Body.

Appendix- Allergic Reaction Procedures

1. Recognition of Symptoms

Be alert for signs of an allergic reaction, which may include:

- Skin: hives, redness, itching, swelling
- Respiratory: difficulty breathing, wheezing, throat tightness
- Gastrointestinal: nausea, vomiting, abdominal pain
- Cardiovascular: dizziness, fainting, rapid or weak pulse
- Severe (Anaphylaxis): swelling of face/lips, severe breathing difficulty, loss of consciousness

2. Immediate Actions

- **Stay calm** and assess the situation quickly.
- **Remove or avoid the allergen** if known (e.g., food, insect sting, medication).
- **Call for help** immediately, if symptoms are severe or worsening.

3. Mild to Moderate Reaction

- Assist the individual to a comfortable position.
- Administer antihistamines if available and appropriate.
- Monitor symptoms closely for any progression.
- Do not leave the person unattended.

4. Severe Reaction (Anaphylaxis)

- **Call emergency services immediately**.
- **Administer an epinephrine auto-injector** (e.g., EpiPen) if available:
    - Inject into the outer thigh.
    - Hold in place for the recommended time (usually 10 seconds).
- Lay the person flat with legs elevated unless breathing is difficult (then allow sitting).
- Loosen tight clothing.
- If no improvement and a second dose is available, administer after 5–15 minutes (per guidance).

5. Monitoring and Aftercare

- Stay with the person until help arrives.
- Monitor breathing and pulse continuously.
- Be prepared to perform CPR if necessary.
- Even if symptoms improve, medical evaluation is required after severe reactions.

6. Documentation and Reporting

- Record:
    - Time of reaction
    - Suspected allergen
    - Symptoms observed
    - Treatment provided and timing
- Report the incident according to organizational procedures.

7. Prevention Measures

- Identify individuals with known allergies.
- Ensure easy access to emergency medication (e.g., epinephrine).
- Educate staff and individuals on allergen avoidance.

- Clearly label food and substances where applicable.

8. Training Requirements

- Staff should receive regular training on:
    - Recognizing allergic reactions
    - Proper use of epinephrine auto-injectors
    - Emergency response protocols

9. Emergency Contacts

- Maintain an up-to-date list of:
    - Emergency services
    - Family or guardians
    - Medical providers

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)

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

EQIA Process Summary

Policy:	**Managing Allergies**						
EQIA completed by:	*Headteacher and FGB*						
Following EQIA, have any potential impacts been identified?							
Yes			**No**	✓			
Which protected characteristic could be affected?							
Age		Sexual orientation		Gender reassignment		Married/ civil partnership	
Disability		Race (colour, nationality, ethnic or national origin)				Pregnancy/ maternity	
Sex		Experience of care system				Religion or belief	
What evidence has been used to inform the assessment?							
Data		Statistics		Consultation		Survey	
Knowledge of community				Other		[Detail]	
What amendments have been made?							
What further actions/ mitigations are required?							
•							
Monitoring							
Date		No additions required	✓	Additions outlined above			
Date		No additions required	✓	Additions outlined above			
Date		No additions required	✓	Additions outlined above			