

Allergy policy

1. Introduction

The Governing Body of Open Box Education Centre adopts a whole-school approach to allergy awareness, to keep staff, students and visitors safe from exposure to allergens, and to act swiftly in the event that an allergic reaction occurs within school.

2. Scope

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](#)
- [Anaphylaxis - NHS](#)

Further information can also be found on the following websites:

- [Allergen guidance for food businesses | Food Standards Agency](#)
- [treatment of anaphylaxis](#)
- [what to do in an emergency](#)
- [emergency adrenaline auto-injectors in schools](#)

3. 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, to also support staff and visitors with allergies

4. Responsibilities

4.1 Allergy lead

The nominated allergy lead is the Principal, Alison Dolan.

The Allergy lead is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring that the school environment is kept free of nut related allergens, to avoid any known and unknown reaction
- Communicating updates to staff on current information on allergies and risk
- Ensuring the recording and collating of allergy and special dietary information for all relevant students

- 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
- Ensuring the stock, purchase and storage of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy, in conjunction with the School Business Manager
- Communicating with Parents/Carers on information relating to student medical conditions as appropriate in the daily operation of the school

4.2 SEND, Health & Care Manager

The SEND, Health & Care Manager is responsible for:

- Coordinating the student paperwork and information from families/agencies/the local authority
- Observing, gathering and producing information relevant to individual students with allergies
- Any other appropriate tasks delegated by the allergy lead

4.3 School Administrator

The School Administrator is responsible for:

- Preparing the student paperwork regarding allergies, for office use, as applicable
- Ensuring an individual, named First Aid Kit is available for each student with an allergy and/or medical condition, which contains an emergency plan and all necessary medication
- Co-ordinating medication with families
- Checking the medication received from parents/carers is in date
- Checking spare AAIs are in date
- Ensuring the correct storage of all AAIs in school
- Ensuring that there is a general supply of antihistamine available in the main office
- Ensuring that any medicines administered in school are recorded
- Ensuring the staff signing in and out sheets for emergency medical first aid kits are available and completed by staff, before they leave the premises for off-site activities
- Communication with the outside Caterers who provide student lunches, to ensure they are aware of our risk
- Ensuring that any orders for lunches comply with the current allergen risks identified
- Any other appropriate tasks delegated by the allergy lead

4.4 School Business Manager

The School Business Manager is responsible for:

- Communicating updates to staff on current information on allergies and risk, as requested by the Principal
- Ordering in spare Auto Adrenaline Injectors (hereinafter referred to as AAIs)
- Ensuring that there is a spare emergency AAI and a supply of antihistamine in the main office

- Ensuring that there are individual health risk assessments for students with an allergy and/or medical condition, which are made available to all staff
- Ensuring that risk assessments are completed by staff to minimise risk to students being taken off site for activities and trips and visits
- Ensuring that annual training is organised for staff
- Ensuring that training records are maintained in relation to allergies and medical conditions
- Any other appropriate tasks delegated by the allergy lead

4.5 All Staff

All staff are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of our allergy policy and procedures
- Ensuring there is a risk assessment for every activity they are responsible for
- 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
- Adherence to the nut free environment in school
- Keeping up to date with information on student profiles and associated risks to health and safety
- Any other appropriate tasks delegated by the allergy lead
- Completing the 'Off-site Medical Checklist' at the beginning and end of every off-site activity and trip for which they are responsible, and signing the declaration of responsibility

4.6 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, and any required consent at enrolment
- Providing a copy of health-related paperwork and information to the school to aid support for the care of their child
- 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
- Adherence to the nut free environment in school

4.7 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

- Knowing where their adrenaline auto-injector and/or medication is while they are in school

4.8 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Adherence to the nut free environment in school

4.9 Assessing risk

The school will conduct a risk assessment for any student at risk of anaphylaxis taking part in:

- Lessons such as cooking
- Science experiments involving foods
- Crafts using food packaging
- Timetabled off-site lessons, events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking
- An individual risk assessment for any student at risk of an allergic reaction will be carried out to include any instances of exposure to known allergens, and the curriculum will be reviewed and adjusted accordingly

5. Procedures for Managing Risk and Handling Allergies

5.1 Hygiene procedures

- Students are reminded to wash their hands before cooking
- Students are reminded not to share cutlery, crockery, water bottles and other items of personal use

5.2 Catering

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

- Food purchased from external caterers is checked to ensure they adhere to our consideration for dealing with allergies and associated risk
- Orders for student food are checked for ingredients with the Caters, before the order is confirmed
- School menus are available for students, parents/carers to view with the opportunity to modify or seek further clarity on ingredients
- 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 shown at Appendix 1 and is displayed in the Kitchen.
- Any food brought in for staff training will contain Allergen information labelling which will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Cookery lessons will follow hygiene procedures when preparing food to avoid cross-contamination with known allergens

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we do not allow the following foods in school, to avoid risk and 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.

5.4 Insect bites/stings

Risk Assessments for outside activities will include a risk factor relating to insect bites and stings. Student, individual first aid kits will travel with the student when off site, and a general first aid kit will also be available, containing bite and sting cream.

When outdoors:

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

5.5 Animals

- A risk assessment for dogs in school will include measures to minimise risk relating to allergies. If the risk is deemed high, the visit will not take place.
- A risk assessment for practical activities outside of school involving animals will include measures to minimise risk relating to handling small animals, specifically those who have a diet which includes nuts.
- All risk assessments are reviewed at least once a year, or more often, if a need has arisen or additional information or a change in the activity has come to light.
- When handling animals, students will always wash their hands after interaction, to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals, unless specific consent is given by parents/carers and an agreed risk assessment is in place.
- Students with allergies to food that animals may have in their diet will be required to wear gloves and a face mask, if the risk assessment confirms the activity is low risk.

5.6 Support for mental health

Students with allergies can experience anxiety and depression relating to their allergy. The school always considers mental health support for all students, and has daily procedures to raise, discuss and communicate student related mental health and wellbeing at staff briefings.

Students with allergies will have additional support through:

- Regular check-ins with the Principal, SEND, Health & Care Manager, and any member of staff that they wish to request support from
- Frequent communication between the Principal and Parents/Carers, every time a matter is raised or needs to be discussed

5.7 Events and school trips

For off-site timetabled activities, events, trips and visits, no students with allergies will be excluded from taking part

The school will plan accordingly for all activities, events and school trips, and arrange for the staff members involved to be aware of students' allergies, to be aware that they need to ensure they take individual first aid kits and procedures, and to have received adequate training

All staff supervising off-site activities or trips must complete an 'Off-Site Medical Checklist' which is kept in the office to ensure the correct medical and first aid kits and information for individual students going off-site are collected and returned at the beginning and end of each trip or visit. This includes a signed declaration to confirm that the member of staff accepts responsibility for these procedures.

6. Recording Information and Managing Allergic Reactions

6.1 Register of students with AAI

The school maintains a record of students who have been prescribed AAIs or where a doctor provides a written plan recommending AAIs to be used in the event of anaphylaxis. The record 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

The record is kept in the Office shared area in Sharepoint.

Information relating to students who have been prescribed their own AAI can be found in their individual health risk assessment, which is accessible to all staff. The Individual First Aid kits for students are easily accessible in the main office, as part of initiating an emergency response, and/or for off-site activities.

Students who have their own AAI(s) have their own labelled First Aid kit bag, containing the AAI(s) and emergency information and procedures.

There is also a spare AAI in the main office with the general First Aid Kit.

For students who need immediate assistance, there is anonymised emergency information and procedures on the first aid kit cupboard door in the main office.

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 students' receiving adrenaline in an emergency

The majority of our Staff are trained in Emergency First Aid at Work

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, calling 999.

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

6.3 Purchasing of spare AAIs

The School Business Manager is responsible for purchasing AAIs and ensuring they are stored according to the guidance.

AAIs will be sourced from a registered Pharmacy

One spare AAI is required for the school

The school will endeavour to have an EpiPen 300 msg Brand as the spare AAI. This brand will be the chosen purchase of replacement AAI's to avoid any confusion for staff.

7. Storing and Maintaining Allergy Medication

7.2 Storage of spare and prescribed AAI

The School Administrator will make sure all AAI 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 students
- **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 AAI will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance of spare AAI

The School Business Manager and the School Administrator are separately responsible for monthly checking that:

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

7.4 Disposal

AAI 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 AAI off school premises

Students at risk of anaphylaxis will have their individual, named First Aid Kit with them when they are off site, containing either one or two AAI, depending on the medication provided by parents/carers, plus their risk assessment.

The spare AAI will remain in school at all times in case of emergency

7.6. 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 AAI are kept on the school site, and how to access them
- How to administer AAI
- The wellbeing and inclusion implications of allergies
- Where student information relating to health and safety and medical risk is located

Allergy Response training will be carried out annually.

8. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting Students with Medical Conditions policy

- School food policy
- Accident and Incident Reporting Procedures
- First Aid policy

Approved by: (Principal) (date)

Authorised by: (Chair of Governors) (date)

To be reviewed every: Two Years

Next review date: November 2026

Date of Review	Reviewed by	Ratified by Governors	Date of next review
May 2025	Marie Black/ Alison Dolan		May 2027

Appendix 1 – The 14 Allergens

The 14 ALLERGENS



Celery



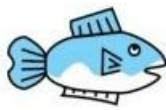
Cereals containing
Gluten



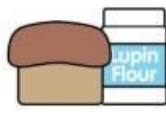
Crustaceans



Egg



Fish



Lupin



Milk



Molluscs



Mustard



Nuts



Peanuts



Sesame



Soya



Sulphites

Appendix 2 – Poster for Main Office

ALLERGIC REACTIONS

1. SIGNS OF ALLERGIC REACTION:

- Skin reactions such as itching and hives
- Flushed and pale skin
- Swelling of lips or eyes (or ears popping)

Encourage student to take **ONE Piriton tablet** (chlorphenamine 4 mg). If symptoms continue, but not worsen, **take one more** tablet.

2. SIGNS OF ANAPHYLAXIS:

IF ANY OF THESE SYMPTOMS OCCUR:

- Difficulty breathing, throat swelling or choking
- Weak and rapid pulse rate
- Vomiting or Nausea
- Dizziness or fainting

Move straight to EPIPEN[®] and CALL 999:

1. Remove the blue safety cap.
Remember, **blue** to sky, **orange** to thigh
2. Hold the EpiPen[®] **roughly 10cm away**, with the orange tip pointing towards the outer thigh.
3. Jab the EpiPen[®] firmly into the outer thigh at a right angle. Hold firmly for **3 seconds**.
4. **Dial 999**. Ask for an ambulance and say 'anaphylaxis' (anna-fill-axis).