

# Iver Heath Junior School

## Allergies Policy



Reviewed: January 2026

Review date: February 2027



We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy *Statements (Exception) Regulations 1975*
- Safety Representatives and Safety *Committees Regulations 1977*
- Management of Health and Safety at Work *Regulations 1999*
- Education (School Premises) *Regulations 1999*
- Equality Act 2010
- School Premises (England) *Regulations 2012*
- Children and Families Act 2014
- Food Information Regulations 2014
- Food Safety & Hygiene (England) *(Amendment) Regulations 2014*

The following documentation and websites are also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (*Cabinet Office*)

LINK	CONTENT
<a href="http://www.nhs.uk/conditions/food-allergy/">http://www.nhs.uk/conditions/food-allergy/</a>	<ul style="list-style-type: none"> <li>• Advice on food allergies</li> <li>• Information on symptoms</li> <li>• Treatment of allergies</li> </ul>
<a href="http://www.nhs.uk/conditions/anaphylaxis/treatment/">http://www.nhs.uk/conditions/anaphylaxis/treatment/</a>	<ul style="list-style-type: none"> <li>• Advice on treatment of anaphylactic reactions</li> </ul>
<a href="http://www.anaphylaxis.org.uk/what-to-do-in-an-emergency/">http://www.anaphylaxis.org.uk/what-to-do-in-an-emergency/</a>	<ul style="list-style-type: none"> <li>• Advice on what to do in an emergency</li> </ul>
<a href="http://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools">http://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools</a>	<ul style="list-style-type: none"> <li>• Advice on how to use autoinjectors in an emergency</li> </ul>
<a href="http://www.nhs.uk/conditions/allergies/symptoms/">http://www.nhs.uk/conditions/allergies/symptoms/</a>	<ul style="list-style-type: none"> <li>• Advice on how to deal with less severe allergic reactions</li> </ul>
<a href="http://www.allergyuk.org/information-and-advice/for-schools/useful-allergy-resources-for-schools">http://www.allergyuk.org/information-and-advice/for-schools/useful-allergy-resources-for-schools</a>	<ul style="list-style-type: none"> <li>• Facts and resources for schools</li> </ul>
<a href="http://www.anaphylaxis.org.uk/schools/schools-help/">http://www.anaphylaxis.org.uk/schools/schools-help/</a>	<ul style="list-style-type: none"> <li>• Advice on how to manage severe allergic reactions</li> </ul>
<a href="http://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">http://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a>	<ul style="list-style-type: none"> <li>• Model process for developing individual healthcare plans</li> </ul>



We are aware that section 100 of the Children and Families Act 2014 clearly states that schools have a duty to support pupils at their school who suffer with medical conditions such as mild allergies.

We believe it is fairly common for people to have mild allergies to things such as nuts (in particular peanuts), milk, eggs, fish and shellfish, wasps, bees, ants and natural rubber latex. Some people can experience a severe allergic reaction (anaphylaxis) if they touch, swallow, taste, eat or breathe in a particular substance.

We acknowledge that the Food Information Regulations 2014 requires all school caterers to show the allergen ingredients' information for the food they serve which makes it easier for schools to identify the food that pupils with allergies can and cannot eat.

We understand that school food standards allow schools to substitute items from their usual menus if items are in short supply. We ensure that if we have to make changes to menus or substituting food products we will continue to meet any special dietary needs which include pupils who cannot eat certain ingredients due to an allergy or other medical condition. Parents will be informed if menus are adapted at short notice and that the needs of pupils are still met.

We understand an allergic reaction occurs when the body's immune system over-reacts on contact with normally harmless substances. An allergic person's immune system treats certain substances as threats and releases a substance called histamine to defend the body against them. The release of histamine can cause the body to produce a range of mild to severe symptoms such as an itchy tingling or burning sensation in the mouth, a rash, hives, intense itching, swelling of the face, feeling hot or very chilled, rising anxiety, feeling flushed, nausea or vomiting, abdominal pain, mild wheeziness.

In the event of an acute reaction known as anaphylaxis or anaphylactic shock, which is potentially life-threatening, allergic people may suffer from breathing difficulties due to swelling within the throat and airway and experience a reduced level of consciousness.

Therefore, we have a duty to establish effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials. We need to have in place a training and education programme for school personnel and pupils and an effective plan to respond to any allergic reaction situation.

We ensure all school staff:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.



We work hard to have in place, and to maintain, a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or EpiPen's.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We are aware that following a change in the law, we are allowed to purchase spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies.

We acknowledge that these spare devices can only be used on pupils at risk of anaphylaxis (a life-threatening allergic reaction) where an auto-injector has been prescribed and consent from parents obtained.

We believe that parents will now feel more confident about their children's safety during school time knowing that we have in place spare adrenaline auto-injectors.

As a school we must make sensible decisions to keep children safe and to take in to account children who have allergies. At parents' request, we will make the decision to stop the children sending in Birthday treats, if we have children in school who have severe allergies, for whom sending in Birthday treats poses too much of a risk.

We encourage pupils not to share food from their lunch boxes with other pupils at break times, lunch times or during any off-site educational visit or sporting event.

We wish to work closely with the IHJS school council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child, which states that children should be encouraged to form and to express their views.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.



## **Aims**

- To establish effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials in order to prevent allergic reactions.
- To have in place health and safety control measures.
- To have in place a training and education programme for school personnel and pupils.
- To share good practice within the school.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to have in place a whole school approach to the health care and management of those members of the school community suffering from specific allergies;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Headteacher**

The Headteacher will:

- work in conjunction with the Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are:
  - in place and cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel.
- have in place health and safety control measures for food allergies:
  - Pupil records up to date.
  - School informed of all children with food allergies.



- School informed in writing by parents of any changes to their child's allergy and dietary arrangements.
- School caterers informed by school of all children with food allergies.
- Meetings between school, parents and school caterers, if necessary, to discuss menu planning for their children.
- Parents informed of any change to menus by the school catering company
- Parents provided with menus and agreed by them
- School personnel informed of those pupils suffering from food allergies.
- Catering personnel aware of those pupils suffering from food allergies.
- Pupil photographs displayed in the staff room.
- Food served to pupils by a designated person(s)..
- Medications / medical equipment for pupils stored in an accessible place (medical room) in school and administered by designated person(s).
- Records kept of when medications / medical equipment are administered.
- Parents ensure that medications / medical equipment are replenished when necessary.
- have in place health and safety control measures for all other allergies:
  - Policy published on school website
  - Pupils records up to date, with information shared from parents / carers.
  - School personnel aware of school policy via induction training
  - Named person(s) in place to administer medications.
  - Parents reminded that they must inform the school if medications are sent to school with their child.
  - Parents must sign a form stating the medication, dosage and times of administration.
  - All records in place and up to date.
  - All new parents aware of policy and procedures.
  - Epipens available and renewed by parents when necessary.
  - Named person(s) in place to administer medications.
  - Pupils aware of named person(s) and administering procedures.
  - Allergy sufferers kept away from any animals who may visit, if appropriate.
  - Allergy sufferers always kept in mind when new plants are planted in the school grounds or brought into school.
  - Food Allergies risk assessment in place from Innovate, catering company.
  - Procedures in place to ensure named person(s) or other suitably qualified persons are always available to administer medications.
  - Parents inform school of any changes to their child's medical information.
  - School informs parents when medications have to be renewed or replaced.



- Appropriate and regular training in place for all named person(s) or other suitably qualified persons.
- School personnel trained in first aid.
- Health Care Plans in place for individual pupils.
- Parents assist in establishing Individual Health Care Plans.
- School personnel made aware of Individual Health Care Plans of pupils in their care.
- School personnel made aware of those children who suffer from the following most common allergens:
  - grass and tree pollen
  - dust mites
  - animal dander (tiny flakes of skin or hair)
  - food such as nuts, fruit, shellfish, eggs and cow's milk
  - insect bites and stings
  - medication such as ibuprofen, aspirin and certain anti-biotics
  - latex
  - mould
  - household chemicals such as detergents and hair dyes
- Spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies in place.
- Training and education programme for school personnel and pupils in place.
- School personnel attend periodic refresher training.
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

**Role of the healthcare team (Max Noyce, Donna O'Donoghue, Natalia Khanzadeh )**

The team will:

- support the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- contact the school nurse team, when required;



- keep a register of pupils with a diagnosed allergy, which includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.

- ensure risk assessments are:

- in place and cover all aspects such as:

- Medications brought to school by pupils without the prior knowledge of school personnel
    - Parents not informing school of their child's medical condition
    - Asthma inhalers and epipens not available in school
    - Allergy sufferers affected by primula plants
    - Pupil dietary requirements not made known to school caterers
    - Poor record keeping
    - Poor or lack of training for school personnel (work with the School Business Manager)

- accurate and suitable;
      - reviewed annually;
      - easily available for all school personnel.

- with the SBM, provide a training and education programme for school personnel and pupils;

- work closely with parents, school personnel and pupils in establishing Individual Health Care Plans;

- ensure Individual Health Care Plans include:

- a photograph of the pupil (on the Medical Board in the Staff Room)
  - details of the pupil's medical condition plus the allergy triggers
  - action plan from allergy clinic
  - details of the allergic reaction
  - emergency medication and required dosage
  - secure storage location of the emergency medication
  - a list of current risk assessments
  - emergency action plan for school personnel must follow

- ensure all school personnel are aware of Individual Health Care Plans;

- ensure all school personnel know what to do in an emergency;

- ensure allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events;

- inform parents of the importance of informing school if their child suffers from any form of



allergy;

- provide guidance and support to all staff;
- share training material for all school personnel on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- Liaise with PTA regarding the children with allergies for their events.

### **Role of School Personnel (All members of the IHJS Team)**

School personnel will:

- comply with all aspects of this policy;
- champion and practise allergy awareness across the school
- be trained in basic first aid;
- be aware of which children suffer from the most common allergens:
- inform the Headteacher if they notice any child is suffering from any of the following:
- be trained in how to administer medication in the case of a severe allergic reaction;
- check children's lunchboxes and breaktime snacks to ensure that foods, that could cause harm, are not being opened in school;
- follow this course of action in an emergency:
  - take what the pupil says seriously
  - do not ask the pupil to wait and see how they feel later
  - look for signs that a reaction is occurring
  - reassure the pupil
  - administer the adrenaline using the Epipens
  - call an ambulance
  - lay the pupil down unless they are experiencing severe breathing difficulties
  - remain with the pupil
  - keep the pupil calm
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;

### **When planning and preparing lessons, staff will:**

- consider all children with allergies when planning activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking and plan accordingly and with their safety in mind.



## **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- take part in awareness training;
- be aware of those pupils who suffer from allergies;
- be allowed to use their asthma inhalers in school;
- be encouraged not to share food from their lunch boxes with others;
- liaise with the school council;
- take part in questionnaires and surveys.

## **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be advised to take their child to their GP if they think their child is suffering from an allergic reaction to something;
- inform the school of their child's medical condition;
- assist in devising with the school a Individual Health Care Plans for their child;
- ensure the school has sufficient emergency medication that is in-date and replaced at the appropriate time;
- ensure to inform the school of any changes in their child's condition or treatment;
- work in partnership with the school;
- provide a list of cake ingredients when sending a birthday cake in to school to share;
- asked to provide allergy free alternatives for those pupils with allergies;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters;
- Headteacher reports to the Governing Body;
- Text messages & email;



## Spare pens

From 2017 schools have been able to purchase spare adrenaline pens. These should be held as a back-up, in case pupils' own adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

This school has 2 spare adrenaline pens too be used in accordance with government guidance.

The adrenaline pens are clearly signposted and are stored the office

The Allergy Lead and Lead Nurse are responsible for:

- Deciding how many spare pens are required [you may want to consider a couple of spare adrenaline pens in grab bags for school trips/ matches as well as around the site]
- What dosage is required, based on the Resuscitation Council UK's age-based guidance (see page 11)
- Which brand(s) to buy. Schools are recommended to buy a single brand if possible to avoid confusion.
- The purchasing of spare adrenaline pens which can be obtained at low cost from a local pharmacy. See government guidance above
- Distribution around the site and clear signage

## Training

We ensure all school personnel:

▪ have received appropriate training for all health and safety policies that is undertaken by a registered training provider and deals with:

- All aspects of this policy
- Health and Safety
- Administering Medicines
- Medical and First Aid
- Risk Management and Risk Assessments
- Equal opportunities
- Inclusion

▪ ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;

▪ can provide data that evidences staff understanding of the training

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.



## **Race Disparity Audit**

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

## **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

## **Linked Policies**

- Administering Medicines
- Health and Safety
- First Aid
- Child Protection



## Annex

### **WHAT IS AN ALLERGY?**

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

### **DEFINITIONS**

**ANAPHYLAXIS:** Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

**ALLERGEN:** A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

**ADRENALINE AUTO-INJECTOR:** Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI's, adrenaline pens or by the brand name EpiPen. There are three brands licensed for use in the UK: EpiPen, Jext Pen and Emerade. Emerade is currently not available as it has been recalled due to misfiring incidences.

**ALLERGY ACTION PLAN:** This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

**INDIVIDUAL HEALTHCARE PLAN:** A detailed document outlining an individual pupil's condition, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

**RISK ASSESSMENT:** A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risk. Allergy should be included on all risk assessments for events on and off the school site.

