Eastover Primary School

Approved by the Governing Body of Eastover Primary School

Name …Mrs B Cockrell…

Signature: B. Cockrell.

Somerset Council | Support Services for Education

Allergy Safety Policy

Policy Statement

Eastover Primary School is committed to providing a safe, inclusive and supportive environment for all children, young people, staff and visitors with allergies. We recognise that allergies can have a significant impact on health, wellbeing and participation in education and that severe allergic reactions (anaphylaxis) can be life-threatening.

This policy sets out the measures we take to:

- Minimise the risk of exposure to known allergens.
- Ensure staff are trained and confident in recognising and responding to allergic reactions.
- Support the wellbeing and inclusion of individuals with allergies.
- Maintain effective emergency response arrangements.
- Comply with the requirements of Section 34 of the Children's Wellbeing and Schools Act 2026 and related statutory guidance.

Leadership and Responsibilities

The designated senior leaders responsible for allergy safety are:

Vivien Hamblin and Jo Larson

The designated leads will:

- Oversee implementation of this policy.
- Maintain oversight of allergy records and Individual Healthcare Plans (IHPs).
- Ensure staff training is completed and recorded.
- Coordinate policy reviews.
- Monitor incidents and near misses.
- Liaise with parents, healthcare professionals and external agencies where appropriate.

This policy will be reviewed annually, or sooner following an incident, near miss, significant change in guidance or identified need.

Creating a Safe and Supportive Culture

Allergy Awareness Training

All staff present when children and young people are on site will receive allergy awareness and emergency response training at least annually.

This includes:

- Teachers.
- Teaching assistants.
- Leadership staff.
- Administrative staff.
- Catering staff.
- Breakfast and after-school club staff.
- Agency workers.
- Peripatetic staff.
- Supply staff.
- Regular volunteers.

Training Content

Training will ensure staff:

- Understand allergy and associated risks.
- Understand food allergy, asthma, eczema, hay fever and related conditions.
- Understand the difference between food allergy, food intolerance and coeliac disease.
- Know where information regarding known allergens is held.
- Can identify signs and symptoms of allergic reactions.
- Can recognise anaphylaxis.
- Know emergency procedures.
- Know how to contact emergency services and parents/carers.
- Can locate and administer prescribed and spare adrenaline devices.
- Can use asthma reliever inhalers and spacers where necessary.
- Understand the emotional impact of living with allergies.
- Understand this Allergy Safety Policy.
- Know how to access Allergy Action Plans, Asthma Action Plans and Individual Healthcare Plans.
- Understand their role in reducing exposure to allergens.
- Know how to report incidents and near misses.

New and Temporary Staff

- New staff will receive allergy awareness training as part of their induction.
- Supply and cover staff will receive essential allergy safety information before commencing duties.
- Records of all training will be maintained.

Supporting Wellbeing

We recognise that living with allergies can create anxiety and affect wellbeing.

The school will:

- Promote inclusion of pupils with allergies in all aspects of school life.
- Encourage open communication about allergy-related concerns.
- Ensure pupils feel confident seeking support.
- Work in partnership with parents and carers.
- Provide appropriate pastoral support where required.

Bullying Prevention

Bullying, teasing or intimidation relating to any medical condition, including allergies, will not be tolerated.

Any incidents will be managed in accordance with the school's behaviour and anti-bullying policies.

Minimising Risks

The school will take reasonable steps to minimise the risk of exposure to known allergens.

These measures include:

- Maintaining accurate records of known allergies.
- Sharing relevant information with staff on a need-to-know basis.
- Considering allergens when planning activities and events.
- Conducting risk assessments where necessary.

Food Provided by the School

The school will:

- Comply with food allergen information requirements.
- Provide clear allergen information for food supplied.
- Ensure catering staff are aware of allergy management procedures.
- Take reasonable precautions to avoid cross-contamination.

Food Brought onto Site

The school will:

- Provide guidance to parents, carers and staff regarding food brought onto site.
- Implement additional controls where necessary to protect pupils with significant allergies.
- Communicate any allergen-related restrictions when required.

Non-Food Allergens

Where an individual has known airborne or contact allergies, reasonable measures will be implemented to reduce exposure, including consideration of:

- Cleaning products.
- Animals.
- Plants.
- Craft materials.
- Science materials.
- Musical equipment.
- Environmental allergens.

Curriculum Activities

Staff planning activities must consider allergy risks during:

- Science lessons.
- Cooking activities.
- Art and craft lessons.
- Animal-related activities.
- Educational visits.
- Special events and celebrations.

Food Allergy Management

The school will manage food allergy risks through:

- Staff awareness.
- Appropriate food handling procedures.
- Clear communication with catering providers.
- Allergen identification and information sharing.
- Individual risk assessments where required.

Further details may be found in the school's Food Safety and Catering Procedures.

Identifying Individuals with Allergies

The school will maintain an up-to-date register of individuals with known allergies.

This will include:

- Pupils.
- Staff members.
- Regular visitors where relevant.

Records will include:

- Known allergens.
- Severity of allergy.
- Medication requirements.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Asthma Action Plans.

Information will be obtained through:

- Admission processes.
- Parent/carer communication.
- Healthcare professionals.
- Information transferred from previous settings.
- Ongoing updates from families.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a child or young person:

- Has an allergy that significantly impacts school life.
- Is at risk of harm due to their allergy.
- Requires arrangements additional to or different from those generally available.

The IHP will include:

- Details of the allergy.
- Known triggers.
- Preventative measures.
- Emergency procedures.
- Medication arrangements.
- Roles and responsibilities of staff.
- Reasonable adjustments where appropriate.

Where an Allergy Action Plan or Asthma Action Plan exists, it will be attached to, or referenced within, the IHP.

Plans will be reviewed:

- Annually.
- When medical information changes.
- Following incidents or near misses.

Prescribed Adrenaline Devices

The school will ensure pupils prescribed adrenaline autoinjectors (AAIs) have rapid access to them at all times.

This includes during:

- Lessons.
- Break times.
- Lunchtimes.
- Sports activities.
- Educational visits.
- Off-site activities.

The school will:

- Maintain records of pupils prescribed AAIs.
- Maintain records of Allergy Action Plans.
- Monitor expiry dates.
- Work with families to ensure replacement devices are provided before expiry.
- Ensure arrangements allow pupils to take devices home where necessary.

Spare Adrenaline Devices

The school maintains spare adrenaline autoinjectors in accordance with legal requirements and guidance.

Use of Spare Devices

Spare devices may be used when:

- A pupil has been diagnosed as at risk of anaphylaxis.
- There is parental permission where required.
- The pupil's own device is unavailable, unavailable quickly enough, damaged or already used.
-

Storage

Spare adrenaline devices:

- Will be clearly labelled.
- Will be readily accessible.
- Will not be locked away.
- Will be stored in pairs.
- Will be kept alongside emergency instructions.

Monitoring and Replacement

The school will:

- Check expiry dates regularly.
- Replace devices before expiry.
- Replace used devices promptly.
- Dispose of used devices safely.

The school will ensure that individuals at risk are never more than five minutes away from access to adrenaline.

Educational Visits and Trips

Children and young people with allergies will be enabled to participate fully in visits and trips wherever possible.

Prior to visits:

- Appropriate risk assessments will be completed.
- Staff will review relevant healthcare plans.
- Emergency medication arrangements will be confirmed.
- Staff trained in emergency response will accompany the visit.

Pupils at risk of anaphylaxis will have access to their prescribed adrenaline devices throughout the visit.

Managing Incidents and Near Misses

All allergic reactions, anaphylaxis incidents and allergy-related near misses will be recorded.

The school will:

- Provide appropriate first aid and emergency treatment.
- Contact emergency services where necessary.
- Inform parents/carers promptly.
- Investigate incidents and near misses.
- Identify lessons learned.
- Review procedures where required.

Incident records will be maintained securely.

Information Sharing and Data Protection

Information relating to allergies is special category personal data and will be managed in accordance with UK GDPR and data protection legislation.

The school will:

- Share information only where necessary.
- Ensure staff have access to information needed to keep individuals safe.
- Protect confidentiality.
- Store records securely.
- Use information respectfully and sensitively.

Further details can be found in the school's Data Protection Policy.

Raising Awareness

This policy will be:

- Published on the school website.
- Available in hard copy on request.
- Included in staff training programmes.
- Promoted through induction processes.

The school will also promote awareness among pupils in an age-appropriate manner to encourage understanding, inclusion and safe behaviour.

Where appropriate, and with agreement from the child and family, friends and classmates may be given information about how to seek help in an allergy emergency.

Monitoring and Review

This policy will be reviewed:

- At least annually.
- Following a serious incident or near miss.
- Following changes in legislation or guidance.
- Where monitoring identifies a need for improvement.

Reviews will take account of:

- Incident reports.

- Near misses.
- Feedback from pupils, families and staff.
- Emerging good practice.

Approved by: _____

Date: _____July 26_____

Next Review Date: _____July 27_____

Appendix A – Emergency Procedures for Allergic Reactions and Anaphylaxis

Recognising an Allergic Reaction

Staff should be aware that allergic reactions can vary in severity and may progress rapidly.

Mild to Moderate Symptoms

Symptoms may include:

- Itchy skin, rash or hives.
- Red, watery or swollen eyes.
- Swelling of lips, face or eyelids.
- Tingling or itching in the mouth.
- Stomach pain, nausea or vomiting.
- Sneezing, runny nose or mild wheezing.

Signs of Anaphylaxis (Medical Emergency)

Symptoms may include one or more of the following:

- Difficulty breathing or noisy breathing.
- Persistent coughing.
- Hoarse voice or difficulty speaking.
- Swollen tongue.
- Swollen or tight throat.
- Difficulty swallowing.
- Wheezing.
- Dizziness or collapse.
- Pale, floppy or sudden drowsiness.
- Loss of consciousness.
- In young children, becoming pale, floppy, quiet or unresponsive.

If anaphylaxis is suspected, treat it as a medical emergency and administer adrenaline without delay.

Emergency Procedure – Suspected Anaphylaxis

Step 1 – Administer Adrenaline Immediately

- Send for the pupil's prescribed adrenaline autoinjector (AAI) and the school's spare device if available.
- Administer the adrenaline autoinjector immediately according to training and the individual's Allergy Action Plan.
- Note the time the adrenaline was given.

Step 2 – Call Emergency Services

Dial **999** immediately and state:

"A child/young person/adult is having an anaphylactic reaction. Adrenaline has been administered. An ambulance is required urgently."

Provide:

- School name and address.
- Exact location of the individual.
- Age of the individual.
- Time adrenaline was administered.

Step 3 – Position the Person Correctly

- If breathing difficulties are present, allow the person to sit upright.
- If feeling faint, lay the person flat and raise their legs.
- If unconscious but breathing, place them in the recovery position.
- Do not allow the person to stand or walk around.

Step 4 – Monitor Continuously

Remain with the individual at all times and:

- Monitor breathing and level of consciousness.
- Reassure the individual.
- Be prepared to give a second dose of adrenaline if symptoms continue or worsen and medical advice or the action plan indicates this is appropriate (usually after 5 minutes).

Step 5 – Inform Parents/Carers

A member of staff should contact parents/carers immediately after emergency services have been called.

Step 6 – Handover to Ambulance Crew

Provide ambulance staff with:

- Details of the reaction.
- Time(s) adrenaline was administered.
- Details of the allergen if known.
- The individual's Allergy Action Plan and Individual Healthcare Plan if available.

Emergency Procedure – Mild Allergic Reaction

Where a child or young person is experiencing a mild allergic reaction and is not showing signs of anaphylaxis:

1. Stay with the individual and monitor symptoms.
2. Follow the Allergy Action Plan.
3. Administer prescribed medication if indicated.
4. Inform parents/carers.
5. Continue monitoring in case symptoms worsen.
6. Escalate immediately to the Anaphylaxis Procedure if symptoms progress.

Emergency Procedure During Trips and Visits

For educational visits:

- At least one trained member of staff must accompany any child or young person at risk of anaphylaxis.
- Prescribed adrenaline devices must remain accessible at all times and never be stored in luggage inaccessible to staff.
- A copy of the Allergy Action Plan and emergency contact details must accompany the visit.
- In an emergency, staff should follow the procedures outlined above and call emergency services immediately.

Post-Incident Procedure

Following any allergic reaction or use of an adrenaline device:

The school will:

1. Complete an incident report.
2. Inform parents/carers and senior leaders.
3. Review the circumstances surrounding the incident.
4. Identify any lessons learned or additional control measures required.

5. Review the individual's risk assessment, Action Plan and Individual Healthcare Plan if necessary.
6. Replace any used or expired medication as soon as possible.

Quick Reference: Anaphylaxis Response

A – Assess symptoms
D – Deliver adrenaline immediately
D – Dial 999 and ask for an ambulance
S – Stay with the person and monitor
E – Escalate treatment if symptoms continue and a second device is needed

Remember: Adrenaline first, then ambulance. Delay can be life-threatening.