

White Spire School

Allergy Management Policy



Last reviewed on: September 2026

Next review due by: September 2027

KEY CONTACTS in school/setting

Name	Role	Contact details
Headteacher	Michelle Bartle	01908 373266
Chair of governing body	Shanie Jamieson	01908 373266
Designated safeguarding lead (DSL)	Anton De Beer	01908 373266
Out of hours contact for DSL	Safeguarding Team	safeguarding@whitespireschool.org.uk
Deputy DSL	Michelle Bartle	01908 373266
Other members of the safeguarding team (DSLs')	Sophie Lunnon Karen Richards Laura Halsey Katie Marlborough Gill Stock	01908 373266
Attendance Officer	Attendance Officer	01908 373266
Prevent lead	Anton De Beer	01908 373266
Child sexual exploitation lead	Anton De Beer	01908 373266
Child Looked After/ Previously Looked After	Anton De Beer	01908 373266
Mental health lead	Anton De Beer	01908 373266
Designated governor for safeguarding	Tanya Stevens	01908 373266
Designated governor for mental health and well being	Tanya Stevens	01908 373266
Allergy Lead	Laura Halsey	01908 373266
Medical Lead	Karen Richards	01908 373266
Safer recruitment governor	Shanie Jamieson	01908 373266

This policy must be read in conjunction with the following policies:

- Health and Safety Policy
- First Aid Policy
- Pupils Individual Healthcare Plan

All staff will receive this policy annually to read. This policy is on the school website for parent. All staff will receive allergy training with yearly updates. This training will include how to administer emergency medication with practical demonstrations from medically trained staff.

Training

All staff will receive allergy training with yearly updates. This training will include:

- an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma 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").

Behaviour, bullying, and allergy management.

Bullying of any form is not acceptable at White Spire School. The school will follow the school's anti-bullying policy and behaviour for learning policy to prevent any forms of bullying.

To ensure that pupils are supported as fully as possible, there is a consistent approach and culture across the school. The mental health and well-being policy is followed, and pupils are taught about allergies within food and PSHCE lessons.

Minimising risk

All staff are made aware of individual pupils' allergies. To manage the risk the following occurs at White Spire School

- All staff are made aware of individual pupils' allergies. This information is sent out to staff each half term and when there are any individual updates.
- Snacks are provided by the school. Staff monitor what snack pupils are given and follow all individual allergy requirements.
- The catering staff are provided with all allergy information and ensure that the food provided is prepared separately in a non-contaminated area.
- Staff are allocated to each dinner table and monitor what pupils are bringing into their packed lunches ensuring that there is no sharing of food.
- There are no airborne allergies currently at White Spire School.
- Lessons that are using unusual substances require a strict risk assessment signed off by SMT.
- Food lessons are planned ensuring that pupils allergies are considered, that cross contamination is prevented and that risk of exposure is at a low risk.

- When planning trips, staff are made aware of all allergies and the risk of exposure is at a low risk.

Food allergies

As part of school's duty to support children with medical conditions, we provide safe food options to meet dietary needs including food allergies. There school catering staff are aware of all pupils with allergies. There is a multi-step process which is followed and includes:

- Follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products. Schools can therefore identify whether a food product is safe for allergic pupils to eat.
- A copy of the 3-week rotating menu is sent home to parents, shared via School Coms (parent communication app) with the 14 common allergens. The menu, list of ingredients and allergens are available for parents to view on the school website
- The catering staff work with the food supplier and keep up to date on any ingredient changes.
- Food with allergens is prepared separately and covered to prevent cross-contamination.
- Staff who support pupils with allergies work with the catering team to ensure that the correct lunch is provided.
- If staff are made aware of any changes, they report this immediately to the medical team so that we can support the pupils further.

Snack

All snacks are provided by the school and dietary and allergy requirements are checked.

Breakfast club

Set daily menu using stated brand of product, shared on school website and on the breakfast club letter to parents.

After School club

Set daily menu using stated brand of product, shared on school website and on the ASC letter to parents.

Food and Nutrition Lessons

Food lessons are planned ensuring that pupils allergies are considered, recipes adapted as necessary, that cross contamination is prevented and that risk of exposure is at a low risk.

All food prepared in lessons have an allergen sticker explaining which of the 14 common allergens it contains.

Parental responsibility

It is the parents/carers responsibility to provide the school with up to date accurate medical information. The school sends out new medical forms each year and requests that parents update the school of any changes. The school is in regular contact with parents to ensure that the information is up to date.

At the end of each school term, the school will return medication home. All expired medication will be returned to parents for safe disposal. Any sharp items such as AAI's should be disposed of safely using a sharps disposal box.

Note that the dose of AAI varies according to the child's weight, so as the child grows, the correct dose required may change.

Pupils

The school encourage independence (as age and capability appropriate) and supports pupils in having a good awareness of their allergy and support the knowledge of peers in helping keep them safe.

All areas of the school are monitored and the pupils do not exchange food and take care to avoid any foods which may cause an allergic reaction. Food labels are checked and if unsure, this food is avoided.

Pupils are aware that medication is kept in the medical room.

A pupil who carries allergy medication is taught that as soon as they suspect they are experiencing signs of allergic reaction, tell an adult.

Allergy Action Plan

Pupils who carry an adrenaline autoinjectors (AAIs) will need an allergy action plan. These plans are completed with key professionals, parent and the pupil. These plans have been designed to facilitate first aid treatment of anaphylaxis, to be delivered by people without any special medical training nor equipment, apart from access to adrenaline autoinjectors (AAIs).

Sports activities in school

All children with allergies and who have been prescribed AAIs will take their AAIs to the sports ground/hall. A spare will be kept in the medical room.

A risk assessment will be raised to ensure staff are aware and a staff member is first aid trained including managing serious allergy and anaphylaxis.

Offsite activities including sporting activities/events.

Activities off site are carefully risk assessment to ensure that all risk is low. The same check that occurs in school will also occur offsite. If the child has been prescribed AAIs, two staff members trained in administering the device will accompany the trip.

The Lead Teacher will ensure the venue are fully aware of the allergies and ensure the in-house procedures are followed. Should another venue feel they are not equipped to cater for the allergic child the Lead teacher to source alternative provision or arrange (as a last resort) for the child to take their own food.

Individual Healthcare Plan

Pupils that have an allergy will have an Individual Care Plan. These plans are completed in partnership with professionals, parents/carers and the pupils.

NAME - Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	

Arrangements for support: <i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i> <i>Outline measures to reduce the risk of contact with known allergens.</i> <i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i> <i>Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</i>	
Visits and trips: <i>Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.</i> <i>Note any requirement for a risk assessment and prompts for specific issues which should be considered.</i>	
Emergency response: <i>Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.</i> <i>Otherwise summarise the signs or symptoms which would indicate an emergency.</i> <i>Set out what to do in an emergency, including whom to contact.</i> <i>If relevant, note where "spare" adrenaline devices are located.</i>	
Last discussed with parents:	Date
Issued by:	Date:
Next planned review:	Date:

Storage of AAIs

Pupils who have AAIs should always carry two AAIs with them. If a pupil is unable to carry AAI's/ medication/inhalers themselves then the medication is stored safely within the medical room and is easily accessible. Inhalers are easily accessible from the classroom and are taken outside by the class TA (Teaching Assistant) with in PE lessons, break and lunches. All relevant medical

information is also with the medication and use of the medication is documented according to the school's medical procedures.

Two spare AAIs are stored in the medical room in a clearly labelled container. The medical team checks expiry dates monthly. Any that are due to expire are disposed of correctly via the pharmacy and new AAIs are bought.

All pupils at risk of anaphylaxis, will have an Allergy Action Plan that describes exactly what to do and who to contact if they have an allergic reaction **A CODE RED procedure to be followed**. The BSACI Allergy Action Plans include this information and are recommended for this purpose. The plan will include First Aid procedures for the administering of adrenaline. Identify activities which the child may be at risk - for example food-based and outdoor activities.

Symptoms of anaphylaxis include one or more of the below:

- Airway: Swollen tongue, difficulty swallowing/speaking, throat tightness, change in voice (hoarse or croaky sounds).
- Breathing: Difficult or noisy breathing
- Chest tightness: Persistent cough, wheeze (whistling noise due to a narrowed airway)
- Circulation: Feeling dizzy or faint,
- Collapse, Young children may suddenly become floppy and pale, loss of consciousness (unresponsive)

Action to be taken

- Position is important -lie the person flat with legs raised (or sit them up if having breathing problems)
- Give adrenaline - WITHOUT DELAY - if an AAI is available bring the AAI to them, do not move a person to the person having anaphylaxis. Avoid standing or moving someone having anaphylaxis.
- Call an ambulance (999) and tell the operator it is anaphylaxis.
 - stay with the person until medical help arrives

- if symptoms do not improve within five minutes of a first dose of adrenaline give a second dose using another AAI
- a person who has a serious allergic reaction and/ or is given adrenaline should always be taken to hospital for further observation and treatment as sometimes anaphylaxis symptoms can recur after the first episode has been treated. This is called a biphasic reaction.

Unknown/unrecognised Allergy Code Red to be called.

- Pupils with an unknown allergy can/will present with some or all symptoms above.
- For a spare AAI to be used on a pupil without known allergy 999 must be called informing them of suspected allergic reaction and follow their direction of consent and dosage to be used.
- Under existing UK legislation, a school's "spare" AAI can in principle be used in the event of an emergency to save the life of someone who develops anaphylaxis unexpectedly, even when parental/guardian consent has not been obtained, for example in a child presenting for the first time with anaphylaxis due to an unrecognised allergy.

*** Note, however, that this provision should be reserved for exceptional circumstances only, that could not have been foreseen.**

Serious incidents and "near misses"

- All incidences are recorded on CPOMs.
- These are further discussed within SLT and evaluated to see if any changes/updates are needed.
- Any serious misses are reported to the governing body as part of the safeguarding/headteachers report.

Information sharing

Due to the nature of the school, all staff are made aware of individual pupil's allergies. This is sent out to staff each half term and when there are any individual updates.

Appendix 1- 14 common allergens



Treenuts



Sulphur Dioxide



Sesame



Peanut



Molluscs



Mustard



Lupin



Milk



Fish



Gluten



Egg



Crustaceans



Celery



Soybean

DR