

Allergy Safety Policy



Aycliffe Community Primary School is a community where children's rights are learned, taught, practised, respected, protected and promoted. Pupils and the school community learn about children's rights by putting them into practice every day.

- Article 28: Every child has the right to an education. Discipline in schools must respect children's dignity and their rights.
- Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.
- Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.
- Article 13: Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.
- Article 17: Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help protect children from materials that could harm them.

We recognise that all pupils are equal regardless of cultural or ethnic background, religion, social circumstances, gender, sexual orientation, ability and disability. The curriculum and whole ethos of the school demonstrates that diversity is understood, is welcomed and appreciated within the school. Equal opportunities means that all children have the right to a broad and balanced curriculum with which all pupils can engage and achieve.

Jonathan Price,
Headteacher

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1. Aims

This policy sets out Aycliffe Community Primary School's approach to allergy safety. It aims to:

- reduce the risk of pupils, staff and visitors being exposed to known allergens;
- set out clear procedures for responding to allergic reactions and anaphylaxis;
- support pupils with allergies so that they are safe, included and able to participate fully in school life;
- promote and maintain allergy awareness across the school community.

2. Legislation and guidance

This policy is based on the Department for Education's guidance on allergy safety in schools and supporting pupils with medical conditions at school, Department of Health and Social Care guidance on the use of emergency adrenaline auto-injectors in schools, the Food Information Regulations 2014 and the Food Information (Amendment) (England) Regulations 2019.

3. Roles and responsibilities

3.1 Governing Board

The Governing Board is responsible for ensuring that:

- risks relating to pupils with allergies are identified and actively managed;
- the school has appropriate arrangements to reduce the risk of exposure to known allergens;
- appropriate emergency arrangements are in place for anaphylaxis;
- the implementation of this policy is appropriately monitored.

3.2 Allergy Safety Lead

The nominated Allergy Safety Lead is Bryony Scamp (DSL Team). She is responsible for:

- implementing and reviewing this policy at least annually and ensuring it is published;
- promoting allergy awareness across the school community;
- ensuring allergy information is current and readily available to relevant staff;
- ensuring pupils who require an individual healthcare plan (IHP) have an up-to-date plan;
- ensuring pupils with known food or insect-sting allergies have an appropriate allergy action plan where provided by a healthcare professional;
- ensuring staff receive appropriate allergy awareness training;
- overseeing the safe storage, checking and replacement of emergency allergy medication;
- reviewing serious incidents and near misses and sharing learning appropriately.

3.3 Headteacher

The headteacher is responsible for deciding, in discussion with parents/carers and relevant healthcare professionals, whether a pupil's allergy can be managed through the school's usual medical arrangements or whether an IHP is required.

3.4 Monthly checks of spare AAI's

Bryony Scamp and Sam Burnett are responsible for checking monthly that the school's spare adrenaline auto-injectors (AAIs) are present, correctly stored and in date, and for ensuring replacements are obtained as expiry dates approach.

3.5 Teaching and support staff

- maintain awareness of this policy and the pupils with allergies in their care;
- recognise the signs of allergic reactions and anaphylaxis and respond promptly;
- take reasonable steps to reduce exposure to known allergens;
- support the wellbeing and inclusion of pupils with allergies;

- follow individual healthcare and allergy action plans;
- report allergic reactions and near misses promptly to the Allergy Safety Lead and record them in accordance with this policy.

3.6 Parents/carers

- provide up-to-date information about their child's allergies, dietary needs, previous reactions and medication;
- provide two in-date prescribed AAIs where these have been prescribed, together with any other required medication;
- replace medication before it expires and inform school promptly of any changes;
- follow school guidance relating to food brought into school.

3.7 Pupils

Pupils will be supported, in an age-appropriate way, to understand their own allergies and the importance of not sharing food. All pupils will be taught to respect the medical needs of others and to alert an adult immediately if a peer appears unwell.

4. Identifying individuals at risk

4.1 Pupils

Parents/carers are asked to provide medical and allergy information when a pupil joins Aycliffe Community Primary School and to update the school whenever circumstances change. The school will seek updated medical information at the start of each academic year. Changes during the year should be reported to the main school office by telephone or email.

Where a new diagnosis is received, or a pupil with an allergy joins the school during the year, the school will put appropriate arrangements in place as soon as possible and will aim to do so within two weeks.

4.2 Staff and visitors

Staff are expected to inform the school of allergies that may require workplace arrangements or emergency support. Where relevant to an activity or visit, visitors will be asked to make the school aware of significant allergies in advance.

4.3 Individual healthcare plans and action plans

An IHP will be considered where an allergy has a functional impact in school, presents a risk of harm, or requires arrangements that are additional to or different from those ordinarily available. IHPs will be reviewed at least annually and sooner if needs change.

Pupils with a known food or insect-sting allergy should have an appropriate allergy action plan issued by a healthcare professional. Where relevant, this will be linked to the pupil's IHP. Asthma action plans will be used for pupils with asthma where supplied.

4.4 Allergy register and information

The school maintains allergy and medical information electronically on Microsoft Teams. Current paper allergy information is also kept in each classroom so that relevant staff can access essential information quickly. Information will include, as appropriate, known allergens, risk factors, prescribed emergency medication, consent information and a pupil photograph where appropriate consent is in place.

Information is shared only with staff who need it in order to keep pupils safe and is handled in accordance with the school's data protection arrangements.

5. Assessing risk

Individual risk will be considered where a pupil with an allergy takes part in activities including:

- cooking, baking or other activities involving food;
- science activities involving potential allergens;
- craft activities involving food or food packaging;
- animal encounters, including the school's weekly therapy-dog visit;
- school trips, residential visits and off-site activities;
- other activities where a known allergen may reasonably be present.

6. Minimising risk

6.1 Hygiene and food sharing

- Pupils are reminded to wash their hands before and after eating.
- Pupils must not share food, drinks, food containers or utensils.
- Named water bottles and clearly identifiable lunch arrangements are used where appropriate.
- Where food is brought in or provided for a curriculum activity, staff will consider known allergies in advance and seek parental engagement where required.
- Aycliffe Community Primary School is not a 'nut-free' school. The school cannot guarantee an allergen-free environment; instead, it uses proportionate controls based on known individual risks and promotes safe food-handling and no-sharing practices.

6.2 Catering

School meals are provided by Caterlink. Caterlink manages allergen information and dietary requirements in conjunction with the school and parents/carers. Catering staff are expected to follow appropriate allergen, hygiene and cross-contamination procedures and to provide information about ingredients and the 14 regulated allergens. The school will communicate relevant pupil information to Caterlink and will work with the caterer and families where a special diet is required.

6.3 Insect bites and stings

Where a pupil has a known insect-sting allergy, this will be reflected in their individual arrangements. During outdoor activities, sensible precautions will be taken, including appropriate footwear and careful management of uncovered food and drink.

6.4 Animals and therapy dog

A therapy dog attends school once each week for approximately 30 minutes. Before a pupil with a relevant animal allergy participates in or is in proximity to the visit, staff will consider the individual risk and make appropriate adjustments. Pupils will wash their hands after direct interaction with animals. Pupils with a known animal allergy will not be required to interact with the animal.

6.5 Visits, trips and extended provision

Pupils with allergies will not be excluded from visits or activities because of their allergy. Relevant staff will know the pupil's needs and ensure required medication and action plans are readily available. A risk assessment will be completed where a pupil at risk of anaphylaxis participates in a visit or activity where exposure may occur. The same principles apply to breakfast club and after-school provision.

7. Procedures for handling an allergic reaction

All staff receive allergy awareness training and are expected to recognise the signs of mild and severe allergic reactions. Paediatric-first-aid-trained staff have also received training in the use of EpiPens.

- Stay with the pupil and summon assistance.
- Follow the pupil's allergy action plan where one is available.
- If anaphylaxis is suspected, administer the appropriate adrenaline device without delay in accordance with training and the action plan, and call 999.

- Tell the ambulance service that anaphylaxis is suspected and follow their instructions.
- Contact parents/carers as soon as practicable after emergency action has begun.
- A second AAI may be required in accordance with the action plan, device instructions and emergency-service advice.
- Record the incident on CPOMS and notify the Allergy Safety Lead.

8. Adrenaline devices (ADs)

8.1 Prescribed devices

Where a pupil is prescribed adrenaline, parents/carers are expected to provide two in-date devices. For primary-aged pupils who do not carry their own medication, individual pupil emergency equipment is stored securely in the relevant classroom cupboard so that it can be accessed rapidly by staff. Other medicines are stored securely in the school stock room, as appropriate. A copy of the pupil's allergy action plan should be kept with, or immediately accessible alongside, their emergency medication.

Medication must remain readily accessible to authorised staff in an emergency, be stored in accordance with the manufacturer's instructions and be protected from inappropriate temperatures or direct sunlight.

8.2 School spare AAIs and emergency inhaler

The school holds four spare EpiPen adrenaline auto-injectors in the school office: two 150 microgram devices and two 300 microgram devices. These are stored separately from individually prescribed medication, clearly identified for emergency use and readily accessible to staff.

The school also holds an emergency salbutamol inhaler in the stock room. Its use is governed by the school's medical arrangements and relevant consent requirements.

Bryony Scamp and Sam Burnett will check the spare AAIs monthly, including their presence, condition and expiry dates. Replacements will be obtained before expiry.

8.3 Use of spare AAIs

A school spare AAI may be used in an emergency where clinically appropriate, including where a pupil's prescribed device is unavailable or does not function. The school will seek advance consent as part of its medical arrangements. However, in a life-threatening emergency, reasonable action may be taken to save life without delaying treatment to locate consent.

8.4 Disposal and off-site use

Used AAIs will be disposed of safely in accordance with manufacturer and sharps-disposal arrangements. For trips and off-site activities, prescribed devices will travel with the pupil and appropriate emergency medication will remain immediately accessible. Staff will consider whether school spare AAIs should also accompany the group.

9. Serious incidents and near misses

A serious incident includes an allergy-related event in which a pupil, staff member or visitor is harmed or placed at immediate and significant risk of harm, including an event requiring emergency medication, urgent clinical intervention or emergency services. A near miss is an event that did not result in harm but had clear potential to do so.

All serious allergy incidents and near misses will be recorded on CPOMS as soon as practicable. The record should include:

- who was affected, and when and where the incident occurred;
- what happened and, as far as is known, why;
- the response taken by staff and pupils;
- whether emergency medication was administered and whether emergency services attended;

- the outcome and any immediate follow-up.

Parents/carers will be informed as soon as possible. The Allergy Safety Lead will review the incident in a no-blame, learning-focused manner, consider whether the pupil's arrangements or this policy need to change, and share relevant learning with staff. External reporting will be completed where legally or professionally required.

10. Allergy awareness and training

All staff who may be present while pupils are on site receive allergy awareness training at least annually. This includes relevant breakfast-club and after-school provision. New staff will receive appropriate information and training as part of induction, and supply/temporary staff will be made aware of pupils with significant allergies and emergency procedures.

Training covers allergy awareness, recognition of allergic reactions and anaphylaxis, emergency response, locating emergency medication, individual action plans, risk reduction and reporting. Paediatric-first-aid-trained staff have received practical training in EpiPen use.

The school will undertake an allergy/anaphylaxis emergency drill at least annually. Learning from the drill will be recorded and used to review arrangements.

This policy will be published on the school website and made available to parents/carers. Pupils will receive age-appropriate teaching and reminders about allergies, food sharing, seeking adult help and respecting the medical needs of others.

11. Wellbeing and inclusion

The school recognises that allergies can affect pupils' confidence, wellbeing and sense of inclusion. Pupils will be supported through their class team and the school's pastoral and inclusion arrangements, with reassurance that reasonable steps are being taken to manage risk. Bullying or deliberate exposure to a known allergen will be treated seriously and addressed in accordance with the school's behaviour policy.

Following a serious incident or near miss, appropriate wellbeing support will be offered to the pupil, family, staff and witnesses as required.

12. Information sharing

Health information is special-category personal data. Allergy and medical information will be shared on a need-to-know basis and handled in accordance with the school's data protection policy. Relevant staff, Caterlink and staff leading trips or extended provision will receive the information necessary to keep pupils safe.

13. Monitoring arrangements

This policy is monitored by the Allergy Safety Lead. It will be reviewed at least annually and approved by the Governing Board, or reviewed sooner where a serious incident, near miss, change in guidance or change in school arrangements indicates that this is necessary.