



The Rivers
C.of E. Academy Trust

Allergy Policy

Committee	Audit, Risk and Compliance
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Officer Responsible	Director of Inclusion

This document sets out the regulations for the MAT and all member academies

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Aims

This policy aims to:

- Set out our school/setting'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/setting supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school/setting community

Legislation and Guidance

This policy is based on the Department for Education (DfE)'s [allergy guidance for schools](#) and guidance on [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](#)

Confidentiality and Information Sharing

Health information constitutes special category data under Article 9 UK GDPR. The lawful basis for processing this data is:

- **Article 6(1)(e) UK GDPR**
Exercise of an official function/task in the public interest, specifically to support the identification of pupils for their allergy management and safety requirements.
 - Photographs sourced from Arbor are used on this basis
 - Parental consent is not required, but parents and pupils will be informed in advance of the introduction of photographs on the register so that they are aware of this secondary use of their child's Arbor photograph.
 - This ensures transparency and allows any queries or concerns to be raised prior to implementation. Parents and pupils should note that even where processing is conducted under public task, they retain the right to raise objections to the use of their child's image.
- **Article 9(2)(h) UK GDPR**
Processing necessary for the purposes of medical diagnosis or the provision of health or social care, as the primary condition for processing special category health data held on the register.
- **Article 9(2)(c) UK GDPR**
Processing necessary to protect the vital interests of the data subject where they are unable to give consent. This condition may additionally apply in life-threatening emergency situations, such as where urgent medical information must be shared with ambulance staff.

Further information can be found in The Rivers C.of E. Academy Trust's Data Protection Policy.

Roles and Responsibilities

Governance

- Trustees have statutory duties towards ensuring there are arrangements to support pupils with allergies. Trustees will delegate some of these responsibilities to the Advocates for each school/setting in accordance with The Rivers C.of E. Academy Trust's Scheme of Delegation.
- Trustees will approve The Rivers C.of E. Academy Trust's Allergy Policy through the Audit Risk and Compliance committee.
- Trustees will enable appropriate staffing and funding arrangements, overseeing the schools' work within financial constraints.

The Role of The Trust

The trust central team will:

- Oversee and support each school/setting in carrying out their duties.
- Support the efficient use of resources through central procurement or sharing goods/services where appropriate.
- Highlight any issues found across the trust to the board of trustees.
- Support individual schools with complex medical cases.
- Monitor practice, and staff training, with regard to pupils with allergies, in line with this policy.
- Make sure that school staff are appropriately insured, and aware that they are insured, to support pupils in this way.

Headteacher/Head of Setting

The headteacher/head of setting will:

- Maintain overall responsibility for the implementation of this policy.
- Ensure all staff are aware of this policy and understand their role in its implementation.
- Ensure there is a sufficient number of trained staff available to implement this policy and support pupils with allergies, including in contingency and emergency situations.
- Make sure that all staff who need to know are aware of the pupils' allergies.
- Allocate a member of the leadership team as the designated Allergy Lead who will maintain day-to-day oversight of supporting pupils with allergies.

Allergy Lead

The member of Senior Leadership Team (SLT) who is allocated as the school/setting allergy lead will be responsible promoting and maintaining allergy awareness across the school/setting including:

- Ensuring all staff are aware of the school/setting's policy and procedures regarding allergies.

- Ensuring all staff complete The National College Certificate in Allergy and Anaphylaxis Awareness.
- Ensuring all staff understand which activities need an allergy risk assessment.
- Ensuring that there is an accurate and up-to-date record of allergy and/or special dietary information for all pupils and that allergy information is readily available to relevant members of staff.
- Ensuring all pupils with allergies have an allergy action plan completed by a medical professional.
- Ensuring that all pupils have an appropriate supply of their medicine in school/setting.
- Maintaining an appropriate (and in-date) supply of adrenaline auto-injectors (AAIs) within the school/setting.
- Managing cover arrangements in the case of staff absence or turnover, ensuring suitable staff members are always available and supply staff are briefed appropriately about pupils' medical needs.
- Ensure all external agencies providing food services (e.g. catering companies) follow the school policy, Benedicts Law, legislation and provide a letter of assurance regarding staff training and food production.

Teaching and Support Staff

All teaching and support staff are responsible for:

- Completing The National College Certificate in Allergy and Anaphylaxis Awareness.
- 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.
- Being aware of specific pupils with allergies in their care and their support.
- Carefully considering the use of food or other potential allergens when planning lessons and activities.
- Ensuring the wellbeing and inclusion of pupils with allergies.

Parents/Carers

Parents/carers are responsible for:

- Being aware of our school/setting's Allergy Policy.
- Providing the school/setting 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 two in-date Adrenaline Auto-Injectors (AAIs) and any other medication (for example inhaler/antihistamine), and ensuring these are replaced in a timely manner.
- Carefully considering the food they provide to their child as packed lunches and snacks to limit the number of allergens.
- Following the school/setting's guidance on food brought in as packed lunches or snacks.

- Reinforcing with their child that any food/drink brought from home must not be shared.
- Updating the school/setting on any changes to their child's condition.

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 (AAI).
- If age-appropriate, carrying their AAI on their person and only using it for its intended purpose.
- Being aware that food and drink brought from home must not be shared.

Pupils without Allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers.
- Being aware that food and drink brought from home must not be shared.

Assessing risk

The school/setting 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/setting trips.
- Activities involving animals or food, such as animal handling experiences or baking.
- Activities where a visitor on-site requires a guide dog.

Managing risk

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.

Catering

The school/setting is committed to providing safe meal options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies.

- School/setting menus are available for parents/carers to view with ingredients clearly labelled.
- Changes to school/setting menus, will continue to meet any special dietary needs of pupils.
- Food allergen information relating to the 'top 14' allergens will be 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

Whilst we acknowledge that it is impractical to enforce an allergen-free school/setting we expect staff and families to **refrain from bringing in any products containing nuts**. This includes:

- 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 a school/setting the item(s) will be removed and families contacted to ensure a suitable replacement/substitute agreed/sourced.

Insect Bites/Stings

When outdoors staff will ensure that:

- Known hazards are managed.
- Pupils are briefed on relevant hazards (e.g. high levels of insects).
- Pupils wear suitable clothing wherever possible.

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 access to additional support where required through:

- Pastoral care (e.g. adult check-ins).
- Reasonable adjustments to activities.

On-Site and Off-Site Activities

For events and activities that take place during the school day (including on-site and off-site) the school/setting will ensure that no pupils with allergies will be excluded from taking part.

The school/setting will:

- Plan accordingly for all events including trips.
- Arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training.
- Ensure appropriate measures will be taken in line with the school/settings AAI protocols for off-site events and school/setting trips.

Procedures for Handling an Allergic Reaction

Register of Pupils with AAI

The school/setting 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.
- Whether a pupil has been prescribed AAI (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.

Storage of the Register

The register is preferably held as a digital record (for example, within the MIS or electronic medical tracking software), as these best support role-based access controls and aligns with the Trust's Data Protection Policy requirement that personal data, including sensitive health information, is processed securely using appropriate technical and organisational measures.

Where a paper register is used, it should be stored in locations where pupils are most likely to be exposed to food or other potential allergens - such as the dining hall/catering areas, and the first aid room.

As the register contains confidential personal information, it should be kept discreetly but must remain accessible to staff for use in emergency situations.

Allowing all pupils to keep their AAI with them will reduce delays and allows for confirmation of consent without the need to check the register.

Allergic Reaction Procedures

As part of the whole school/setting awareness approach to allergies, all staff that have direct contact with children are trained in the school/setting's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.

All staff are trained in the administration of AAI's 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/setting's emergency procedures, following the pupil's allergy action plan (which includes when to call 999).

If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, an appropriate device from the school/setting's emergency supply.

If the pupil has **no allergy action plan** and displays signs or symptoms of anaphylaxis or a severe allergic reaction, staff must:

- Treat the situation as a medical emergency and call 999 immediately, regardless of whether the pupil has a known allergy.
- Where available and appropriate, emergency medication should be administered in accordance with training and emergency procedures while awaiting the arrival of emergency services.

A school/setting AAI device will be used instead of the pupil's own AAI device if:

- There is medical authorisation (including 999 calls).
- 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 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 parent/carer is unable to attend school, and arrangements have been made to meet at the hospital.
 - The parent/carer and all other emergency contacts are uncontactable.

If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed.

Emergency Anaphylaxis Kit

The school/setting holds an emergency anaphylaxis kit which 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 (Appendix A)
- 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 will be maintained within the school/setting's medical tracking software and Prime reporting software.

Purchasing Emergency AAls

The allergy lead is responsible for ensuring the appropriate number of emergency AAI's are held at the school/setting, considering:

- Where the AAls will be purchased from.
- The quantity of AAls required:
 - Having a minimum of two spare pens, appropriate to children's weights at the school/setting.
 - The brand of AAI to be purchased (school/settings are recommended to buy a single brand to avoid confusion).
 - The size/dosage required from the AAls (based on [Resuscitation Council UK's age-based criteria](#))
 - The size of the school/setting
 - The geographical layout of the school/setting
 - The number of children on the register of pupils with AAls
 - Off-site activities where AAls are required to be taken

Storage of Emergency AAls

- 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 within the central location.
- Not located more than 5 minutes away from where they may be needed.
- Spare AAls will be kept separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion.

Maintenance of Emergency AAls

The Allergy Lead will ensure that monthly checks take place to ensure that:

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

The Allergy Lead will ensure that the AAI expiry dates are added to the trust's 'iAM Compliant' software to support with advance reminders to replace or re-purchase.

Disposal

- AAls 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's within Off-Site Activities

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on trips and off-site activities.

Training

The school/setting is committed to training all staff in allergy response. Training will be carried out by all staff on an annual basis. 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 AAI's are kept on the school/setting site, and how to access them
- How to administer AAI's
- The wellbeing and inclusion implications of allergies

Appendix A – Emergency AAI Register and Monthly Check Record

School: _____

Location of Spare AAI's: _____

Responsible Person: _____

Academic Year: _____

School Agreed Quantities Size/Dosage 100-150ml _____

Size/Dosage 150ml Quantity _____

Size/Dosage 300ml Quantity _____

Size/Dosage 500ml Quantity _____

(See policy page 9 for dosage information)

AAI Inventory

AAI Size/Dose	Batch Number	Expiry Date	Storage Location

Monthly Check Requirements

The nominated member of staff should check the spare AAI's at least monthly. Checks should confirm that:

- The correct number and dosage of AAI's are available;
- Each AAI is within its expiry date;
- The batch number and expiry date correspond with the inventory above;
- The AAI and packaging are intact and have not been damaged or tampered with;
- The AAI has been stored in accordance with the manufacturer's instructions;
- The AAI remains readily accessible in an emergency; and
- Replacement AAI's have been ordered where required.

Monthly Check Record

Month	Date Checked	All AAls Present	In Date	Satisfactory Packaging/ Condition	Stored Correctly	Action Required	Checked By (Initials)
September		☐	☐	☐	☐		
October		☐	☐	☐	☐		
November		☐	☐	☐	☐		
December		☐	☐	☐	☐		
January		☐	☐	☐	☐		
February		☐	☐	☐	☐		
March		☐	☐	☐	☐		
April		☐	☐	☐	☐		
May		☐	☐	☐	☐		
June		☐	☐	☐	☐		
July		☐	☐	☐	☐		

Action taken / replacement details: