

St Thomas More Catholic Primary School

Pupil Allergy Policy

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

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](#)

Roles and responsibilities

We take a whole-school approach to allergy awareness.

First Aid

St Thomas More Catholic Primary School had allocated dedicated weekly time to a First Aider to maintain and promote allergy awareness and information in conjunction with Senior Leaders.

They're responsible for:

- Promoting, recording and maintaining allergy information across our school community.
- Keeping stock of the school's adrenaline auto-injectors (AAIs) and liaising with the Senior Leaders.

Teaching and Support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- 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

Designated members of staff

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

Parents

Parents are responsible for:

- Being aware of our school's allergy policy on the school website
- 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
- **Being aware that we are a 'nut free' school**

Pupils with allergies

These pupils are responsible for (where age appropriate):

- **Being aware of their allergens and the risks they pose**
- **Understanding where their Epipens are kept in order to keep them safe**

Pupils without allergies

These pupils are responsible for:

- **Being aware of allergens and the risk they pose to their peers**
- **Being aware that we are a 'nut free' school**

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
- Any activities involving animals such as school dog, therapy dog

Hygiene procedures

- Pupils are reminded to wash their hands before and after eating and after using the toilet
- Sharing of food is not allowed

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**
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- 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 ask parents, pupils and staff to avoid bringing into the school certain high-risk foods to reduce the chances of someone experiencing a reaction and aim for a 'nut free' environment. 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 – the office will maintain an allergy list regarding animals along with a list in the staff room for staff to view and in the first aid room.

Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher or Learning Support Assistant
- Regular liaisons with parents regarding any concerns

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 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
 - A photograph of each pupil to allow a visual check to be made
- The register is kept in the staff room and can be checked quickly by any member of staff as part of initiating an emergency response
 - AAIs will be kept where the child is to reduce delays, for example, in the classroom when learning or in the hall at lunchtime – these are kept in red bags on allocated hooks and visible to all staff

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
- 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 member 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 will be acted upon by calling 999. Staff can also use the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#).
- 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

Adrenaline auto-injectors (AAIs)

St Thomas More Catholic Primary School will following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#).

Purchasing of spare AAIs

St Thomas More Catholic Primary School will keep on site spare AAIs which will be stored in accordance to guidance.

Storage (of both spare and prescribed AAIs)

St Thomas More Catholic Primary School 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.

Maintenance (of spare AAls)

The First Aid lead is responsible for checking monthly that:

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

Disposal

AAls can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

Use of AAls off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events
- A member of staff trained to administer AAls in an emergency should be present on school trips and off-site events

Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls and instructions for use
- Instructions on storage and manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- 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)
- Where AAls 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
- Training will be carried out annually for staff either via the First Aid lead, a medical professional or via online training

Review Date: November 2023

Next review Date: November 2025