



# Allergy Policy

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# 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 students with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

## 2. Legislation & 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](#)
- Section 34 of the [Children's Wellbeing and Schools Act 2026](#)

## 3. Roles & Responsibilities

We take a whole-school approach to allergy awareness.

### 3.1 Allergy Lead

The nominated allergy lead is the Assistant Headteacher for Safeguarding & Inclusion.

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

### 3.2 SENDCo

- Recording and collating allergy and special dietary information for all relevant students alongside the lead first aider
- Ensuring all allergy information is up to date and readily available to relevant members of staff
- Ensuring all students with allergies have an Individual Healthcare Plan with an allergy action plan which is completed by a medical professional and shared with the school
- Regularly reviewing and updating the allergy policy annually and/or immediately following any serious allergic reaction or near-miss incident

### 3.3 Lead First Aider

The lead first aider is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Keeping stock of the school's adrenaline auto-injectors
- Checking spare AAls are in date
- Managing the storage of both personal and spare AAls
- Any other appropriate tasks delegated by the allergy lead

### **3.4 Teaching & Support staff**

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Completing appropriate allergy training as required
- Being aware of specific students 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 students with allergies
- All staff will be given the option to disclose any allergies to the school upon the onboarding of their hire. A list will be kept and provisions including emergency AAls put in place where applicable.

### **3.5 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. This include for off-site school events, fixtures and visits
- Ensuring their child has 2 spare AAls on them for school and their journey to and from school
- 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
- Updating the school on any changes to their child's condition

### **3.6 Students with Allergies**

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Ensuring they have their personal AAls with them at all times, including PE lessons, off-site fixtures, educational visits and their journey to and from school
- Not sharing food/drinks with others

### **3.7 Students without Allergies**

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Ensuring hands are washed regularly and particularly before and after eating
- Not sharing food/drinks with others

### **3.8 Visitors**

Any visitor who attends the school site will be asked upon signing in using the Entrysign system if they have any allergies that the school needs to be aware of. Relevant staff will then be informed and procedures put in place where appropriate to minimise risk to that individual. If an individual states they have an allergy that may cause anaphylaxis, they will be asked if they have their AAI on their person.

## 4. Assessing Risk

The school will ensure that staff conduct a risk assessment for any student at risk of anaphylaxis taking part in activities that they organise such as:

- 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 student at risk of an allergic reaction due to dogs will also be carried out as the school has therapy dogs on site and in the event a visitor requires a guide dog.

## 5. Managing Risk

### 5.1 Hygiene Procedures

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

### 5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of students with allergies. As we outsource our canteen provider, the school will liaise with them to ensure that they also meet the necessary requirements for allergen awareness, prevention and training. A link to our canteen provider, Cucina/IFG's allergy policy can be found on the canteen page on our school website

<https://www.bordengrammar.kent.sch.uk/information/canteen>

In the event we use other catering providers we will ensure these are from verified providers and that all allergens are accounted for and displayed when catering is provided.

### 5.3 Food Restrictions

We acknowledge that it is impractical to enforce nor guarantee an allergen-free school. However, we would like to encourage students and staff to be allergy aware. There are certain high-risk foods, so we encourage all to follow protocols to reduce the chances of someone experiencing a reaction. These foods include:

- Peanuts
- Tree nuts (such as almonds, walnuts and cashews)
- Milk
- Eggs
- Fish
- Crustacean shellfish
- Wheat
- Soybeans

### 5.4 Insect Bites/Stings

- Shoes should always be worn when outdoors
- Food and drink should be covered when outdoors
- Waste bins regularly checked and emptied
- Grounds will be maintained

### 5.5 Animals

- All students should always wash hands after interacting with animals to avoid putting students with

allergies at risk through later contact

- Students with animal allergies will not interact with animals

## **5.6 Events & Educational Visits**

- For events, including ones that take place outside of the school, and school trips, no students 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 students' 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).

## **5.7 Wellbeing & Inclusion**

- All students are included in all activities across the school and any fixtures, events or educational visits regardless of any additional need including allergies
- Students can access a range of emotional wellbeing support such as peer mentors, counselling, emotional wellbeing team meetings and more if required
- Bullying or teasing directed at students with medical conditions or food allergies will not be tolerated and will be addressed in line with the school's Anti-Bullying Policy

# **6. Procedures for Handling an Allergic Reaction**

## **6.1 Register of Students with AAI**

- The school maintains a register of students who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:
  - Known allergens and risk factors for anaphylaxis
  - Whether a student has been prescribed AAI(s) (and if so, what type and dose)
  - Where a student 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 student
  - A photograph of each student to allow a visual check to be made
- The register is kept in the staff room, the medical room and SENDCo office as well as the online staff shared Google drive and can be checked quickly by any member of staff as part of initiating an emergency response. This will not be shared publicly to ensure UK GDPR compliance regarding special category health data

## **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 AAI to minimise delays in student's receiving adrenaline in an emergency
- If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan
  - If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school one, spare AAI will be available within 5 minutes of any area of the school site
- If the student 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 using 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 student's own AAI device if:
  - Medical authorisation and written parental consent have been provided, or
  - The student'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 student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed
- All allergic reactions and near-misses will be recorded as an incident on Evolve Accident Book

## 7. Adrenaline Auto-Injectors (AAIs)

### 7.1 Purchasing of Spare AAIs

The lead first aider is responsible for buying AAIs and ensuring they are stored according to the guidance. For example:

- Where the AAIs will be sourced (i.e. a local pharmacy)
- The quantity of AAIs required
- Which brand(s) of AAI are purchased
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#))

### 7.2 Storage (of both spare and prescribed AAIs)

The lead first aider 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 2-3 minutes away from where they may be needed

Spare AAIs will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion, they will also be stored in pairs to ensure a second dose can be given in an emergency.

### 7.3 Maintenance (of spare AAIs)

The lead first aider and their line manager are responsible for checking regularly 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 (for example, in a sharps bin for collection).

### 7.5 Use of AAIs Off School Premises

- Students at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on educational visits and off-site events
- The school will also ensure that a spare AAI will be provided for all educational visits and off-site events involving students at risk of anaphylaxis

## 7.6 Emergency Anaphylaxis Kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- 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 students to whom the AAI can be administered
- The school also holds spare salbutamol asthma kits in the same spaces in the event these are required alongside the emergency anaphylaxis kit or independently

## 8. Training

The school is committed to training all staff in allergy and anaphylaxis. 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 and following emergency procedures
- Where AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies
- Understanding that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever etc)
- Understanding the difference between food allergy, coeliac disease and food intolerance
- How to report and log an allergy incident via Evolve (the schools accident book system)

All staff will receive training on allergy and anaphylaxis upon induction, all staff will have refresher training every year alongside an additional briefing each academic year outlining high-risk allergies and students. The school will liaise with the canteen providers to ensure their staff are also trained. The school will liaise with external agencies for supply and agency staff that they provide confirmation before arrival they have received allergy training.

Volunteers and casual relief staff may be required to undertake the training depending on if they are required to attend the school at any point in an academic year.

## 9. Links to Other Policies

This policy links to the following policies and procedures:

- Anti-Bullying Policy
- Educational Visits Policy
- Equality Objectives & Policy
- First Aid & Sharps Policy
- GDPR UK & Data Protection Policy
- Supporting Students with Medical Conditions Policy