Together we care, Together we learn, Together we achieve.
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Coedpenmaen Primary School

Allergy Awareness Policy

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Statement of intent

Coedpenmaen Primary School is committed to promoting a whole school approach to health care, welfare and wellbeing and the safe management of those members of our school community who live with specific allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

By our actions we will work proactively to:

- minimise the risk of exposure within the school setting
- encourage self-responsibility
- learn avoidance strategies
- have robust plans for an effective response to possible emergencies
- ensure inclusivity for all pupils

Equalities statement

Our school is clear about the need to actively support pupils with medical conditions to participate in school life. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in all aspects of school life. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Context

Food allergies are increasing in both developed and developing countries, especially in children and the severity and complexity of food allergy is also increasing. Food allergy can be fatal and an appropriate diagnosis is essential in parallel with the need for clear food labelling worldwide. Around 5-8% of children in the UK live with a food allergy and most school classrooms will have at least one allergic pupil. These young people are at risk of anaphylaxis, a potentially lifethreatening reaction which requires an immediate emergency response. 20% of severe allergic reactions to food happen whilst a child is at school and these reactions can occur in children with no prior history of food allergy. It is essential that staff recognise the signs of an allergic reaction, symptoms and are able to manage it safely and effectively. Schools have a legal duty to support pupils with medical conditions, including allergy.



Principles

• To comply with all relevant environmental legislation, regulations and requirements.

• To encourage proactive steps to keep pupil/students safe.

• To ensure pupils/students from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies and food labelling.

• To work with the catering provider/team to establish a robust process and documentation for menu planning, food labelling, storing, avoidance of cross-contamination, stock ordering of food/drink used at the school.

• To provide an effective staff awareness programme on food allergies and intolerances, possible symptoms (anaphylaxis) recognition and actions to take.

• To develop a pupil awareness programme through PHSE and other curriculum areas.



Governors / Trustees

• Ensure the school has a strategic vision for the management of allergy risk assessment and emergency procedures
• Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headteacher/Principal
• Ensure the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective
• Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management. It is good practice to log all training and attendees.
• Ensure adequate resources for managing allergies are available
• Ensure appropriate material is available on the school website for parent/carers highlighting how the school is managing pupils/students with allergies
• Monitor the effectiveness of this Policy to ensure it remains fit for purpose

Headteacher and Leadership team

• Provide, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life and are not subject to bullying because of their condition
• Ensure all visitors, volunteers, work experience students, sub-contractors are made aware of the school's commitment to allergy management as part of Safeguarding
• Ensure the curriculum contains age-appropriate content so all pupils/students can learn about allergies and how everyone can support those who have them
• Create links at strategic level with Healthcare professionals and Catering providers and ensure at operational level that links are robust
• Ensure that up-to-date allergy information for pupils/students is accessible to catering teams.
• Ensure there is a workable School Emergency Plan in place that is known by all staff
• Ensure the school sends a copy of the medical details it holds for the child to parents/carers for review and update at the end of each school year. Seek updated medical information at the commencement of each calendar year and for any pupil/student joining in year
• Encourage parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the pupil/student
• Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.
• Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises



• Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures
• Ensure an adequate risk assessment is undertaken prior to any school trips, excursions or offsite extracurricular activities for pupils/students who have allergies
• Ensure records of pupils/students medically prescribed an AAI and its use are kept correctly
• Ensure pupil/student documentation and in date medication is kept correctly and safely
• Ensure best practice in the labelling of foodstuffs and their contents
• Report to the Board of Governors/Trustees regarding the management of allergies within the school

Member(s) of Staff responsible for medical needs

• Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
• Report to the Head/Principal regarding pupils/student with allergies
• Lead on the training of staff regarding allergy medical needs and their identification and management
• Work closely with in-house and sub-contracted Catering Managers and Chef Managers in assisting in the support of pupils/students with known allergies (including meeting with parents/carers where requested) to discuss any special requirements
• Monitor where there is a school 'tuck shop' or home baked items are brought into school
• Liaise with parents/carers of pupils/students with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.
• Ensure medication is stored in a rigid box and clearly labelled with the pupils/student's name and a photograph
• Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment
• Ensure that any other staff involved with those pupils/students requiring the use of an AAI are also adequately trained and competent
• Ensure all school trips, excursions or off-site extra curricula activities for pupils/students are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies
• Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate
• Record all emergency uses of AAIs or reports of suspected emergencies



All Staff

• Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
• Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency
• Raise awareness about allergies and anaphylaxis amongst their pupils/students in the classroom and around school, especially in dining areas
• Encourage self-responsibility and learned avoidance strategies amongst pupils/students living with allergies
• Help all pupils/students understand which foods are safe for those with allergies and how they can support other pupils/students with specific dietary needs to stay safe
• Highlight the need for anti-bullying of pupils/students with the condition
• Be aware of the pupils in their care (including regular cover classes) who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes
• Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food
• Any staff leading on a school trip must check that all pupils/students with medical conditions, including allergies, are carrying their medication (those unable to produce their required medication would not be able to attend the excursion)
• Staff leading a school trip, excursion or off-site extracurricular activity must ensure they carry all relevant emergency supplies with them

Parents/Carers

• Notify the school of the pupil/student's allergies.
• Inform the school of any changes as soon as known
• Talk with your child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction.
• Provide an AAP completed by a healthcare professional that can be kept with their medication and help the school support the pupil/student
• Contribute to the provision of an IHP in partnership with the school, and relevant healthcare professional, where required.
• Provide any other written medical documentation, instructions and medications as directed by a health professional.



• If you require it, meet with the Catering/Chef Manager to discuss any specific requirements relating to your child's allergy (information from these meetings will be recorded by the Catering/Chef Manager)
• Be aware of the school Allergy Policy and any arrangements for managing children with allergies and at risk of anaphylaxis
• Communicate regularly with the school to support our ability to keep our children safe and act
immediately in the event of an allergic reaction
• Provide appropriate in date medication (two AAIs) of the correct dosage and register theirAAIs on the manufacturer's websites to receive text alerts for expiry dates
• Providing appropriate foods to be consumed by the child if necessary
• Replace medications after use or upon expiry
• Review the Policy and procedures with the school's Head/Principal and/or Member of Staff responsible for medical needs, the pupil/student's doctor and the pupil (if age appropriate) after a reaction has occurred.



Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAIs on them at all times (in a suitable bag/container). For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff. Medication should be stored in a suitable container and clearly labelled with the pupil's name.

The pupil's medication storage container should contain:

- Two AAIs i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan)

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date. Parents can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.



Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents to view in advance with the option to add a medically prescribed diet on the RCT local authority catering page at: https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Schoolcatering/Primaryschoolmeals.aspx

Allergy awareness and nut bans

Our school currently has a blanket ban on nuts, due to an airborne allergy. This includes products with nuts in and nut based spreads.

We also encourage a 'whole school awareness of allergies' as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

Risk Assessment

The School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

Training

Training Allergy training should include a practical session (trainer AAIs are available to order through the manufacturer's website.)
Training should include a basic understanding of allergic disease and its risks which include:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis - knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance
- Knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing Allergy Action Plans and ensuring these are up to date



Allergies and bullying

Allergy bullying should be treated seriously, like any other bullying.
Schools must, under Section 100 of the Children and Families Act 2014, aim to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Useful websites include:
- NSPCC
- National Bullying Helpline
- Family Lives
- Kidscape
- Anti-Bullying Alliance
- Young Minds
- Childline
- Bully Busters

Signed	(Headteacher)	Date: Spring 2025
Signed	(Chair of Governors)	Date Spring 2025

Review date: Autumn 2026

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