

# Leeds Diocesan Learning Trust (LDLT)

Company Number 13687278

## Allergy Safety Policy

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## Vision Statement

“Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors and team as people of God, we will deliver transformational learning and the flourishing of all.”

## Related Policies

This policy applies to all staff, pupils, parents and visitors to the school and should be read alongside these other policies:

- Health and Safety Policy
- Scheme of Delegation
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Educational Visits Policy
- Safeguarding Policy

## 1. Purpose and Scope

Leeds Diocesan Learning Trust (LDLT) is committed to providing a safe, inclusive and supportive environment for all pupils, staff, volunteers and visitors who have allergies or are at risk of anaphylaxis.

The Trust recognises that allergic disease is one of the most common long-term medical conditions affecting children and that severe allergic reactions can occur without warning. Effective allergy management is therefore essential to safeguarding pupils and ensuring they are able to participate fully in school life.

This policy establishes a consistent Trust-wide approach to:

- reducing the risk of allergic reactions occurring;
- ensuring staff understand their responsibilities in supporting pupils with allergies;
- promoting awareness and understanding across the school communities;
- ensuring appropriate emergency arrangements are in place at all times;
- supporting the inclusion, wellbeing and educational progress of pupils with allergies; and
- ensuring compliance with statutory duties and recognised national best practice.

This policy applies to:

- all schools within Leeds Diocesan Learning Trust;
- all pupils;
- all employees;
- governors and directors;
- volunteers;
- agency staff;
- contractors working on behalf of the Trust;
- catering providers;
- visitors participating in school activities.

This policy does not form part of any employee's contract of employment.

## 2. Policy Principles

The Trust will:

- adopt a whole-school approach to allergy management;
- ensure pupils with allergies are able to participate fully in all aspects of school life wherever reasonably possible;
- make reasonable adjustments in accordance with the Equality Act 2010;
- ensure allergy management is proactive rather than reactive;
- promote an allergy-aware culture across every school;
- ensure staff are appropriately trained and confident to recognise and respond to allergic reactions;
- maintain clear communication between schools, parents, healthcare professionals and catering providers;
- continually review incidents and near misses to strengthen practice and reduce future risk.

The Trust recognises that no school can ever be completely allergen free. Rather than relying upon blanket food bans, LDLT promotes a culture of awareness, vigilance, effective risk management and shared responsibility throughout the school community.

## 3. Definitions

For clarity, the following definitions apply throughout this policy:

### **Allergy**

An immune system response to a substance (allergen) that is normally harmless but which causes symptoms ranging from mild irritation to life-threatening anaphylaxis.

### **Anaphylaxis**

A severe, potentially life-threatening allergic reaction requiring immediate emergency treatment.

### **Allergen**

Any substance capable of triggering an allergic reaction, including (but not limited to):

- foods;
- medicines;
- insect venom;
- latex;
- pollen;
- animals.

### **Adrenaline Auto-Injector (AAI)**

A prescribed emergency medication (such as EpiPen® or Jext®) used to treat anaphylaxis.

### **Allergy Action Plan (AAP)**

A clinical management plan completed by an appropriate healthcare professional detailing emergency treatment.

### **Individual Healthcare Plan (IHP)**

A school-based plan setting out how the school will support a pupil's medical needs within the educational setting.

### **Designated Allergy Lead**

The senior member of staff appointed by each school to oversee allergy management and ensure compliance with this policy.

## **4. Roles and Responsibilities**

### **4.1 Board of Directors**

The Board of Directors has overall responsibility for ensuring that suitable arrangements are in place across the Trust to safeguard pupils with allergies and to promote a consistent approach to allergy management in every school.

The Board will:

- approve and review this policy;
- ensure sufficient resources are available to implement the policy effectively;
- receive assurance that schools are complying with Trust requirements;
- ensure appropriate governance oversight through the Finance & Resources Committee; and
- promote an inclusive culture which supports pupils with medical conditions.

### **4.2 Chief Financial Officer**

The Chief Financial Officer (CFO) is the Responsible Officer for this policy and will provide strategic oversight of compliance across the Trust.

The Chief Financial Officer will:

- ensure Trust-wide procedures are implemented consistently;
- oversee annual compliance monitoring;
- ensure appropriate reporting arrangements are in place;
- support schools in implementing improvements identified through audits or incidents;
- oversee contracts with catering providers to ensure allergen management requirements are met;
- monitor significant incidents and emerging risks; and
- provide annual assurance to the Board.

### **4.3 Headteachers**

Each Headteacher has overall responsibility for implementing this policy within their school.

Headteachers will ensure:

- a Designated Allergy Lead is appointed;
- all pupils with diagnosed allergies have appropriate Individual Healthcare Plans;
- staff receive appropriate training before working with pupils;
- emergency procedures are understood by all staff;
- allergy information is communicated appropriately;
- educational visits are appropriately risk assessed;
- incidents are investigated and learning shared;
- annual allergy audits are completed; and
- this policy is implemented consistently throughout the school.

### **4.4 Designated Allergy Lead**

Each school will appoint a Designated Allergy Lead, who should normally be a member of the senior leadership team or another appropriately trained senior member of staff.

The Designated Allergy Lead is responsible for coordinating allergy management within the school.

Responsibilities include:

- maintaining the school's allergy register;
- confirming that an up-to-date Allergy Action Plan has been received from parents or carers and ensuring that any school Individual Healthcare Plan is developed and reviewed appropriately;
- ensuring allergy information is communicated to relevant staff;
- coordinating annual allergy training;
- organising an annual anaphylaxis drill;
- maintaining records of allergy incidents and near misses;
- ensuring medication is readily accessible;
- monitoring expiry dates of emergency medication;
- overseeing implementation of allergy risk assessments;
- supporting educational visits;
- acting as the main point of contact for parents and healthcare professionals; and
- reporting significant concerns to the Headteacher.

#### **4.5 School Business Manager / School Administrator**

The School Business Manager (or nominated administrator where appropriate) will support implementation by:

- maintaining accurate medical records within Arbor;
- supporting the administration of Individual Healthcare Plans;
- ensuring allergy information is available for relevant staff;
- supporting monitoring of medication expiry dates within iAM Compliant;
- maintaining records of staff training;
- ensuring contractors and visitors receive relevant information where necessary;
- supporting compliance monitoring; and
- assisting with annual policy review.

#### **4.6 Catering Providers**

All catering staff, whether employed directly or through an external contractor, must comply with this policy and all relevant food safety legislation.

Catering providers will:

- maintain accurate allergen information for all meals;
- comply with Food Information Regulations and Natasha's Law;
- implement procedures to minimise cross-contamination;
- identify pupils with dietary requirements using agreed school procedures;
- communicate menu changes promptly;
- ensure relevant staff receive allergen awareness training; and
- work closely with schools and parents to provide safe meal options wherever reasonably practicable.

#### **4.7 All Staff**

Every member of staff has a responsibility to safeguard pupils with allergies.

Staff will:

- read and comply with this policy;
- complete mandatory allergy awareness training annually;
- understand which pupils in their care have allergies;
- promote an allergy-aware culture;
- challenge bullying or inappropriate behaviour relating to allergies;
- include allergy considerations within risk assessments;

- know how to recognise an allergic reaction;
- know how to summon emergency assistance;
- administer emergency medication where required;
- ensure pupils have access to prescribed medication during school activities and educational visits; and
- report all allergy incidents and near misses promptly.

#### **4.8 Parents and Carers**

Parents and carers have primary responsibility for providing the school with accurate and current information about their child's allergy, together with the necessary clinical documentation and prescribed medication.

They are responsible for:

- informing the school of diagnosed or suspected allergies;
- obtaining and providing the school with an up-to-date Allergy Action Plan completed by an appropriate healthcare professional;
- providing any medical evidence reasonably requested by the school;
- contributing to the development and review of the Individual Healthcare Plan;
- providing all prescribed and spare medication required by the school, including two in-date adrenaline auto-injectors where prescribed;
- ensuring medication is clearly labelled, in its original packaging and within its expiry date;
- replacing medication before it expires or promptly following use;
- notifying the school immediately of any changes in their child's condition, medication, treatment or medical advice; and
- supporting their child to understand and manage their allergy appropriately.

#### **4.9 Children**

Children are encouraged to take increasing responsibility for managing their allergies in accordance with their age and understanding.

Where appropriate, pupils should:

- understand their allergy and how to avoid known allergens;
- avoid sharing food or drinks;
- inform a member of staff immediately if they feel unwell or believe they may be having an allergic reaction;
- carry prescribed medication where agreed within their Individual Healthcare Plan;
- report bullying or unsafe behaviour; and
- follow agreed arrangements during school visits and activities.

### **5. Information and Documentation**

#### **5.1 Allergy Register**

Each school will maintain an up-to-date register of all pupils with a diagnosed allergy.

The register will include, where applicable:

- pupil name and date of birth;
- known allergens;
- severity of allergy;
- history of previous allergic reactions or anaphylaxis;
- prescribed medication;
- location of medication;
- whether the pupil carries their own medication;
- associated medical conditions (for example asthma or eczema);

- emergency contact details; and
- review date.

The register will be reviewed at least annually and updated immediately following any changes to a pupil's medical information. The School will ensure that information recorded on the Allergy Register is checked against the pupil's Individual Healthcare Plan and Allergy Action Plan as part of the annual review and whenever information changes.

## 5.2 Allergy Action Plans

Parents and carers are responsible for obtaining and providing the school with an up-to-date Allergy Action Plan completed by an appropriate healthcare professional. The Allergy Action Plan must be received before the school develops or reviews the pupil's Individual Healthcare Plan. It provides the clinical information on which the school's arrangements will be based.

Parents and carers must provide a replacement plan whenever there is a change to the pupil's allergy, medication, treatment or clinical advice and must ensure that the plan remains current.

Where available, the Trust recommends the use of the [British Society for Allergy and Clinical Immunology \(BSACI\) Allergy Action Plan templates](#).

Allergy Action Plans will:

- accompany emergency medication where practicable;
- be readily accessible to relevant staff;
- be reviewed alongside the Individual Healthcare Plan; and
- clearly identify emergency treatment requirements.

## 5.3 Individual Healthcare Plans

Following receipt of the Allergy Action Plan, the school will develop an Individual Healthcare Plan (IHP), where required, setting out how the pupil's needs will be managed within the school environment.

The plan will be developed in partnership with:

- parents or carers;
- the school;
- the pupil (where appropriate); and
- relevant healthcare professionals.

Each Individual Healthcare Plan will include:

- details of the allergy;
- known allergens;
- symptoms of allergic reactions;
- emergency treatment arrangements;
- prescribed medication;
- arrangements for school visits;
- arrangements for wraparound care and extracurricular activities where appropriate;
- parental consent for medication administration; and
- review arrangements.

Healthcare Plans will be reviewed:

- annually;
- following any allergic reaction;
- following any significant change in medical advice; or
- whenever requested by parents or healthcare professionals.

Information contained within the Individual Healthcare Plan, Allergy Action Plan, Allergy Register and the pupil's medical information recorded within Arbor must be consistent. Schools must ensure that changes

to a pupil's allergy, medication, treatment, emergency arrangements or medical advice are reflected promptly across all relevant records.

#### **5.4 Recording Information**

Schools will ensure allergy information is accurately recorded within the school's management information system (Arbor) and shared with staff who require access to support pupils safely.

Information sharing will comply with UK GDPR and Data Protection legislation while ensuring staff have access to the information necessary to safeguard pupils.

Relevant staff may include:

- teaching staff;
- teaching assistants;
- lunchtime supervisors;
- catering staff;
- wraparound care staff;
- educational visit leaders;
- first aiders;
- supply staff where appropriate.

#### **5.5 Medication**

Parents remain responsible for providing all prescribed medication.

Where adrenaline auto-injectors have been prescribed, schools will normally expect parents to provide two in-date devices in accordance with clinical guidance.

Schools will:

- record receipt of medication;
- store medication safely where appropriate;
- undertake termly checks of expiry dates;
- notify parents when medication is approaching expiry;
- maintain a record of medication checks; and
- ensure medication accompanies pupils on educational visits where required.

#### **5.6 Confidentiality**

Medical information will be handled sensitively and in accordance with data protection legislation.

Information will only be shared with those who require it to safeguard the pupil.

Where appropriate, schools will explain to pupils how and why relevant staff need access to this information.

#### **5.7 Transfer Between Schools**

Where a pupil transfers between schools within Leeds Diocesan Learning Trust, appropriate allergy information will be shared securely to support continuity of care, subject to data protection requirements.

Where pupils transfer to another education provider, schools will work with parents to ensure appropriate medical information is transferred promptly.

### **6. Risk Assessment**

#### **6.1 General Principles**

Leeds Diocesan Learning Trust recognises that allergens may be encountered in many aspects of school life and not solely during meal times.

Each school will adopt a proactive approach to identifying and managing allergy risks to enable pupils with allergies to participate safely and fully in school life.

Risk assessments will be proportionate to the activity and will consider:

- the known allergies of participating pupils;
- the likelihood of exposure to allergens;

- the severity of potential reactions;
- the measures required to eliminate or reduce risk;
- emergency arrangements; and
- staffing requirements.

Reasonable adjustments will be made where necessary to enable pupils with allergies to participate safely, in accordance with the Equality Act 2010.

## **6.2 Classroom Activities**

Teachers must consider allergy risks when planning lessons and classroom activities.

This includes, but is not limited to:

- food technology;
- cooking activities;
- science experiments;
- art and craft activities;
- sensory play;
- celebrations and themed events;
- fundraising activities involving food; and
- rewards or incentives involving food.

Where allergens are identified, staff should consider whether:

- an alternative resource can be used;
- the activity can be adapted;
- additional supervision is required; or
- the activity should be avoided altogether for safety reasons.

Food should not routinely be used as a reward where this may increase risk or reduce inclusion.

## **6.3 School Events and Celebrations**

Schools will ensure allergy considerations are included when planning events, to support the safe and inclusive participation of all pupils, including:

- birthday celebrations;
- seasonal celebrations;
- cultural events;
- fundraising events;
- performances;
- open evenings;
- transition events; and
- family engagement activities.

Where food is provided:

- allergen information must be available;
- pupils with allergies must not be placed at unnecessary risk;
- parents may be consulted where appropriate; and
- suitable alternatives should be considered where reasonably practicable.

Schools will promote an inclusive, allergy-aware culture based on vigilance, education and shared responsibility, rather than relying solely on blanket food bans.

## **6.4 Educational Visits and Off-Site Activities**

All educational visits must include consideration of allergy risks as part of the visit risk assessment.

Visit leaders must ensure:

- pupils' Individual Healthcare Plans are reviewed before the visit;
- prescribed medication accompanies the pupil throughout the visit;
- medication remains immediately accessible at all times;
- supervising staff understand emergency procedures;

- catering providers are informed of dietary requirements where meals are provided;
- accommodation providers are informed where overnight stays are planned;
- emergency services can be accessed promptly if required; and
- parents are consulted where additional arrangements are necessary.

Medication must never be stored in inaccessible luggage or vehicle holds.

Where appropriate, schools should consider taking spare adrenaline auto-injectors in accordance with national guidance.

### **6.5 Sporting Activities**

Participation in sport is encouraged for all pupils.

Staff supervising sporting activities will ensure:

- medication remains accessible throughout activities;
- pupils with exercise-induced allergic reactions or associated asthma are appropriately supported;
- away fixtures include appropriate allergy planning; and
- host schools or venues are informed of relevant dietary or medical requirements where meals are provided.

### **6.6 Wraparound Care and Extra-Curricular Activities**

This policy applies equally to:

- breakfast clubs;
- after-school clubs;
- holiday provision operated by the school;
- enrichment activities;
- music tuition;
- sports clubs; and
- any externally delivered activities taking place on the school site.

Activity leaders must be informed of pupils with allergies and understand the emergency procedures applicable to those pupils.

### **6.7 Animals**

Animals brought onto school premises may present an allergy risk.

Before animals are introduced into school, consideration should be given to:

- known allergies of pupils and staff;
- the purpose of the activity;
- supervision arrangements;
- cleaning arrangements; and
- alternative provision where necessary.

Following contact with animals, appropriate hand hygiene should be encouraged.

### **6.8 Insect Stings**

Where pupils have known allergies to insect venom, schools will take reasonable steps to reduce risk by:

- monitoring outdoor areas where practicable;
- removing nests through appropriate contractors where safe to do so;
- encouraging suitable clothing during outdoor activities where appropriate;
- ensuring emergency medication is available; and
- reminding pupils not to disturb insects or nests.

### **6.9 Contractors, Visitors and Lettings**

Where external organisations use school premises or deliver activities on behalf of the school, appropriate allergy information will be shared where necessary to safeguard pupils.

Contractors, volunteers and visitors must comply with school procedures relating to allergy management where relevant to their activities.

Schools should ensure lettings agreements clearly set out expectations regarding food preparation, allergen management and emergency procedures where activities involve children.

### **6.10 Learning from Incidents**

Following any significant allergic reaction, near miss or identified failure in procedures, the school will undertake a review to identify lessons learned.

This review should consider:

- whether existing risk assessments were sufficient;
- whether communication arrangements were effective;
- whether emergency procedures were followed;
- whether additional training is required;
- whether changes to school procedures are necessary; and
- whether findings should be shared more widely across the Trust.

Where appropriate, learning from incidents will inform future risk assessments, staff training and policy review to strengthen allergy management across all schools.

## **7. Food, including Mealtimes & Snacks**

### **7.1 General Principles**

Leeds Diocesan Learning Trust is committed to providing a safe and inclusive dining environment for all pupils, staff and visitors.

Schools recognise that food is an important part of school life and that, whilst it is not possible to eliminate all allergens from the school environment, appropriate arrangements can significantly reduce the risk of accidental exposure.

All schools will promote an allergy-aware culture based on vigilance, education and shared responsibility rather than reliance on blanket food bans.

### **7.2 Catering Provision**

All catering providers operating within Trust schools must comply with:

- Food Information Regulations 2014;
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law);
- Food Safety legislation;
- this policy; and
- any contractual requirements specified by the Trust.

Catering providers will:

- maintain accurate allergen information for all meals;
- clearly identify the 14 regulated allergens;
- implement procedures to minimise cross-contamination;
- ensure staff receive appropriate allergen awareness training;
- maintain robust food preparation procedures;
- work collaboratively with schools and parents to support pupils with dietary requirements; and
- promptly communicate any menu or ingredient changes that may affect pupils with allergies.

### **7.3 Identifying Pupils with Allergies**

Each school will operate clear procedures to ensure catering staff can identify pupils with food allergies before meals are served.

These arrangements may include:

- pupil photographs;
- allergy registers;
- electronic management systems;
- staff supervision at service points; and

- agreed identification procedures developed by individual schools.
- Schools should not rely on a single method of identification.

#### **7.4 Food Allergens**

Schools will ensure that allergen information is readily available for all food prepared or supplied on site.

Where pupils have allergies to foods outside the statutory list of 14 allergens, schools will work with parents and catering providers to identify suitable arrangements wherever reasonably practicable.

#### **7.5 Packed Lunches**

Parents providing packed lunches remain responsible for ensuring the contents are safe for their own child.

Schools may request that certain foods are not brought onto the premises where a significant risk has been identified; however, such requests should support an allergy-aware culture and should not create a false sense of security.

Schools should encourage pupils to:

- eat only their own food;
- avoid sharing food or drinks;
- wash their hands before and after eating; and
- dispose of food waste appropriately.

#### **7.6 Food Brought into School**

Where food is brought into school for celebrations, curriculum activities or fundraising events, staff must consider the potential impact on pupils with allergies.

Where appropriate:

- parents should be informed in advance;
- ingredient information should be available;
- alternative activities or foods should be considered;
- food should not be distributed without appropriate checks; and
- non-food alternatives should be considered wherever possible.

#### **7.7 Curriculum Activities Involving Food**

Where food is used within the curriculum, staff must complete an appropriate risk assessment before the activity takes place.

Consideration should be given to:

- ingredients being used;
- methods of preparation;
- cross-contamination;
- supervision requirements;
- availability of emergency medication; and
- suitable alternatives for pupils with allergies.

This includes activities such as:

- cooking;
- food technology;
- science investigations;
- sensory activities;
- cultural events; and
- enterprise activities involving food.

#### **7.8 Food Hygiene**

Schools will encourage good hygiene practices to reduce the risk of allergen transfer.

Pupils should:

- wash their hands before and after eating;

- avoid sharing food, drinks or utensils;
- keep lunchboxes and water bottles clearly labelled where appropriate; and
- dispose of food waste responsibly.
- Staff supervising meal times should promote these expectations consistently.

## **7.9 Early Years Provision**

Where schools provide Early Years Foundation Stage (EYFS) provision, arrangements will comply with the current EYFS statutory framework.

Particular attention will be given to:

- supervision during eating;
- preparation of food;
- choking and allergy awareness;
- communication with parents; and
- safe management of allergies during snack and meal times.

## **7.10 Wraparound Care**

Breakfast clubs, after-school clubs and holiday provision operated by the school must follow the same allergy management procedures as the school day.

Staff responsible for these activities will:

- have access to relevant allergy information;
- know where emergency medication is located;
- understand emergency procedures;
- consider allergy risks when planning snacks or meals; and
- ensure appropriate supervision during eating.

## **7.11 School Expectations**

To promote a safe environment, all members of the school community are expected to:

- respect the needs of pupils with allergies;
- follow school guidance relating to food;
- avoid sharing food;
- report concerns promptly; and
- contribute to an inclusive, allergy-aware culture.

No pupil should be made to feel different, excluded or unsafe because of a diagnosed allergy.

# **8. Medication and Adrenaline Auto-Injectors**

## **8.1 General Principles**

The Trust recognises that immediate access to emergency medication can save lives.

Schools will ensure that pupils prescribed medication for allergies have timely access to their medication at all times whilst on school premises, during educational visits and whilst participating in school activities.

Emergency medication must never be locked away or stored in a location that prevents immediate access during an emergency.

## **8.2 Prescribed Medication**

Parents and carers remain responsible for providing all prescribed medication and any additional or spare medication required under the pupil's Allergy Action Plan or Individual Healthcare Plan.

Where applicable, parents and carers must provide:

- two in-date prescribed adrenaline auto-injectors;
- any additional or spare medication specified in the Allergy Action Plan;
- prescribed antihistamine;
- a prescribed inhaler;

- an up-to-date Allergy Action Plan completed by an appropriate healthcare professional; and
- written consent for the administration of medication, where required.

All medication must:

- be clearly labelled with the pupil's name;
- be supplied in its original packaging;
- be within its expiry date; and
- be replaced promptly following use or before expiry.

### **8.3 Storage of Medication**

Each school will determine appropriate arrangements for storing medication based upon the age and needs of pupils.

Schools may adopt one or more of the following approaches:

- younger pupils' medication stored in a clearly identified central medical location;
- older pupils carrying their own medication where this has been agreed through their Individual Healthcare Plan; or
- a combination of both approaches.

Where medication is stored centrally:

- it must be easily accessible;
- staff must know its location;
- it must not be locked away;
- it should be protected from excessive heat, cold and direct sunlight; and
- it should accompany the pupil whenever they leave the school site.

### **8.4 Carrying Medication**

Where appropriate, and following discussion with parents and healthcare professionals, pupils may carry their own medication.

The decision should take account of:

- the pupil's age;
- maturity;
- understanding of their condition;
- ability to recognise symptoms;
- ability to administer medication correctly; and
- recommendations contained within their Individual Healthcare Plan.

Regardless of whether pupils carry their own medication, staff retain responsibility for responding appropriately during an emergency.

### **8.5 Spare Adrenaline Auto-Injectors**

In accordance with Benedict's Law, schools must hold spare Adrenaline Auto-Injectors (AAIs).

Schools will ensure:

- written parental consent and medical authorisation for use of the school's spare AAI are obtained and recorded for pupils known to be at risk of anaphylaxis, where required;
- staff understand that, in an exceptional emergency involving a pupil not previously known to be at risk of anaphylaxis, a school-held spare AAI may be administered without prior parental consent or medical authorisation where this is necessary to save life, in accordance with current legislation and national guidance;
- devices are purchased and stored in accordance with national guidance;
- each school holds two spare adrenaline auto-injectors, with the appropriate strengths determined by the age profile and needs of its pupils;
- devices are appropriate to the age of pupils;
- staff understand when and how they may be used;
- storage locations are clearly identified; and
- expiry dates are monitored regularly.

Spare AAls are intended as emergency back-up devices and do not replace the requirement for pupils to have access to their own prescribed medication.

## **8.6 Medication Checks**

Each school will implement a system for monitoring medication. Checks may be recorded using the Trust's compliance system.

This will include:

- checking expiry dates at least once each term;
- checking medication remains in the agreed location and is readily accessible;
- checking devices are undamaged;
- notifying parents in advance of expiry dates;
- maintaining a record of checks undertaken; and
- ensuring replacement medication is obtained promptly where required.

## **8.7 Educational Visits and Off-Site Activities**

Emergency medication must accompany the pupil throughout any educational visit, sporting fixture or off-site activity.

Visit leaders must ensure:

- medication is checked before departure;
- medication remains immediately accessible throughout the visit;
- supervising staff know where medication is located;
- medication is protected from temperature extremes;
- pupils carrying their own medication retain it throughout the visit where appropriate; and
- emergency procedures are understood by all supervising staff.

Medication must never be packed in luggage, stored in vehicle boots or left unattended.

## **8.8 Administration of Medication**

Where emergency treatment is required, staff should follow the pupil's Allergy Action Plan wherever possible. If anaphylaxis is suspected:

- adrenaline should be administered without delay in accordance with current national guidance;
- emergency services should be contacted immediately by dialling 999 and stating that anaphylaxis is suspected;
- the pupil should be monitored continuously until medical assistance arrives; and
- a second dose of adrenaline should be administered after five minutes if symptoms persist or worsen, in accordance with the Allergy Action Plan and national guidance.

Any member of staff may administer an Adrenaline Auto-Injector in an emergency. Any member of staff may administer an Adrenaline Auto-Injector in an emergency and should act promptly in accordance with their training and current national guidance.

## **8.9 Disposal of Medication**

Used or expired Adrenaline Auto-Injectors and other prescribed medication must be disposed of safely in accordance with local clinical waste arrangements.

Schools should ensure:

- used devices are retained for handover to ambulance personnel where appropriate;
- expired medication is returned to parents where possible or disposed of safely;
- disposal is appropriately recorded where necessary; and
- replacement medication is obtained promptly.

## **8.10 Record Keeping**

Schools will maintain appropriate records relating to medication, including:

- medication received;
- expiry date checks;
- medication administered;

- emergency use of medication;
- replacement medication received; and
- disposal of expired or used medication.

These records will be retained in accordance with the Trust's records management procedures.

## 9. Responding to an Allergic Reaction and Emergency Procedures Stings??

### 9.1 Recognising an Allergic Reaction

All staff should be able to recognise the signs and symptoms of an allergic reaction.

Symptoms may develop rapidly and can range from mild to life-threatening.

#### ***Mild to Moderate Allergic Reaction***

Symptoms may include:

- itching or tingling of the mouth;
- itchy rash (hives);
- redness or swelling of the skin;
- swelling of the lips, face or eyes;
- abdominal pain;
- nausea or vomiting;
- sneezing or a runny nose.

Where a pupil experiences a mild allergic reaction, staff should follow the pupil's Allergy Action Plan and monitor them closely for any deterioration.

Parents should be informed as soon as reasonably practicable.

#### ***Severe Allergic Reaction (Anaphylaxis)***

Anaphylaxis is a medical emergency requiring immediate treatment.

Symptoms may include:

- difficulty breathing;
- persistent cough or wheeze;
- hoarse voice;
- swollen tongue or throat;
- difficulty swallowing;
- difficulty speaking;
- dizziness or collapse;
- pale, floppy or unconscious appearance;
- sudden confusion or altered behaviour.

Staff must be aware that an allergic reaction may develop or worsen rapidly.

A reaction may not initially present with all the recognised signs of anaphylaxis and symptoms may progress over time. Staff must therefore continue to monitor the pupil closely and respond immediately to any deterioration.

Staff should **not wait** for all symptoms to develop before taking action.

### 9.2 Emergency Response

If anaphylaxis is suspected:

#### **Step 1**

Administer an Adrenaline Auto-Injector immediately.

If in doubt, give adrenaline.

Prompt administration of adrenaline is the most effective treatment for anaphylaxis.

#### **Step 2**

Call 999 immediately.

Inform the operator that:

"A child is experiencing suspected anaphylaxis."

Follow the instructions provided by the emergency call handler.

### **Step 3**

Keep the pupil under constant supervision.

Where possible:

- lay the pupil flat;
- raise their legs if appropriate;
- if breathing is difficult, allow them to sit upright;
- if unconscious, place them in the recovery position;
- do not allow them to walk around.

### **Step 4**

If symptoms do not improve after five minutes, administer a second Adrenaline Auto-Injector if available.

### **Step 5**

Ensure emergency contacts are informed as soon as practicable.

### **Step 6**

A member of staff should accompany the pupil until responsibility is formally transferred to the ambulance service or parent/carer.

Any pupil who receives adrenaline must be taken to hospital for further assessment, even if symptoms improve.

## **9.3 Use of Spare Adrenaline Auto-Injectors**

Where a school holds spare Adrenaline Auto-Injectors, these may be used in accordance with current legislation and Department for Education guidance.

Spare devices may be used:

- where a pupil's own medication is unavailable;
- where a prescribed device has misfired;
- where a second dose is required;
- in exceptional circumstances, where emergency services advise administration for a person experiencing suspected anaphylaxis who does not have their own prescribed device.

## **9.4 Staff Responsibilities During an Emergency**

During an emergency, staff should work together where possible.

Responsibilities may include:

- administering medication;
- contacting emergency services;
- supervising other pupils;
- meeting emergency services on arrival;
- contacting parents or carers;
- obtaining the pupil's Individual Healthcare Plan or Allergy Action Plan; and
- recording the incident.

## **9.5 Following an Allergic Reaction**

Following any allergic reaction, the school will:

- ensure the pupil receives appropriate medical attention;
- notify parents or carers;

- complete the school's accident or incident reporting procedures;
- review the circumstances leading to the incident;
- identify any learning points;
- update risk assessments where necessary;
- review the Individual Healthcare Plan if required; and
- provide additional support for the pupil where appropriate.

Where appropriate, incidents will also be recorded within the Trust's incident reporting systems.

### **9.6 Reporting and Learning**

The Trust is committed to learning from incidents and near misses.

Schools should investigate:

- significant allergic reactions;
- administration of emergency medication;
- near misses;
- failures in procedures;
- medication errors;
- communication failures.

Investigations should identify:

- what happened;
- why it happened;
- whether procedures were followed;
- any improvements required; and
- actions to reduce future risk.

Learning should be shared with relevant staff and, where appropriate, across the Trust to support continuous improvement.

### **9.7 Reporting Under RIDDOR**

Where an allergic reaction results in a reportable incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Trust will ensure the appropriate notification is made to the Health and Safety Executive.

The Estates Manager and Chief Financial Officer should be informed of any RIDDOR-reportable incidents without delay.

### **9.8 Pupil Wellbeing Following an Incident**

Schools recognise that experiencing an allergic reaction can be distressing for pupils, families and staff.

Following a significant allergic reaction, schools should consider whether additional pastoral support is required and ensure pupils are supported to return confidently to school.

Schools should also review whether any further education or awareness activities are needed for staff or pupils.

## **10. Training, Monitoring and Quality Assurance**

### **10.1 Staff Training**

Leeds Diocesan Learning Trust is committed to ensuring that all staff have the knowledge, confidence and competence to support pupils with allergies and respond effectively in the event of an allergic reaction.

All schools will ensure that staff receive appropriate allergy awareness training relevant to their role.

As a minimum, training will cover:

- recognising the signs and symptoms of allergic reactions and anaphylaxis;
- reducing the risk of exposure to allergens;
- understanding Individual Healthcare Plans and Allergy Action Plans;
- administration of Adrenaline Auto-Injectors;
- emergency procedures;
- responsibilities under this policy;
- supporting pupils with allergies safely and inclusively; and
- allergy awareness, including preventing allergy-related bullying.

Training should include practical demonstration of Adrenaline Auto-Injectors wherever possible. Posters to support staff training can be downloaded by visiting <https://www.anaphylaxis.org.uk/posters/>

## **10.2 Frequency of Training**

Training will be provided:

- as part of induction for all new employees;
- at least annually for relevant staff;
- whenever national guidance changes;
- following any significant allergy incident where learning has been identified;
- before educational visits where additional risks have been identified; and
- where an individual pupil's needs require additional briefing.

Schools will maintain records of all allergy training undertaken.

## **10.3 Awareness Across the School Community**

Schools should promote an allergy-aware culture through age-appropriate education and communication.

This may include:

- Personal, Social, Health and Economic (PSHE) education;
- collective worship;
- classroom discussions;
- anti-bullying activities;
- information for parents;
- staff briefings; and
- awareness campaigns where appropriate.

The purpose is to encourage understanding, inclusion and shared responsibility rather than fear or stigma.

## **10.4 Monitoring Compliance**

Headteachers are responsible for ensuring this policy is implemented consistently within their school.

Schools should monitor compliance through:

- annual review of Individual Healthcare Plans;
- medication expiry checks;
- staff training records;
- annual allergy audits;
- educational visit monitoring;
- review of incidents and near misses;
- routine safeguarding and health and safety monitoring; and
- periodic review of catering arrangements.

Where improvements are identified, schools will develop action plans to address them promptly.

## **10.5 Monitoring and Assurance**

Schools will provide oversight of allergy management.

This will include monitoring of:

- completion of staff training;
- completion of annual self-assessment allergy audits;
- significant allergic reactions;
- use of emergency medication;
- trends identified through incidents and near misses;
- implementation of agreed actions; and
- any recommendations arising from audits or external reviews.

### **10.6 Annual Allergy Audit**

Each school will complete an annual self-assessment of allergy management using the Trust's Allergy Audit Checklist (Appendix G).

The audit should include review of:

- allergy registers;
- Individual Healthcare Plans;
- Allergy Action Plans;
- medication storage;
- medication expiry dates;
- spare Adrenaline Auto-Injectors;
- staff training;
- educational visit arrangements;
- catering procedures;
- communication with parents; and
- emergency response arrangements.

Where areas for improvement are identified, schools will prepare an action plan and monitor progress.

### **10.7 Incident Review and Continuous Improvement**

The Trust recognises that reviewing incidents and near misses is essential to improving practice.

Following significant incidents, schools will consider:

- whether procedures were effective;
- whether risk assessments require amendment;
- whether communication arrangements were appropriate;
- whether further staff training is required;
- whether pupils require additional support; and
- whether lessons should be shared across the Trust.

Learning from allergy incidents should inform future planning, training and policy development.

### **10.8 Equality, Inclusion and Wellbeing**

The Trust is committed to ensuring that pupils with allergies are able to participate fully in school life.

Schools will:

- make reasonable adjustments where required;
- avoid unnecessary exclusion from activities;
- consider the emotional wellbeing of pupils living with allergies;
- respond appropriately to allergy-related bullying;
- work collaboratively with parents to promote inclusion; and
- encourage pupils to develop confidence in managing their allergies safely.

## **10.9 Policy Review**

This policy will be reviewed annually or sooner where:

- legislation changes;
- national guidance is updated;
- significant incidents identify the need for change;
- operational arrangements change; or
- the Board of Directors requests an earlier review.

The review will consider:

- changes in legislation or guidance;
- feedback from schools;
- outcomes of annual audits;
- lessons learned from incidents;
- developments in clinical practice; and
- recommendations from external reviews.

The  
**14**

# REGULATED ALLERGENS



Natasha  
Allergy  
Research  
Foundation

In the UK, food labelling law requires **any** business supplying food or drink to provide information about any of the 14 regulated allergens used as ingredients in their products or dishes.

These have been prioritised as the most potent and prevalent allergens affecting consumers in the UK and EU.

The 14 allergens **must** be emphasised within the ingredients list of pre-packed food or drink. This can be done, for example, by using **bold**, *italic* or **coloured type**, to make the allergen ingredients easier to spot.

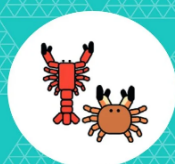
### The 14 regulated allergens are....



Celery



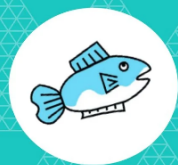
Cereals containing  
gluten (by name)



Crustaceans



Eggs



Fish



Lupin



Milk



Molluscs



Mustard



Nuts (by name)



Peanuts



Sesame Seeds



Soya



Sulphur Dioxide  
(Sulphites)

**NARF.ORG.UK**

Images from the Food Standards Agency:  
<https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf>

# 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.



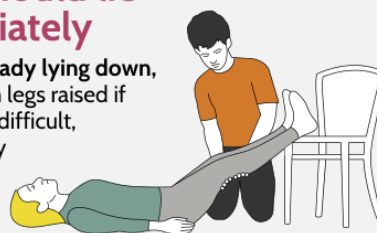
### 2. Dial 999 and say anaphylaxis ('ana-fill-axis')

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.

# ANAPHYLAXIS

## HOW TO USE EPIPEN AAIS

**If you think someone has 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!**

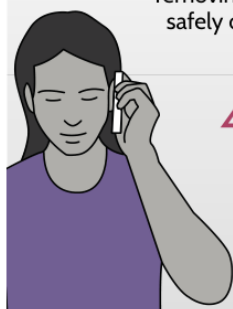


### 2. Position the orange tip

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 >>



## Appendix D – Individual Healthcare Plan Template

Name of school xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Insert school logo

### Individual Healthcare Plan

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### Clinic/Hospital Contact

Name

Phone no.

### G.P.

Name

Phone no.

Who is responsible for  
providing support in school

## Health Information

|                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Please include:</p> <ul style="list-style-type: none"><li>• Known allergens</li><li>• History of allergic reactions</li><li>• History of anaphylaxis</li><li>• Asthma diagnosis (if applicable)</li><li>• Typical symptoms</li><li>• Known triggers</li><li>• Avoidance strategies</li></ul> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## Medication

| Medication | Dose | Storage Location | Expiry Date | Carried by pupil? |
|------------|------|------------------|-------------|-------------------|
|            |      |                  |             |                   |
|            |      |                  |             |                   |
|            |      |                  |             |                   |

## Daily care requirements

|                                                                                                                                                                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Please include:</p> <ul style="list-style-type: none"><li>• Meal arrangements</li><li>• Snack arrangements</li><li>• Playground supervision</li><li>• Handwashing requirements</li><li>• Classroom considerations</li><li>• PE considerations</li></ul> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## Educational visits and Off-Site Activities

|                                                                                                                                                                                                                                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Please include:</p> <ul style="list-style-type: none"><li>• Medication arrangements</li><li>• Additional staffing</li><li>• Catering arrangements</li><li>• Emergency procedures</li><li>• Overnight visits (where applicable)</li></ul> |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## Emergency Procedures

|                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Please include:</p> <ul style="list-style-type: none"><li>• Early signs of deterioration</li><li>• When to administer medication</li><li>• When to administer an AAI</li><li>• When to call 999</li><li>• Positioning of the pupil</li><li>• Who contacts parents</li><li>• Who accompanies the pupil to hospital</li><li>• Action following the incident</li></ul> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### Reviewed:

- ☐ Annually
- ☐ Following hospital admission
- ☐ Following allergic reaction
- ☐ Following change in medication
- ☐ Following advice from healthcare professional

### Staff informed:

- ☐ Class Teacher
- ☐ Teaching Assistant
- ☐ Lunchtime Supervisors
- ☐ Office Staff
- ☐ Catering Team
- ☐ Wraparound Staff
- ☐ First Aiders
- ☐ Educational Visit Leaders

**Documents attached**

- ☐ Allergy Action Plan
- ☐ Care Plan from Hospital
- ☐ Photograph
- ☐ Consent for Medication
- ☐ Risk Assessment (if required)

**Parent Declaration**

I understand that I am responsible for providing and maintaining an up-to-date Allergy Action Plan and for supplying and replacing all prescribed medication required by my child.

I confirm that the information contained within this Individual Healthcare Plan is accurate to the best of my knowledge and that I will notify the school immediately of any changes to my child's medical condition, medication or treatment.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Carer

**School Declaration**

The school will make all reasonable efforts to implement this Individual Healthcare Plan in accordance with the Trust's Supporting Pupils with Medical Conditions Policy and Allergy Safety Policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher / Designated Allergy Lead

## Appendix E – Educational Visit Allergy Checklist

This checklist should be used by the Visit Leader when planning any educational visit, sporting fixture or off-site activity involving a pupil with a diagnosed allergy. It is intended to support the school's educational visit risk assessment and should be completed alongside the school's Educational Visits Policy and any relevant Individual Healthcare Plans.

A separate checklist must be completed for each child with a diagnosed allergy attending the visit. This ensures that individual needs, medication, supervision arrangements and emergency procedures have been considered and documented for every child.

The checklist does not replace the need for a full risk assessment but provides additional assurance that appropriate arrangements have been made to safeguard pupils with allergies whilst enabling them to participate fully in educational activities.

Before the visit, confirm that the following arrangements are in place:

- ☐ Visit risk assessment completed
- ☐ Allergy register checked
- ☐ Individual Healthcare Plan reviewed
- ☐ Allergy Action Plan available
- ☐ Medication checked
- ☐ Medication in date
- ☐ Two prescribed Adrenaline Auto-Injectors available (where applicable)
- ☐ Spare Adrenaline Auto-Injector considered (where available)
- ☐ Supervising staff aware of pupils with allergies
- ☐ Parents informed
- ☐ Catering provider or venue informed of dietary requirements (where applicable)
- ☐ Emergency contacts available
- ☐ Emergency procedures discussed with accompanying staff
- ☐ Mobile phone available
- ☐ Medication immediately accessible throughout visit

Visit Leader: \_\_\_\_\_

Date: \_\_\_\_\_

Educational Visit: \_\_\_\_\_

Signed: \_\_\_\_\_

## Appendix F – Whole School Allergy Risk Assessment Template

| What are the hazards for each activity?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | What are you already doing to control the risks? | Probability | Impact |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------|--------|
| <b>Medication:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                  |             |        |
| <p><u>Storage:</u><br/>           Location of each student's medication<br/>           Location of generic 'spare' AAI<br/>           Consider:</p> <ul style="list-style-type: none"> <li>• is there consistency of container throughout the school to make it easily identifiable?</li> <li>• Is the student able to self carry their own medication?</li> <li>• Is the back up medication always within 5 mins of where the students are? Are multiple sites needed for back up medication?</li> <li>• Is the students and back up medication always accessible regardless of the time of day?</li> </ul> |                                                  |             |        |
| <b>Training:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                  |             |        |
| <p>Check that the course has medical input/review.<br/>           Training should be updated annually.</p> <p>Course must include:</p> <ul style="list-style-type: none"> <li>• Signs and symptoms of allergy &amp; anaphylaxis</li> <li>• Emergency response</li> <li>• Administration of adrenaline auto-injectors</li> <li>• Prevention of reactions</li> </ul> <p>Ideally would include:</p> <ul style="list-style-type: none"> <li>• Types of allergen: food and non-food</li> <li>• Curriculum</li> <li>• Trips &amp; visits including sports</li> <li>• Reporting and recording</li> </ul>            |                                                  |             |        |

| <b>Food and drink:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><u>Catering:</u></p> <ul style="list-style-type: none"> <li>• What systems are in place to ensure that the student eats safely? Do all the catering and lunchtime staff know who has allergies and how to ensure that they are safe. Do they know how to report near misses and what to do should a reaction occur?</li> <li>• What measures do you have in place for liaison with the catering contractor and lunchtime supervisory staff?</li> <li>• Ensure up to date allergen information is available for each menu and that it is easily accessible, ideally on school website.</li> <li>• Make sure that any unexpected changes to the menu and allergens are communicated urgently to student/parent/guardian so that a different choice can be made.</li> <li>• Ensure that allergen matrix is available and kept up to date. The FSA have a free to download one: <a href="https://www.fooddocs.com/food-safety-templates/food-allergen-chart">https://www.fooddocs.com/food-safety-templates/food-allergen-chart</a></li> </ul> <p>Consider:</p> <p>wrap round care<br/>break times<br/>lunch times</p> |  |  |  |
| <p><u>Events involving food:</u></p> <p>Cake sales<br/>Parties<br/>Other PTA events<br/>Drinks</p> <ul style="list-style-type: none"> <li>• How can these be made inclusive?</li> <li>• What are the risks if the allergens are present during the events? Is handwashing possible?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <ul style="list-style-type: none"> <li>• What information has to be shared ahead of the event to remind all about the exclusion of an allergen if this has been agreed. Allergen Matrix can be found here:<br/><a href="https://www.fooddocs.com/food-safety-templates/food-allergen-chart">https://www.fooddocs.com/food-safety-templates/food-allergen-chart</a></li> <li>• Are allergens displayed, where appropriate to the event?</li> </ul>                                                                                                                                                                                                                                    |  |  |  |
| <p><u>Celebrations:</u></p> <ul style="list-style-type: none"> <li>• Consider discouraging cake and sweets for children as treats both for birthdays and school celebrations.</li> <li>• Where food is used, consider the impact for the students with allergies and discuss with parent/carer/student at the earliest opportunity to plan for a safe and inclusive event.</li> </ul>                                                                                                                                                                                                                                                                                                |  |  |  |
| <b>Curriculum activities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
| <p><u>Cooking:</u></p> <ul style="list-style-type: none"> <li>• Adapt recipes for all to create a safe cooking space. If a recipe cannot be adapted, can a different recipe be used?</li> <li>• Has the allergic student got their own set of cooking materials?</li> <li>• Are allergies included in the food technology curriculum so that all students have awareness of the impact of allergies to the health of the allergic person.</li> <li>• Are all students made aware of the impact of their actions on an allergic person should the specific allergens not be excluded?</li> <li>• Are all students taught about cross contamination and the impact of this?</li> </ul> |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |
| <u>Creative activities: e.g. junk modelling, pasta</u> <ul style="list-style-type: none"> <li>When using packaging ensure that the allergens have not been in those packets; for example: crunchy nut cornflakes should not be in a classroom where a student has a peanut allergy. When students are bringing in materials from home, ensure that communication is sent to parent/carers to specify what they are unable to bring in and monitor this when the packaging comes into school.</li> <li>Plastic containers should be washed in hot soapy water to remove allergens.</li> </ul> |  |  |  |
| <u>Music: instrument sharing (cross contamination issue)</u> <ul style="list-style-type: none"> <li>Do instruments have to be shared?</li> <li>Do blowing percussion instruments have to be shared? How can they be sterilised if they do? Can the allergic student have their own blowing instrument that they don't need to share?</li> </ul>                                                                                                                                                                                                                                              |  |  |  |
| <u>Science activities:</u> <ul style="list-style-type: none"> <li>Review the science curriculum and see where allergens are used. Consider whether these have to be used and whether there are alternates that can be used? If essential, the activity needs to be individually risk assessed for the allergic student. How can that lesson be made inclusive and safe?</li> <li>Consider the impact of cross contamination and whether this could cause a reaction for the allergic student.</li> </ul>                                                                                     |  |  |  |
| <u>PE:</u><br>Consider:<br>Indoor<br>Outdoor<br>Forest Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <ul style="list-style-type: none"> <li>• Where emergency medication is kept during PE and how quickly it can be accessed. If it is left in the classroom/changing room and is needed, how quickly can it be found? Is it easily identifiable and can it be with the student within 5 mins?</li> <li>• Is there an allergy trained member of staff present during after school clubs?</li> <li>• Is there an allergy trained member of staff accompanying away sporting events?</li> </ul> |  |  |  |
| <p><u>Break time:</u><br/>Consider:<br/>Playground<br/>Field</p> <ul style="list-style-type: none"> <li>• Where emergency medication is kept during breaktimes and how quickly it can be accessed. If it is left in the classroom and is needed, how quickly can it be found? Is it easily identifiable and can it be with the student within 5 mins?</li> <li>• Is there an allergy trained member of staff present during break times?</li> </ul>                                       |  |  |  |
| <b>School animals:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |
| <p>Consider:<br/>Therapy dogs and the access they have to children with allergies. Is there an allergen free area that the student will be safe in?<br/>We have <a href="#">Dogs in School guidance</a> that will assist with this section.</p>                                                                                                                                                                                                                                           |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>Visitors &amp; supply staff:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
| <p>Consider:</p> <ul style="list-style-type: none"> <li>• Has the visitor been made aware of the school's policy?</li> <li>• If there is an allergy free zone that has been created due to a student's individual risk assessment, how has this been communicated to the visitor/supply staff?</li> <li>• Does the visitor need to know about the student's allergy? Will they be using the student's allergen? Do they need to know they have to have eliminated cross contamination from themselves through handwashing after eating?</li> </ul>                                                                                                                                                                                                                                                                                                                              |  |  |  |
| <b>Offsite activities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
| <p><u>Day trips:</u></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Is there a specific allergy section on the visit/experience risk assessment?</li> <li>• Is there an allergy trained member of staff accompanying the visit?</li> <li>• Storage of AAls</li> <li>• Availability of emergency services and nearest hospital</li> <li>• Is there a good phone signal? If not, how will communication work? How will emergency services be called?</li> <li>• Is food being taken or served? It may be necessary to request that other students do not bring specific allergens on the trip to reduce risk during the day. Communication with venues and parent/carers to set out expectations.</li> <li>• Are any of the activities during the day high risk to the allergic student; inform venues and agree control measures, aim for inclusivity.</li> </ul> |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><u>Residential visits</u></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Storage of AAI's for each activity being undertaken &amp; overnight</li> <li>• Availability of emergency services and nearest hospital</li> <li>• Is there a good phone signal? If not, how will communication work? How will emergency services be called?</li> <li>• What food is being served? Consider cross contamination. Do any menu changes need to be made to ensure safety? Will the allergic person have sufficient to eat? Does any food need to be taken?</li> <li>• Can students eat food in rooms?</li> <li>• Is there a specific allergy section on the visit/experience risk assessment?</li> <li>• Is there an allergy trained member of staff accompanying the visit?</li> <li>• Do other students need to understand signs, symptoms of allergy, how to call for help and administer an AAI?</li> </ul> |  |  |  |
| <p><b>Other:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |

**This must be completed for any activity that is medium with the aim of bringing the risk to LOW.**

**Activities that are High or Extreme must not happen unless action can be implemented to bring the risk to LOW.**

| Hazard | What further action do you need to take to control the risks? | Who needs to carry out the action? | What is the action needed by? | Completed |
|--------|---------------------------------------------------------------|------------------------------------|-------------------------------|-----------|
|        |                                                               |                                    |                               |           |
|        |                                                               |                                    |                               |           |
|        |                                                               |                                    |                               |           |
|        |                                                               |                                    |                               |           |
|        |                                                               |                                    |                               |           |
|        |                                                               |                                    |                               |           |

| Consequence |          | Minor  | Moderate | Major  | Critical | Catastrophic |
|-------------|----------|--------|----------|--------|----------|--------------|
| Likelihood  | Rare     | Low    | Low      | Low    | Low      | Low          |
|             | Unlikely | Low    | Low      | Medium | Medium   | Medium       |
|             | Possible | Low    | Medium   | Medium | High     | High         |
|             | Likely   | Medium | Medium   | High   | High     | Extreme      |
|             | Certain  | Medium | Medium   | High   | Extreme  | Extreme      |

| Consequence                                              | Minor       | Moderate                  | Major                                               | Critical                                            | Catastrophic |
|----------------------------------------------------------|-------------|---------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------|
| This is the impact of the action being allowed to happen | No reaction | Non anaphylactic reaction | Emergency response required, ambulance and hospital | Emergency response required, ambulance and hospital | Fatal, Death |

| Likelihood | Definition                                               |
|------------|----------------------------------------------------------|
| Rare       | May only occur in exceptional circumstances              |
| Unlikely   | Could occur in some circumstances, surprised if happened |
| Possible   | Possible or likely to occur in most circumstances        |
| Likely     | Will occur in most circumstances                         |
| certain    | It is expected to occur, inevitable                      |

## Appendix G – Annual School Allergy Audit Checklist

| Requirement                           | Yes | No | Action Required |
|---------------------------------------|-----|----|-----------------|
| Designated Allergy Lead appointed     |     |    |                 |
| Allergy register up to date           |     |    |                 |
| IHPs reviewed                         |     |    |                 |
| Allergy Action Plans current          |     |    |                 |
| Medication in date                    |     |    |                 |
| Spare AAls available                  |     |    |                 |
| Staff training completed              |     |    |                 |
| Annual anaphylaxis drill completed    |     |    |                 |
| Catering procedures reviewed          |     |    |                 |
| Educational visit procedures reviewed |     |    |                 |
| Incidents reviewed                    |     |    |                 |

Headteacher: \_\_\_\_\_

Designated Allergy Lead: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix H – Annual Parent Letter: Supporting Pupils with Allergies

Dear Parent/Carer

### Supporting Pupils with Allergies

At [School Name], the safety, wellbeing and inclusion of every child is our highest priority.

As part of Leeds Diocesan Learning Trust's Allergy Safety Policy, we ask all families to work in partnership with us to ensure that pupils with allergies are able to learn and participate safely in all aspects of school life.

Although it is not possible to create an allergen-free environment, by working together we can significantly reduce the risk of accidental exposure and ensure that appropriate arrangements are in place should an allergic reaction occur.

If your child has a diagnosed allergy, you are responsible for providing the school with an up-to-date Allergy Action Plan completed by an appropriate healthcare professional before the school develops or reviews any associated Individual Healthcare Plan. You must also ensure that you:

- Inform the school of any diagnosed allergy or changes to your child's medical condition.
- Provide an up-to-date Allergy Action Plan completed by a healthcare professional.
- Complete or review your child's Individual Healthcare Plan with the school where required.
- Provide all prescribed medication before your child attends school, including two in-date Adrenaline Auto-Injectors (where prescribed).
- Ensure all medication is clearly labelled, supplied in its original packaging and replaced before its expiry date.
- Inform the school immediately of any changes to medication, treatment or medical advice.
- Support your child to understand and manage their allergy appropriately, according to their age and understanding.

### How you can help us keep everyone safe

We also ask all parents and carers to:

- Follow any school guidance regarding food brought onto the school site.
- Avoid sending food into school for celebrations unless this has been agreed with the school.
- Encourage your child not to share food, drinks or utensils with other pupils.
- Support the school's allergy-aware approach by discussing the importance of respecting the needs of others.
- Update emergency contact details promptly should they change.

### Working Together

Our school is committed to ensuring that pupils with allergies are included in all aspects of school life wherever it is safe and reasonably practicable to do so. This includes classroom learning, educational visits, sporting activities and extracurricular clubs.

If you have any concerns or would like to discuss your child's medical needs, please contact the school as soon as possible. Early communication allows us to put the appropriate arrangements in place and ensure your child receives the support they need.

Thank you for your continued support in helping us provide a safe and inclusive environment for all pupils.

Yours sincerely,

Headteacher

[School Name]

## Appendix I – Allergy Register Template

| Name | Year group & class | Allergy | Medication | Allergy Action Plan signed Y/N | Spare pen consent Y/N | Expiry date of adrenaline auto-injectors | Date information checked |
|------|--------------------|---------|------------|--------------------------------|-----------------------|------------------------------------------|--------------------------|
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |
|      |                    |         |            |                                |                       |                                          |                          |