Allergy Policy

Approved by:	Full Governing Body	**Date:**	September 2026
Last reviewed on:	N/A		
Next review due by:	September 2027		

Statement of Intent

Riverside School is committed to promoting a whole school approach to health care, welfare and wellbeing and the safe management 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 where possible and work with the pupil to develop avoidance strategies
- Have robust plans for an effective response to possible emergencies
- Ensure inclusivity for all pupils

Equalities Statement

Riverside 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 pupils with allergies 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/ carers and any relevant healthcare providers 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.

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 (See Supporting Pupils with Medical Needs Policy).

Principles

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

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

• To ensure pupils/students with different disabilities and 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.

Practical steps (see also Appx I and Appx 2)

In order to put these principles into practice we will:

Governors

• 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

• 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 with allergies

• Monitor the effectiveness of this Policy to ensure it remains fit for purpose

Headteacher

• 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 where appropriate, contains content so all pupils 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 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 joining in year

• Where the pupil has an Individual Healthcare Plan (IHCP), ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the pupil (where appropriate) in establishing IHCPs.

• 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.

• 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, with the Educational Visits Co-ordinator, an adequate risk assessment is undertaken prior to any school trips, excursions or offsite extra curricula activities for pupils/students who have allergies

• Ensure records of pupils medically prescribed an AAI and its use are kept correctly

• Ensure pupil 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 regarding the management of allergies within the school.

Member 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 regarding pupils 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 in assisting in the support of pupils with known allergies (including meeting with parents/carers where requested) to discuss any special requirements

• Liaise with parents/carers of pupils with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.

• Wherever possible use an AAP for pupils with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.

• If an additional written IHCP is not required, ensure that the AAP is viewed and treated with the same level of seriousness.

• Ensure all copies of the AAP/IHCP located around the school and/or on IT systems are identical if an updated version is received.

• Where an AAP has not been received for a pupil with recognised allergies, or if the medication information is not clear, liaise with GP/school nursing team, to obtain an up-to-date copy and/ or clarification.

• Ensure medication is stored safely 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 as outlined in the pupil IHCP or AAP

• Ensure that any other staff involved with those pupils 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 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

• Ensure the school has an audited spare supply of in date AAIs that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location

• Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the school by pupils or external sources and are of the correct dosage

• Arrange for the correct disposal of out-of-date AAIs

• 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

• Ensure that, if a pupil notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHCP (if applicable)

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 in the classroom and around school, especially in dining areas

• Encourage self-responsibility and learned avoidance strategies amongst pupils living with allergies as far as possible

• Help all pupils understand which foods are safe for those with allergies and how they can support other pupils with specific dietary needs to stay safe

• Highlight the need for anti-bullying of pupils 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 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 extra curricula activity must ensure they carry all relevant emergency supplies with them

Parents/Carers

• Notify the school of the pupil allergies.

• Inform the school of any changes as soon as known

• Talk with their child, as far as possible, 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

• Contribute to the provision of an IHCP 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 team (Chartwells) to discuss any specific requirements relating to your child's allergy (information from these meetings will be recorded by the Catering 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 their AAIs 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 and/or Member of Staff responsible for medical needs, the pupil's doctor and the pupil (if age appropriate) after a reaction has occurred

Supply, storage and care of medication

All medication is stored in locked cabinets in the First Aid room.

The pupil's medication storage container should contain:

• Two AAIs i.e. EpiPen® or Jext®

• An up-to-date allergy action plan and/ or IHCP

• 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 and clearly labelled, however the staff member responsible for medication will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry. 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.

A spare set of AAIs and an asthma inhaler will be stored securely and safely in the same cabinet.

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.

Sharps bins to be obtained from and disposed of by a clinical waste contractor. The sharps bin is kept in the following room: First Aid Room (Locked Cabinet)

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 termly advance with all ingredients listed and allergens highlighted on the school website at: www.riverside.hants.sch.uk

The school will inform the Catering Manager of pupils with food allergies. Parents/carers are encouraged to meet with the Catering Manager to discuss their child's needs. The school adheres to the following Department of Health guidance recommendations:

• Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.

• Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Headteacher.

• Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).

• Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age

Allergy awareness and nut bans

Riverside School adopts an allergy aware approach to food allergens. We direct that parents and carers do not provide children with foods made with nut products to minimise the risk to those children with nut allergies.

Risk assessment

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

Training

All staff will understand allergy awareness training. This will cover:

• 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

Appendix 1

FIRST AID FOR ANAPHYLAXIS

Recognise the Signs of Anaphylaxis...

A Airways

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B Breathing

- Difficult or noisy breathing
- Wheeze or persistent cough

C Circulation

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

An allergic reaction can escalate to anaphylaxis which is potentially life-threatening.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

ANAPHYLAXIS: ACTIONS TO TAKE

If any one or more of the above ABC symptoms are present, take these steps.

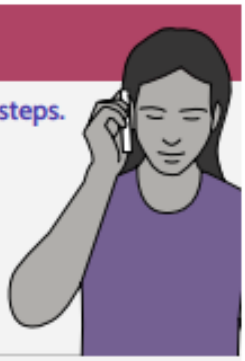
1. Administer an Adrenaline Auto Injector (AAI) without delay

Inject the AAI into the top of the outer thigh. If you're in doubt that it is anaphylaxis but one or more ABC symptoms are present, **give the AAI, it will not harm them.**



2. Dial 999 and say anaphylaxis ('ana-fill-axis')

Stay with the person until the ambulance arrives. **DO NOT let them stand up and walk around.**



3. The person should lie down immediately

If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



4. Inject a second AAI into the outer thigh if there are no signs of improvement after 5 minutes

If there is no sign of life, start CPR immediately until help arrives.

Please learn these steps. This is life-saving information.
You never know when you will need to act in an anaphylaxis emergency.

Natasha Allergy Research Foundation
The UK's Food Allergy Charity

Empower · Include · Protect
AllergySchool.org.uk

Registered charity England & Wales (1181098) Scotland (SC051610). Based on BSACI and 2023 MHRA guidance.

Appendix 2

ANAPHYLAXIS

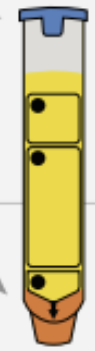
HOW TO USE EPIPEN AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Remove the blue safety cap

Grasp the EpiPen in your dominant hand and remove the blue safety cap by pulling straight up. **Remember: Blue to the Sky, Orange to the Thigh!**

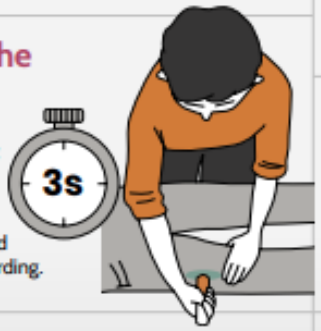


2. Position the orange tip

Hold the EpiPen at 90°, approximately 10cm away from the leg, with the orange tip pointing towards the outer thigh.

3. Administer the EpiPen AAI

Jab the EpiPen firmly into the outer thigh at a right angle. Hold firmly for 3 seconds, before removing and safely discarding.



4. Once the EpiPen AAI has been administered call 999

Ask for an ambulance and say **"ana-fill-axis".**



5. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, **with legs raised if possible.**

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side .



6. If there are no signs of improvement after 5 minutes, use a second EpiPen AAI

The person should remain still and lying down until the ambulance arrives. **Don't try to get up, even if you start to feel better.**

7. Start CPR

If there are no signs of life, **start CPR immediately** until help arrives.



For more information on EpiPen AAIs >>

Sign up to the free expiry alert service and receive reminders by text or email when your EpiPen is about to expire >>

Natasha Allergy Research Foundation
The UK's Food Allergy Charity

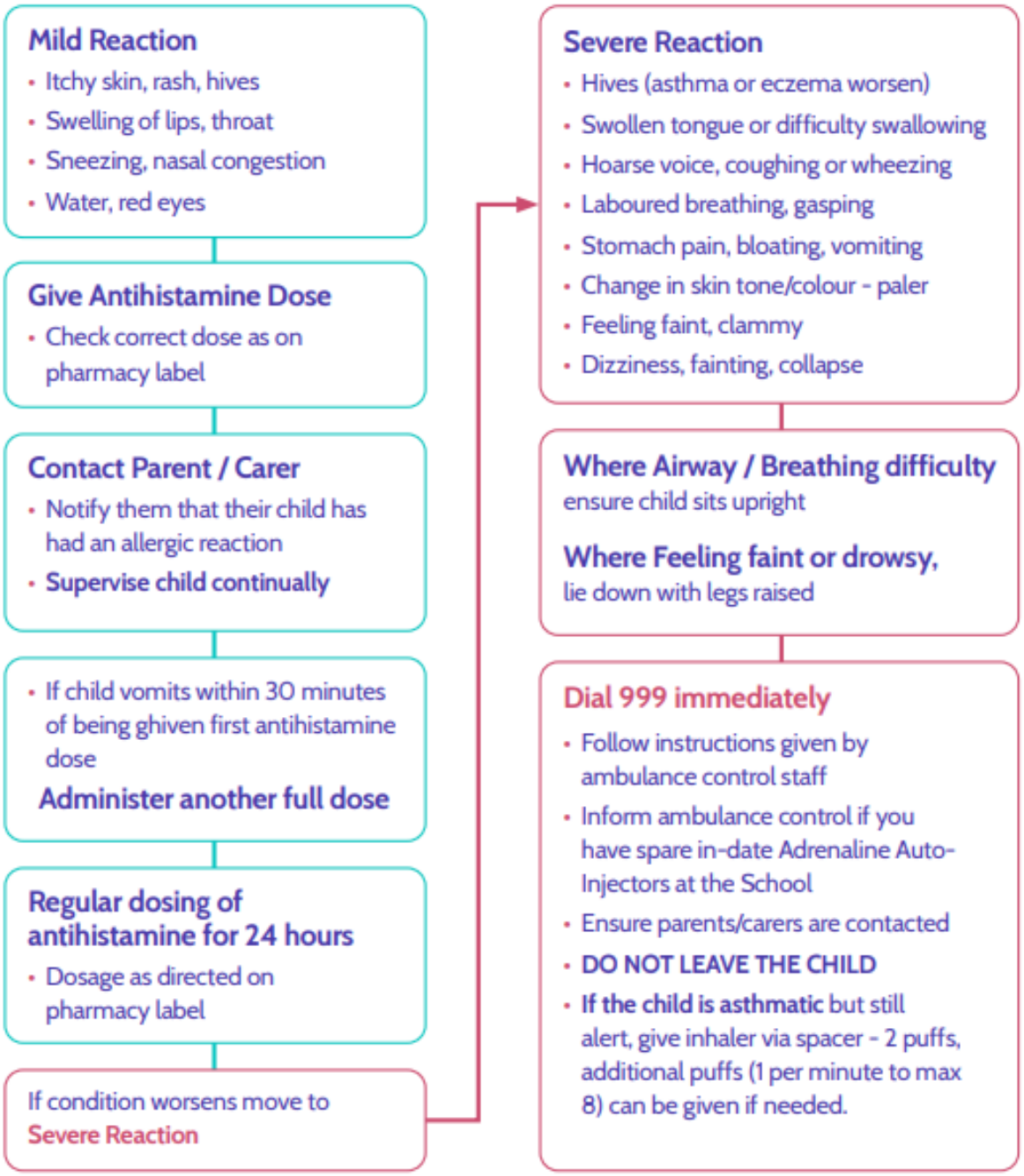
Empower • Include • Protect
AllergySchool.org.uk

Registered charity England & Wales (1181098) Scotland (SC051610). Based on BSACI and 2023 MHRA guidance. Source: EpiPen.

Appendix 3

Flowchart for Allergic Reaction without use of Adrenaline Auto-Injector.

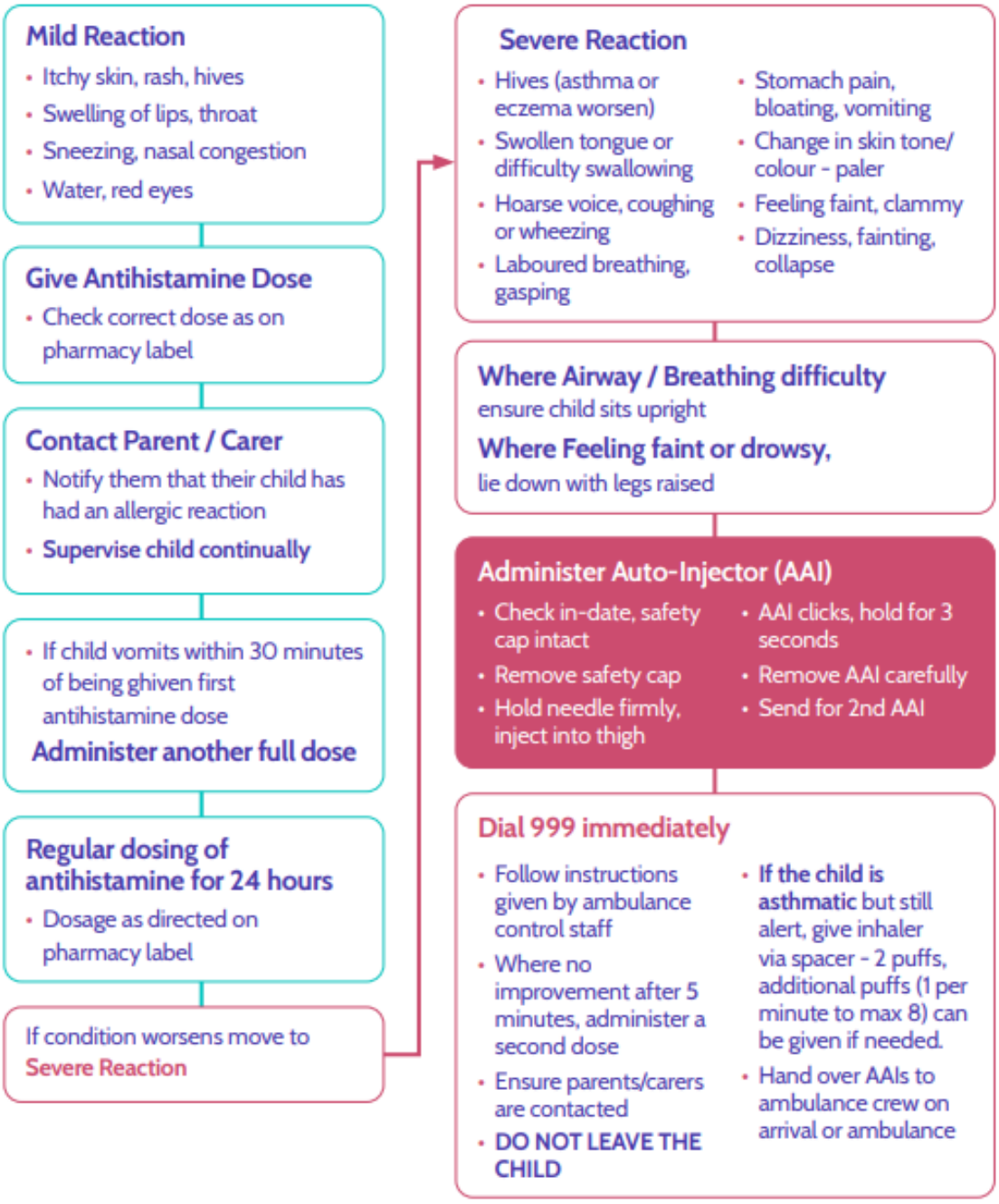
Refer to the child's BSACI Allergy Action Plan if they have one and call for other staff help if needed



Appendix 4

Flowchart for Allergic Reaction with use of Adrenaline Auto-Injector.

Refer to the child's BSACI Allergy Action Plan if they have one and call for other staff help if needed



Appendix 5

Information on allergies

The most common causes of food allergies relevant to this Policy are the fourteen food allergens:

- **Cereals containing Gluten**
- **Celery**
- **Crustaceans**
- **Eggs**
- **Fish**
- **Soya**
- **Milk**
- **Nuts**
- **Peanuts**
- **Mustard**
- **Sesame Seeds**
- **Sulphur dioxide/Sulphites**
- **Lupin**
- **Molluscs**

However, it is possible that any food has the potential to cause an allergic reaction. Contact with any food or materials containing a child's allergen has the potential to cause an allergic reaction for that child.

Latex, chemicals, medicines, grasses, pollen, weeds, trees, pets, insect venom and animal dander (shedded flakes of skin) can also cause allergic reactions.

Symptoms

Mild to moderate symptoms include:

- Swelling of the eyes, face and lips
- Runny or congested nose
- Raised itchy rash (hives), eczema flare, skin flushing
- Itchy mouth
- Stomach cramps, nausea, vomiting, diarrhoea

Severe symptoms include:

- Swollen tongue, hoarse voice or cry, difficulty swallowing and talking
- Chest tightness
- Breathing difficulties, persistent cough, wheeze
- Low blood pressure, feeling faint, collapse
- Pale and floppy (babies and small children)

Appendix 6

Other support and resources

- Allergy Guidance for Schools - https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools
- Allergy UK Helpline: providing support, advice and information for those living with allergic disease tel. weekdays 9am-5pm 01322 619898 - www.allergyuk.org
- Early Years Foundation Stage Statutory Guidance, Section 3 Safeguarding and Welfare Requirements - Food and Drink - Statutory framework for the early years foundation stage (publishing.service.gov.uk)
- Example menus for early years settings in England - Part I Guidance - Example menus for early years settings in England: part 1 (publishing.service.gov.uk) - Managing food allergies, intolerances and meeting cultural needs; Providing food allergen information; Reading food labels; Allergen information
- Food Standards Agency food allergy and intolerance online training - https://allergytraining.food.gov.uk/
- For pupils / students with Medical Conditions at School - Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)

  Wales: https://www.gov.wales/sites/default/files/publications/2018-12/supporting-learners-with-healthcare-needs.pdf

  Scotland: https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/

  Northern Ireland: https://www.education-ni.gov.uk/publications/supporting-pupils-medication-needs
- FSA reporting tool for allergies - https://www.gov.uk/government/news/fsa-launches-allergy-and-intolerance-reporting-tool
- Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

  Wales: https://www.gov.wales/sites/default/files/publications/2018-12/guidance-on-the-use-of-emergency-adrenaline-auto-injectors-in-schools-in-wales.pdf