

BOROUGH OF HAVERING



LA SALETTE CATHOLIC PRIMARY SCHOOL

Pupil Allergen Policy

Spring 2025

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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
- To ensure the correct guidance is requested from School Nursing Teams

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.

The following responsibilities are not intended to be exhaustive and will need to be adapted to suit the context of your school.

3.1 School Nursing Team (NELFT – external team via Havering Local Authority)

The school nurse/medical officer is responsible for:

- Co-ordinating, where required, Health Care Plans and paperwork that requires medication for severe allergic reactions.
- Ensuring dosages, frequency and application of medication is correct.
- Any other appropriate tasks delegated by the School that require medical knowledge.

3.2 School Leaders

On entry, the **School Office Manager and Team** are responsible for:

- Requesting, recording and collating allergy and special dietary information for all pupils during the admission process and recording this on the schools central data system (SIMS).
- For informing the SENco and Headteacher of children with allergies, which may require medication or adaption of the use of food or other potential allergens in lesson and activity planning.
- For recording all allergy and special dietary requirements on the School Meal System (Cypad), which will inform the school catering team of needs.

The **Headteacher** is responsible for:

- The headteacher is responsible for the Health & Safety procedures in the school and delegation of tasks to ensure the safety of children with allergies.
- The headteacher is responsible for the annual review and compliance of the Pupil Allergen Policy and associated policies.
- All staff are aware of the school's policy and procedures regarding allergies.

The **SENco** is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff.
 - All pupils with severe allergies requiring AAls have a Health Care 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.
- Regularly reviewing and updating the allergy policy with the Headteacher.

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- **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.**
- Checking spare AAls/medications are in date and accessible.
- 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
- 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 (subject to the plan outlined in the HCP) 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 into school (for example; the school being a nut-free environment).
- Updating the school on any changes to their child's condition from the initial data collection request.

3.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose.
- Understanding the signs of an allergic reaction and when and how to request help.
- If age-appropriate (and agreed by the School Nursing Team), 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.
- Seek help if they feel a peer is having an allergic reaction.
- Not sharing food with other pupils (eg. school dinners, packed lunches or snacks)

4. Assessing risk

The school will have a Health Care Plan and/or complete a School Visit Risk Assessment (ESRA) for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

5. Managing risk

5.1 Hygiene procedures

- 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

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training from Havering Catering and are able to identify pupils with allergies through the Cypad system.
- School menus are available for parents/carers to view with allergens clearly labelled on Havering Catering's website.
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

5.3 Food restrictions

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

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk and parents informed.

5.4 Insect bites/stings

When outdoors:

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

5.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contacts.
- Pupils with animal allergies will not interact with animals and on school visits where interaction with animals is likely, a request for allergy information is sent to parents.

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 AAI

- The SENco maintains the Health Care Plans of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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.
- The list of children with medications are kept in each classroom and can be checked quickly by any member of staff as part of initiating an emergency response. AAI are kept in class first aid boxes.

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, appropriate staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.
- Specific staff are trained in the administration of AAI to minimise delays in pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, the staff member will follow the guidance in the Health Care Plan
 - If an AAI needs to be administered, a member of staff will use the pupil's own AAI. If this is out-of-date or not functions, staff will contact 999 for emergency service response.
 - If the pupil has no allergy action plan, staff will phone 999 and contact the emergency services, informing the pupil's parents at the earliest opportunity.
- 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, given an anti-histamine, if consent has been given by the parent and the parents/carers informed.

7. Adrenaline auto-injectors (AAIs)

7.2 Storage

The class teacher 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

7.4 Disposal

AAIs can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions in a sharps bin for collection by the local council or given to responding ambulance staff.

7.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis school staff should carry the AAIs with them on school trips and off-site events.

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 the school site, and how to access them.
- How to administer AAIs.
- The wellbeing and inclusion implications of allergies.

LA SALETTE CATHOLIC SCHOOL

DIETARY REQUIREMENTS & FOOD ALLERGY INFORMATION COLLECTION FORM

To ensure the safety of your child at La Salette, ALL parents/carers are required to complete the following Severe Food Allergy / Food Allergy information sheet.

To enable the school to take necessary precautions for your child's safety, "Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

CHILD'S NAME.....

YEAR GROUP

DIETARY REQUIREMENTS

Please specify if your child has any of the following Dietary Requirements:

Vegetarian ☐

Vegan ☐

Pescetarian ☐

No Pork ☐

Option 1

My child DOES NOT have any food allergies / intolerances/severe food allergies

Signature of Parent /Guardian Date

Turn over for Option 2,if you child does have an allergy.

Option 2

My child DOES HAVE a food allergy/intolerance/severe food allergy as detailed below:

Signature of Parent /Guardian Date

Contact Telephone Number:

<i>Food Allergy</i>	<i>Please detail the nature of Reaction (Mild/Moderate/Severe) and Required Medical Treatment:</i>
Tree Nut: including almonds; hazelnuts; walnuts; brazil nuts; cashews; pecans; pistachios & macadamia nuts	
Soybeans	
Sesame seeds	
Peanut (Legumes)	
Molluscs (Shells) Mussels, oysters, squid, cockles, whelks, and snails	
Crustaceans (Shellfish) Prawns, crabs, and lobsters	
Fish	
Milk	
Egg	
Lupin (Legume – found in flour)	
Cereal containing gluten: including wheat; rye; barley & oats	
Celery	
Mustard	
Sulphur dioxide and sulphites	
Other	