



**STOUR VALE  
ACADEMY  
TRUST**

# **PUPIL ALLERGY POLICY**

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## 1. Aims

This policy is intended 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'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 **Mrs Jenny Moulder**.

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. The information collection is delegated to a member of the administrative staff – Mrs Maria Vaz and will be collected through the data admissions sheets and recorded on the school SIMS and the Location Map. Any changes in allergy and special dietary information during the academic year, reported by parents will be updated accordingly.
- 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.

### 3.2 School nurse/medical officer – Mrs Maria Vaz

The medical officer is responsible for:

- coordinating the paperwork and information from families;
- coordinating medication with families;
- checking spare AAls are in date;
- any other appropriate tasks delegated by the allergy lead.

### 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;
- carefully considering the use of food or other potential allergens in lesson and activity planning;
- ensuring the wellbeing and inclusion of pupils with allergies.

### 3.4 Designated members of staff

In addition to the responsibilities of teaching and support staff, 'designated members of staff' will be responsible for helping to administer AAls. These are members of staff who have volunteered and been trained to help pupils with AAls in an emergency. The designated members of staff are:

All members of teaching staff, support assistants and admin staff have received EpiPen training.

### 3.5 Parents

Parents 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 children 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.

### 3.6 Pupils with allergies

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;

- if age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the pupil is not able to do so).

### 3.7 Pupils without allergies

These pupils are responsible for:

- being aware of allergens and the risk they pose to their peers;
- in the case of older pupils who may purchase food to bring into school, carefully considering the food they bring in for lunches and snacks, and trying to limit the number of allergens included;
- following the school's guidance on food brought in to be shared.

Older pupils might also be expected to support their peers and staff in the case of an emergency.

## 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 staff receive appropriate training and are able to identify pupils with allergies.
- School menus are available for parents 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.
- Catering staff keep in contact with food suppliers as ingredients may change.

### 5.3 Food restrictions

Moat Farm Junior School is a nut-free school.

We acknowledge that it is impractical to enforce an allergen-free school. However, pupils and staff **must not** bring into school products containing nuts or other 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, the food will be confiscated and the parents informed and asked to collect the food items from the school office.

### 5.4 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 can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support through:

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

### 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).
- The medical needs of all pupils will be included in the risk assessment for each trip.

## 6. Procedures for handling an allergic reaction

### 6.1 Register of pupils with AAIs

This links with the Supporting Pupils with Medical Conditions policy <https://moatfarm-jun.sandwell.sch.uk/policies/>

- 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.
- The register is kept in every classroom, the school office and the headteachers' office 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.
- Designated members of staff are trained in the administration of AAIs – see section 7.
- 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 designated member of staff will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure.
- 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 the reaction is severe, call 999 – state that you think a child is having an anaphylactic reaction but does not have an AAI. Follow advice given by call handler, using the school emergency AAI is advised.
  - Lie the patient down with legs raised,
  - Notify the child's parents
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent 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 informed.

## 7. Adrenaline auto-injectors (AAIs)

### 7.1 Purchasing of spare AAIs

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

- Spare AAIs will be sourced from a local pharmaceutical supplier, using a request signed by the head teacher, on appropriate headed paper
- 2 spare AAIs are required to be available in school
- The spare AAIs should be a single brand of AAI device to avoid confusion in administration and training. Where all pupils are prescribed the same device, the school will obtain the same brand for the spare AAIs. If two or more brands are currently held by the school, the school will purchase the brand most commonly prescribed to the pupils.
- The dosage required, based on Resuscitation Council UK's age-based criteria, for children age 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline is used (e.g. using an EpiPen (0.3mg), Emerade 300 or Jext 300 microgram device).

### 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 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)

Mrs Maria Vaz and Mrs Jenny Moulder 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. Used AAIs can be given to the ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin for collection by the local council

### 7.5 Use of AAIs off school premises

- Schools will conduct a risk-assessment for any pupil at risk of anaphylaxis taking part in a school trip off school premises, as part of the evolve paperwork
- Pupils at risk of anaphylaxis should have their AAI with them, and a member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events.



## 7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- 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 AAIs 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);
- where AAIs are kept on the school site, and how to access them;
- the importance of acting quickly in the case of anaphylaxis;
- the wellbeing and inclusion implications of allergies.

All teaching and support staff who are in direct contact with pupils who have severe allergies are to complete an in-person EpiPen training annually.

All additional staff to complete the Educare – Understanding Anaphylaxis online course annually, this includes staff that join during the course of the academic year.

## 9. Links to other policies

This policy links to the following policies and procedures:

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