

ALLERGY MANAGEMENT POLICY

STATUS:	STATUTORY
REVIEWED BY:	PRINCIPAL/NOMINATED GOVERNOR
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AUTHOR:	School Business Manager

1. POLICY STATEMENT

Etonbury Academy is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors. The Academy recognises that allergies, including food allergies and anaphylaxis, can be life-threatening and is committed to reducing the risk of allergen exposure whilst ensuring that pupils with allergies are able to participate fully in all aspects of school life.

The Academy will take all reasonably practicable steps to identify pupils with allergies, ensure appropriate support is in place and respond effectively in the event of an allergic reaction.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, First Aid Policy, Educational Visits Policy and Health and Safety Policy.

Key Arrangements at Etonbury Academy

- The School Allergy Lead is a member of the Senior Leadership Team.
- A central Allergy Register is maintained and reviewed termly.
- Allergy alerts are recorded on the school's Management Information System (MIS) and are visible to relevant staff.
- All staff complete annual Allergy Awareness Training.
- School first aiders complete Adrenaline Auto Injector (AAI) awareness training.
- Emergency allergy medication is located in the Food Technology Room, Main Reception and Medical Room.
- A spare emergency allergy kit accompanies educational visits where required.

2. LEGAL FRAMEWORK

This policy has been developed with reference to:

- Department for Education guidance on Supporting Pupils at School with Medical Conditions.
- Benedict's Law.
- Natasha's Law relating to allergen information requirements.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.

3. AIMS

The aims of this policy are to:

- Promote a safe learning environment for pupils with allergies.
- Ensure pupils with allergies are identified and appropriately supported.
- Raise awareness of allergy management amongst all staff.
- Ensure staff understand how to recognise and respond to allergic reactions.
- Reduce the risk of accidental allergen exposure where reasonably practicable.
- Ensure suitable emergency procedures are in place.

- Meet statutory duties relating to allergy management.

4. ROLES AND RESPONSIBILITIES

Governing Body

The Governing Body will:

- Ensure suitable policies and procedures are in place.
- Monitor the effectiveness of allergy management arrangements.
- Review significant allergy-related incidents where appropriate.
- Ensure adequate resources are available to support implementation of this policy.

Principal

The Principal will:

- Ensure this policy is implemented across the Academy.
- Ensure suitable arrangements are in place for pupils with allergies.
- Support the School Allergy Lead in implementing this policy.
- Ensure staff receive appropriate allergy awareness training.
- Ensure emergency medication arrangements remain effective.

School Allergy Lead

The School Allergy Lead will be a member of the Senior Leadership Team (SLT).

The School Allergy Lead is responsible for:

- overseeing implementation of this policy;
- maintaining the Academy Allergy Register;
- ensuring allergy information is accurately recorded within the school's Management Information System (MIS);
- ensuring allergy identifiers are visible on pupil profiles and accessible to relevant staff;
- ensuring Individual Healthcare Plans are in place where required;
- monitoring staff training completion;
- reviewing allergy-related incidents;
- liaising with parents, healthcare professionals and catering providers where appropriate;
- reporting significant issues relating to allergy management to the Principal and Governing Body.

Staff Responsibilities

All staff are responsible for:

- completing mandatory annual Allergy Awareness Training;
- familiarising themselves with pupils' allergy needs where relevant to their role;
- following Individual Healthcare Plans and risk assessments;
- responding appropriately in the event of an allergic reaction;

- reporting allergy concerns or incidents promptly;
- supporting pupils with allergies in accordance with this policy.

Parents and Carers

Parents and carers are responsible for:

- informing the Academy of any diagnosed allergy;
- providing current medical information relating to their child's allergy, including an Allergy Action Plan or other documentation provided by the child's healthcare professional where available;
- supplying prescribed medication required by their child;
- ensuring medication remains in date and replacing expired medication promptly;
- informing the Academy immediately of any changes to their child's allergy, treatment or medication.

5. IDENTIFICATION OF PUPILS WITH ALLERGIES

The Academy recognises that effective allergy management begins with accurate identification and communication.

Parents and carers must notify the Academy as soon as possible if their child has a diagnosed allergy or is identified as being at risk of anaphylaxis.

The School Allergy Lead will maintain a central Allergy Register which will include, where appropriate:

- Pupil name and year group.
- Confirmed allergen(s).
- Severity of allergy.
- Prescribed medication.
- Location of medication.
- Individual Healthcare Plan status.
- Emergency contact details.

The Allergy Register will be reviewed at least termly and updated immediately following any change to a pupil's medical information

In addition to the Allergy Register, allergy alerts will be recorded on each pupil's profile within the school's Management Information System (MIS). These alerts will be accessible to all staff to ensure allergy information is available whenever pupils are supervised or participating in Academy activities.

Information relating to a pupil's allergy will be shared only with those staff who require it to fulfil their responsibilities, in accordance with data protection legislation.

6. INDIVIDUAL HEALTHCARE PLANS

Pupils who have significant allergies or are at risk of anaphylaxis will have an Individual Healthcare Plan (IHP).

The Individual Healthcare Plan enables the Academy to safely support the pupil during the school day and during Academy activities.

Parents and carers are responsible for providing the Academy with current medical information, including an Allergy Action Plan or other relevant documentation supplied by the child's healthcare professional where available.

The Academy will use this information to develop an Individual Healthcare Plan in partnership with parents or carers. The Academy does not provide clinical advice or determine medical treatment.

Where appropriate, an Individual Healthcare Plan will include:

- Confirmed allergens.
- Typical signs and symptoms.
- Emergency procedures.
- Prescribed medication.
- Location of medication.
- Reasonable adjustments required.
- Arrangements for educational visits and off-site activities.
- Emergency contact details.

Individual Healthcare Plans will be reviewed annually or sooner where medical advice or circumstances change.

7. STAFF TRAINING

The Academy recognises that staff awareness is essential in preventing, recognising and responding to allergic reactions.

All staff will complete mandatory Allergy Awareness Training as part of their induction and annual mandatory training programme.

Training will include:

- Understanding allergies and intolerances.
- Common allergens.
- Reducing the risk of allergen exposure.
- Recognising allergic reactions.
- Recognising the signs of anaphylaxis.
- Emergency response procedures.
- Staff responsibilities.
- Reporting and recording procedures.

School first aiders will also complete Adrenaline Auto Injector (AAI) awareness training to support emergency response. This training provides awareness of the use of AAIs and does not replace practical training provided by healthcare professionals where required.

Additional refresher training may be provided following significant changes to legislation, Academy procedures or following an allergy-related incident.

Training records will be maintained and monitored by the School Allergy Lead.

8. ADRENALINE AUTO INJECTORS (AAIs)

Parents and carers remain responsible for providing prescribed medication for their child and ensuring it remains within its expiry date.

The Academy will maintain emergency allergy medication in accordance with current legislation and national guidance.

Emergency allergy medication will be stored in the following locations:

- Food Technology Room.
- Main Reception.
- Medical Room (adjacent to the canteen).

These locations have been selected to ensure emergency medication is readily accessible from all areas of the Academy.

Medication storage locations will be clearly identified and known to relevant staff.

A spare emergency allergy kit will also accompany educational visits where identified through the visit risk assessment or a pupil's Individual Healthcare Plan.

Medication checks will be carried out regularly to ensure equipment remains available and within expiry dates.

9. EMERGENCY PROCEDURES

All staff should be familiar with the signs and symptoms of an allergic reaction and know how to summon assistance without delay.

If a pupil is suspected of experiencing anaphylaxis, staff must:

1. Administer the pupil's prescribed Adrenaline Auto Injector (AAI) immediately, or a spare AAI where appropriate and permitted.
2. Call 999 immediately and state **"Suspected Anaphylaxis."**
3. Inform the School First Aider and School Allergy Lead.
4. Contact the pupil's parent or carer as soon as it is practicable to do so.
5. Monitor the pupil continuously until emergency services arrive.
6. Administer a second AAI if symptoms persist or worsen and a second device is available, in accordance with current medical guidance.
7. Ensure the pupil is taken to hospital for further assessment, even if symptoms improve.

Following any allergic reaction or suspected anaphylaxis, the incident will be recorded in accordance with the Academy's accident and incident reporting procedures. The School Allergy Lead will review the incident to identify any lessons learned and determine whether any changes to procedures or risk assessments are required.

10. CATERING AND FOOD PROVISION

The Academy is committed to reducing the risk of accidental allergen exposure during food preparation and service.

The Academy and its catering provider will work together to:

- Provide accurate allergen information for food served within the Academy.
- Comply with the requirements of Natasha's Law for Prepacked for Direct Sale (PPDS) foods where applicable.
- Minimise the risk of cross-contamination during food preparation and service.
- Ensure catering staff are aware of pupils with significant food allergies where this information is required to support safe food provision.
- Communicate any significant menu or ingredient changes which may affect pupils with known allergies.

Whilst every reasonable precaution will be taken, the Academy cannot guarantee an allergen-free environment. Pupils, parents and carers are encouraged to work collaboratively with the Academy to minimise risks.

11. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

The Academy is committed to ensuring that pupils with allergies are able to participate safely in educational visits, residential visits and extracurricular activities wherever reasonably practicable.

Prior to any visit, the Visit Leader will consider the needs of pupils with allergies as part of the educational visit risk assessment.

Where appropriate, arrangements will include:

- Reviewing the pupil's Individual Healthcare Plan.
- Confirming emergency contact details.
- Ensuring prescribed medication accompanies the pupil.
- Taking the Academy's spare emergency allergy kit where identified through the risk assessment.
- Ensuring accompanying staff are aware of emergency procedures and medication locations.

The Academy will work with parents, carers and visit providers to make reasonable adjustments to support participation wherever possible.

12. ALLERGY MANAGEMENT DURING SCHOOL ACTIVITIES

The Academy will take reasonable steps to reduce the risk of allergen exposure during curriculum activities, enrichment opportunities and Academy events.

Where activities involve food or other known allergens, staff should:

- Consider whether pupils with allergies require reasonable adjustments.
- Check relevant Individual Healthcare Plans where appropriate.
- Avoid unnecessary exposure to known allergens.
- Ensure emergency medication is readily accessible.
- Seek advice from the School Allergy Lead where additional control measures may be required.

The Academy encourages pupils to develop an awareness of allergy safety whilst promoting an inclusive environment that avoids unnecessary restrictions wherever possible.

13. RECORDING, REPORTING AND REVIEW OF INCIDENTS

All allergy-related incidents, including suspected allergic reactions, anaphylaxis, administration of emergency medication and significant near misses, will be recorded using the Academy's incident reporting procedures.

Following an incident, the School Allergy Lead will review:

- The circumstances surrounding the incident.
- Whether emergency procedures were followed appropriately.
- Whether Individual Healthcare Plans require updating.
- Whether any additional staff training or procedural changes are necessary.
- Whether risk assessments require amendment.

Where appropriate, lessons learned will be shared with relevant staff to support continuous improvement in allergy management across the Academy.

14. MONITORING AND REVIEW

The Academy will monitor the effectiveness of this policy to ensure that arrangements for managing allergies remain appropriate, effective and compliant with current legislation and guidance.

The School Allergy Lead will be responsible for:

- Maintaining and reviewing the Academy Allergy Register.
- Monitoring completion of mandatory Allergy Awareness Training.
- Reviewing allergy-related incidents and identifying lessons learned.
- Monitoring Individual Healthcare Plans and ensuring they remain current.
- Reviewing emergency medication arrangements and storage locations.
- Liaising with parents, carers, healthcare professionals and the catering provider where appropriate.
- Reporting significant allergy management issues to the Principal and Governing Body.

The Governing Body will receive updates on significant allergy incidents where appropriate and will ensure suitable arrangements remain in place to safeguard pupils with allergies.

This policy will be reviewed annually or sooner if:

- There are changes to legislation or statutory guidance.
- An allergy-related incident identifies the need for policy revision.
- Significant changes occur to Academy procedures or organisational arrangements.

APPENDIX 1

ANAPHYLAXIS EMERGENCY PROCEDURE

RECOGNISE THE SIGNS

Anaphylaxis is a medical emergency requiring immediate treatment.

Symptoms may include:

- Difficulty breathing or wheezing.
- Persistent coughing.
- Swelling of the tongue, lips or throat.
- Difficulty swallowing or speaking.
- Hoarse voice.
- Feeling faint, dizzy or confused.
- Pale, clammy or floppy appearance.
- Collapse or loss of consciousness.

Some pupils may also develop:

- An itchy rash or hives.
- Swelling around the face or eyes.
- Abdominal pain, nausea or vomiting.

Do not wait for symptoms to worsen if anaphylaxis is suspected.

EMERGENCY ACTION

STEP 1: Administer the pupil's prescribed Adrenaline Auto Injector (AAI) immediately, or a spare AAI where appropriate.

STEP 2: Call **999** and state: "**Child with suspected anaphylaxis. Adrenaline has been administered.**"

STEP 3: Send a member of staff to meet the ambulance.

STEP 4: Inform the School First Aider and School Allergy Lead.

STEP 5: Contact the pupil's parent or carer.

STEP 6: If symptoms continue or worsen and a second AAI is available, administer a second dose in accordance with current medical guidance.

STEP 7: Monitor the pupil continuously until emergency services arrive.

STEP 8: Ensure the pupil is taken to hospital for medical assessment, even if they appear to have recovered.

STEP 9: Complete the Academy's incident reporting procedures and review the incident to identify any improvements to future practice.