Compass Eko

Trust

Allergy Policy

Monitoring, evaluation and review

The Board of Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout all Trust schools. The Director for Safeguarding will regularly review allergy procedures to ensure they reflect current guidance and learning from incidents.

This Policy will be reviewed by the Board of Trustees or delegated committee on a twoyearly cycle.

Adherence to the policy will be monitored by the Local School's Committee.

Policy adopted:	Summer term 2026
Other related policies:	Safeguarding/child protection policy Staff code of conduct Health and safety policy Supporting pupils with medical conditions policy Asthma Management First aid policy Equality policy Dogs in school policy Educational visits Critical incident and business continuity
Next Review:	Spring term 2028

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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 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, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's law)
- The Children and families Act 2014
- The health and Safety at Work Act 1974

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 Headteacher

The Headteacher has ultimate accountability for implementation of this policy.

They must ensure that:

- all staff and any relevant contractors are aware of the policy and school specific procedures

staff training needs are assessed and delivered responsibilities are clearly defined and assigned ensuring that the Trust Central Team is alerted to any significant incidents regarding allergy management

3.2 Allergy lead

The nominated allergy lead is Mrs O'Donnell and Mrs Sinclair

They're responsible for:

Promoting and maintaining allergy awareness across our school community including wraparound care and holiday club providers.
Ensuring robust risk assessments are in place and reviewed regularly
Ensuring lessons are learned from any incidents are acted upon
Reporting significant incidents to SLT and where appropriate the Trust Central Team.
Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to the Office Lead – Mrs Sinclair)

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)

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
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 involving food items
Science experiments involving foods
Crafts using food / 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 or where any member of staff brings a dog or other pet into school for therapeutic purposes.

5. Managing risk

The school adopts a **risk minimisation approach**, recognising that allergens cannot be completely eliminated but exposure must be actively reduced.

5.1 Hygiene procedures

The school encourages all staff and pupils to undertake appropriate hygiene procedures to limit the risk of contamination, such as:

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 including that of wrap around care providers

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies. We use a number of external catering companies across the Trust, who are responsible for the following:

Catering staff receive appropriate training from their organisation and are able to identify pupils with allergies
School menus are available for parents/carers to view with ingredients clearly labelled
Where changes are made to school menus catering providers are responsible for ensuring these continue to meet any special dietary needs of pupils
Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils 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
Catering staff cooperate with all relevant school procedures
Ensuring that packed lunches for school trips and other off-site activities meet the requirements of this policy

Where the school maintains wrap around care or provides their own, the same above requirements are expected.

5.3 Food restrictions

The school will take **reasonable and proportionate steps to restrict high-risk allergens**, particularly where there are known severe allergies within the school.

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils 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, including tahini which is usually a main ingredient in houmous.

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be removed and returned to at an appropriate time. Pupils will not be left without food items where any food may be removed.

All information related to food allergies will be shared with our catering provider(s)/school meal supervisors and wraparound care providers.

5.4 Insect bites/stings

The school encourages all staff and pupils to undertake practical safeguards to minimise the risk of bites and stings. For example: When outdoors:

Shoes should always be worn
Food and drink should be covered
Insect nests will be reported to premises staff for assessment
Planting will be undertaken with awareness of the insects attracted to certain plants
Adults supervising activities will ensure that suitable medication including AAIs, is always on hand for the management of anaphylaxis.

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 will have additional support through:

Pastoral care
Regular check-ins with a nominated adult
Regular school adult check-ins with key family members

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 Adrenaline Auto Injectors (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 (this will require parental consent)
The register is kept in the School Office, Staffroom and in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response.

The school may consider allowing some pupils to keep their AAIs with them. This will reduce delays and allows for confirmation of consent without the need to check the register.

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 [treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency]

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

Allergic reactions will be recorded on First Aid systems and on the safeguarding system the school utilises.

Incidents will be reviewed by the allergy lead / DSL and used to inform future risk assessments and practice.

Significant incidents will be reported to the Trust Safeguarding lead

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, we will ensure that **AAIs are readily accessible at all times and that delays in administration are minimised**, as prompt treatment is critical in preventing fatal outcomes.

7.1 Purchasing of spare AAIs

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

AAIs can be sourced from a local pharmacy or online.

The school will retain at least 2 spare AAIs at all times, though this may increase depending on the size and layout of the school building.

Schools should purchase a brand they / staff are familiar with to avoid confusion The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 and 12 of the guidance)

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 (larger schools will require more than one AAI kit, ideally located near the dining area and playground)

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.
(See pages 12 and 13 of the guidance.)

7.3 Maintenance (of spare AAIs)

Mrs O'Donnell and Mrs Sinclair are responsible for checking monthly that:

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

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will usually be handed to medical professionals who attend the pupil or disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

(See page 13 of the guidance.)

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
As part of the risk assessment pupils at risk of anaphylaxis will be identified and a named adult will carry their AAI, risk assessment and any other key information.

(See page 13 of the guidance.)

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

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
Key allergens

Training will be carried out at least annually, dependent on the needs of the pupils and staff in school.