The Slough and East Berkshire C. of E. Multi Academy Trust

Allergy Safety Policy

Owner:	Mr P Collins
Ratified by Governing Body:	
Date Ratified:	September 2026
Date policy to be reviewed:	September 2027

Contents

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 students with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

Slough and Eton C of E Business and Enterprise College is committed to ensuring every child, including those with allergies, can participate safely and fully in school life.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting students 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
- Allergy Safety in Schools 2026

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Mis Lucy Clark Medical Officer

They're responsible for promoting and maintaining allergy awareness across our school community ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All students with allergies have an allergy action plan completed by a medical professional
- 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
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy
- Ensuring clear and accurate records are maintained

3.2 Admin Staff

- The recording and collating allergy and special dietary information for all relevant students is delegated to the school's Medical Lead Miss Lucy Clark
- The Medical Lead will record allergy details on the school's MIS and alert the first aid leads and class teachers.
- Any visitors declaring any allergies should alert the main reception staff who will inform staff working with the visitor during their visit.

3.3 School first aid leads

The school first aid leads are 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
- Updating record as the needs of students change
- Ensuring Individual Healthcare Plans are in place, current and accessible to relevant staff
- Ensuring clear records are kept of when AAIs / inhalers have been administered

3.4 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- 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 students 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 students with allergies
- Ensuring clear records are kept of when AAIs / inhalers have been administered by them

3.5 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

3.6 Students with allergies (age-appropriate responsibilities)

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose
- Knowing how to ask for help when they need it

3.7 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older students 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 student 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 student at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

5.1 Staff Training

School staff will undertake regular allergy awareness training. This training will 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:

o calling emergency services and informing parents;

o how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).

o 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").

New staff will complete training through induction.

5.2 Hygiene procedures

The following measures are in place to contamination in school:

- All students are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Students have their own named water bottles

5.3 Catering

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

- Catering staff receive appropriate training and are able to identify students 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 students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students 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

5.4 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage students 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 student brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated and returned to parents at the end of the day.

Curriculum planning for events including food must consider allergens and students with allergies.

5.5 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- First Aiders will be available to treat bites and stings.

5.6 Animals

Animals are not permitted in the school unless authorised by the Headteacher. Planning for such events will include a Risk Assessment.

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals

5.7 Support for mental health

Students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Consider what procedures you can put in place to support their mental health and wellbeing, in line with your school's behaviour policy and any other measures you have in place to prevent bullying.

Students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher or nominated staff member
- Liaison with parents/carers

5.8 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no students 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 students' 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).

The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of students' allergies and to have received adequate training

5.9 Breakfast and after school clubs

The on site breakfast club offers food to students, and the following measures are in place:

- Allergy registers will be held in the kitchen and students with known allergies will be known by staff
- Usual food preparation and measures to prevent cross contamination are in place in the kitchen, as usual for the whole school.
- Medication is available in the medical room in the Student Support block
- First aid trained staff are available throughout the time breakfast and after school clubs are running

- Surfaces and kitchen utensils are thoroughly cleaned between uses

5.10 Travelling to and from school

In most cases, AAIs and inhalers remain in school, with parents and/or students having additional devices for use at home and travelling to and from school.

If AAIs / inhalers are required at home, parents should liase with the first aid leads to work together to send the devices to and from school as required.

6. Procedures for handling an allergic reaction

6.1 Register of students with AAIs

The school maintains a register of students who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. Each student on the register has a care plan that includes:

  - Known allergens and risk factors for anaphylaxis
  - Whether a student has been prescribed AAI(s) (and if so, what type and dose)
  - Where a student 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 student
  - A photograph, with parental consent, of each student to allow a visual check to be made
- The register is kept in the staff room and medical room and can be checked quickly by any member of staff as part of initiating an emergency response

Students may be allowed to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register. This will be agreed the discretion of the headteacher.

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 AAIs to minimise delays in student's receiving adrenaline in an emergency

If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan / care plan

  - If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school one
- If the student has no allergy action / care plan, staff will follow the school's procedures on responding to allergy.

6.3 Emergency Procedures

Symptoms of Anaphylaxis

If someone is experiencing any of the following symptoms, it should be treated as a medical emergency:

  - Airway: swelling in the throat, tongue or upper airways, hoarse voice, difficulty swallowing
  - Breathing: sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough

- Circulation: dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, loss of consciousness or collapse

Get emergency help:

1. **Get in position**: if the person is conscious, lie them flat with their legs raised. If they're having difficulty breathing, they can be propped up with legs stretched out.
2. **Give adrenaline immediately**: if the person affected has been prescribed adrenaline, use it straight away. **Make a note of the time** you give the first dose of adrenaline. **If symptoms don't improve after five minutes**, or symptoms get worse, **give a second dose**.
3. **Call 999**: call emergency services ***immediately after using the first dose of adrenaline*** and tell the operation it is ***'anaphylaxis'***.
4. **Do not move**: stay in this position until help arrives. Do not stand up, walk or run, even if they feel better.

A school AAI device will be used instead of the student's own AAI device if:

- Medical authorisation and written parental consent have been provided, or
- The student'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 student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance

If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed. Antihistamine medication may be administered in these cases, if permitted on the student's medical care plan.

6.3 Near Misses

If a situation arises where a student has been exposed to an allergen in school, staff will endeavour to hold a debrief, consisting of the staff involved, the first aid leads, the allergy lead and a senior leader. Staff will look at what happened and put in place measures to avoid a future repetition.

The debrief findings will be documented and shared with the headteacher.

In rare cases, the impact of exposure to an allergen while in school may not be recognised the child is back at home. It is therefore important that parents can report that there has been an incident so staff can review what happened and make any necessary changes to practises.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead, with the support of the first aid leads, is responsible for buying AAIs and ensuring they are stored according to the guidance. They source AAIs and inhalers from the local pharmacy ensuring there is always a minimum of two AAIs and inhalers in school for use.

- Dates of expiry of spare AAIs / inhalers will be recorded on a central tracker that will be monitored by the first aid leads. Once close to expiry, the first aid leads will source a replacement.
- Out of date autoinjectors will be disposed of as 'sharps' waste

7.2 Storage (of both spare and prescribed AAIs)

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 the medical room, which is 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, including to classrooms or outside playground space

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

7.3 Maintenance of spare AAIs

The first aid leads are responsible for checking monthly that:

- The AAIs and spare inhalers are present and in date
- Replacement AAIs are obtained when the expiry date is near

7.4 Disposal

AAIs 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 AAIs off school premises

Students 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. In addition:

- All prescribed medication will be taken with groups of students whenever they are off site.
- Risk assessments are carried out ahead of all visits, which will include any medical needs.
- Staff attending visits will be aware of students with known allergies and medication will be carried by an adult supervising the student.
- Exposure to known allergens will be avoided throughout any visits.
- First aid trained staff and those with allergy training will accompany students on visits.
- Liaison with parents of students with allergies may be appropriate in some instances where there is an increased likelihood of contact with an allergen.

9. Links to other policies

This policy links to the following policies and procedures:

- Data Protection
- Health and safety policy
- Supporting students with medical conditions policy
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Visitor Policy