



PUPIL ALLERGY POLICY

At Boyne Hill CE Infant & Nursery School we take pupil allergies very seriously and all staff and volunteers will be trained appropriately to confidently administer emergency medication when needed.

Our Allergy Lead is Mr Chris Phillips in conjunction with the lead First Aider and Office Manager (if different).

Introduction

An allergy is an overreaction of your body's immune system to a normally harmless substance, such as pollen, food, or pet dander.

Substances that cause allergic reactions are called allergens and frequent triggers include:

- **Pollen** from grass and trees (often causing hay fever)
- **Foods** like nuts, milk, eggs, and shellfish
- **Animals** such as cats, dogs, and other furry pets
- **Insect** bites and stings from bees, wasps or mosquitos

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 an 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

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [Allergy safety 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](#)

Roles and responsibilities

We take a whole-school approach to allergy awareness.

The allergy lead, in conjunction with the lead First Aider and admin staff, are responsible for:

- Promoting and maintaining allergy awareness across our school community
- 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
 - 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

Admin staff and lead First Aider/Admin staff

The admin staff and lead first aider are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

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 and knowing, at all times, where their medication is
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

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
- Supporting their child to have a raised awareness of their allergy(ies) and what foods or allergens trigger a reaction and therefore need avoiding
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Respecting that the school is completely nut free and that pupils must NOT share food
- Updating the school on any changes to their child's condition

Pupils with allergies

Our pupils are very young, however, being aware of their allergens and the risks they pose, as well as understanding how and when to use their adrenaline auto-injector, would be very beneficial.

Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis when:

- Taking part in lessons involving food
- Using food packaging for craft activities
- Attending off-site events and school trips
- Being near to or handling animals or food

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

Managing risk

• Hygiene procedures

- Pupils are reminded to wash their hands before eating or are given hand sanitiser
- Sharing of food is not allowed
- Pupils have their own named water bottles

• 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
- 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

• 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, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

• Insect bites/stings

When outdoors:

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

• 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

• Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care and regular check-ins with their class teacher

• 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

Procedures for handling an allergic reaction

• Register of pupils with AAI

The school maintains a record (via Arbor) of pupils 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 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 record is accessible via Arbor and a printed copy is in each classroom, the school office and the dining room where our KidsTime clubs are also held, and can be checked quickly by any member of staff as part of initiating an emergency response

• Allergic reaction procedures

- Staff are trained in the administration of AAI to minimise delays in pupil's receiving adrenaline in an emergency- this is through the iHasco online training received and renewed every three years.
- 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 or is out of date, 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
- 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

Adrenaline auto-injectors (AAIs)

• Storage (of both spare and prescribed AAI)

The allergy lead will make sure all AAI 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 AAI will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion

• Maintenance (of spare AAI)

The lead first aider is responsible for checking regularly that:

- The AAI are present and in date
- Replacement AAI are obtained when the expiry date is near

• Disposal

AAI can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

• Use of AAI off school premises

- Pupils at risk of anaphylaxis will have their AAI taken with them when on school trips or off site. This will involve taking both AAI

- **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 regular 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

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

Links to other policies

This policy links to the following policies and procedures:

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

This policy will be reviewed annually

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