

# EXCALIBUR PRIMARY SCHOOL

## ALLERGEN AND ANAPHYLAXIS POLICY

**The Allergen and Anaphylaxis Policy in respect of Excalibur Primary School has been discussed and adopted by the Governing Body**

*Chair of Governors/Committee: Jo Bain*

*Head Teacher: Juliet Jones*

*Ratified at the meeting of Full Governing Body on: 6<sup>th</sup> February 2023*

*To be reviewed January 2026*

# Allergen and Anaphylaxis Policy

## **Statement of intent**

Excalibur Primary School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

## 1. Legal framework

- 1.1. This policy has due regard to legislation and government guidance including, but not limited to, the following:
  - Children and Families Act 2014
  - The Human Medicines (Amendment) Regulations 2017
  - The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
  - Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
  - DfE (2015) 'Supporting pupils at school with medical conditions'
  - DfE (2022) 'Allergy guidance for schools'
  
- 1.2. This policy will be implemented in conjunction with the following school policies and documents:
  - Health and Safety Policy
  - Whole-School Food Policy
  - Administering Medication Policy
  - Supporting Pupils with Medical Conditions Policy
  - Educational Visits Policy
  - Animals in School Risk Assessment
  - Allergen and Anaphylaxis Risk Assessment

## 2. Definitions

### **For the purpose of this policy:**

- 2.1. **Allergy** - is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.
  
- 2.2. **Allergen** - is a normally harmless substance that triggers an allergic reaction for a susceptible person.
  
- 2.3. **Allergic reaction** - is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:
  - Hives
  - Generalised flushing of the skin
  - Itching and tingling of the skin
  - Tingling in and around the mouth
  - Burning sensation in the mouth
  - Swelling of the throat, mouth or face
  - Feeling wheezy

- Abdominal pain
  - Rising anxiety
  - Nausea and vomiting
  - Alterations in heart rate
  - Feeling of weakness
- 2.4. **Anaphylaxis** - is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:
- Persistent cough
  - Throat tightness
  - Change in voice, e.g hoarse or croaky sounds
  - Wheeze (whistling noise due to a narrow airway)
  - Difficulty swallowing/speaking
  - Swollen tongue
  - Difficult or noisy breathing
  - Chest tightness
  - Feeling dizzy or faint
  - Suddenly becoming sleepy, unconscious or collapsing
  - For infants and younger pupils, becoming pale and floppy

### 3. Roles and responsibilities

3.1. The governing board is responsible for:

- Ensuring that policies, plans and procedures are in place to support pupils with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on a three yearly basis, and after any incident where a pupil experiences an allergic reaction

3.2. The headteacher is responsible for:

- The development, implementation and monitoring of the Allergen and Anaphylaxis Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessment, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.

- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that catering staff are aware of any pupils' allergies and act in accordance with the school's policies regarding food hygiene, including this policy.

3.3. The SENCo is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a child's allergy.

3.4. All staff members are responsible for:

- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to pupils by both the school and parents.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.
- Ensuring that any necessary medication are out of the reach of pupils but still easily accessible to staff members.

3.5. The catering staff are responsible for:

- Monitoring the food allergen information.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices in the kitchen comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice.

3.6. All parents are responsible for:

- Notifying the schools SENCo of their child's allergens, the nature of the allergic reaction, what medication is administered, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up-to-date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

3.7. All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

## **4. Food allergies**

- 4.1. Parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.
- 4.2. Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service.
- 4.3. All food tables will be disinfected with cleaning fluid before and after being used.
- 4.4. There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.
- 4.5. There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.
- 4.6. Food items containing bread and wheat will be stored separately.
- 4.7. The chosen catering service of the school is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

- 4.8. Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, taking into account any known allergies of the pupils involved.
- 4.9. To ensure that the catering staff can appropriately identify pupil with dietary needs a label is provided to them with the child's up to date photograph and any relevant dietary needs which is displayed on the wall in the kitchen serving area.

## 5. Food allergen labelling

- 5.1. The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.
- 5.2. The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.
- 5.3. The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.
- 5.4. **Food labelling.** Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:
  - The name of the food
  - The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour.

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving
- The food allergen log will be monitored for completeness on a weekly basis by the kitchen manager
- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager

- 5.5. **Declared allergens.** The following allergens will be declared and listed for all PPDS foods in a clearly legible format on the school website

## **6. Animal allergies**

- 6.1. The Animals in School Risk Assessment will be adhered to at all times.
- 6.2. Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.
- 6.3. In the event of an animal on the school site, staff members will be made aware of any pupils who this may pose a risk to and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.
- 6.4. The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

## **7. Seasonal allergies**

- 7.1. The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.
- 7.2. Precautions regarding the prevention of seasonal allergies include ensuring that the school field is not mown whilst pupils are outside.
- 7.3. Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- 7.4. Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.
- 7.5. Pupils will be encouraged to wash their hands after playing outside.
- 7.6. Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.
- 7.7. Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the site manager.
- 7.8. The site manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.



- 7.9. Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

## **8. Adrenaline auto-injectors (AAIs)**

- 8.1. Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.
- 8.2. Pupils who have prescribed AAI devices, these are stored in an identifiable bag in the the green first aid box in their classroom.
- 8.3. All staff have access to AAI devices, but these are out of reach and inaccessible to pupils - AAI devices are not locked away where access is restricted.
- 8.4. In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.
- 8.5. Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with section 11 of this policy.
- 8.6. A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.
- 8.7. Where any AAIs are used, the following information will be recorded on the Medication form:
- Where and when the reaction took place
  - How much medication was given and by whom

## **9. School trips**

- 9.1. The headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.
- 9.2. The school will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.
- 9.3. A designated adult will be available to support the pupil at all times during a school trip.
- 9.4. A member of staff is assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.
- 9.5. Two IAs will be taken on the trip and will be easily accessible at all times.

- 9.6. Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch.

## **10. Medical attention and required support**

- 10.1. Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant classroom teacher, the SENCo, the school nurse and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.
- 10.2. All medical attention, including that in relation to administering medication, will be conducted in accordance with the Supporting Pupils with Medical Conditions Policy.
- 10.3. Parents will provide the SENCo with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.
- 10.4. Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.
- 10.5. All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.
- 10.6. Any specified support which the pupil may require is outlined in their IHP.
- 10.7. All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.
- 10.8. The SENCo is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.
- 10.9. The headteacher has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

## **11. Staff training**

- 11.1. Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.
- 11.2. In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

- 11.3. The school will arrange specialist training on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.
- 11.4. Designated staff members will be taught to:
- Recognise the range of signs and symptoms of severe allergic reactions.
  - Respond appropriately to a request for help from another member of staff.
  - Recognise when emergency action is necessary.
  - Administer AAIs according to the manufacturer's instructions.
  - Make appropriate records of allergic reactions.
- 11.5. All staff members will:
- Be trained to recognise the range of signs and symptoms of an allergic reaction.
  - Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
  - Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
  - Understand how to check if a pupil require AAIs.
  - Understand how to access AAIs.
  - Understand who the designated members of staff are, and how to access their help.
  - Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
  - Be aware of how to administer an AAI should it be necessary.
  - Be aware of the provisions of this Allergen and Anaphylaxis Policy.

## **12. In the event of a mild-moderate allergic reaction**

- 12.1. Mild-moderate symptoms of an allergic reaction include the following:
- Swollen lips, face or eyes
  - Itchy/tingling mouth
  - Hives or itchy skin rash
  - Abdominal pain or vomiting
  - Sudden change in behaviour
  -
- 12.2. If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and call for help from the designated staff members able to administer AAIs via a walkie talkie.
- 12.3. The pupil's prescribed AAI will be administered by the designated staff member.
- 12.4. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.

- 12.5. If necessary, other staff members may assist the designated staff members with administering AAI's.
- 12.6. The pupil's parents will be contacted immediately if a pupil suffers a mild-moderate allergic reaction, and if an AAI has been administered.
- 12.7. In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.
- 12.8. For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.
- 12.9. Should the reaction progress into anaphylaxis, the school will act in accordance with section 11 of this policy.
- 12.10. The school will refer any pupil who has been administered an AAI to the hospital for further monitoring.
- 12.11. The headteacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.

### **13. Managing anaphylaxis**

- 13.1. In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A designated staff member will be called for help and the emergency services contacted immediately. The designated staff member will administer an AAI to the pupil. Spare AAI's will only be administered if appropriate consent has been received
- 13.2. Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.
- 13.3. If necessary, other staff members may assist the designated staff members with administering AAI's.
- 13.4. The emergency services will be contacted immediately.
- 13.5. A member of staff will stay with the pupil until the emergency services arrive - the pupil will remain lay flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been despatched.

- 13.6. The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.
- 13.7. If the pupil stops breathing, a suitably trained member of staff will administer CPR.
- 13.8. If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.
- 13.9. In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.
- 13.10. A designated staff member will contact the pupil's parents as soon as is possible.
- 13.11. Upon arrival of the emergency services, the following information will be provided:
  - Any known allergens the pupil has
  - The possible causes of the reaction, e.g. certain food
  - The time the AAI was administered - including the time of the second dose, if this was administered
- 13.12. Any used AAIs will be given to paramedics.
- 13.13. Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.
- 13.14. Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.
- 13.15. A member of staff will accompany the pupil to hospital in the absence of their parents.
- 13.16. If a pupil is taken to hospital by car, two members of staff will accompany them.
- 13.17. Following the occurrence of an allergic reaction, the senior leadership team, in conjunction with the SENCo, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

## **14. Monitoring and review**

- 14.1. The headteacher is responsible for reviewing this policy every three years.
- 14.2. The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.
- 14.3. Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.