Vantage Allergy Policy



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Delivering educational excellence, together.

Vantage CE Academies

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Statement of Intent

Vantage CE Academies strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents/carers and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

The school will work in partnership with parents/carers to identify allergens, assess risk and put appropriate control measures in place so that pupils with allergies can attend school safely and participate fully in school life.

Our schools will not be able to guarantee a completely allergen-free environment. However, the schools will take all reasonable steps to minimise exposure to allergens, promote awareness and self-management where appropriate, and ensure that robust emergency procedures are in place for both known and unexpected allergic reactions.

The Trust and its schools will maintain this policy as a dedicated allergy safety policy, separate from its wider policy on supporting pupils with medical conditions, because of the specific and potentially life-threatening risks associated with anaphylaxis.

Legislation and guidance

This policy has due regard to all relevant legislation and guidance including but not limited to, the following:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- Children and Families Act 2014
- Children's Wellbeing and Schools Act 2026
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE 'Supporting pupils at school with medical conditions'
- DfE 'Allergy guidance for schools'
- Equality Act 2010
- DfE 'First aid in schools, early years and further education'

This policy will be implemented in conjunction with the following Trust policies and documents:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

Definitions

For the purpose of this policy:

Allergy- is a condition in which the body has an exaggerated response to a substance. This is known as hypersensitivity.

Allergen- is a normal, harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction- is the body's reaction to an allergen and can be identified by, but not limited to the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth.
- Swelling of the throat, mouth or face.
- Feeling wheezy.
- Abdominal pain
- Rising anxiety, nausea and vomiting
- Alterations in heart rate.
- Feeling of weakness.

Anaphylaxis - is a sudden, severe and potentially life-threatening allergic reaction involving Airway, Breathing and/or Circulation problems. Skin symptoms may also be present but are not always present. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Roles and responsibilities

The Trust Board

The Trust board is responsible for:

- ensuring that appropriate policies, procedures and resources are in place to support pupils with allergies and those who are at risk of anaphylaxis, safeguarding their health, safety and wellbeing, monitoring compliance with statutory requirements, and reviewing the effectiveness of the Trust's allergy management arrangements on a regular basis.

- ensuring that risks relating to pupils with allergies are included on the school risk register and are actively managed.

The Trust Board delegates the day-to-day implementation of this policy to the allergy safety lead.

Trust Executive Team

The Chief Learning & Partnership Officer, supported by the Governance Manager, has responsibility for ensuring the policy is produced, reviewed and presented to the Board of Trustees appropriately.

Trust Allergy Safety Lead

The nominated Trust Allergy Safety Lead is Claire Hall, Head of Operations.

They are responsible for:

- Implementing this allergy policy across our school community
- Reviewing the allergy policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AAI)
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
    - What lessons there are to learn
    - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

Local Advisory Boards

Local Advisory Board of each school will:

- Understand this policy to ensure appropriate school level implementation
- Monitor practice, in line with this policy
- Ensure that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Ensure that reasonable adjustments are in place for pupils with allergies to enable access to the same opportunities as any other pupil at the school
- Ensure the health and safety of staff and pupils is protected on the school premises and when taking part in school activities.
- Monitor and review the effectiveness of this policy, including annual dip sampling for assurance.

The day-to-day implementation of this policy is delegated to the headteacher of the school.

Headteacher

The headteacher is responsible for:

- The implementation and monitoring of this policy and related policies
- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.
- Nominating a school-based School Allergy Safety Lead who should be a suitably senior member of staff.
- Ensuring there are named school staff responsible for checking the AAI's on a monthly basis and obtaining replacement AAIs when the expiry dates approach.
- Ensuring that parents/carers are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that staff are given time to complete an appropriate level of training on understanding allergy management.
- Ensuring that all staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.

- Ensuring that catering staff are aware of pupils' allergies and act in accordance with policies regarding food and hygiene, including this policy.

School Allergy Safety lead

- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline auto injectors (AAI)
- Ensuring:
- All allergy information is up to date and readily available to relevant members of staff
- All pupils who require support with allergies have an up-do-date individual healthcare plan (IHP)
- All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
- What lessons there are to learn
- Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

Teaching and Support Staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Attending allergy and anaphylaxis training at least annually.
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead
- Knowing the location of the spare AAIs on the school site.
- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency

Parents/carers

Parents/carers are responsible for:

- Being aware of our Trust Allergy Policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis

- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition
- Providing written consent for the use of a spare AAI.

Pupils

Pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

Identifying individuals with allergies

Each school will keep a record of all individuals with allergies, including whether they have an IHP or an allergy action plan.

Where a pupil requires an IHP, the school will capture key information about their allergy within the IHP. A formal diagnosis will not be required before appropriate arrangements are put in place. This will include the following:

- Emergency contact details for the pupil's parents/carers or family
- An up-to-date photograph of the pupil
- What the pupil's known allergens are and whether the allergen is ingested, inhaled or absorbed
- Whether the pupil has an allergy action plan attached to their IHP
- Whether the pupil has been prescribed adrenaline devices and, if so, what make and dosage it is
- Whether there is prior medical and parental consent for a spare adrenaline device or emergency asthma reliever inhaler to be used – notwithstanding that in an emergency situation that could not be foreseen, a spare adrenaline device can be used without prior parental consent
- Whether the pupil also has asthma, and if so, an asthma plan will be attached to the IHP which includes whether there is parental consent to use an emergency asthma reliever inhaler in an emergency

The school will use its best endeavours to gather information about known allergies, e.g. by asking a pupil's previous setting for relevant information and by asking the pupil and their parents to provide information.

Where pupils with allergies are starting at the school, arrangements will be put in place for the start of the relevant school term. In other cases, e.g. pupils moving to the school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

Visitors, Contractors and External Providers

The Trust recognises that visitors, contractors and external providers may have allergies or may come into contact with pupils who have allergies whilst on the school site.

Visitors and contractors will be asked to inform the school on arrival of any severe allergies, dietary requirements or need for emergency medication using the sign-in system at the school site. The responsible host will check the risks and dynamically assess the risks.

Contractors, visiting professionals, activity providers, volunteers and organisations hiring school facilities will be expected to comply with any relevant allergy control measures in place and to follow instructions provided by the school regarding food, allergens and emergency procedures.

Where external providers are responsible for supplying food or delivering activities involving food, animals or other potential allergens, they must provide appropriate allergen information, and the activity should be risk assessed ahead of taking place.

Relevant information about pupils with allergies will be shared with visitors, contractors or external providers on a need-to-know basis and in accordance with data protection requirements, where this is necessary to safeguard the health and wellbeing of pupils.

In the event of an allergic reaction involving a visitor, contractor or other adult on site, staff will respond in accordance with the school's emergency procedures and summon emergency medical assistance where required.

For staff members with allergies, a specific staff risk assessment will be completed by the Headteacher when they commence work and, following completion of a risk assessment the appropriate people on the school site will be informed.

The school will keep a list of individuals with known allergies in places where food may be served or handled. Such lists will be kept in areas accessible to staff only.

Managing exposure to allergens

The schools will take reasonable steps to manage the risk of individuals with known allergies coming in to contact with allergens while on the school site or during school activities.

This includes considering potential exposure to allergens through food, environmental factors, classroom activities, animals, and external visits. Measures will focus on awareness, risk assessment, and appropriate control measures, while ensuring that pupils with allergies are able to participate fully in school life.

Pupils will not be prevented from participating in activities alongside their peers simply because of a risk of exposure to allergens. Where necessary, reasonable adjustments will be made to ensure activities can be carried out safely and inclusively.

Food allergies

The schools will ensure that catering staff have effective systems in place to identify pupils with dietary requirements at mealtimes.

In a primary school setting, the school Allergy Lead should ensure the catering team are made aware of pupils with food allergies via at least two methods of identification. One will be by completing the catering providers 'Medical Dietary Request Form – Primary School' Appendix C and the other should be through provision of the food allergy register with photographs of pupils so this is always available in the kitchen. Some Trust Primary schools may choose an additional form of visible identification agreed with the catering provider such as coloured lanyards or bands. This additional method will depend on the identified level of risk and mitigation strategies put in place.

In a secondary school setting, the school Allergy Lead should ensure the catering team of food allergies via at least two methods of identification. One will be through a notification message on the catering till system and the other through provision of the food allergy register with photographs. The catering manager will meet with pupils and their parents/carers to discuss menu items suitable for their child and the school will provide the caterer with relevant allergy action plans or IHPs for food allergies.

The school and its catering provider will take reasonable steps to minimise the risk of allergen exposure in food provided on site.

This includes:

- Ensuring allergen information is available for food served in accordance with food allergen legislation.
- Ensuring catering staff are aware of pupils with dietary requirements and understand the controls in place to provide allergen-safe meals.
- Checking ingredients and product information when menus or suppliers change.
- Implementing procedures to minimise the risk of cross-contamination during the preparation, handling and serving of food.
- Working with parents/carers and pupils to provide suitable meal options for those with allergies, intolerances or coeliac disease wherever possible.

See the Catering Providers Policy in appendix C.

Pupils with food allergies will not be segregated from their peers at mealtimes.

Food brought into the school environment by pupils, parents/carers or staff may present a risk to individuals with allergies. To reduce this risk the school will:

- Encourage clear labelling of lunch boxes, drinks bottles and food containers belonging to pupils with allergies.
- Set expectations that pupils do not share or trade food, food utensils or containers.
- Seek parental engagement where food is brought in for celebrations or special events to ensure inclusion and safety for pupils with allergies.
- Ensure staff are aware that unlabelled foods may present a greater risk of allergen exposure than packaged foods with allergen information.

The schools may discourage certain allergens from being brought onto site where appropriate. The Trust, however, recognises that it cannot guarantee schools are an allergen-free environment and therefore our Trust adopts an allergy-aware approach supported by strong emergency procedures.

Environmental and contact allergens

Where pupils have known allergies to airborne or contact allergens, e.g. pollen, dust mites, animals or insect stings, the schools will take reasonable steps to reduce the risk of exposure where possible.

This includes:

- Ensuring staff are aware of pupils with known allergies.
- Implementing appropriate control measures as identified in the pupil's IHP if they need one.

Classroom activities and curriculum activities

Staff planning activities will consider the potential risk of exposure to allergens.

This includes activities such as:

- Craft activities.
- Science experiments.
- Cooking activities.
- Cultural or celebration events.
- Activities involving animals.

Where materials used in activities may contain allergens, staff will consider whether suitable alternatives should be used.

Where necessary, alternative materials or approaches will be used so that pupils with allergies are not excluded from activities.

External visits and trips

When planning school trips, excursions, residential visits or sporting events, staff will consider the risk of allergen exposure and ensure appropriate risk assessments are carried out. The schools Educational Visits Coordinator (EVC) will check that allergen exposure has been included in the risk assessment before signing it off.

Planning will include consideration of:

- Catering arrangements and allergen risks.
- Access to emergency medication and prescribed adrenaline devices.

- Staff awareness of pupils' allergies and emergency procedures.

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a trip off the premises. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

Pupils at risk of anaphylaxis, who have been prescribed an adrenaline device, will have their prescribed device with them, and there will be staff available who are trained to administer adrenaline in an emergency.

The school will speak to the parents/carers of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

Where necessary, a designated adult will be available to support the pupil at all times during a school trip.

The school will consider whether it is appropriate to take spare AAI devices in case of emergency use on the trip. This decision will be taken based on what medication is already being carried, the risk assessment completed and the knowledge of the venue being visited.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the school will provide a suitable packed lunch.

Reasonable adjustments will be made where necessary to enable pupils with allergies to participate safely in trips and activities.

Breakfast Clubs, After-School Clubs, Holiday Provision and Lettings

The Trust recognises that pupils with allergies may attend activities outside the normal school day. Allergy management arrangements will therefore extend, where applicable, to breakfast clubs, after-school clubs, holiday provision and other activities involving children that take place on the school site.

Where the school directly operates such provision, the same standards of allergy awareness, risk assessment, information sharing, staff training, emergency procedures and access to prescribed medication and spare AAIs will apply as during the normal school day. Relevant staff will be made aware of pupils with allergies and will have access to the information necessary to support them safely.

Where provision is delivered by an external organisation, contractor or third-party provider, the school will take reasonable steps to ensure that appropriate allergy management arrangements are in place and that relevant information is shared on a need-to-know basis, in accordance with data protection requirements and with appropriate consent where required.

Organisations hiring or using school facilities where children are present will be expected to have suitable arrangements for managing allergies and responding to medical emergencies.

Where appropriate, the school will provide information regarding known site-specific risks, emergency procedures and access arrangements.

The school will work with parents/carers, providers and relevant staff to ensure that pupils with allergies can participate safely and inclusively in wraparound care, holiday activities and other extended services wherever reasonably practicable.

Animal allergies

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

Where medication is required for a pupil with an animal allergy, this will be managed in accordance with the pupil's IHP and the school's medication procedures. The school will not rely on general stock medication unless this is permitted under the relevant policy and consent arrangements.

Food allergen labelling

The Trust outsources it's catering provision, the school catering provider will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The catering staff will be trained by the catering provider prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be provided by the catering provider and revisited on an annual basis, or as soon as there are any revisions to related guidance or legislation.

Details of the current catering providers allergy policy and procedures can be found in Appendix C.

Food labelling

The Trust's catering provider will ensure food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

Each school will have allergen traceability information readily available via the catering provider.

Allergen incidents and near misses, including incorrect practices and incorrect and/or incomplete packaging, will be recorded in an incident log by the catering manager and catering provider plus acted upon to minimise the risk of recurrence. See Appendix C.

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

This will be managed in line with the Catering Providers Policy, see Appendix C.

Adrenaline auto-injectors (AAIs)

Pupils at risk of anaphylaxis may be prescribed an adrenaline device (AD) for use in the event of an emergency. This may include an Adrenaline Auto-Device (AAI) or another prescribed adrenaline device.

Under The Human Medicines (Amendment) Regulations 2017 each school can purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis but whose device is not available or is not working.

The Trust understands that anaphylaxis reactions can occur in pupils without a pre-existing diagnosis of a food allergy. Each school will therefore stock spare AAIs for use in emergency situations.

Any spare AAIs will be considered spare devices and not a replacement for the pupil's own device. Pupils who have been prescribed adrenaline devices will have their prescribed devices readily available to them at all times while at school.

Spare AAIs will be used for pupils:

- Who have been prescribed AAIs but their own device is not available.
- With food allergies who have been assessed as being at lower risk of anaphylaxis and therefore not prescribed their own AAIs.
- Anyone experiencing anaphylaxis in an emergency, for the purpose of saving their life. This is in accordance with the legal exemption under Regulation 238 of the Human Medicines (Amendment) Regulations 2017.

The Trust will support each school to submit a request, signed by the headteacher, to the pharmaceutical supplier when purchasing AAIs. The Trust will subscribe to an Anaphylaxis kit subscription enabling easy monitoring and replacement of AAIs if used or close to expiry.

The schools will hold one brand of AAI to avoid confusion with administration and training. The kit will include AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to.

Depending on their level of understanding and competence, pupils will always carry their AAIs on their person, where this is not possible due to age of the pupils the AAIs will be stored in the classroom with the pupil where they are always quickly and easily accessible. AAI's will never be placed in a locked cupboard or office with restricted access.

When storing AAIs, they will be:

- Readily accessible and not locked away.
- Located less than five minutes away from where they may be needed.
- Stored in pairs, so that if a second one is necessary it is on hand rather than needing to be obtained from elsewhere on site.
- Clearly labelled, to avoid any confusion with AAIs prescribed to a named person.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature and protected from direct sunlight and extreme temperature.

Each school has a nominated individual responsible for checking the spare AAI's. This person will conduct ad-hoc and monthly checks of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices (and any salbutamol inhalers) are present and have not expired.
- Spare AAI devices are replaced when they are used.

Any used or expired AAIs will be disposed of in accordance with manufacturer's instructions. A sharps bin is utilised where used or expired AAIs are disposed of on the school premises

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- What medication was given
- Who administered it
- Whether a second dose was required

The incident should be recorded on the Trust's compliance system.

Access to spare AAIs

A spare AAI can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.

For planned use, spare AAIs are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI. This does not prevent a spare AAI being administered in an unforeseen, life-threatening emergency where anaphylaxis is suspected.

Consent will be obtained as part of the introduction or development of a pupil's IHP.

If consent has been given to administer a spare AAI to a pupil, this will be recorded in their IHP.

Each school will have register of pupils to whom spare AAIs can be administered – this includes the following:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

This information will be stored on the school's management information system, so it is easily accessible to all school staff. It should be shared with all staff, and school staff should know how to easily access the register. The school may choose to keep a hard copy of this register as well.

Parents/carers are required to provide consent on an annual basis to ensure the register remains up to date.

Parents/carers can withdraw their consent at any time. To do so, they must put their request in writing.

Each school's Allergy Lead is responsible for checking the register is up to date on an annual basis.

Medical attention and required support

Once a pupil's allergies have been identified, the school will consider what arrangements are required to support the pupil.

An IHP is needed for any pupil with a known allergy that meets any of the following criteria:

- Functional impact: The allergy has a direct function impact while they are at school
- Risk of significant harm: As a result of their allergy, they are at risk of significant harm. E.g. Anaphylaxis.
- Additional/alternative arrangements: When different arrangements are made or measures put in place during school that are different to that of the rest of the school.
- Active management and medication: Where a pupil requires any form of active allergy medication e.g. is prescribed an AAI.

Where an IHP is required, a discussion will be arranged between the pupil's parents/carers, the relevant classroom teacher (primary), the school nurse (if needed) and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Supporting Pupils with Medical Conditions Policy.

Parents/carers will provide any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils who require life-saving medication, such as prescribed adrenaline devices, will be expected to have their medication available at school and on educational visits.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require will be outlined in their IHP.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

The school operates a mobile phone-free environment in line with national guidance; however, where a pupil requires access to a mobile phone to support the management of their allergy, reasonable adjustments may be made in accordance with the Equality Act 2010. In such cases, pupils may be permitted to use their mobile phone for specific medical purposes related to their allergy management at agreed times and locations, as set out in their IHP.

The School's Allergy Lead is responsible for working alongside relevant staff members and parents/carers in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

The Headteacher has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff training

All staff will receive allergy awareness training at least annually. This will include teaching and support staff, temporary and supply staff, peripatetic staff, agency workers, regular volunteers, catering staff and those who oversee pupils at breakfast or after-school clubs.

Whole-school allergy awareness training will ensure that all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how to manage it.
- Understand that allergy includes multiple conditions, e.g. food allergy, asthma, eczema, hay fever, which can co-exist.
- Understand and can identify the main food allergens, and understand the difference between food allergy, intolerance and coeliac disease.
- Can identify the range of symptoms of allergic reactions.
- Understand and can recognise anaphylaxis.
- Know how to respond in an emergency, including:
    - Calling the emergency services.
    - How to locate and administer AAIs in a case of anaphylaxis or an asthma reliever inhaler during an asthma attack.
    - How to use the AAI devices prescribed to pupils and the spare devices stocked by the school.
- Understand the impact allergies can have on a pupil's wellbeing.
- Understand this policy.
- Know how to check whether an individual is on the record of those with known allergies and how to use an allergy or asthma action plan.
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens.
- Understand how to report an allergic reaction or case of anaphylaxis – whether an incident or a near miss.

New staff members will receive allergy awareness training as part of their induction. Supply, temporary and other relevant non-permanent staff will be provided with information about pupils with allergies, emergency procedures and the location of emergency medication, and will be required to have received appropriate allergy awareness training.

Where gaps in staff training are identified, the school will undertake a risk assessment and take appropriate action to address them. This may include arranging additional training or ensuring that appropriately trained staff are available to support pupils with allergies during lessons, activities, trips or other school events.

Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Mild throat tightness
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and refer to their IHP, if they have one, to determine appropriate next steps.

The pupil's parents/carers will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

For mild to moderate allergy symptoms, the pupil's IHP will be followed, and the pupil will be monitored closely in a safe place for at least 60 minutes to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

Managing anaphylaxis

All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis.

Staff members will be able to recognise the following signs of anaphylaxis:

- **Airways:**
  - Tightening of the throat
  - Hoarse voice
  - Difficulty swallowing
  - Swollen tongue

- **Breathing:**
  - Sudden wheezing
  - Difficult or noisy breathing
  - Persistent cough

- **Circulation:**
  - Persistent dizziness
  - Pale or floppy
  - Suddenly sleepy
  - Collapse/unconscious

Where a pupil with asthma and a food allergy develops sudden breathing difficulties, staff will consider anaphylaxis and administer adrenaline without delay rather than an asthma reliever inhaler.

If one or more of the signs above are present, the nearest trained staff member will follow the below procedure:

1. Lay the pupil flat with their legs raised. If breathing is difficult, allow them to sit upright.
2. Administer adrenaline without delay, using the pupil's prescribed adrenaline device or a spare AAI if necessary.
3. Call 999 immediately and request an ambulance, stating that the person is experiencing anaphylaxis.

After administering adrenaline, the staff member(s) handling the situation will stay with the pupil until the ambulance arrives and will keep them lying down, even if the situation appears to be improving. They will then phone the pupil's parent or emergency contact.

If there is no improvement after five minutes, an additional dose of adrenaline will be administered using a second device.

CPR will be commenced at any time if there are no signs of life.

The Headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a suspected severe allergic reaction, the nearest trained member of staff will administer a spare AAI without delay if anaphylaxis is suspected. Emergency services will be contacted immediately after AAI administration. Staff will be made aware that the risks associated with delaying adrenaline are greater than those associated with administering it unnecessarily.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents/carers.

If a pupil is taken to hospital by ambulance, if possible, two members of staff will go to the hospital with them.

A copy of the Register of AAIs will be easily accessible in digital form or hard copy in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action. The incident review will be considered by the Trust and this policy reviewed if needed.

Wellbeing of pupils with allergies

Vantage CE Academies recognises that allergies can have a significant impact on a pupil's emotional wellbeing, confidence and sense of safety. Some pupils with allergies may experience anxiety because of the risk of exposure to allergens and the possibility of anaphylaxis. This may be further affected by related conditions such as asthma or eczema.

Our schools will take active steps to support the wellbeing of pupils with allergies by providing reassurance that reasonable measures are being taken to reduce the risk of allergen exposure and that robust emergency arrangements are in place.

Our schools will promote a culture of awareness, inclusion and respect in relation to allergies. This will include regular communication with pupils, parents/carers and staff so that the school community understands the risks associated with allergies and the importance of following control measures.

Appropriate steps to prevent bullying, teasing or social exclusion related to allergies, dietary needs, medication or medical conditions. Any concerns of this nature will be addressed promptly in line with the school's Behaviour and Anti-bullying Policy.

To support pupils with allergies, the school will:

- Provide proactive support for new pupils with known allergies as they join the school.
- Explain to pupils and parents/carers the arrangements the school will put in place to support safety and inclusion.
- Offer opportunities, where appropriate, for pupils with allergies and their families to become familiar with the dining environment and key staff.
- Identify appropriate staff members who can act as a point of contact for pupils with allergies and their parents/carers.
- Encourage pupils with allergies, where appropriate, to share concerns and contribute to discussions about how they can be supported safely in school.

Where appropriate, pupils with allergies and their parents/carers should be involved in the development and review of support arrangements. The schools will also consider feedback from staff and, where relevant, from other members of the school community in order to improve practice.

Data Protection

Allergy and medical information will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018
- Trust privacy notices

Allergy records, Individual Healthcare Plans, consent forms and incident records will be retained and disposed of in accordance with the Trust's Data Retention Policy.

Safeguarding

The Trust recognises that effective allergy management forms part of its wider safeguarding responsibilities. All staff have a duty to take appropriate action to protect pupils from foreseeable harm, including risks associated with allergic reactions and anaphylaxis.

Monitoring and review

This policy will be reviewed at least annually by the Trust Allergy Lead following feedback from Headteachers and school allergy leads or sooner in response to any relevant incident that occurs within the trust.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Trust Allergy Lead immediately.

All allergic reactions, suspected anaphylaxis events and significant near misses will be recorded on the Trust compliance system. Incidents will be reviewed to identify lessons learned and any required amendments to risk assessments, IHPS, staff training or procedures.

Appendix A: Pupil allergy declaration form

Name of pupil			
Date of birth		**Year group**	
Name of GP			
Address of GP			

Nature of allergy	
Severity of allergy	

Symptoms of an adverse reaction	
Details of required medical attention	
Instructions for administering medication	
Control measures to avoid an adverse reaction	

Appendix B - Spare AAIs

I understand that the school may purchase spare AAIs to be used in the event of an emergency allergic reaction. I also understand that, in the event of my child's prescribed AAI not working, it may be necessary for the school to administer a spare AAI, but this is only possible with medical authorisation and my written consent.

In light of the above, I provide consent for the school to administer a spare AAI to my child.

Yes	☐	**No**	☐

Name of parent	
Relationship to child	
Contact details of parent	
Parental signature	

Appendix C – Catering Provider Policy



Mellors Catering Services Allergen Poli

Appendix D – Using Arbor as an allergy register

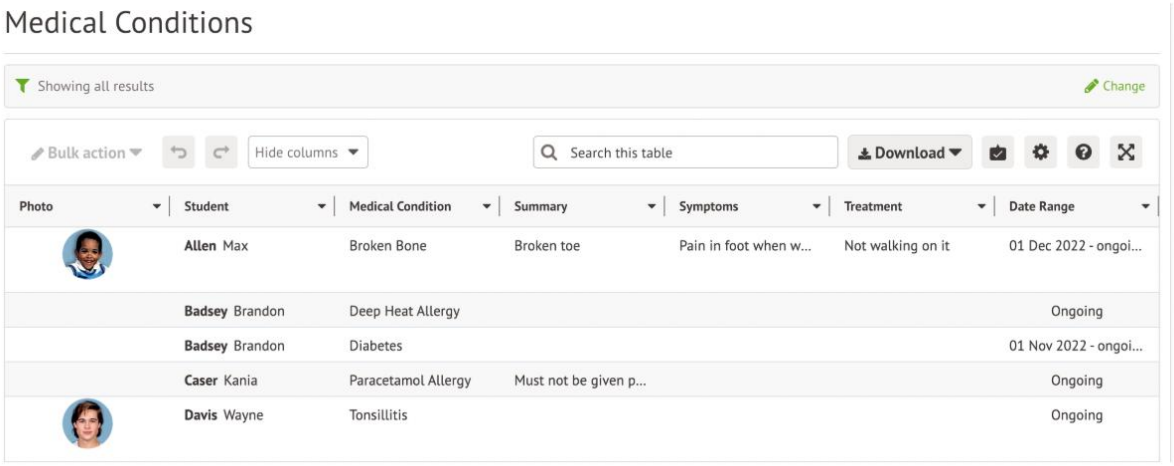
[Managing students' Medical conditions and plans – Arbor Help Centre]

All known allergies should be added to Arbor using the guidance above and should be pinned to the top of the pupil's profile for class teachers to see.

By adding the allergy details, attaching an IHP or allergy action plan if the pupil has one, and adding known details will form an easily accessible digital allergy register with a photograph of the pupil.

Viewing and Editing Medical Conditions

The ***Students > Medical > Medical Conditions*** page provides a list of all the students saved as having a medical condition or allergy.



This should be checked and reviewed in line with this policy to ensure the register is up to date.

Staff should be shown how to access this information and it can be downloaded and stored as required in line with this policy.

Appendix E: ALLERGY POLICY COMPLIANCE CHECKLIST

1. Leadership and Governance

Check	Yes	No	Actions Required
A School Allergy Safety Lead has been appointed.	☐	☐	
Allergy risks are reflected in relevant school risk assessments.	☐	☐	
Process in place for allergy incidents and near misses to be recorded and reviewed. (iAM)	☐	☐	
Mechanism for lessons learned from incidents have been shared with staff.	☐	☐	
Policy has been communicated to staff and parents.	☐	☐	

2. Allergy Register and Records

Check	Yes	No	Actions Required
Allergy information is recorded on Arbor.	☐	☐	
Register contains photographs of pupils with allergies.	☐	☐	
Register is up to date and reviewed regularly.	☐	☐	
All pupils requiring an Individual Healthcare Plan (IHP) have one in place.	☐	☐	
Allergy Action Plans are available where required.	☐	☐	
Staff know how to access allergy records.	☐	☐	
Parental consent forms for spare AAIs are current.	☐	☐	

3. Individual Healthcare Plans (IHPs)

Check	Yes	No	Actions Required
All pupils meeting policy criteria have an IHP.	☐	☐	
IHPs include known allergens and emergency arrangements.	☐	☐	
IHPs identify prescribed medications and dosage requirements.	☐	☐	
IHPs have been reviewed within the last 12 months.	☐	☐	
Relevant staff are familiar with each pupil's IHP.	☐	☐	

4. Adrenaline Auto-Injectors (AAIs)

Check	Yes	No	Actions Required
School holds spare AAIs.	☐	☐	

Named staff member carries out monthly checks on exiry dates of spare devices.	☐	☐	
AAIs are stored securely but are immediately accessible.	☐	☐	
AAIs can be reached within five minutes.	☐	☐	
Spare AAIs are stored in pairs.	☐	☐	
Sharps disposal arrangements are in place.	☐	☐	
AAI usage records are completed following use.	☐	☐	

5. Staff Training

Check	Yes	No	Actions Required
All staff have completed annual allergy awareness training.	☐	☐	
All staff have received anaphylaxis awareness training.	☐	☐	
All staff can recognise signs of anaphylaxis.	☐	☐	
Staff can locate emergency medication.	☐	☐	
Staff know emergency procedures.	☐	☐	
New staff receive allergy training during induction.	☐	☐	
Supply and temporary staff receive allergy briefings.	☐	☐	
Training records are maintained.	☐	☐	

6. Catering and Food Safety

Check	Yes	No	Actions Required
Catering staff have current allergy information.	☐	☐	
Identification systems are in place for pupils with food allergies.	☐	☐	
Catering team has access to allergy register and photographs.	☐	☐	
Allergen information is available for meals served.	☐	☐	
Cross-contamination controls are implemented.	☐	☐	
Menu changes trigger allergen reviews.	☐	☐	
Food brought in for events is risk assessed where necessary.	☐	☐	
Pupils are reminded not to share food.	☐	☐	

7. Educational Visits and Off-Site Activities

Check	Yes	No	Actions Required
Allergy risks are considered during trip planning.	☐	☐	
Risk assessments include allergen exposure. EVC verifies allergy considerations before approval	☐	☐	

Emergency medication accompanies relevant pupils.	☐	☐	
Trained staff attend visits.	☐	☐	
Parents are consulted where appropriate.	☐	☐	
Emergency procedures are understood by visit staff.	☐	☐	

8. Classroom and Curriculum Activities

Check	Yes	No	Actions Required
Allergens are considered during activity planning.	☐	☐	
Cooking activities are risk assessed including allergens	☐	☐	
Science experiments are risk assessed where allergens may be present.	☐	☐	
Pupils with allergies are included safely in all activities.	☐	☐	

9. Visitors, Contractors and External Providers

Check	Yes	No	Actions Required
Visitor sign-in systems identify severe allergies.	☐	☐	
Contractors are briefed on relevant allergy controls.	☐	☐	
External food providers supply allergen information.	☐	☐	
External providors have considered allergies in their risk assessment.	☐	☐	
Staff allergy risk assessments have been completed by Headteacher where required.	☐	☐	

10. Emergency Response

Check	Yes	No	Actions Required
Emergency procedures are displayed or accessible.	☐	☐	
Staff understand ABC signs of anaphylaxis.	☐	☐	
Staff know when to administer an AAI.	☐	☐	
Staff know to call 999 immediately for suspected anaphylaxis.	☐	☐	
Emergency contacts are current.	☐	☐	
Incident review procedure is followed after reactions.	☐	☐	

11. Inclusion and Wellbeing

Check	Yes	No	Actions Required
Pupils with allergies are fully included in school life.	☐	☐	

Appropriate adjustments are made where required.	☐	☐
Staff actively prevent bullying or exclusion linked to allergies.	☐	☐
Parents know who to contact about allergy concerns.	☐	☐
Transition arrangements are in place for new pupils.	☐	☐

Headteacher Annual Assurance Statement

I confirm that I have reviewed allergy management arrangements within the school and, to the best of my knowledge, the school is compliant with the requirements of the Trust Allergy Policy