

DARRICK WOOD SCHOOL
ALLERGY POLICY

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Person Responsible: Mrs R Cardy

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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 students and others in the School community 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 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 Mrs R Cardy (Assistant Head Teacher).

They are responsible for:

- Promoting and maintaining allergy awareness across our school community.
- Recording and collating allergy and special dietary information for all relevant students. This responsibility is delegated to the First Aider / Student Reception.
- 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 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, a common example of which is an EpiPen).
- Regularly reviewing and updating the Allergy Policy.

3.2 Student Reception / First Aider

Responsible for:

- Coordinating the paperwork and information from families.
- Coordinating medication with families.
- Checking spare AAIs are in date.
- Any other appropriate tasks delegated by the allergy lead.

3.3 Teaching and associate staff

All teaching and associate 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 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 Students with allergies

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.

3.6 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers.
- Ensuring they do not bring into school items that may contain allergens.

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 Hygiene procedures

- Students are reminded to wash their hands before and after eating.
- Sharing of food and drink is not allowed.
- Students have their own water bottles which they fill from the School's water dispensers.

5.2 Catering

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

- Parents/carers of students with allergies are required to complete an online form detailing these Dietary Requests.
- The School's caterers (Aspens) are able to offer core allergen free menus that are NGCI (gluten), NGCI & milk free, milk free, egg free and allergen free.
- Core allergies are managed in accordance with the caterer's Allergy Policy.
- Menus are available for parents/carers to view with ingredients clearly labelled.
- Where changes are made to 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 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).

5.3 Food restrictions

We acknowledge that it is impractical to enforce a completely allergen-free school. However, students and staff must avoid bringing into school 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.

Food of any kind can only be consumed in designated areas (Dining Halls and playgrounds), not in classrooms or corridors.

The caterers will not sell food containing nuts or sesame seeds.

5.4 Insect bites/stings

To avoid the risk of insect bites/stings, when outdoors:

- Shoes should always be worn
- Food and drink should be covered, litter cleared, and bins emptied regularly

5.5 Animals

- 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
- Dogs, other than guide dogs, are not permitted within the School grounds.

5.6 Support for mental health

Students with allergies may be at risk of bullying and/or suffer from anxiety and other mental health issues relating to their allergy. They will be supported through:

- Twice daily check-ins with their Form Tutor (AM and PM Form Time).
- Other pastoral care from Achievement Coordinator and Assistant Achievement Coordinator who will be able to sign-post them to a range of support (e.g. School Counsellor) as appropriate to their needs.

5.7 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 School's AAI protocols for off-site events and school trips, first aid kits for which will include AAI kits (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of students with AAI

This links to Medical Needs Policy. The School maintains a register of students who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register 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 register is kept in the Medical Room and students' health needs are available in the School's MIS (Bromcom) where an allergy action plan can be viewed.

Allowing all students to keep their AAI with them reduces 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 students receiving adrenaline in an emergency.
- If a student has an allergic reaction, the staff member will initiate the School's emergency procedures, following the student's allergy action 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 plan, staff will follow the School's procedures on responding to allergy and, if needed, the School's normal emergency procedures.
- The NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) to formulate your response provide helpful information:

What to do if you have anaphylaxis

Follow these steps if you think you or someone you're with is having an anaphylactic reaction:

- Use an adrenaline auto-injector (such as an EpiPen) if you have one – instructions are included on the side of the injector.
- Call 999 for an ambulance and say that you think you're having an anaphylactic reaction.
- Lie down – you can raise your legs, and if you're struggling to breathe, raise your shoulders or sit up slowly (if you're pregnant, lie on your left side).
- If you have been stung by an insect, try to remove the sting if it's still in the skin.
- If your symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
- Do not stand or walk at any time, even if you 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 pupil will be monitored and the parents/carers informed.

7. Adrenaline auto-injectors (AAIs)

Our procedures follow the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools:

7.1 Purchasing of spare AAIs

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

- AAIs are currently sourced through Eureka.
- The brand of AAI purchased is Mylan.
- The School will always have on site 18 AAIs (six in the Medical Room and others distributed for quick access around the site)

The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance):

- For children age 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline is used (e.g. using an Epipen (0.3mg), Emerade 300 or Jext 300 microgram device).
- For teenagers age 12+ years: a dose of 300 or 500 microgram (Emerade 500) can be used.

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 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.
- Accessible and available for use at all times .
- Not located more than five minutes away from where they may be needed.

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

7.3 Maintenance (of spare AAls)

The Student Reception staff are responsible for checking monthly that:

- The AAls are present and in date.
- Replacement AAls are obtained when the expiry date is near.

7.4 Disposal

AAls can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions. (See page 13 of the guidance.)

7.5 Use of AAls off school premises

- Students at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events.
- Trip leaders should bring spare AAls for emergency use on school trips and off-site events. (See page 13 of the guidance.)

7.6 Emergency anaphylaxis kits

Kits include:

- Spare AAls.
- Instructions for the use of AAls.
- 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 students to whom the AAI can be administered.
- A record of when AAls have been administered.

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

9. Links to other policies

This policy links to the following policies and procedures:

- Health and Safety policy.
- Medical Needs Policy.
- Critical Incident Management Plan.