

Newington Community Primary School



Allergy and Anaphylaxis Management Policy 2025-2026

Amended: Term 1 2024

Updated by: Suzanne Legge and Sharon Robb

Approved by the Governing Body:

Signed: (Chair of Governors)

Review: Term 1 2025

Newington Community Primary takes responsibility for the health, safety and welfare of its pupils, staff, volunteers and visitors very seriously, and are committed to ensuring that those with allergies, especially those likely to have a severe reaction (anaphylaxis), are supported in all aspects of school life.

Where practicably possible we will try to control allergens in school, however we cannot guarantee to be allergen free, but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Legislation and guidance

- This policy is based on the Department for Education's guidance on [Allergy guidance for schools - GOV.UK \(www.gov.uk\)](#) 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 and guides:
- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)
- [Schools Allergy Code | The Allergy Team](#)

Aim:

The intent of this policy is to minimise the risk of any child or adult suffering allergy-related illness or allergy-induced anaphylaxis whilst in school.

The underlying principles of this policy include:

- Taking an 'Allergen aware' not a 'Nut free' approach in our school
- A whole school understanding to allergy awareness which equips all staff with the skills they need to not only be able to manage an emergency but also to ensure that they have the knowledge and understanding to create a safe and inclusive learning environment
- The establishment of effective risk management practices to minimise the pupil, staff, parent and visitor exposure to known trigger foods or allergens.

Roles and responsibilities

It is good practice to have two named members of staff at school responsible for coordinating allergy management including the development and upkeep of the school's allergy policy.

However, an allergic reaction can occur at any time, so all staff should be trained on what to do in the event of an allergic reaction, as a student may be under their supervision when this happens.

Acting fast is key in reducing the risk of a serious allergic reaction.

Allergy training should include a practical session with a trainer pen. Training should include a basic understanding of allergies, and its risks which include:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services.
- Administering emergency treatment (including AAI) in the event of need.
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance and cross contamination.
- Knowing who is responsible in the event of need.

Allergy lead

Under the direction of the Headteacher the nominated 'Allergy lead' is the Medical Officer Sharon Robb with Assistant lead Stephanie Rowden (Teaching Assistant)

- They're responsible for:
- Promoting and maintaining allergy awareness across our school.
- Ensure all staff receive an appropriate level of allergy awareness training relevant to their role
- Promoting pupil's allergy awareness in their learning with Emma Smith - PHSE lead
- Recording and collating allergy and special dietary information for all relevant pupils
- All allergy information is up to date and readily available to relevant members of staff
- Coordinating the paperwork and information from families
- Coordinating medication with families
- All pupils with allergies have an allergy action plan (BSACI)
- All staff are aware of the school's policy and procedures regarding allergies
- Ensure the risk assessments in place have been read and understood by all staff.
- Regularly reviewing and updating the management of allergies across school notifying appropriate staff members of any changes.
- With the Headteacher review and update the policy when the need arises.

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 calling for support if necessary.
- Complete appropriate allergy and anaphylaxis training annually.
- Follow health and hygiene with regular handwashing
- Being aware of specific pupils with allergies in their care, seeking further support as and when the need arises
- Carefully considering the use of food or other potential allergens including cross contamination in lesson and activity planning e.g. food tasting, junk modelling, or arts and crafts.
- Ensuring the wellbeing and inclusion of pupils with allergies

In addition to the responsibilities of teaching and support staff, the medical officer, first aid at work, and paediatric first aiders are trained and have agreed to assist in helping to administer AAls as and when the need arises.

Rights of pupils with allergies:

- To be educated in a safe and healthy environment, with as few provoking allergens and irritants as possible and to breathe clean air in schools.
- Not to be stigmatised as a result of their condition.
- To be able to participate in all educational and recreational school activities to the same extent as their peers.
- To have access to medication and other measures to relieve symptoms.
- To have access to trained and caring staff who are able to treat acute reactions.
- Receive pastoral care and regular check ins to support any anxiety or concerns on managing their allergy

Parents and 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 two 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 children as packed lunches and snacks, and trying to limit the number of allergens included
- Understand that only foods brought from a shop and in original packaging can be brought into school for any celebrations, events or parties that are pre planned can be consumed by children and staff.
- Understand any birthday foods brought in for individual children in their class, must be in original packaging. These will be sent home at the end of the day with each child for the parent to make the decision of consuming.

Assessing risk

The school will conduct a risk assessment for allergies and anaphylaxis and any identified pupils at risk of an allergic reaction taking part in:

- 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 service dog.

For events, including those out of school hours, and that take place out of school, no pupil 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 are aware of a pupil's allergies. First aid trained staff accompany all events and school trips to support all pupils so will be able to support an allergic reaction in the event of need.

Health and hygiene

- Pupils are reminded to wash their hands before and after eating
- Food sharing and sharing of utensils and containers must be avoided by pupils, staff and visitors at all times
- Pupils have their own named water bottles.
- Dining room staff are aware of appropriate protocols in cleaning.

Reducing the risk of allergic reactions

If pets or animals are visiting, or kept in school, careful consideration will be given to where the animals are kept, hygiene and cleanliness with animal handling and consideration of individual children's allergies including completion of risk assessments where necessary.

Substances that cause allergic reactions are known as allergens. Common allergens include:

- Grass and tree pollen
- dust mites
- animal dander
- food
- Insect bites and stings
- Medication
- Latex
- Mould
- Chemicals

There are also 14 Food Allergens, all of which can produce an allergic reaction, these include:

- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Soya
- Milk
- Peanuts
- Tree Nuts
- Nuts
- Celery
- Mustard
- Sesame
- Sulphur Dioxide
- Lupin
- Molluscs

We as a school are unable to prevent these substances being brought on site and therefore there is a need for all to be vigilant. We can all reduce the risk of exposure to allergens by implementing simple strategies and encouraging participation by all in the school community.

Catering including breakfast club, wraparound, out of hour clubs, prepared foods and snacks (Welfare team)

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

- Kitchen and dining room staff receive appropriate training and are able to identify pupils with allergies as set out by the allergy lead.
- Kitchen and wraparound staff are additionally trained in food preparation and follow protocols to reduce risk of cross contamination when ordering, preparing, serving and delivering as set by the 'Food Standards Agency'
- Kitchen staff will liaise with the allergy lead regarding the need for parent meetings.
- Kitchen staff will record all communications from parents and staff regarding dietary needs on the in-school recording system under 'Medical' to ensure the allergy lead is aware.
- Staff will provide full ingredient lists and allergen labelling on foods prepackaged and distributed on the premises, in line with Natasha's Law.
- Pre-packaged food will be clearly displayed in the following information on its packaging:

- ✓ The food's name.
 - ✓ A full list of ingredients, emphasising any allergenic ingredients.
 - ✓ The labelling will apply to all food made on-site and packaged, such as sandwiches, wraps and cakes. This includes food offered at mealtimes, break-time snacks, class lunches and packed lunches (for school trips).
- Children and adults may be allergic or have intolerance to other ingredients, but only the 14 allergens are required to be declared as allergens by food law in the UK.
 - All foods including, Snacks, toast, sandwiches and wraps are stored appropriately and dietary checked before preparation. (Apollo and classrooms)
 - School menus are available for parents 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, 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, presenting and serving food to avoid cross-contamination. See Risk Assessment
 - Food prepared for classes or brought in will be presented with the allergen information labelling ready for appropriate and timely distribution and to comply with Natasha's law.

What is an allergy?

An allergy is an adverse reaction produced by the body's immune system when it encounters a normally harmless substance.

For many children, the symptoms of an allergy are relatively mild these may include generalised flushing of the skin or hives anywhere on the body. Other mild to moderate symptoms include tingling in the mouth, swelling of the face, skin redness, and itchiness.

As part of the whole-school awareness approach to allergies, all staff and pupils are trained in allergy awareness as well as the use of AAI's. The school holds trainer pens for staff, parents and children to practice with.

Every child with an allergy is identified via photo, allergen, year group and class. Every year group head of year has been sent a copy digitally. Copies are kept in the allergy file, kitchen file as well as a kitchen display for quick recognition, breakfast, wraparound and club lead also have access to these files. Dining room staff have a pocket set of those children with severe allergies, with photo, protocols and outlines for emergency care.

Children with severe allergies who have AAI's in school will have an 'Allergy care plan' as outlined by the allergy team (BSACI) Every adult in that child's year group will be made aware. Epi pens are with every child who has been prescribed one held in a red medical bag easily identifiable with protocols for appropriate storage and use as outlined in pupil's care plan.

The school has antihistamine for children and adults as well as asthma pumps, spacers with masks in the event of need, parents are always called for next step direction if a child displays any allergy symptoms.

The Headteacher will determine if a ban on certain foods is needed after consultation with the parent/guardian and health professionals if appropriate this will be actioned and the whole school community being made aware.

Anaphylaxis

In severe cases, anaphylaxis may occur - this is a sudden and severe reaction and rapidly increase with symptoms of generalised flushing of the skin, hives anywhere on the body, the swelling of the throat and mouth, severe asthma, abdominal cramps, nausea and vomiting.

In very severe cases, a child might even collapse and become unconscious, although this is very rare.

The BSACI Allergy Action Plans include this information, and are recommended for this purpose.

The plan should include First Aid procedures for the administering of adrenaline in the event of an emergency.

Identify activities which the child may be at risk – for example food-based and outdoor activities.

A list of symptoms (ABC) of anaphylaxis include one or more of the below:

Airway:

- Swollen tongue
- Difficulty swallowing/speaking
- Throat tightness
- Change in voice (hoarse or croaky sounds)

Breathing:

- Difficult or noisy breathing
- Chest tightness
- Persistent cough
- Wheeze (whistling noise due to a narrowed airway)

Circulation:

- Feeling dizzy or faint
- Collapse
- Babies and young children may suddenly become floppy and pale
- Loss of consciousness (unresponsive)

Allergy action plan

If a pupil has an allergic reaction, the staff member will initiate the school emergency response plan following the pupil's allergy plan, if the allergic reaction is mild the pupil will be monitored by the medical officer and parent notified for next step advise.

If the reaction is severe or a mild reaction escalates protocols of care include.

- Position is important -lie the person flat with legs raised (or support sit them up leaning slightly back if having breathing problems)
- Give adrenaline – WITHOUT DELAY – if an AAI is available
- Bring the AAI to the person having anaphylaxis, and not the other way round. Avoid standing or moving someone having anaphylaxis

- Call an ambulance (999) and tell the operator it is anaphylaxis
- Stay with the person until medical help arrives
- If symptoms do not improve within five minutes of a first dose of adrenaline, give a second dose using another AAI
- A person who has a serious allergic reaction and/ or is given adrenaline should always be taken to hospital for further observation and treatment
- Sometimes anaphylaxis symptoms can recur after the first episode has been treated. This is called a biphasic reaction.

Since 2017, schools have been legally able to directly purchase AAI from a pharmaceutical supplier, such as a local pharmacy, without a prescription. Guidance from the Department for Health and Social Care UK Departments of Health (and equivalent guidance for the Devolved Nations) provide further details.

As a school we do not purchase AAI's, pupils identified in school always have medications with them checked and in date in the event of an emergency.

Monitoring arrangements

This policy will be reviewed by Hannah Tudor, Headteacher on an annual basis. At every review, the policy will be approved by the Governing Body.

This policy links to the following policies and procedures:

- Accessibility Plan
- Child Protection
- Health and Safety
- SEN
- Supporting children with medical conditions
- First Aid

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