Pupil Allergy Policy

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1. Aims

This policy aims to:

- Set out our school's 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

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is: Natalie Doherty

They are responsible for:

- Promoting and maintaining allergy awareness across the STC school community
- 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 teachers/teaching assistants to obtain this information from parents/students upon admission and shared with the whole school team)

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 (The Children's Trust)
- All STC staff receive an appropriate level of allergy training
- All STC staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Regularly reviewing and updating the allergy policy

3.2 Nursing and Care Team – The Children's Trust

Whilst The Surrey Teaching Centre does not have an individual school nurse/medical officer, the school is based on site of The Children's Trust's rehabilitation centre, with fully trained medical staff on site at all times, who work collaboratively with school staff and are responsible for the following:

- Co-ordinating and sharing the healthcare paperwork and information from families and medical professionals
- Co-ordinating medication with families
- Keeping stock of adrenaline auto-injectors (AAIs) and checking that AAIs are in date
- Sharing individual Allergy Action Plans for children/young people as needed
- Responding to Emergency Call buttons when activated in any classroom

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
- Activating emergency call buttons in classrooms in the case of any possible emergency

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy (via the school website)
- 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 – in line with The Children's Trust medication policies and protocols (as the healthcare provider)
- If applicable, carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Updating the school on any changes to their child's condition

3.5 Pupils with allergies

Due to the complex needs of pupils attending the school following a brain injury, the level of independence in managing allergies will vary. Pupils will be supported and encouraged to participate in their allergy management according to their age, understanding, and individual abilities. Responsibility for ensuring allergy management plans are followed, including the safe storage and administration of adrenaline auto-injectors where required, rests with appropriately trained staff.

3.6 Pupils without allergies

Where appropriate, pupils without allergies will be supported to develop an awareness of allergens and how their actions can help to keep others safe. Staff will provide appropriate supervision and guidance to ensure pupils follow the school's allergy management procedures according to their individual needs and abilities.

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Any other activities involving animals or food, such as animal handling experiences or baking
- Any lesson or activity that may involve exposure to allergens

5. Managing risk

5.1 Hygiene procedures

Measures taken to prevent contamination in our school, such as:

- Pupils and staff are reminded to wash their hands before and after eating
- Pupils and staff are reminded to wash their hands before and after handling any allergen
- Sharing of food is not allowed
- Pupils have their own named water bottles

5.2 Food Provision

As the school does not provide meals, parents/carers are responsible for providing food that meets their child's dietary and medical needs.

Staff will:

- Be aware of pupils' dietary requirements and allergies as outlined in their individual healthcare plans.
- Follow procedures to minimise the risk of allergen exposure.
- Ensure that any food used during lessons, enrichment activities, or special events is appropriately risk assessed and takes pupils' allergies into account.

5.3 Food restrictions

The school recognises that it is not practical to operate an allergen-free environment. However, reasonable steps will be taken to minimise the risk of exposure to allergens for pupils with diagnosed allergies.

Food is not permitted during lessons, except where required for an approved educational activity or where it forms part of a pupil's agreed care or therapeutic programme.

Any lesson or activity involving food will be planned in advance, with consideration given to the allergies and medical needs of all pupils involved.

Parents/carers will be informed where appropriate if food is to be used as part of a planned activity.

Where a specific allergen presents a significant risk to an individual pupil, additional control measures may be implemented following an individual risk assessment and in accordance with the pupil's healthcare plan.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

5.6 Emotional Wellbeing

The school recognises that living with an allergy may affect a pupil's emotional wellbeing and can contribute to feelings of anxiety or concern, particularly where there is a risk of an allergic reaction.

Pupils with allergies will be supported through:

- An individualised approach that takes account of their age, communication needs, and cognitive abilities.
- Support from their class team and other appropriate staff.
- Access to pastoral and therapeutic support where appropriate.
- The school's behaviour, safeguarding, and anti-bullying procedures, which promote a safe, respectful, and inclusive environment for all pupils.

If concerns arise regarding a pupil's emotional wellbeing in relation to their allergy, these will be discussed with parents/carers and, where appropriate, other professionals involved in the pupil's care.

5.7 Events and school trips

For events arranged by the school, no pupils with allergies will be excluded from taking part.

Due to the nature of STC's provision (providing education to children on inpatient rehab placements) the school does not organise school trips off site.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with 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)
- The register is kept in an easily accessible location in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response
- The Children's Trust (as healthcare provider) is responsible for keeping up to date health records (via Electronic Records) for all children with AAIs, and sharing relevant information with the school

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.

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. This includes immediately activating the emergency call button in each classroom in order to alert TCT medical staff.

Alongside TCTs medical/clinical staff teams, STC staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency.

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 TCT provided AAI which is located on the resus trolleys in the New Cheyne Centre.

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

A TCT AAI device will be used instead of the pupil's own AAI device if 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 member of TCT's medical team, to 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 by TCT's medical team and the parents/carers informed.

7. Adrenaline auto-injectors (AAIs)

The Children's Trust (as the healthcare and placement provider) is responsible for:

- Buying AAIs and ensuring they are stored according to the guidance (in the New Cheyne Centre these will be located on the Resus Trolleys in the main corridors).

- Checking and maintaining AAIs (that they are present and in date)

- Replacing AAIs that are out of date or after one has been used

- Disposing of AAIs in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

8. Training

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 site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies
- Training will be carried out annually (or on appointment for any new in-year staff).

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical needs in school

10. Review

This policy must be reviewed annually.

Date of Policy: September 2026

Date of Review: September 2027

Reviewed By: Allergy Lead, Headteacher, Named Allergy Governor