



## **ALLERGEN POLICY**

**Cameley Church of England Primary School and Nursery School**

**and**

**Horrington Primary School**

|                          |                     |
|--------------------------|---------------------|
| <b>Review Due:</b>       | July 2027           |
| <b>Last Review:</b>      | July 2026           |
| <b>Applicable to:</b>    | All Trust Employees |
| <b>Reviewed By:</b>      |                     |
| <b>Approved By:</b>      |                     |
| <b>Date of Approval:</b> |                     |

## 1. AIMS

The Trust recognises that allergies can be life-threatening and is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies.

The Trust adopts a preventative approach to allergy management and will take all reasonable steps to minimise the risk of exposure to known allergens whilst recognising that it is not possible to guarantee an allergen-free environment.

Allergy management is everyone's responsibility and forms part of the Trust's safeguarding and health and safety duties

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

The policy covers allergies such as:

- Food allergies
- Insect sting bites
- Medication allergies
- Latex allergies
- Animal allergies

## 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 Headteacher

The Headteacher is responsible for ensuring the effective implementation of this policy within their school, monitoring compliance, ensuring appropriate training is completed, and ensuring that all pupils with identified allergies have appropriate individual healthcare and allergy management plans in place.

### 3.2 Allergy lead

The nominated allergy lead is Hayley Hornby (Cameley) and Stephanie Jackson (Horrington).

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to administration staff)
- Ensuring:
  - All allergy information is up to date and readily available to relevant members of staff

- All pupils with a diagnosed allergy have an allergy action plan (and for those with a risk of anaphylaxis an Individual Healthcare Plan) signed by a parent/carer and for a IHP a medical professional
- Individual Health Care Plans and Allergy Plans are reviewed at least annually and whenever there is a significant change to a pupils condition, treatment or allergy status
- 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) and ensuring that they are all in date
- Coordinating the paperwork and information from families
- Coordinating the medication with families
- Regularly reviewing and updating the allergy policy

### **3.2 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

### **3.3 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

### **3.4 Pupils with allergies**

Where age / abilities allow, 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

### **3.5 Pupils without allergies**

Where age/abilities allow, 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
- 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
- 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 is provided by an external Provider, Aspens. A copy of Aspens Allergen Policy can be found on the Trust's website (<https://thepartnershiptrust.co.uk/Trust-Policies/>). Aspens are responsible for ensuring that all staff receive appropriate training and following hygiene and allergy processes when preparing food to avoid cross contamination. The school is responsible for ensuring that Aspens staff 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, Aspens will ensure that they 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

### **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

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.

### **5.4 Provision of Free School Fruit and Milk**

Where staff are involved in the preparation, handling or distribution of free school fruit, vegetables and milk provided to infant-aged children, allergy information will be considered at all times.

- A current list of pupils with known food allergies, intolerances or dietary requirements will be readily available to relevant staff.
- Staff will check packaging and ingredient information where applicable, avoid unnecessary handling of allergenic foods, and take reasonable steps to prevent cross-contamination during preparation and distribution.
- Alternative products provided for medical or dietary reasons will be clearly identified and distributed to the correct child.
- All surfaces and equipment used for food preparation will be cleaned in accordance with the school's hygiene procedures before and after use.

### **5.5 Early Years Foundation Stage**

The Trust recognises that children in the Early Years Foundation Stage (EYFS), including nursery provision, may be at increased risk of accidental exposure to allergens due to their developmental stage and the nature of Early Years

learning activities. Activities such as sensory play, baking, food tasting, messy play, craft activities and food exploration require particular consideration and supervision.

To reduce risk:

- All known allergies and dietary requirements will be clearly communicated to EYFS staff and regularly reviewed.
- Allergy considerations will form part of the planning process for all activities involving food or materials that may contain allergens.
- Where reasonably possible, allergen-free alternatives will be used in learning and sensory activities involving children with identified allergies.
- Staff will undertake appropriate checks of ingredients and materials before use.
- Children will be closely supervised during activities involving food and potential allergens.
- Handwashing and cleaning procedures will be followed before and after activities involving food.
- Food used for play, sensory activities or crafts will be risk assessed in advance where children with allergies are present.
- Parents/carers will be informed of any planned activities involving food where appropriate.
- EYFS staff will be familiar with relevant Individual Healthcare Plans, Allergy Action Plans and emergency procedures

### **5.5 Insect bites/stings**

When outdoors:

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

### **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**

Pupils with allergies will have additional support through:

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

### **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).
- Trip leaders must verify the following as part of the risk assessment for a trip:
  - Relevant medication is available
  - Trained staff are present
  - Catering providers/ venues have been informed where necessary.

### **5.8 Non School Organised Events and Fundraising Activities**

- The school recognises that events organised by third parties, including but not limited to PTA/PTFA cake sales, bake sales, refreshment stalls, hot chocolate sales, barbecues, discos and other fundraising activities, may present additional allergy risks.
- Whilst the organisers of these events are responsible for complying with relevant food safety and allergen legislation, the school will encourage allergen awareness and the provision of clear ingredient and allergen information wherever food is sold or distributed on school premises.
- Parents, carers and pupils should be aware that foods sold or donated for such events may have been prepared in environments where allergens are present.
- Where practical, organisers will be encouraged to provide ingredient lists, clearly label known allergens and consider the needs of pupils and visitors with allergies when planning and running events.
- The school does not share information about children's known allergens with non school organised events / fundraising activity organisers.

### **5.8 Non School Organised Events and Fundraising Activities**

- The school will work with all after-school club providers, sports coaches and wraparound care providers operating on the school site to ensure they are aware of pupils with known allergies and any associated medical needs. Relevant allergy information, risk assessments and emergency procedures will be shared where appropriate and in line with data protection requirements.
- Providers are expected to take reasonable steps to prevent exposure to known allergens, particularly where food, drinks, craft materials or outdoor activities are involved.
- Non school staff supervising these sessions must know how to access emergency medication, including AAIs where required, and understand the school's procedures for responding to an allergic reaction.
- Where food is provided as part of a club or wraparound care session, allergen information must be available and suitable alternatives considered for pupils with identified allergies or dietary requirements.

### **5.9 Temporary Staff, Visitors and Contractors**

The school will ensure temporary staff, volunteers and contractors are made aware of relevant allergy risks and emergency processes as appropriate to the role they will be fulfilling.

## **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
  - Where parental consent is in place, a photograph of each pupil to allow a visual check to be made
- The register is kept on Bromcom and a physical copy located in the office (Cameley and Horrington) and can be checked quickly by any member of staff as part of initiating an emergency response

### **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 AAIs to minimise delays in pupils' 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
- You can use the NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency to formulate your response.
  1. Administer AAI immediately
  2. Call 999 and state ANAPHYLAXIS
  3. Lie child flat (or sit if breathing difficult)
  4. Given second AAI after 5 minutes if symptoms persist
  5. Contact parents/carers
  6. Send used AAI to hospital with child
  7. Record incident
- 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 the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed
- If the allergic reaction is serious and requires emergency treatment:
  - Emergency services will be contacted without delay where anaphylaxis is suspected
  - Parents / carers will be contacted
  - If 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
  - Relevant senior leaders will be informed
  - The incident will be recorded and reviewed.

## 7. ADRENALINE AUTO-INJECTORS (AAIS) -

### 7.1 Purchasing of spare AAIs

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

- AAIs will be sourced from Kitt Medical (<http://kittmedical.com>)
- The quantity of AAIs required 2 x 0.15mg and 2 x 0.30mg Injectors
- Which brand(s) of AAI are purchased (schools are recommended to buy a single brand to avoid confusion)
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance)
  - For children age under 6 years: a dose of 150 microgram (0.15 mg) of adrenaline is used
  - For children age 6-12 years: a dose of 300 microgram (0.30 mg) of adrenaline is used
  - For teenagers age 12+ years: a dose of 300 or 500 microgram.

### 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 in the school office
- 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)

Charley Havin and Rachael Stansfield (Cameley) and Rebecca Gray and Rachael Stansfield (Horrington) are responsible for checking monthly that:

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

#### **7.4 Disposal**

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions. AAI's are single use only and must be disposed of as sharps. Sharps bins to be obtained and disposed of by a clinical waste contractor/specialist collection services/local authority as appropriate. The sharps bin is kept in the School Office.

#### **7.5 Use of AAI's off school premises**

- Pupils of sufficient age and understanding who are at risk of anaphylaxis and who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events. Younger children who are at risk of anaphylaxis should have a dedicated emergency kit held by staff.
- Spare AAI's will be taken on all school trips and off site events

#### **7.6 Emergency anaphylaxis kit**

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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 AAI's have been administered

### **8. TRAINING**

The school is committed to training **all staff** in allergy response.

All staff engage in training including:

- 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
- How to administer AAI's

All staff are informed where AAI's are kept on the school site, how to access them, the children with known allergies that may need them and where to find that information.

Training will be carried out annually and all staff will be informed of any new allergy needs as they may arise.

### **9. NEAR MISS AND INCIDENT REPORTING**

All allergic reactions, suspected allergic reactions, administration of medication, accidental allergen exposures and allergy-related near misses will be recorded through the usual accident / incident reporting processes.

Following any significant incident, a review will be undertaken to identify lessons learned and any changes required to procedures, training or risk assessments.

### **10. ANNUAL REVIEW AND AUDIT**

Each school will undertake an annual review of allergy management arrangements, including:

- Staff training compliance
- AAI checks
- Individual Healthcare Plans
- Allergic incidents and near misses
- Policy compliance

Findings will be used to improve practice and reduce future risks.

The Trust will undertake a review of the policy at least annually and to ensure that it aligns with any changes to practice or guidance and any 'lessons learnt'.

#### **10. LINKS TO OTHER POLICIES**

This policy links to the following policies and procedures:

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