



Teesside High School
Education as it should be

Pupil Allergy Policy

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1 Aims

This policy aims to:

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

2 Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on [allergies in schools](#), [Allergy safety in schools statutory guidance](#) 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 Deputy Head, Pastoral: Nicola Stephens; the nominated Allergy Governor is Angela Steele

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; collecting this information may be delegated to members of the pastoral team or administrative staff.
- Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have an allergy action plan completed and agreed by the parent/carer, school and ideally a medical practitioner
- All staff receive an appropriate level of allergy and anaphylaxis training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of 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 (Office Manager)

The School Office Manager is 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 and anaphylaxis training once a year and ad hoc for new staff.
- 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
- Maintaining safe arrangements for pupils with allergies on school trips/visits or activities beyond the classroom

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school 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 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 (for trips) 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

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
- Inform an adult as soon as possible if they suspect an allergic reaction.
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Reporting any concerns around allergens or for pupils with allergies to staff immediately.

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Assessing risk

The school 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 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 or the pupil may be exposed to our School Wellbeing Dog – George.

5. Managing risk

5.1 Hygiene procedures

- Pupils are encouraged to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

- Food is only to be eaten in the dining room or outdoors
- Any surfaces where food has been used is wiped clean before the next lesson

5.2 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; a copy of allergy plans will be shared with catering staff and updated as necessary
- School menus are available for parents/carers to view with allergens clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- 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 including use of specially designated oven, preparation area and equipment
- The pupil should check with catering staff before purchasing or selecting food if it is safe for them.

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 foods include:

- 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 school, they will be asked not to eat to minimise the risk, and the food may be confiscated.

The school breakfast, break and tea club provision will not sell food containing nuts or sesame seeds.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered where possible

5.5 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

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, pupils with allergies should not 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 (Adrenaline Auto Injector) protocols for off-site events and school trips (see section 7.5).

6. Procedures for handling an allergic reaction

Identification of those with allergies:

To identify all those individuals who may be at risk of allergic reactions we will gather information in the following ways:

Pupils: on arrival there is a specific question on admissions forms asking if they have an allergy, the type, signs and treatments

Staff: A question on the medical questionnaire form asks specifically about allergies.

Visitors: Will be asked when signing in to school if they have any allergies we need to be aware of.

6.1 Individual Health Care Plans

Children 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, college or early years setting for supporting the child or young person with their medical condition or allergy, including in emergency situations. Set out how

children and young people with allergy who require specific support arrangements will have them documented through an Individual Healthcare Plan. This includes children and young people whose allergies require flexibility and “reasonable adjustments”, as well as those who require medication (either proactively or in an emergency situation). 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 should be reviewed to incorporate it.

6.1a 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. Each pupil will have an individual allergy action plan using the BSACI Allergy Action Plan template.

The allergy plan will include:

- Known allergens
- Symptoms
- Whether a pupil can/should be given an antihistamine or asthma inhaler (in less severe allergies), the name and dose of these medications
- 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 (with parental consent)
- It is the responsibility of the parent/carer to complete the allergy action plan with help from a healthcare professional and provide this to school.
- The register is kept in google drive, staff handbook and can be checked quickly by any member of staff as part of initiating an emergency response

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.

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 is suspected of having an anaphylactic 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

- ☐ Keep the child where they are, call for help and do not leave them unattended
 - ☐ Lie the child flat with legs raised
 - ☐ Use adrenaline auto injector without delay (pupil's own, or if not available the school one)
 - ☐ Note the time given - follow the instructions on the brand
 - ☐ Call 999 and state ANAPHYLAXIS
 - ☐ If no improvement after 5 minutes, administer a second AAI
 - ☐ If no signs of life - commence CPR
 - ☐ Contact parent/carer as soon as possible
 - ☐ All pupils must go to hospital for observation after anaphylaxis, even if they appear to have recovered
- 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 as above.
 - 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 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 allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and follow their allergy plan regarding giving antihistamines, and the parents/carers informed

6.3 - Reporting and Recording Incidents & Near Misses

All incidents (where a young person has been exposed to an allergen and had a reaction and has been treated) or near misses (where a young person has been exposed to an allergen but there has been no reaction eg. a child picks up a meal which has been incorrectly labelled for allergens, realises it contains the allergen before eating it and reports the issue to a member of staff) must be recorded using Evolve in the same way as all other first aid reports are made.

Reporting helps review, plan and action changes that need to be made to policy and procedure and staff should not fear reporting.

Any incident due to work activity must be reported to RIDDOR

Any incident due to food labelling must be reported to the Local Authority Environmental Health Agency.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

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

- School will source AAIs from Pharmacy Express, Eaglescliffe or Eaglescliffe Pharmacy, Durham Lane
- Quantities: Four 300 micrograms (for >30kg prep & senior) plus four 150 microgram for 15-30kg (Prep) Jext Pens

7.2 Storage (of both spare and prescribed AAIs)

Depending on their level of understanding and competence, pupils should take responsibility for and carry their own TWO AAI's on them at all times (in a suitable container)

The medications should be clearly labelled with the pupil's name.

For younger children (Prep) or those not ready to take responsibility for their own medication, there will be an anaphylaxis kit which is kept safely, not locked and is accessible to all staff in the School Office.

The allergy lead will make sure all AAIs are:

- 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 (school office) to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed

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

7.3 Maintenance (of spare AAIs)

It is the responsibility of the parents/carers to ensure the anaphylaxis AAI is up to date and clearly labelled. However the Office Manager will check medication at school on a half termly basis and send a reminder to parents if medication is approaching expiry.

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions. It can be given to paramedics on arrival or disposed of in the sharps bin which is kept in the medical room.

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
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils carry their medication.
- All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion
- Overnight school trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early in the stay that an allergic child is attending

- Sporting trips - the school will ensure that the PE teachers' are fully aware of the situation and if necessary the school hosting the visit will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering AAI's will accompany the team. If another school feels they are not equipped to cater for a food allergic child, with match teas, THS will arrange for the child to take an alternative or their own food.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs. Four 300 micrograms (for >30kg prep & senior) plus four 150 microgram for 15-30kg (Prep) Jext Pens
- 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
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered

Culture:

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 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 annually by the allergy lead using the National College resources.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- First Aid Policy
- Risk Assessment Policy
- Catering & Hygiene Policy

- Medicines in School Policy
- EYFS Safer Eating Policy
- Physical Contact with Children Policy

Appendix A - Individual Allergy Plan Templates