



# **Newlands CofE School Federation**

A partnership of Shere and Clandon Schools

## **Allergy Safety Policy**

### **Responsibilities**

The Headteacher has delegated responsibility for the implementation, monitoring and review of this Allergy Safety Policy and may appoint a designated medical needs lead to oversee day-to-day arrangements.

This policy will be reviewed annually, or sooner following a significant allergy-related incident, near miss, change in legislation or updated national guidance.

The Governing Body will monitor the effectiveness of the policy and ensure it remains accessible to staff, parents/carers and the wider school community.

### **Culture**

### **Awareness Training**

The school is committed to ensuring that all staff have the knowledge, confidence and skills necessary to prevent, recognise and respond to allergic reactions, including anaphylaxis.

All staff with pupil-facing responsibilities, including teaching staff, support staff, catering staff, wraparound care staff, and supply staff will receive allergy awareness and emergency response training at least annually. New staff will receive allergy awareness information as part of their induction, and additional training will be provided where a pupil's specific needs require it.

Training will ensure staff:

- Understand the nature of allergies and anaphylaxis and the risks they present.
- Can recognise the signs and symptoms of allergic reactions, including anaphylaxis.
- Know how to access and administer emergency medication, including adrenaline auto-injectors (AAIs).
- Understand the school's allergy procedures, Individual Healthcare Plans (IHPs) and Allergy Action Plans.
- Know how to reduce the risk of exposure to allergens.
- Understand how to report allergy-related incidents and near misses.
- Understand the differences between food allergy, coeliac disease and food intolerance.

Training records will be maintained by the school and reviewed annually.

## **Wellbeing**

The school recognises that living with an allergy can have a significant impact on a pupil's emotional wellbeing, confidence and participation in school life. The school is committed to creating an inclusive environment where pupils with allergies feel safe, respected and supported.

The school will:

- Promote understanding, inclusion and respect for pupils with allergies.
- Work with pupils and families to address concerns and reduce anxiety.
- Support pupils to participate fully in school activities through appropriate risk assessments and reasonable adjustments.
- Encourage age-appropriate independence and self-management.
- Provide appropriate support following any allergy-related incident.

Any bullying, discrimination, teasing or deliberate exposure to an allergen will be treated seriously and addressed through the school's Behaviour, Anti-Bullying and Safeguarding Policies.

## **Minimising Risk**

The school will take reasonable and proportionate steps to minimise the risk of individuals being exposed to known allergens while recognising that it cannot guarantee an allergen-free environment.

The school will:

- Maintain up-to-date records of known allergies and allergens.
- Ensure relevant staff are aware of pupils with allergies and any required control measures.
- Undertake individual risk assessments where necessary.
- Consider allergy risks when planning lessons, curriculum activities, enrichment opportunities and special events.
- Implement reasonable adjustments for pupils with allergies to support their safety and inclusion.
- Ensure allergen risks are considered in relation to airborne, contact and environmental allergens, as well as food allergens.

All staff are expected to consider allergy risks as part of their normal planning and supervision responsibilities.

## **Food Allergy**

Where food is prepared, served or provided by the school, allergen information will be available and communicated to relevant staff, pupils and parents as appropriate.

The school will:

- Work with catering providers to ensure allergen information is accurate and up to date.
- Take reasonable steps to minimise the risk of cross-contamination.
- Provide suitable alternatives where reasonably practicable.
- Ensure staff supervising meals understand the needs of pupils with allergies.

Where food is brought into school by pupils, parents, staff or visitors, the school will:

- Communicate any necessary allergen management arrangements.
- Discourage the sharing of food and drinks.
- Encourage alternatives to food-based rewards and celebrations where appropriate.
- Consider allergy risks when planning food-related activities and events.

## **Individual Children and Young People**

### **Identification**

The school will maintain an up-to-date Allergy Register for pupils with diagnosed allergies and, where appropriate, staff members with significant allergies.

Information will be gathered through:

- Admission and medical information forms.
- Discussions with parents/carers and pupils.
- Information received from previous settings.
- Advice from healthcare professionals where appropriate.

The Allergy Register will record:

- Known allergens and triggers.
- Prescribed medication.
- The location of emergency medication.
- Whether the pupil has an Individual Healthcare Plan (IHP) and/or Allergy Action Plan.
- Any specific control measures or adjustments required.

Records will be reviewed annually and updated whenever circumstances change.

### **Individual Healthcare Plans**

An Individual Healthcare Plan (IHP) will be developed for pupils whose allergy requires specific support arrangements, emergency medication, reasonable adjustments or an ongoing risk management plan.

The IHP will be developed in partnership with parents/carers, the pupil and healthcare professionals where appropriate, and will include:

- Details of the allergy and known allergens.
- Signs and symptoms of an allergic reaction.
- Medication requirements and storage arrangements.
- Emergency procedures.

- Required adjustments and risk reduction measures.
- Arrangements for educational visits and extracurricular activities.

Where available, Allergy Action Plans and Asthma Action Plans will be attached to, or referenced within, the IHP.

IHPs will be reviewed at least annually and whenever medical needs change.

### **Prescribed Adrenaline**

The school recognises that anaphylaxis is a medical emergency and that adrenaline should be administered without delay when anaphylaxis is suspected.

Pupils prescribed adrenaline auto-injectors (AAIs) must have rapid access to their medication at all times, including during:

- Lessons and assemblies.
- Breaktimes and lunchtimes.
- Sports activities.
- Wraparound care.
- Educational visits and residential trips.

The school will maintain records of prescribed AAIs, including their location and expiry dates.

Parents/carers are responsible for providing in-date medication and replacing any device that has been used, expired or become damaged.

Arrangements for pupils carrying their own medication or taking medication home at the end of the day will be agreed with parents/carers and documented within the pupil's IHP.

### **School-Wide Policies**

#### **"Spare" Adrenaline Devices**

Where permitted by legislation and guidance, the school will maintain spare adrenaline auto-injectors (AAIs) for emergency use.

Spare AAIs will:

- Be stored in clearly labelled and readily accessible locations.
- Be available within five minutes of any likely emergency location.
- Be stored in pairs wherever practicable.
- Be checked regularly to ensure they remain in date and fit for use.
- Be included within school emergency procedures.

Used or expired devices will be replaced promptly and disposed of safely in accordance with appropriate clinical waste procedures.

## **Visits and Trips**

The school is committed to ensuring that pupils with allergies are able to participate fully and safely in educational visits and residential experiences.

A specific risk assessment will be completed for any pupil with a known allergy where required.

Risk assessments will consider:

- Known allergens and triggers.
- Medication requirements.
- Food provision.
- Staffing arrangements.
- Emergency procedures.
- Access to medical support.

Pupils prescribed AAls will have immediate access to their medication throughout the visit. At least one accompanying member of staff, and preferably more, will be trained to recognise anaphylaxis and administer adrenaline in an emergency.

No pupil will be excluded from a visit solely because of an allergy where reasonable adjustments can be implemented safely.

## **Serious Incidents and Near Misses**

All allergy-related incidents and near misses will be recorded, investigated and reviewed to identify lessons learned and improve practice.

Records will include:

- What happened.
- Actions taken.
- Any medication administered.
- Whether emergency services were contacted.
- Any follow-up actions required.

Serious incidents will be reported in accordance with the school's health and safety, safeguarding and medical needs procedures.

Following an incident, the school may review risk assessments, IHPs, training arrangements and control measures.

The school recognises that some allergic reactions or allergen exposures may only become apparent after a pupil has returned home. Parents/carers, pupils and healthcare professionals are encouraged to report any suspected allergy-related incidents or near misses so that the school can investigate and, where appropriate, review risk assessments, healthcare plans and control measures.

## **Information Sharing**

The school will share allergy information on a need-to-know basis in order to safeguard pupils while complying with data protection requirements.

Relevant information may be shared with:

- Teaching and support staff.
- First aiders.
- Catering staff.
- Lunchtime and wraparound care staff.
- Visit leaders.
- Supply and agency staff.

Relevant staff will have access to information contained within a pupil's Allergy Action Plan and Individual Healthcare Plan where necessary to fulfil their responsibilities safely and effectively.

## **Awareness of the Allergy Safety Policy**

The Allergy Safety Policy will be published on the school website and made available to staff, parents, governors and the wider school community.

The school will ensure that:

- The policy forms part of annual staff training.
- New staff receive information about the policy during induction.
- Parents are informed of the school's allergy arrangements when appropriate.
- Pupils receive age-appropriate education about allergy safety, inclusion and seeking adult help in an emergency.

Where appropriate, and with the agreement of the pupil and parents/carers, awareness may be raised amongst classmates or close friends to help them recognise the need to seek adult help quickly in an emergency. This will not replace the school's trained staff response arrangements.

The policy will be reviewed regularly to ensure it remains effective, up to date and compliant with current guidance and legislation.