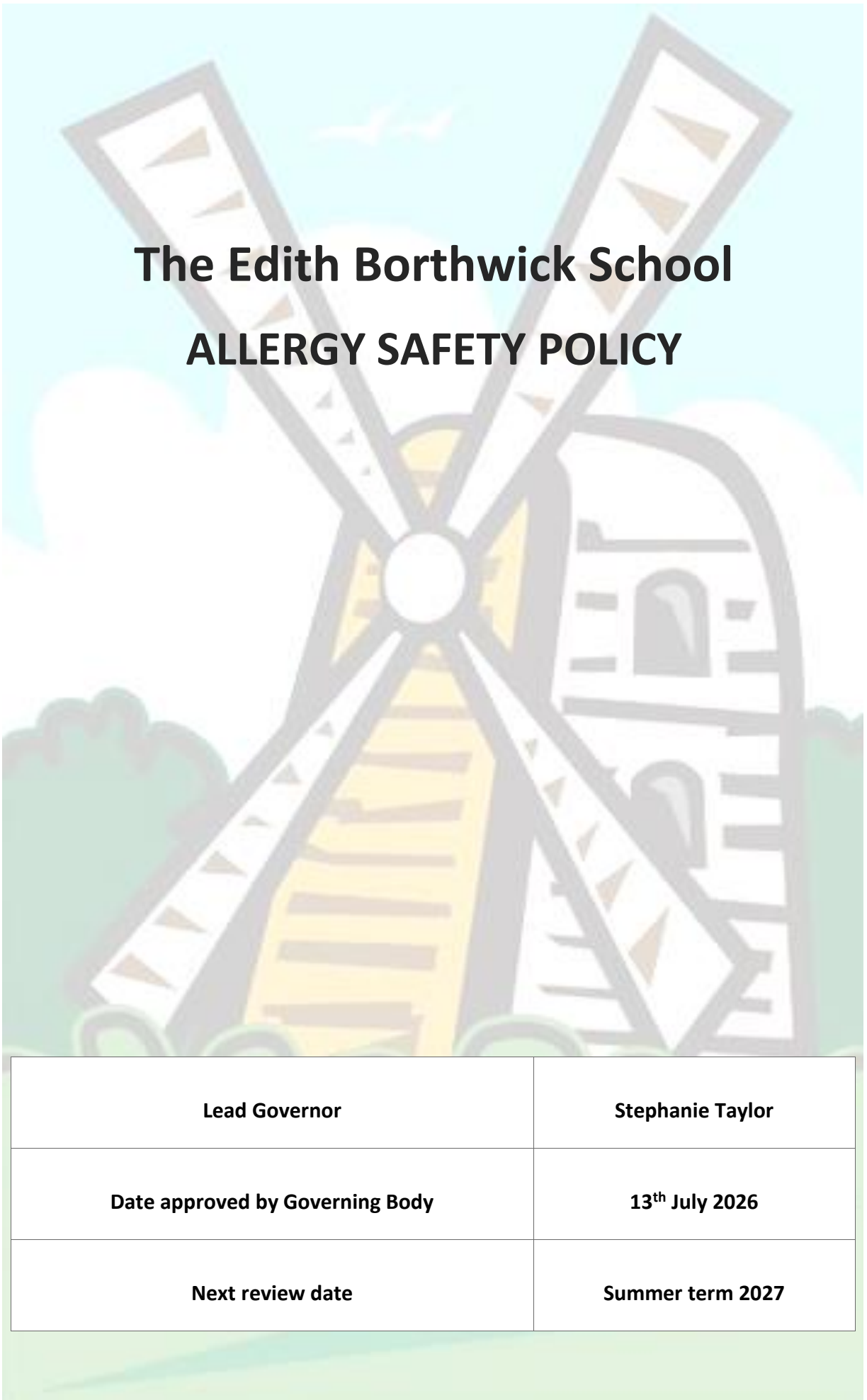


The background of the page features a stylized illustration. On the left, a large windmill with a yellow body and white sails is depicted. To its right, a school building with a semi-circular roof and arched windows is visible. The scene is set against a light blue sky with soft white clouds and a green grassy foreground.

The Edith Borthwick School

ALLERGY SAFETY POLICY

Lead Governor	Stephanie Taylor
Date approved by Governing Body	13th July 2026
Next review date	Summer term 2027

1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including how the whole school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does
- Set out how we support our learners with allergies to ensure their wellbeing and inclusion
- Demonstrate our commitment to being an allergy aware school.

This policy applies to all staff, learners, parents, and visitors to the school and should be read alongside these other policies:

- Medical conditions in school
- Administration of medication in school
- Safeguarding

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting learners 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

2. What is an allergy?

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most health care professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms.

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK allergens include (but are not limited to):

- Peanuts, tree nuts, sesame, milk, egg, fish, latex, insect venom, pollen and animal dander.

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 The Governing Body

Governors are responsible for:

- Monitoring the school's procedures and processes
- Naming a link governor
- running incident reporting and anaphylaxis drills ensuring the school's processes are clear and adhered to

3.2 Designated allergy lead

The nominated allergy lead is Lucy Crisp.

They report into the Headteacher and lead governor for safeguarding.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Keeping stock of the school's adrenaline auto injectors (AAI's)
- Regularly reviewing and updating the allergy policy

Ensuring:

- Special dietary information for all relevant learners is collated and recorded
- All allergy information is up to date and readily available to relevant members of staff
- All learners with allergies have an Individual Healthcare Plan and allergy action plan (where needed)
- All staff receive an appropriate level of allergy training
- All staff have a good awareness of the school's policy and procedures regarding allergies

3.3 Schools' health and wellbeing lead

The school's health and wellbeing lead is responsible for:

- Working with the school nurse and Designated Allergy Lead
- Being the overarching point of contact for staff, learners and parents with concerns or questions about allergy management.
- Coordinating with the school nurse and arranging appropriate allergy training annually for all staff
- Collecting and coordinating the paperwork (including allergy action plans and individual health care plans) and information from families
- Ensuring the information from families is up-to-date and reviewed annually (at a minimum)
- Coordinating medication with families and ensuring medication is in date
- Keeping an adrenaline pen register to include adrenaline pens prescribed to learners and the school's stock of spare adrenaline pens, including brand, dose, and expiry date
- Regularly checking spare adrenaline pens are where they should be and that they are in date
- Replacing the spare adrenaline pens where necessary
- Supporting the designated allergy lead with disseminating this information to all school staff
- Maintaining, updating, and distributing the school's allergy register

- Ensuring that the class teacher and class line manager are aware of learner's allergies or special dietary needs
- Informing the catering team of learners with food allergies

3.4 Admin team

The admin team are responsible for:

- Sending out paperwork to new learners before they start school to capture allergy information or special dietary information at the earliest opportunity
- Ensuring that paperwork is received in advance of the child beginning their integration days
- Handing completed forms to the health and wellbeing lead

3.5 All staff

All staff are responsible for:

- Promoting and maintaining allergy awareness among learners
- Maintaining awareness of and putting into practice our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Completing training and anaphylaxis drills as required. Training is provided on a yearly basis and as part of induction. If the member of staff is aware they have not received any allergy training in the last 12 months they should alert their line manager
- Being aware of learners in their care who have known allergies and what they are allergic to
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Considering the safety, inclusion, and wellbeing of learners with allergies
- Ensuring learners always have access to their medication and carry it on their behalf
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the health and wellbeing lead
- Checking medication kept at school on a termly basis and sending a reminder to parents if medication is approaching expiry
- Ensuring that they carry all relevant emergency supplies when leaving school site, including medication, individual health care plan and allergy action plan
- Notifying the school if they have an allergy, any history of allergies, reactions, and anaphylaxis

3.6 All parents/carers

Parents/carers are responsible for:

- Being aware of the 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
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following any food restrictions or guidance the school has in place when providing food
- Updating the school on any changes to their child's condition

- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice

3.7 Parents/cares of children with allergies

In addition to point 3.5, the parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan
- If required, provide their child with two in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamines etc.
- Ensure medication is in date and replaced at the appropriate time.
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too
- Provide permission for their child's photo and allergy information to be shared appropriately as part of their allergy management plan

3.8 Learners with allergies

Learners are responsible for:

- Being aware of their allergens and the risks they pose, as best as they can
- Avoiding their allergen as best as they can
- Following the school specific processes of lunch and snack service with support

3.9 Learners without allergies

Learners are responsible for:

- Being aware of allergens and the risk they pose to their peers, as best as they can

4. Information and documentation

4.1 Register of staff/visitors with an allergy

When staff join the school, they are asked to provide details of any allergy, including allergens, symptoms and if they have experienced anaphylaxis. This will also apply to external providers/professionals who visit school on a weekly basis.

The school keeps a register of staff who have a diagnosed allergy, and this is shared with the wider school community with permission.

It is the responsibility of the staff member to notify the school of any changes.

Visitors are made aware that we are an allergy aware school and are asked if they have any allergies when they sign in using inventory. Visitors with an allergy who have provided information will be issued with a lanyard identifying that they have an allergy.

4.2 Register of learners with an allergy

The school obtains information about a learner's medical history before they begin at the school.

The school has a register of learners who have a diagnosed allergy, including those with a history of anaphylaxis. The allergy register includes:

- A photo of the learner and their name

- Known allergens
- If an IHP and/or allergy plan is in place
- Medication requirements

The allergy register is shared and accessible to all staff in the class environment and areas where food is served or prepared. Registers are to be kept in areas accessible to staff only.

4.3 Individual healthcare plans

Each learner with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens and risk factors for allergic reactions
- A history of their allergic reactions
- Details of the medication the learner has been prescribed including dose, this should include adrenaline pens, antihistamine etc
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis
- A photograph of each learner; and
- A copy of their Allergy Action Plan.

5. Assessing risk

Allergens can crop up in unexpected places. Staff will consider allergies in all activity planning and conduct a risk assessment for any learner at risk of anaphylaxis taking part in activities.

Some examples include:

- Classroom activities, for example craft using food packaging, messy play and sensory exploration where allergens are present
- Food lessons or cooking
- Bringing animals into the school
- Planning special events, such as cultural days and celebrations
- Off-site events and school trips

Inclusion of learners with allergies must be considered alongside safety and they should not be excluded. If necessary, the activity will be adapted.

6. Managing risk

6.1 Hygiene procedures

- Learners are reminded to wash their hands before and after eating
- Sharing, swapping or throwing food is not allowed
- Learners have their own named water bottles
- Packed lunches should be clearly labelled with the learner's name
- Food is not to be left unattended in the corridor.

6.2 Catering

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

- Catering staff and other staff preparing food will receive relevant and appropriate training

- The main 14 allergens will be identified for each food product on the school menu. These are available for parents/carers/staff to view on the school website.
- Where changes are made to the school menu, the catering team will make sure these continue to meet any special dietary needs of learners. Where changes are made to the ingredients this will be communicated to parents/carers and staff through dojo and/or parent mail.
- Other ingredient information will be available on request.
- Packed lunches made and packed to order, based on specific dietary forms or requests for individual students, will identify the main 14 allergens so that they are clearly known to staff.
- Packed lunches made in bulk without individual advanced orders will be individually labelled with the name of the food, full written ingredients list and the 14 main allergens emphasised.
- Any one preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures to avoid cross-contamination.
- The catering team will endeavour to get to know the learners with allergies and what their allergies are
- The catering team will endeavour to provide varied meal options to students and staff with allergies
- The school has robust procedures in place to identify learners with food allergies;
 - Allergy register with photos of learners and their allergens available in the school kitchen and any area where food is served/eaten
 - Learners, where accepted, will carry/wear a red lanyard identifying they have a food allergy
 - A food allergy alert card will be permanently displayed on the learners table in class
 - School dinners- Learners will be served food from the catering team on a red plate
 - Packed lunch, snack time and any other time when food is prepared/eaten including food-based activities- Red plates will be used for all learners with a food allergy.
 - Daily school dinner ordering sheets used by class staff clearly identify learners with an allergy and the allergens they are allergic to. Staff must only use these sheets when ordering lunch options for learners.
- Pre-packaged food will comply with the PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging
- Where changes are made to the ingredients this will be communicated to parents/carers and staff through dojo and/or parent mail.
- Food with nuts as an ingredient will be avoided
- Food sold to staff through the tuck shop will comply with PPDS legislation
- Classes providing staff lunch identify the main 14 allergens in the food options being prepared
- Food will not be left unattended on trolleys in the corridor at lunchtime

6.3 Food restrictions

This school is an Allergen Aware School. We have students and staff with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.

We restrict peanuts and tree nuts and any foods containing these including, peanut and chocolate spreads, cereal bars, chocolate bars and sauces as much as possible on site and check all foods coming into the kitchen.

All food coming onto school premises or taken on a school trip should be checked to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all food brought in. Common foods that contain these goods as an ingredient include; packaged nuts, cereal bars, chocolate bars, but butters, chocolate spreads and sauces.

The staff tuck shop will not sell food containing nuts or sesame seeds.

6.4 Food brought into school

Any food brought into school will be checked by staff, including birthday cakes, tuck and food donated for class parties and fundraisers. Labels will be checked to ensure that they do not include tree nuts or peanuts as an ingredient. Food items will also be checked for other allergens where a learner/staff member has a different food allergy.

If a learner brings these foods into school, they may be confiscated or they may be asked to eat them away from others to minimise the risk.

6.5 Educational visits and residentials

- Staff leading the trip will have a copy of the allergy register identifying learners known allergens, identification if an IHP and allergy action plan is in place and if medication is required.
- Allergies will be considered on the risk assessment and catering provision put in place
- Parents, and learners where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay
- Staff accompanying the trip will be trained to recognise and respond to an allergic reaction
- Allergens will be clearly labelled on catered packed lunches
- If attending events at another school or location, details of their dietary requirements will be sent ahead to ensure they have a safe meal available
- Learners will only be able to attend off site visits if they have two labelled auto adrenaline pens in place
- Staff leading the visit will ensure they carry all emergency supplies, including learners' medication, Individual Health Care plans and Allergy Action Plans.
- Medication and Individual Health Plans and Allergy Action Plans will be always carried safely by the supporting adult within a red medical bag and easily accessible to the learner

Residentials

In addition to processes identified above for all residential trips:

- Parents will be asked to provide the school with up-to-date details of their child's medical needs, dietary requirements and any history of allergies, reactions and anaphylaxis before any residential trip takes place
- An allergy register will be given to the venues catering staff and be accessible in all areas where food is prepared, served or eaten
- Details of learners' dietary requirements will be sent ahead to ensure they have a safe meal available

6.6 Insect bites/stings

Those with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible, keep arms and legs covered
- Keep food and drink covered

The schools caretaking team will monitor the grounds for wasp or bee nests. Staff and learners should notify a member of SLG and the caretaking team if they find a wasp or bees nest in the school grounds and avoid them.

6.7 Animals

It's normally the dander, saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A learner with a known animal allergy should avoid contact/not interact with the animal to which they are allergic
- If an animal comes on site a risk assessment will be done prior to the visit
- Areas visited by animals will be cleaned thoroughly
- Anyone in contact with an animal will wash their hands after contact
- School trips that include visits to animals will be carefully risk assessed

6.8 Inclusion and mental health

Allergies can have a significant impact on mental health and wellbeing. Learners may experience anxiety and depression and are more susceptible to bullying.

- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip
- Learners with allergies may require additional pastoral support including regular check ins from their class staff
- Affected learners will be given consideration in advance of wider school discussions about allergy and school allergy awareness initiatives
- Bullying related to allergy will be treated in line with the schools anti-bullying policy

6.9 EYFS safer eating

- Whilst eating, a trained member of staff holding a valid pediatric first aid certificate will be present whilst EYFS aged children are eating.
- Children must always be supervised by a member of staff whilst eating and be withing sight and hearing. Where possible staff should sit facing children so they can be aware if unexpected allergic reactions and choking.

- The school will obtain information about special dietary request, preferences, food allergies and intolerance and any special health requirements before they begin at the school. Information will be shared with any staff involved in preparing and handling food.
- At each mealtime class staff will be clear about who is responsible for checking the food provided meets all requirements for each child.
- There will be ongoing discussions with parents/carers about the stage their child is at in regard to introducing solid food, including to understand the textured the child is familiar with.

7. Procedures for handling and allergic reaction

7.1 Register for learners with AAI

The school maintains a register of learners 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 learner has been prescribed AAI, if so what type and dose
- Where a learner 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 learner
- A photograph of each learner to allow a visual check to be made (this requires parental consent)

The register is kept in an easily accessible location in every classroom and shared space and can be checked quickly by any member of staff as part of initiating an emergency response.

Staff will ensure that learners always have access to their AAI to reduce delays. These will be carried by staff in green bags and will be always kept close to the learner, including when outside the classroom.

7.2 Responding to an allergic reaction/anaphylaxis

- 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 minimize delays in learners receiving adrenaline in an emergency
- If a learner has an allergic reaction, the staff member will initiate the school's emergency response plan, following the learner's allergy action plan
- If an AAI needs to be administered, a member of staff will use the learners own AAI, or if it is not available, a school one (with parent consent)
- If the allergic reaction is mild, the learner will be monitored and the parents/carers informed

If a learner has an allergic reaction:

- Treat the learner in accordance with their allergy action plan
 - Instigate the school emergency response plan. An additional staff member, not supporting the learner, will notify 'Anaphylaxis' and the location within

school on channel 16. The school's mobile phone will be brought to the location, and extra staff will be arranged to support the learner/class.

- If anaphylaxis is suspected, administer adrenaline without delay. Call 999 and state anaphylaxis, on the school mobile phone where possible.
- Treat the learner where they are. Lie them down with their legs raised and bring medication to them
- Use learners own prescribed medication
- A member of staff can administer the adrenaline pen. Ideally the member of staff will be trained, but in an emergency, anyone can administer adrenaline.
- If the learners own adrenaline pen is not available, or misfires then use a spare adrenaline pen (parents to give permission)
- If anaphylaxis is suspected but the learner does not have a prescribed adrenaline pen or Allergy Action Plan, lie the learner down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pens are available and follow instructions of the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purpose of saving their life.
- If after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given
- **Do not move the learner** until a medical profession/paramedic has arrived even if they are feeling better
- Anyone who has suspected anaphylaxis and received adrenaline must go to hospital even if they appear to have recovered. A member of staff should accompany them until a parent or guardian arrives.

8 Adrenaline auto-injectors (AAIs)

8.1 Purchasing of spare AAIs

This school has 4 spare adrenaline pens to be used in accordance with government guidance.

The school's health and wellbeing lead, in collaboration with the designated Allergy lead and school nurse (where appropriate) are responsible for:

- Deciding how many spare pens are required
- What dosages are required
- Which brand to buy. One single brand will only be brought to avoid confusion
- The purchasing of spare adrenaline pens from a local pharmacy

The school's health and wellbeing lead is responsible for:

- Buying AAIs and ensuring that they are stored according to guidance
- Distributing spare AAIs around the site and ensuring clear signage

The locations of spare adrenaline pens are clearly signposted.

The school has purchased 2 x AAI for children under the age of 6 years (150 micrograms) and 2 x AAI for children over the age of 6 years of age (300 micrograms). Spare AAI's are located in the school office.

8.2 Storage (of both spare and prescribed AAls)

The health and wellbeing lead will make sure that all AAls are:

- Stored at room temperature (in line with manufactures guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitable central location to which all staff have access at all times, but is out of 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 AAls storage:

Spare AAI's are located in the school office.

Spare AAls will be kept separate from any learners' own prescribed AAls and clearly labelled to avoid confusion.

Spot checks will be made to ensure adrenaline pens are where they should be and ensure they are in date.

Personal AAls

Personal AAI's that remain in school are stored in a locked medical cabinet overnight and during the weekends/holidays.

During the day AAI's are stored within green medical bags held by the staff member supporting the learner.

Learners will have easy access to two, in-date pens at all times.

AAls will be labelled and stored alongside the learners' Allergy Action Plan.

Spot checks will be made to ensure adrenaline pens are where they should be and ensure they are in date.

8.3 Maintenance

Spare AAls:

Lucy Crisp and Sharon Clark are responsible for checking monthly that:

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

AAls prescribed to a learner:

Class staff are responsible for checking monthly that:

- The AAls are present and in date
- There are two AAI devices
- Parents are informed when the expiry date is near to ensure replacement AAls are obtained

8.4 Disposal

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

Used AAI's can also be handed to the ambulance staff when they arrive.

8.5 Use of AAIs off school premises

- Learners at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips
- Staff will carry AAIs for learners who are unable to administer their own AAIs, with the learners' Individual Healthcare Plan and Allergy Action Plan within a green medical bag.
- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices, it is the visit leader's responsibility to check they have them
- Adrenaline pens will be always kept close to the learners
- Adrenaline pens will be protected from extreme temperatures
- Staff accompanying the learners will be aware of learners with allergies and be trained to recognise and respond to an allergic reaction
- Consider whether to take spare adrenaline pens to offsite activities. This should be recorded as part of the risk assessment process.

8.6 Emergency anaphylaxis kits

The school holds emergency anaphylaxis kits. This includes:

- Spare AAIs
- Instructions on use of AAIs
- Instruction for storage
- Manufacturers information
- A checklist of injectors, identified by batch number and expiry dates with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of learners for whom the AAI can be administered
- A record of when AAIs have been administered

9. Training

The school is committed to training all staff in allergy responses. 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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implication of allergies

Training will be carried out annually and organised by the health and wellbeing lead.

The catering team will also complete additional food allergy training that further supports their understanding of food allergies and how to handle allergens safely.