Writtle Infant School | Writtle Junior School

Pupil Allergy Policy

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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 pupils 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, Statutory Framework for the Early Years Foundation Stage (DfE). and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Human Medicines (Amendment) Regulations 2017

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

The following responsibilities are not meant to be exhaustive and will need to be adapted to suit the context of your school.

3.1 Allergy lead

Accountability for allergy safety is held at the highest level of leadership across the Writtle Schools:

- **Named Senior Leader for Allergy Safety:** Claire Storer

- **Named Governor for Allergy Safety:** Matt Coffey

Responsibilities include:

- Conducting annual allergy safety audits and risk assessments.
- Overseeing the execution of termly anaphylaxis emergency drills for all staff.
- Ensuring the school's staff training log is fully up to date.
- Regular monitoring and auditing of food safety procedures in partnership with the catering provider.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself is delegated to administrative staff)
- 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)
- Regularly reviewing and updating the allergy policy

3.2 Administrative Team

The Administrative officer is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs and spare emergency asthma inhalers are in date and ordering replacements
- Any other appropriate tasks delegated by the allergy lead

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- 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 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose and following school processes.
- 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 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

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

4. Assessing risk

The school will conduct a risk assessment for any pupil 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 pupil 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

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

5.2 Catering

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

The Writtle Schools partner with **Stir Food** to deliver school meals. Responsibilities of our catering provider include:

- **Special Diet Management:** Medical evidence of an allergy is verified before any bespoke meal is prepared. This is completed in partnership with the parents and food preparation monitored using Stir systems.

- **Allergen Tracking:** Ensure strict adherence to Food Information Regulations, tracking the 14 major allergens across all ingredients.
- **Ingredient Substitutions:** Maintain an immediate, verified audit trail if any ingredients are substituted due to supply chain changes, cross-checking against the school's high-risk allergy list.
- **Briefings:** Conduct a daily briefing with kitchen and lunchtime supervisory staff regarding high-risk pupils before service begins.
- 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)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

To protect highly sensitive pupils from cross-contamination and airborne traces, the Writtle Schools operate strict environmental controls:

- **Nut-Free Site:** Both Writtle Infant and Writtle Junior Schools are **strict no-nut zones**. Peanuts, tree nuts, peanut butter, Nutella, or products labelled "may contain nuts" are strictly prohibited in packed lunches, snacks, or school events.
- **Egg Restrictions:** To safeguard highly sensitive individuals, parents are requested to exclude **whole eggs or egg-heavy fillings** (e.g., boiled eggs, egg mayonnaise sandwiches) from home-prepared packed lunches.
- **Food Sharing:** A strict "no-sharing" food rule is enforced across all year groups for snacks and lunchboxes.
- **Hygiene:** Handwashing with soap and water is mandatory for all pupils and staff before and after eating to reduce the risk of allergen transfer.

If a pupil brings these foods into school, parents will be contacted and a replacement sought.

5.4 Insect bites/stings

When outdoors:

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

5.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

5.6 Support for mental health

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

Pupils with allergies may have additional support if appropriate through:

- Pastoral care
- Regular check-ins with their class teacher

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils 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 pupils' 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 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

- The school maintains a register of pupils 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 pupil has been prescribed AAI(s) (and if so, what type and dose)
    - Where a pupil 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 pupil
    - A photograph of each pupil to allow a visual check to be made
    - The register is kept in the School Office and in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response.

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 pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one
- If the pupil 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:

Emergency Protocol (Anaphylaxis Action Plan)
If a pupil shows signs of severe allergic reaction (e.g., swelling of the mouth/throat, difficulty breathing, wheezing, dizziness, pale/floppy appearance):

1. **Administer the Pupil's Own AAI immediately** into the outer middle thigh. **Do not move the pupil.** Keep them flat or sitting up if breathing is difficult—*never stand them up*.
2. **Call 999** immediately, stating "Anaphylaxis" and giving clear school location details.
3. **Note the time** the injection was given. If symptoms do not improve after 5 minutes, administer the second prescribed AAI (or the school's spare AAI if the second is unavailable).
4. **Contact the parents** or emergency contacts immediately.
5. Ensure the used AAI device is handed over to the paramedics upon arrival.

If the pupil is a known asthmatic and experiencing respiratory distress alongside anaphylaxis, administer their prescribed inhaler (or the school's emergency spare inhaler) in accordance with their medical plan.

- A school AAI device will be used instead of the pupil's own AAI device if:
    - Medical authorisation and written parental consent have been provided, or
    - The pupil'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 pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil 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)

7.1 Purchasing of spare AAIs

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

- Purchased from Writtle Green Pharmacy
- 2 x 0.3mg and 2 x 0.15mg
- Brand: EpiPen
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance)
- Guidance from the Department of Health to schools recommends:

For children age under 6 years:	For children age 6-12 years:	For teenagers age 12+ years:
· Epipen Junior (0.15mg) **or** · Jext 150 microgram	· Epipen (0.3 milligrams) **or** · Jext 300 microgram	· Epipen (0.3 milligrams) **or** · Jext 300 microgram

- Emergency backup pens are purchased and held under **The Human Medicines (Amendment) Regulations 2017**, which legally permits schools to purchase and hold stock of adrenaline auto-injectors without a prescription for emergency use.

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
- **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 pupil's own prescribed AAI and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

Vikki Foster is responsible for checking monthly that:

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

If Vikki is absent it is the responsibility of the School Office Manager to delegate to another member of the admin team.

7.4 Disposal

AAIs 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 AAIs off school premises

- Pupils 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
- Spare AAIs for emergency use on school trips and off-site events are carried by the lead teacher.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- 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 pupils to whom the AAI can be administered
- A record of when AAIs have been administered

7.7 Emergency Salbutamol Inhalers (Asthma Pumps)

- **Purchasing:** Emergency backup inhalers and spacers are purchased and held under *The Human Medicines (Amendment) (No. 2) Regulations 2014*, which legally permits schools to hold stock of salbutamol inhalers without a prescription for emergency use.
- **Storage & Maintenance:** Spare inhalers will be stored alongside the emergency anaphylaxis kit in a central, accessible location known to all staff, out of reach of children, and never locked away. *
- **Monthly Checks:** The Administrative Team member responsible for AAIs will simultaneously check monthly that the emergency inhalers are present, clean, in-date, and that there is a sufficient stock of disposable spacers.
- **Consent:** Spare emergency inhalers will only be administered to pupils who have been diagnosed with asthma and for whom written parental consent has been explicitly obtained.

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

Training will be carried out annually by all staff at least once a year.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Behaviour Policy