# Aspire Schools
# Students with Allergy Policy

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| Policy reviewed by | Executive Leaders, Executive Lead for Safeguarding, Trustees<br>To be ratified by Trustees Autumn 2026 |
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## 1. Purpose and context

Approximately 680,000 children in England, live with an allergy and around 20% of fatal food-anaphylaxis cases in children occur in school. Allergies can be caused by a number of things, but the most common causes of anaphylaxis include:

- Foods (e.g. peanuts, tree nuts, milk/dairy foods, eggs, wheat, fish/seafood, sesame and soya)
- Insect Stings (e.g. bee, wasp)
- Medications (e.g. antibiotics, pain relief)
- Latex (e.g. rubber gloves, balloons, swimming caps)

The severity of an allergic reaction can be influenced by a number of factors including minor illness (like a cold), asthma, and, in the case of food, the amount eaten. It is very unusual for someone with food allergies to experience anaphylaxis without actually eating the food: contact skin reactions to an allergen are very unlikely to trigger anaphylaxis but may trigger other reactions.

This policy aims to set out Aspire Schools' approach to allergy management, including reducing the risk of exposure and the procedures in place in case of an allergic reaction.

It sets out how our school supports students with allergies to ensure their wellbeing and inclusion; and to minimise the risk of any student suffering a severe allergic reaction whilst at school or attending any school related activity. It also shows how we promote and maintain allergy awareness among the school community to ensure we are all prepared to recognise and manage severe allergic reactions, should they arise.

This policy is designed to be read alongside the Trust's wider Supporting Children with Medical Conditions policy as required by statutory 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

All medical information will be stored and processed in accordance with the UK GDPR and Data Protection Act 2018.

The school will make reasonable adjustments in accordance with the Equality Act 2010 to ensure students with allergies can access education safely.

## 2. Roles and responsibilities

We take a whole-school approach to allergy awareness.

### 2.1 Allergy lead

The nominated allergy lead is the Headteacher. They are responsible for:

- Promoting and maintaining allergy awareness across our school community.
- Ensuring that allergy and special dietary information for all relevant students is recorded and collated
- 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

### 2.2 Lead First Aider / Site Administrator

Each Lead First Aider, together with their Site Administrator, is responsible for:

- Recording and collating allergy and special dietary information for all relevant students
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date and are clearly displayed for staff to use
- Ensuring the allergy registers are available for staff and are up to date
- Ensuring students have their medication when attending off-site activities or trips and staff are aware of the IHP for that student
- Any other appropriate tasks delegated by the allergy lead

### 2.3 All staff

All staff, especially 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 and ensuring other members of staff are aware (e.g. volunteers or supply staff)
- Carefully considering the food provide to students and trying to limit the number of allergens included, wherever possible
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of students with allergies
- Consider and appropriately risk assess school trips

### 2.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy and supporting children with medical conditions policies
- Ensuring that the school is informed of any allergies their child may have, before they start at Aspire Schools, if possible
- Providing the school with up-to-date details of their child's medical needs, dietary requirements and any history of allergies, reactions and anaphylaxis to create an Individual Healthcare Plan (IHP)
- Supplying a copy of their child's Allergy Action Plan from their GP/Allergy Specialist (BSACI plans preferred)
- 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
- Following the Trust's guidance on food brought in to be shared, where applicable
- Updating the school on any changes to their child's condition

### 2.5 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
- Letting an adult know as soon as their suspect they are having an allergic reaction

### 2.6 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Telling an adult if they suspect that someone is having an allergic reaction

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

## 3. Assessing risk

Aspire Schools 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.

## 4. Managing risk

### 4.1 Hygiene procedures

- Students are reminded to wash their hands before and after eating
- Sharing of food is not allowed

### 4.2 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 who have allergies using the site's allergy register
- 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
- All food supplied to our sites come from reputable businesses that follow the Food Information Regulations 2014, which states that allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products.
- Catering staff understand to read labels for food allergens and are trained to follow hygiene and allergy procedures that prevent cross contamination during the handling, preparation and serving of food.
- All staff involved in the serving of food, are aware of the procedures to prevent cross-contamination (e.g. washing of hands; serving student's with allergies first; keeping utensils for one food product only)

- If food is prepared specifically for a student with an allergy, especially if going off site, it will be clearly labelled for that child and will not be shared with anyone else

### 4.3 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

### 4.4 Insect bites/stings

When outdoors:

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

### 4.5 Animals

- All students will always wash hands before and after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact directly with animals and their IHP will be adhered to

### 4.6 Support for mental health

Students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Aspire Schools is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in our schools so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Students with allergies will have access to additional support through:

- Pastoral care
- Regular check-ins with their class teacher and teaching assistant

If there are any instances of bullying, then we would follow our Anti-Bullying Policy and Behaviour Regulation and Relationships policy. We will also use teaching time, such as PSHE lessons to make all students aware of allergies and the impacts that they can have.

### 4.7 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 schools AAI protocols for off-site events and school trips (see section 6.5)
- Students are required to carry two in date Epi Pens on all trips otherwise will not be able to attend

## 5. Procedures for handling an allergic reaction

### 5.1 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. 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 spare AAI in an emergency, which may be different to the personal AAI prescribed for the student
  - A photograph of each student to allow a visual check to be made, where parental consent has been obtained
- The register is kept in the site office with the spare AAIs and online in the site's TEAMs area and can be checked quickly by any member of staff as part of initiating an emergency response

### 5.2 Allergic reaction procedures

- The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy.
- 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
- 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 following NHS Guidelines. This includes calling 999 stating that there is a suspected anaphylactic reaction, laying the student on the floor and raising their legs. If struggling to breathe, their shoulders will be raised or they should sit up slowly. If this has been caused by an insect sting, we will try to remove the sting
- 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. Other medication, as per their allergy action plan, e.g. antihistamines or inhalers, may be administered, if required

## 6. Adrenaline auto-injectors (AAIs)

### 6.1 Purchasing of spare AAIs

The Allergy Lead is responsible for ensuring all sites have the correct number of in date spare AAIs on site. The Lead First Aider and Site Administrator are responsible for buying AAIs and ensuring they are stored according to the guidance.

- These may be sourced from an online provider such as Eureka Direct, or from a local pharmacy, taking into consideration costs, availability and delivery time scales.
- Two spare EpinPen branded AAIs – 0.3 mg dosage for 6+ years - are available at each Aspire Schools site

### 6.2 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
- 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 student's own prescribed AAI, and clearly labelled to avoid confusion.

### 6.3 Maintenance (of spare AAIs)

The Lead First Aider and the Site Administrator are responsible for checking monthly:

- The spare AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near
- Prescribed AAIs are in date and informing parents when they are near expiration

### 6.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of as a sharp, in line with the manufacturer's instructions. At Aspire Schools, we will give used AAIs to ambulance paramedics on arrival, or to hospital staff.

### 6.5 Use of AAIs off school premises

- Trip leaders will check that all students with medical conditions, including allergies, have their medication with them
- 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. If they do not have their AAIs with them, they will not be able to attend the trip
- All activities on the school trip will be risk assessed to see if they pose a threat to allergic students and alternative activities planned to ensure inclusion, where applicable

### 6.6 Emergency anaphylaxis kit

Aspire Schools hold clearly labelled Emergency Anaphylaxis Kits in each school site office. These are wall mounted and sit next to the Emergency Asthma Kits. They include:

- Spare AAIs (EpiPens, 0.3mg dosage for 6+ years)
- 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 students to whom the AAI can be administered
- A record of when AAIs have been administered

## 7. Training

The school is committed to training all staff in allergy response. Training will take place at the beginning of every academic year and will be available on an ad hoc basis for new members of staff. The training 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
- Associated conditions, e.g. asthma
- The wellbeing and inclusion implications of allergies

All staff have access to trainer pens at their site, to practice administration and key first aiders will be given practical training on using an AAI device.

## 8. Links to other policies

This policy links to the following policies and procedures:

- Supporting Students with Medical Conditions policy
- Allergy Response procedure
- First Aid Policy
- Anti-Bullying Policy
- Behaviour Regulation and Relationships policy
- Health and Safety policy
- Trips and Visits policy