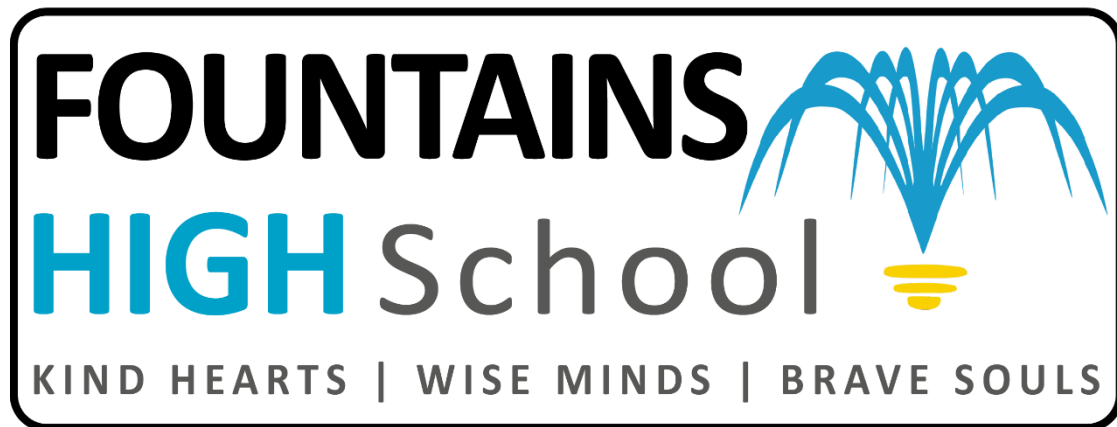




Pupil Allergy Policy

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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 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 Abigail Carr (Deputy Head/SENCo)

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 (delegated task to Burton Hub Special Needs School Nursing (SSN) Team NHS)

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 (Consideration given to curriculum opportunities that need a risk assessment due to allergies)
- Keeping stock of the school's adrenaline auto-injectors (AAIs) (delegated task to Sophie Smith (Medical TA) – re-order/weekly stock check. Delegated task to Burton Hub SSN Team NHS– Check monthly in date, go to students in classrooms and check their AAI are in date)
- Regularly reviewing and updating the allergy policy (Annual review)

3.2 School nurse/medical TA

The school nurse/medical TA is responsible for:

- Co-ordinating the paperwork and information from families (Burton Hub SSN Team NHS)
- Co-ordinating medication with families (Sophie Smith/ Burton Hub SSN Team NHS)
- Checking spare AAIs are in date (Sophie Smith) and Burton Hub SSN Team NHS
- Any other appropriate tasks delegated by the allergy lead
- Writing and distributing Care Plan to home/school (Burton Hub SSN Team NHS)

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.

Being responsible for the AAI and carrying this on their person at all times (green medical bag)

Carefully considering the use of food or other potential allergens in lesson and activity planning

Ensuring the wellbeing and inclusion of pupils with allergies

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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

Where possible pupils are responsible for:

- Being aware of their allergens and the risks they pose
- If appropriate understanding how and when to use their adrenaline auto-injector. Supported by trained TA/Teacher.

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 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

Measures taken 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, we will make sure these continue to meet any special dietary needs of pupils
- At Fountains Post-16 where packaged food can be purchased from BSDC Canteen, 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 follows 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

While recognising that allergens cannot be completely eliminated from a school environment, 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, they may be asked to eat them away from others to minimise the risk.

5.4 Insect bites/stings

Procedures for preventing and dealing with insect bites/sting.

When outdoors:

- Wherever possible 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 visits, no pupils with allergies will be excluded from taking part

The school will plan accordingly for all events and school visits, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate 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 AAls

The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAl(s) (and if so, what type and dose)
- A photograph of each pupil to allow a visual check to be made (with parental consent)

The register is kept in the Medical Room (Stretton site)/ in SLT office (Post-16 site) and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAls with them (or appropriate class TA in green medical bag) will reduce delays and allows for confirmation of consent without the need to check the register.

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 AAls 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 AAl needs to be administered, a member of staff will use the pupil's own AAl, 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 to call 999.

A school AAl device will be used instead of the pupil's own AAl device if:

- Medical authorisation and written parental consent have been provided, or
- The pupil's own prescribed AAl(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, if they have their own antihistamine then administered and the parents/carers informed. If symptoms worsen or there is any concern regarding anaphylaxis, emergency procedures will be followed immediately.

7. Adrenaline auto-injectors (AAIs)

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

7.1 Purchasing of spare AAIs

The Medical TA (Sophie Hall) is responsible for buying AAIs and ensuring they are stored according to the guidance.

Procedure for buying spare AAIs:

- Purchased from Eureka online catalogue. Purchase 2 at a time. Epipen brand. (or Jext brand)

The school will maintain an appropriate stock of spare adrenaline auto-injectors (AAIs) based on the age profile of pupils, in line with Resuscitation Council UK guidance:

- 6–11 years: 300 micrograms
- 12 years and over: 300 or 500 micrograms as indicated by individual healthcare plans

7.2 Storage (of both spare and prescribed AAIs)

The Medical Lead TA 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

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)

Sophie Smith (weekly) and School nursing team (Burton Hub SSN Team NHS) 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. Paramedics are always called when AAIs are given. The used AAI will be handed to the paramedic.

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

AAIs are taken by Teacher/teaching Assistants when off site with Care Plan.

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 pupils to whom the AAI can be administered
- A record of when AAls 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)

The importance of acting quickly in the case of anaphylaxis

Where AAls are kept on the school site, and how to access them

How to administer AAls

The wellbeing and inclusion implications of allergies

Training will be carried out annually in September 2026 by Burton Hub SSN Team NHS.

Additional training sessions for new staff as part of induction process

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy