



Bottesford Schools Federation Allergen Policy

Approved by:

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1. Aims

This policy aims to:

- Set out our schools approach to allergy management, including 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 across 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 Miss Labourne.

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
- Ensuring allergy information is up to date and readily available to relevant members of staff
- Ensuring all pupils with allergies have an allergy action plan completed
- Ensuring all staff receive an appropriate level of allergy training
- Ensuring all staff are aware of the schools policy and procedures regarding allergies
- Ensuring all staff are aware 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 medical officer

The medical officers are Mrs Carpenter (Junior school site) and Mrs Casey (Infant school site), who 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

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

- Recording the use of AAls on pupils Arbor record

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our allergy policy
- Providing school with up to date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, provide 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 timely

3.5 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

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Assessing risk

The school will carry out 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 trips
- Any other activities involving animals or food such as animal handling experiences or baking

5. Managing risk

5.1 Hygiene procedures

To reduce the risk of cross contamination the following measures are in place:

- Pupils are reminded to wash their hands before eating
- Sharing of food is not permitted
- Parents are asked to label water bottles and packed lunches with pupils name

5.2 Catering

The schools catering teams are 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
- 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 include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Any nut butters
- Chocolate spreads containing nuts i.e. Nutella

5.4 Insect bites/stings

- When outdoors pupils will wear shoes at all times.
- During forest school, long sleeves and trousers to be worn by all pupils
- Pupils are educated to remain calm and move slowly away from wasps/bees
- If any insect nests are identified, these will be removed by professionals in a timely manner

5.5 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

5.6 Events and school trips

For events, including ones that take place outside of the school premises, 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).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAI

The school maintains a register 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
- Which type and dose of AAI has been prescribed
- Whether parental consent has been given for the 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, with parental consent

A copy of the register will be held in each classroom, the medical room, school office, staff room and in the hall with lunchtime staff.

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 AAI 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 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 consent has been provided)

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.

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 pupils' own prescribed AAI(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 and the parents/carers informed

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), the school will:

7.1 Purchasing of spare AAIs

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

7.2 Storage of AAIs (both prescribed and spares)

The allergy lead will make sure that all AAIs are

- Stored at room temperature (in line with manufacturer's guidelines), protected from 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 reach and sight of children
- **Not** locked away, but accessible and available at all times
- **Not** located more than 5 minutes away from where they may be needed
- Spare AAIs will be stored separately from pupil medication and be clearly labelled

7.3 Maintenance of spare AAIs

Mrs Carpenter and Mrs Casey 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 it has been used it will be disposed of in line with the manufacturer's instructions.

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

For pupils who can not administer their own AAI, a staff member will carry both the pupil's AAI and a spare.

7.6 Emergency anaphylaxis kit

The schools hold an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- 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

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 by the allergy lead

9. Links with other policies

This policy links to the following policies:

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