



Allergy Management Policy

Name of School	Petersgate Infant School
Date of review	January 2025
Date of next review	January 2026
Reviewed by	Wendy Mitchell Headteacher

School Vision

"for all children to grow into responsible, caring individuals who actively and positively contribute to the community."

At Petersgate Infant School, our vision outlined above is strengthened by our values of safety, caring, achievement, resilience and friendship. These values symbolise warmth, community and cohesion to ensure we are "working together to achieve our best".

As a school, we can apply these values through the following aims:

Aims

- Ensuring everyone stays healthy and safe.
- Ensuring everyone feels valued and has a sense of belonging.
- Providing a high quality-learning environment.
- Helping everyone enjoy learning and achieving their best.
- Nurturing and developing the whole child.
- Ensuring everyone makes a positive contribution to the school and wider community.

Safeguarding at Petersgate Infant School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

Government Legislation

The school has a legal duty to support pupils with medical conditions, including allergies. Schools must adhere to legislation and statutory guidance for caring for pupils with medical needs, including the administration of allergy medication and adrenaline auto-injectors (AAIs). This policy should be read in conjunction with the Supporting Children with Medical Needs Policy.

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](#)

Introduction

The school aims to adopt a whole-school culture of allergy awareness and education as there are many allergens and the school cannot guarantee an environment that is truly allergy free. A whole school awareness of what allergies are, the importance of avoiding the pupils' allergens, the signs and symptoms, how to deal with allergic reactions and ensure policies and procedures are in place to minimise risk.

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms, such as itching, sneezing or rashes but sometimes cause a much more severe reaction called anaphylaxis. Causes often include foods, insect stings or drugs.

The School recognises that we have staff as well as pupils on our roll who suffer from an identified allergy; most commonly these include peanut, tree nut, milk, egg, soy, wheat, fish shellfish latex, insect venom, pollen and animal dander.

Staff need to be aware that other members of staff and some pupils may be allergic to certain other foods. It is the responsibility of the staff to maintain an understanding of the individual needs of the pupils in their care.

Definition

Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal. Anaphylaxis is your body's immune system reacting badly to a substance (an allergen), such as food, which it wrongly perceives as a threat. The whole body can be affected, usually within minutes of contact with an allergen, although sometimes the reaction can happen hours later.

Roles and Responsibilities

Governing Body will:

- Develop a policy to cover the school and have general responsibility for the policy including its review and approval.
- Ensure suitable risk assessments have been carried out by a competent person.

The school will:

- Aim to adopt a culture of allergy awareness and education as there are many allergens.
- Send home a health questionnaire when a child starts at the school.
- Require parents to complete an Individual Health Care Plan (HCP) for children with more complex needs.
- Ensure all HCP are undated yearly as legally required or earlier if presented medical evidences deems it necessary.
- Ensure relevant arrangements are in place for managing children with allergies and at risk of anaphylaxis, including AAI training and orange bands for children having school dinner at lunch time. Epi Pen trained staff are named First Aiders. Please check the school office, medical room and the staffroom folder for a list of qualified staff.
- Arrange relevant training for staff, which may include whole school or specific staff depending on the needs of the child.
- Ensure staff are aware of pupils in their care, including supply staff, with allergies and that AAIs are easily accessible for the child.
- Ensure AAIs/medication are taken on a school trip and a risk assessment completed and approved by the Evolve manager.
- Request that products containing nuts or nut products are not in packed lunches (see Appendix A).
- Ensure staff and volunteers do not bring in or consume nut products in school and ensure they follow good hand washing practice.
- Take caution at certain times of the year such as Easter and Christmas. If staff distribute confectionary, care must be taken to ensure that no nuts or dairy are included in the product. Fruit sweets such as Haribo are a better alternative.
- Require parents/carers to detail all ingredients present in homemade snacks, party food or food products for whole school events including school fairs. Contributions must have a label detailing all ingredients present. Alternatively, shop bought contributions in the original packaging will be accepted (Appendix B).
- Support children, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk.
- Educate the children on the importance of good hygiene practice of washing hands before and after eating which helps to reduce the risk of secondary contamination.

Parents/carers will:

- Inform the school of any known or suspected allergy and provide all medical and necessary information, when the child starts school. This will be added to the child's care plan and, if necessary, a meeting organised with the school nurse.
- Supply a copy of their child's Action Allergy Plan (AAP) if they have one.
- If no AAP is in place, the parent should with the support of a health care professional.
- Ensure any required medication is supplied, in date and replaced as necessary.
- Inform the school of any change of allergy management.
- Follow the school's guidance on food brought into school.
- Updating the school of any changes to their child's condition.

Health Plans and Emergency Response

We have individual Healthcare Plans for children with allergies and Allergy Lists are displayed highlighting Healthcare Plans in place, triggers, medication (Medication will be stored, administered and documented in accordance with our Administering Medicine Policy).

Symptoms

The symptoms of anaphylaxis usually start between three and sixty minutes after contact with the allergen. Less commonly, they can occur a few hours or even days after contact.

An anaphylactic reaction may lead to feeling unwell or dizzy or may cause fainting due to a sudden drop in blood pressure. Narrowing of the airways can also occur at the same time, with or without the drop in blood pressure. This can cause breathing difficulties and wheezing.

Other Symptoms

- Swollen eyes, lips, tongue, genitals, hands, feet and other areas (this is called angioedema)
- Change in voice (hoarse or croaky sounds)
- Itching
- Sore, red, itchy eyes
- Changes in heart rate
- A sudden feeling of extreme anxiety or apprehension
- Itchy skin or nettle rash (hives)
- Unconsciousness due to very low blood pressure
- Abdominal cramps, vomiting or diarrhoea, or nausea and fever

Anaphylaxis varies in severity. Sometimes it causes only mild itchiness and swelling, but in some people, it can cause sudden death. If symptoms start soon after contact with the allergen and rapidly worsens, this indicates that the reaction is more severe.

Procedure for handling an allergic reaction

Register of pupils with Adrenaline Auto-injectors (AAIs)

Please also see 'Supporting Children with Medical Conditions' policy.

- 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) as part of their care plan
 - A photograph of each pupil to allow a visual check to be made
 - The register is kept in every classroom, staffroom, school office and Headteacher's office and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAIs 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 awareness approach to allergies, 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 AAIs to minimise delays in pupil's receiving adrenaline in an emergency
- 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
- 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

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

Storage of AAIs:

- These are stored with the children and accompanying them wherever they are in the school building e.g into the dinner hall at lunchtime or for assembly
- Kept out of reach but accessible at all times and available for use

Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as Design and Technology which involves food
- 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

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog. We have a risk assessment in place for our Learning Support 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 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/carers to view with ingredients clearly labelled and special menus are available for those with allergies:

<https://www.hants.gov.uk/educationandlearning/education-catering/parent-information/primary/specialdiets>

- Food allergen information relating to the ‘top 14’ allergens is 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

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. See appendix A for more information.

Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered, if appropriate

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
- A risk assessment is in place for our Learning Support Dog

Support for mental health

Pupils with allergies can experience a feeling of being isolated or may also suffer from anxiety relating to their allergy.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their [class teacher/form tutor/etc.]

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

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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Training will be carried out as part of our annual Health and Safety update annually.

Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Hampshire Education Catering Food Standards and information

This policy will be reviewed annually unless a change necessitates an earlier review.

Date: January 2025

Approved by Governors: February 2025

Review Date: January 2026

Appendix A Nuts and Nut Products

Our requirement that nut/nut products means that the following items should not be brought into school:

- Packs of nuts of any kind
- Peanut butter sandwiches
- Chocolate spreads containing nuts
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls/bread (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

We have a procedure to not use nuts in any of our food prepared on site at our school. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces.

All product packaging must be checked for warnings directed at nut allergy sufferers and if the following or similar are displayed, the product must not be used in school. Packaging must be checked for:

- Suitability for nut allergy sufferers.
- 'This product contains nuts.
- 'This product may contain traces of nuts.
- Any indication that it is unsuitable for school consumption.

Appendix B Pals of Petersgate School (PoPS)

The school has a wonderful fund raising team (PoPS) who plan, prepare and produce events for the school. Included in these events are seasonal fairs. To enable all children and families to attend the fair and minimise the risk of allergens, PoPS request that parents/carers clearly label all ingredients present in homemade snacks, party food or food products. Contributions must have a label detailing all ingredients present. Alternatively, shop bought contributions in the original packaging will be accepted providing they meet the requirements stated in Appendix A.

PoPS will provide their own Risk Assessments for their events and seek to minimise risk of allergens. However, PoPS cannot guarantee a completely allergen free environment indoors or outside. If the Risk assessment indicates too high a risk then alternative solutions will be sought to ensure inclusion. They could include a child supplying their own food or resources for an event.