

Hartismere School



Allergy Safety Policy

Policy No 29

Allergy safety policy

Section 34 of the Children's Wellbeing and Schools Act 2026 requires that LA maintained schools, academies and PRUs must have an allergy safety policy.

This policy takes into account the guidance provided to schools based on the Department for Education (DfE)'s guidance on allergies in schools and supporting pupils with medical conditions at school (2025), and the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools. This policy details the school's arrangements to support pupils with allergies. It outlines our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of an allergic reaction. This policy also details the school's approach to promoting and maintaining allergy awareness among the school community.

This policy is reviewed annually and/or where incidents or "near misses" suggest areas for improvement.

The policy is available on the school website and in hard copy on request.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

The allergy safety lead is Ms Sarah Gray, headteacher.

Culture

Awareness training

All staff (including permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers) receive annual training in allergy awareness and emergency response using training provided by the National College. Contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel are not required to undertake the training.

Catering staff receive training from the school's catering provider, Lunchtime.

Staff who join the school during the school year and supply and cover staff will undertake the training as part of their induction programme.

Allergy awareness training covers the following areas in order to ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;

- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training under this guidance is allergy awareness and emergency response training. It does not replace any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Wellbeing

The school is mindful of the wellbeing of children and young people with allergy as this can be a cause of anxiety. Knowledge and understanding is promoted through the school's Life Lessons, assemblies, PSHE and in the science curriculum. All pupils have access to wellbeing support via the website, their tutors or by emailing wellbeing@hartismere.com.

Bullying of pupils with allergy is dealt with in line with the school's procedures for tackling bullying. These are set out in the School's behaviour policy.

Minimising risk

The school minimises the risk of individuals (children, young people, staff or visitors) coming into contact with their known allergens by:

- Including allergen information where food is provided by the school
- Raising awareness of the risks of exposure to a food allergen through food brought in by others (for example parents, children and young people or staff) by including allergen information on relevant letters and through the school's newsletter
- Ensuring information about allergy, including to airborne or contact allergens, is updated and available on the school's MIS systems and pupil information pages
- Ensuring consideration is given to the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.
- In food science lessons, knowledge and understanding of allergens is promoted by:
 - provision of ingredients lists in advance of lessons so families can make an assessment and contact the school if they have concerns
 - discussion of ingredients and allergens in lessons with pupils
 - teaching how cross-contamination can occur
 - withdrawing pupils from lessons (in rare cases)
 - provision of separate colour-coded equipment as necessary

- Including consideration of risks of exposure to allergens in risk assessments and planning for external visits or trips

Food allergy

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies:

- Lunchtime Company staff receive annual allergen training and have read and understood the company allergen policy. Children in a high school are expected to make themselves known to staff and a poster next to each service point reminds them.
- Allergens in food are available at each service point and are updated daily depending on the products and ingredients for that particular day
- Products that are pre-packaged for direct sale (PPDS) list a full set of ingredients, including allergens contained within the product. All other products have allergen information available from the kitchen staff at each service point
- Staff follow company procedures on working to minimise the risk of cross contamination as far as possible in a confined workspace environment
- All staff are trained to level 1 food safety with the catering manager trained to level 2. This is then supplemented with additional in house training.

Individual children and young people

How we identify individuals with allergies, including children, members of staff and visitors

We ask parents and carers to provide details on year 6 admission forms and on forms for in-year admissions. Primary schools provide information around guidance and support in the school setting when the head of year, SENDCo and KS3 Learning Mentor visit year 6 pupils in the summer term.

A data collection sheet is sent home in September to all parents and carers to ensure all relevant information has been collected.

We encourage pupils to carry their own Epipens and inhalers in school and also recommend that they keep a spare at the main office in case of emergencies (or sixth form office for sixth form students).

We maintain records about pupils' Individual Healthcare Plans and/or an Allergy Action Plan. This is coordinated by the office staff.

Medical information is also kept on the school's internal MIS systems to which all teachers have access.

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy and
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school for supporting the child or young person with their medical condition or allergy, including in emergency situations and where a child or young person's allergies require flexibility or reasonable adjustments, as well as those who require medication.

Where children and young people have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it.

Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan will be reviewed to incorporate it. It is the responsibility of parents and carers to inform the school without delay if there are changes to plans, medication or procedures to deal with incidents.

The IHP will be reviewed annually and when and if changes are required.

Prescribed adrenaline auto-injectors (AAIs) or asthma inhalers

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 (this will require parental consent)
- The list of pupils with medical conditions is kept in class folders and on the school's internal MIS system, and can be checked quickly by any member of staff as part of initiating an emergency response
- Information is provided to supply staff with consent of parent and child.

Pupils who are prescribed adrenaline devices should have one with them at all times. They should take them home with them at the end of the school day and families are responsible for ensuring they are in-date.

"Spare" adrenaline devices are kept in the school office and sixth form office and which are purchased from recommended suppliers. The AAIs are stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature. They are 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.

Spare AAIs are kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

Mrs S Leeper is responsible for checking monthly that all AAIs (both spare and prescribed) are present and in date and that replacement AAIs are obtained when the expiry date is near. Parents and carers will be contacted if AAIs are out of date, but it is the responsibility of parents and carers to ensure that their child's medication is accurate and up to date.

AAIs 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 AAIs on trips and visits

- 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.
- A spare AAI is taken as part of the first aid kit on off-site activities where a student has a known allergy.
- Trip risk assessments identify those pupils attending the trip that have known allergies and are disseminated to trip staff prior to departure from school.

Where a risk assessment identifies a significant allergy risk, parents/carers of pupils attending a visit may be asked not to provide specified foods containing particular allergens. Additional control measures may also be implemented following individual risk assessment.

Procedures for handling an allergic reaction

All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately. Staff are trained in the administration of adrenaline to minimise delays in an emergency. If the pupil has an allergy action plan, this must be followed.

The guidance given in the training provided by the National College is as follows:

1. Do not leave someone who is having a severe allergic reaction (anaphylaxis). Act quickly (within 5 minutes); send someone else to get help
2. Locate the person's device or call for the spare AAI (6th form office or main office)
3. Follow the instructions on the device:
 - a. Ensure the person is lying down with legs raised
 - b. Hold the device firmly - take care not to let thumbs get in the way
 - c. Locate the upper, outer thigh area. The device can be administered through clothing
 - d. Hold the device 2 inches away from the person and remove the safety cap
 - e. Push the pen to the leg firmly until it clicks
 - f. Hold it for 3 seconds - count 'one elephant, two elephants, three elephants'
 - g. Release the device and note the time
 - h. Rub the leg area
4. If the person does not improve, use the second dose after 5 minutes
5. Paramedics should be called using 999. Say 'anaphylaxis' to avoid delay
6. Ensure the person stays lying down until the paramedics arrive
7. The Jex pen follows the same procedure but should be held to the person for 10 seconds

An AAI can be administered even if you are unsure whether it should be used.

A spare school AAI device will only be used if:

- The pupil does not have a prescribed AAI
- The pupil's prescribed AAI is not available or misfires

Serious incidents and "near misses"

In the event of a serious incident or 'near miss' involving allergy safety, staff involved will complete an incident report form which is reviewed by the headteachers and allergy safety lead. The school will discuss this with the pupil's parents, the pupil or the individual involved. Families are asked to let the school know if an incident takes place at home, including where there has been a delayed impact following possible exposure to an allergen at school.

The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies as required by law, for example, the Health and Safety Executive (HSE) for incidents which arise directly out of the way the school carried out a work activity which resulted in an incident which met the HSE threshold for reporting.

Information sharing

Information about children and young people with allergies is shared with all staff in line with our data protection policy. The school avoids sharing unnecessary information.

Awareness of the allergy safety policy

Information about the school's allergy safety policy is included in the school's newsletter and in communication with pupils new to the school.

The allergy safety policy is published on the school website.

All staff are aware of and understand the policy, as part of annual allergy awareness training.

Pupils receive an assembly on allergy and anaphylaxis awareness using materials created by [Anaphylaxis.org.uk](https://www.anaphylaxis.org.uk).

Staff running charity events which involve bake sales will use best practice guidance from <https://www.gov.uk/government/publications/providing-food-at-community-and-charity-events/providing-food-at-community-and-charity-events>

Where appropriate, allergy safety information may be communicated to friends of children who have allergy, but this would be done in consultation with the child and their parents.

Linked policies:

Policy no. 22: First Aid Policy

Policy no. 26: Supporting Pupils with Medical Conditions Policy