

Student Allergy Policy



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1. Aims

This policy aims to:

- ▲ Set out our approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction.
- ▲ Make clear how we support students with allergies to ensure their wellbeing and inclusion.
- ▲ Promote and maintain allergy awareness among the College 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](#), and the following legislation:

- ▲ [The Food Information Regulations 2014](#)
- ▲ [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Stephen Corline (College Business Manager).

They are responsible for:

- ▲ Promoting and maintaining allergy awareness across our College community

- ▲ Ensuring allergy and special dietary information for all relevant students is collated and recorded
- ▲ 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 College's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
- ▲ Ensuring a stock of adrenaline auto-injectors (AAIs) is kept by the College
- ▲ Regularly reviewing and updating the allergy policy

3.2 First Aid Lead

The College's First Aid Lead is responsible for:

- ▲ Co-ordinating the paperwork and information from families and health professionals where appropriate;
- ▲ Co-ordinating medication with families;
- ▲ Checking spare AAIs are in date and are located where they should be;
- ▲ Any other appropriate tasks delegated by the allergy lead.

3.3 Teaching and support staff

All staff are responsible for:

- ▲ Promoting and maintaining allergy awareness among students;
- ▲ 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 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.

3.4 Parents/carers

Parents/carers are responsible for:

- ▲ Being aware of the College's allergy policy;
- ▲ Providing the College 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 two in-date AAls 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 College's guidance on food brought in to be shared;
- ▲ Updating the College on any changes to their child's condition.

3.5 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;
- ▲ If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose.

3.6 Students without allergies

These students are responsible for:

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

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

4. Assessing risk

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

- ▲ Lessons such as food technology;
- ▲ Science experiments involving foods;
- ▲ Crafts using food packaging;
- ▲ Off-site events and College trips;
- ▲ Any other activities involving animals or food, such as animal handling experiences or baking.

A risk assessment for any student 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

Students must wash their hands before and after eating. Students are expected to bring and use their own water bottles.

5.2 Catering

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

- ▲ Catering staff receive appropriate training and are able to identify students with allergies;
- ▲ Menus are available for parents/carers to view with ingredients clearly labelled;
- ▲ Where changes are made to menus, they will continue to meet any special dietary needs of students;
- ▲ Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students and staff to make safer choices. 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

We acknowledge that it is impractical to enforce an allergen-free College. However, we encourage students and staff to avoid certain high-risk foods to 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 College, 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

To reduce the risk of insect bites and stings, when outdoors, shoes should always be worn and food and drink should be covered.

5.5 Animals

Students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact. Students with animal allergies will not interact with animals.

5.6 Support for mental health

Students with allergies have access to support including:

- ▲ Pastoral care
- ▲ Regular check-ins with their form tutor

5.7 Events and College trips

Students with allergies will not be excluded from taking part in events, including those that take place outside of the College, and College trips. The College will plan accordingly for all events and College trips and arrange for the staff members involved to be aware of students' allergies and to have received adequate training. Appropriate measures will be taken in line with the Colleges AAI protocols for off-site events and College trips (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of students with AAI

The College maintains a register of students 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 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;
- ▲ A photograph of each student to allow a visual check to be made.

The register is kept in the first aid room and can be checked quickly by any member of staff as part of initiating an emergency response. It is also regularly updated and sent to relevant staff to ensure they have up-to-date information regarding students with allergies and actions required if they experience an issue.

6.2 Allergic reaction procedures

As part of the whole-College awareness approach to allergies, all staff are trained in the College's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately. Relevant staff are trained in the administration of AAIs to minimise delays in student's receiving adrenaline in an emergency. If a student has an allergic reaction, the staff

member will initiate the College'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 device or, if this is unavailable, they will use a College AAI device.

If the student has no allergy action plan, staff will follow the College's procedures on responding to allergy and, if needed, the College's normal emergency procedures:

- ▲ Contact a first-aider;
- ▲ Assess the situation and decide what action is necessary;
- ▲ Contact NHS Direct or 999 for further advice where this is required.

A College AAI device will be used instead of the student's own AAI device if:

- ▲ medical authorisation and written parental consent have been provided;
- ▲ 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);
- ▲ advised to do so by a trained medical practitioner;

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.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing AAIs

The allergy lead is responsible for ensuring the College has the appropriate number of AAIs and that they are stored according to the guidance.

- ▲ AAIs will be purchased from a reputable source;
- ▲ The College will have a minimum of 3 AAIs in place at all times.

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 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 student's own prescribed AAI and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAls)

The First Aid Lead, along with the College Business Manager are responsible for checking monthly that:

- ▲ The AAls are present and in date;
- ▲ Replacement AAls are obtained when the expiry date is near.

7.4 Disposal

AAls can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions

7.5 Use of AAls offsite

Students at risk of anaphylaxis who can administer their own AAls should carry their own AAI with them on College trips and off-site events. Where a student who is identified as carrying an AAI with them is present but off-site, the College will provide a spare AAI for the trip/off-site visit.

7.6 Emergency anaphylaxis kit

The College holds an emergency anaphylaxis kit. This includes:

- ▲ Spare AAls.
- ▲ Instructions for the use of AAls.
- ▲ 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 students to whom the AAI can be administered.
- ▲ A record of when AAls have been administered.

8. Training

The College 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 AAls are kept on the College site, and how to access them;
- ▲ How to administer AAls;
- ▲ The wellbeing and inclusion implications of allergies.

Training will be completed annually.

9. Links to other policies

This policy links to the following policies and procedures:

- ▲ Health and safety policy
- ▲ Supporting students with medical conditions policy