

AMDG

DONHEAD PREPARATORY SCHOOL



Allergy Policy

Member of Staff Responsible: Kate Donaghy

Date Revised: Trinity 26

Governing Committee Responsible: Safeguarding

Review Date: Trinity 27

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

LEGISLATION & GUIDANCE

This policy has regard to current Department for Education guidance on allergy safety in schools, supporting pupils with medical conditions at school and the use of emergency adrenaline auto-injectors (AAIs) in schools; the current statutory framework for the Early Years Foundation Stage; Food Standards Agency allergen guidance; and the following legislation. As an independent school, Donhead will follow relevant DfE guidance as current best practice where it is not directly statutory for independent schools. Section 100 of the Children and Families Act 2014 applies to maintained schools, academies and pupil referral units rather than independent schools; however, its principles inform this policy. Relevant duties include the Equality Act 2010, the Health and Safety at Work etc. Act 1974, the Human Medicines Regulations 2012, the Food Information Regulations 2014 and the Food Information (Amendment) (England) Regulations 2019.

- o [The Food Information Regulations 2014](#)
- o [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

SAFEGUARDING

The school recognises that pupils with allergies are a vulnerable group and that allergy management forms part of our safeguarding responsibilities.

The school will:

- Ensure all staff understand that a failure to follow allergy procedures could result in serious harm
- Treat allergy-related incidents, including near misses, as safeguarding concerns where appropriate
- Act on any concerns relating to allergy bullying in line with the Behaviour and Safeguarding policies
- Ensure pupils with allergies are not excluded or placed at increased risk during school activities

The Designated Safeguarding Lead will consider whether concerns relating to allergy management indicate wider concerns regarding neglect, medical neglect, parental capacity or a child's welfare and will take safeguarding action where appropriate.

Staff should recognise that concerns regarding a child's allergy management may coexist with wider family support needs and should raise concerns promptly in accordance with the school's safeguarding procedures and Working Together to Safeguard Children 2026 principles of early identification and intervention.

ROLES AND RESPONSIBILITIES

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Kate Donaghy.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have an up-to-date allergy action plan completed by an appropriate healthcare professional and, where the pupil's needs require it, an Individual Healthcare Plan (IHP) developed with the pupil, parents/carers, relevant school staff and healthcare professionals. Plans will identify allergens, symptoms, medication, emergency actions and reasonable adjustments; be shared securely with staff who need to know; and be reviewed at least annually, after any reaction or near miss, and whenever needs or treatment change. Transition, wraparound care, clubs, trips and off-site activities will be included in planning.
 - All staff receive an appropriate level of allergy 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
- Allergy Action Plans and Individual Healthcare Plans will be reviewed:
 - Annually;
 - Following any allergic reaction;
 - Following any near miss;
 - Following any change in diagnosis, treatment or prescribed medication.
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 First Aid Lead

The First Aid Lead, Fatima Tavares, is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Communicate with the Catering Manager and prepare lanyards for children with gluten, dairy and sesame allergies to wear in the refectory whilst queuing for lunch
- Recording and collating allergy and special dietary information for all relevant pupils
- 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 training as required
- 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

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 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

Pupils will receive age-appropriate education about allergies through PSHE and assemblies.

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

3.6 Pupils without allergies

Pupils will receive age-appropriate education about allergies through PSHE and assemblies.

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Elements pupils attend a first aid course

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

3.7 Governing Body / Safeguarding Committee

The governing body will:

- Ensure the school has an effective allergy management policy
- Monitor implementation through regular safeguarding reviews
- Ensure adequate resources, training and staffing are in place
- Review allergy incidents, where appropriate, to identify learning

ASSESSING RISKS

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 and for each of our Therapy Dogs.

MANAGING RISK

5.1 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
- Signs are located around the refectory and in classrooms to remind children to wash their hands

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
- School menus are available for parents/carers to view with ingredients 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, for use by the catering staff. 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)
- The school will ensure allergen information is updated whenever suppliers, products, ingredients or recipes change and will communicate significant changes promptly to affected families.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Regularly updated lists of children with photos are displayed in the kitchen, visible to the catering staff as they dish the food up
- Preschool pupils have a special place mat with their name and allergies on

5.3 Food restrictions

The school cannot guarantee an allergen-free environment. To reduce avoidable risk, Donhead does not knowingly use or permit specified nut products and strongly discourages pupils and staff from bringing the high-risk foods listed below into school. These controls supplement, but do not replace, individual risk assessment, effective allergen management, supervision, hygiene, staff training and immediate access to emergency medication.

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 confiscated and parents will be notified. Children will then be provided with an alternative snack, such as fruit.

5.4 Insect bites/stings

When outdoors:

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

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 may be vulnerable to bullying, including:

- Threatening to expose them to allergens
- Teasing or discrimination related to their condition

Any such behaviour, including threats to expose a pupil to an allergen, deliberate allergen exposure, coercion, intimidation, online bullying or discriminatory behaviour relating to a pupil's allergy, will be treated as a safeguarding concern and managed in line with the Behaviour, Anti-Bullying and Safeguarding Policies.

5.7 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 (see section 7.5).

PROCEDURES FOR HANDLING AN ALLERGIC REACTION

6.1 Register of pupils with AAIs

- 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
- The register is kept in the office with Fatima Tavares and can be checked quickly by any member of staff as part of initiating an emergency response. Key allergy information (including photographs and emergency actions) will also be accessible to staff in high-risk areas such as the staff room, dining hall and classrooms where appropriate.

6.2 Allergic reaction procedures

In the event of suspected anaphylaxis:

- **Give an AAI immediately. If in doubt, give adrenaline.**

- Call 999, state “ANAPHYLAXIS”, give the school location and follow the call handler's instructions.
 - Keep the pupil lying flat with legs raised. If breathing is difficult, allow the pupil to sit with legs outstretched. If pregnant, place them on their left side. Do not allow the pupil to stand, walk or sit up suddenly.
 - Give a second AAI after 5 minutes if symptoms persist, using the second device.
 - Stay with the pupil, monitor breathing and responsiveness, and begin CPR if there are no signs of life.
 - Send the used AAI(s), the pupil's medication and allergy action plan with the ambulance, and contact the pupil's parents/carers.
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- 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'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'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
 - 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
 - A school spare AAI may be used where the pupil is at risk of anaphylaxis, the pupil's own AAI is not immediately available or cannot be used, and the school holds both written medical authorisation and written parental consent for use of the spare device. The device selected must be suitable for the pupil's prescribed dose. In an exceptional life-threatening emergency involving a person not recorded on the register, staff must call 999 immediately and follow the emergency call handler's instructions.
 - 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 symptoms are mild, staff will follow the pupil's allergy action plan, give any prescribed antihistamine where authorised, keep the pupil under continuous observation and inform parents/carers. Staff must watch for any progression; if symptoms suggest anaphylaxis, affect more than one body system, or there is any doubt, they will give adrenaline immediately and call 999.

Following any allergic reaction or near miss, the school will provide appropriate follow-up support; record the circumstances, actions taken, medication administered and outcome; notify parents/carers and relevant leaders; preserve relevant food or packaging information where appropriate; and investigate contributory factors. The Allergy Lead and Designated Safeguarding Lead will agree and record learning, corrective actions and any required updates to the pupil's plans, risk assessments, catering controls, training or this policy. Significant incidents and emerging themes will be reported to the Safeguarding Committee and governing body, with due regard to confidentiality and any external reporting duties.

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.

- Simple Online Pharmacy
- Two EpiPen 0.3mg and two EpiPen Jr.

7.2 Storage (of both spare and prescribed AAI)s

The allergy lead will make sure all AAI)s 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 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 AAI)s will be kept in the Staff Room, separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAI)s

Fatima Tavares and Lorraine Thompson are responsible for checking monthly that:

- The AAI)s are present and in date
- Replacement AAI)s are obtained when the expiry date is near
- A record of all checks will be maintained, including expiry dates and replacement actions.

7.4 Disposal

AAI)s can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAI)s off school premises

- When off site, the pupil's prescribed AAI)s must be carried by the adult responsible for the child's group and remain immediately accessible at all times. Spare school AAI)s may also be taken where appropriate following a trip-specific risk assessment. The trip leader must ensure that all accompanying adults understand the pupil's allergy action plan, emergency procedures and how to administer a AAI.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI)s
- Instructions for the use of AAI)s
- 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 AAI)s have been administered

The school is committed to ensuring that all staff receive allergy training appropriate to their responsibilities. This includes teaching and support staff, leaders, catering and premises staff, early years and wraparound staff, club and trip staff, and temporary, agency and new staff. Training will be completed before staff take sole responsibility for affected pupils, refreshed at least annually and supplemented by role-specific briefings whenever a pupil's needs, arrangements or activities change. 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 AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies
- Training will be carried out annually by The Allergy Team
- Training records will be maintained and monitored by the Allergy Lead.
- Records of pupils at risk of anaphylaxis will be included within induction arrangements for new staff, supply staff, volunteers, students and visiting staff before they assume responsibility for pupils
- Practical use of AAls will be included to ensure staff confidence and competence.

ALLERGY MANAGEMENT CHECKLIST (REVIEWED ANNUALLY)

- All pupils with allergies have up-to-date AAP/IHP
- Staff training completed and recorded annually
- Spare AAls are in date and accessible
- Risk assessments completed for trips/events
- Catering systems identify pupils with allergies
- Emergency procedures are understood by staff

LINKS TO OTHER POLICIES

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- First Aid & Administering Medicines Policy