New Rush Hall School

Allergy Safety Policy

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AIMS

This policy aims to:

- Set out the school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction.
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among the school community.

LEGISLATION AND GUIDANCE

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

The Food Information Regulations 2014

The Food Information (Amendment) (England) Regulations 2019

The Children and Families Act 2014, sections 100 and 100A (the latter inserted by section 34 of the Children's Wellbeing and Schools Act 2026), and the Department for Education's statutory guidance Allergy safety in schools (July 2026), apply to this maintained special school. Section 100A came fully into force on 1 September 2026.

The governing body is accountable for ensuring that this allergy safety policy is in place, reviewed at least annually, published on the school website and brought to the attention of pupils, parents/carers and everyone working at the school at least annually. Information will be communicated in accessible formats appropriate to pupils' needs.

ROLES AND RESPONSIBILITIES

We take a whole-school approach to allergy awareness.

- 3.1 Allergy Lead
    - The nominated allergy leads are the Deputy Headteacher and the Federation Business Manager.

    The allergy leads report to the headteacher and governing body on implementation, staff training, plan completion, emergency medication readiness, serious incidents and near misses. The headteacher retains operational accountability and the governing body retains statutory oversight.

    - They're responsible for:
        - Promoting and maintaining allergy awareness across our school community.
        - Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to the medical officer / the school nurse / administrative staff).
    - Ensuring:
        - All allergy information is up to date and readily available to relevant members of staff.
        - All pupils with allergies have an allergy action plan completed by a medical professional.
        - Allergy action plans will be prepared with appropriate healthcare input, shared with relevant staff, and linked to each pupil's individual healthcare plan (IHP) where required. Relevant arrangements will be coordinated with the pupil's education, health and care plan (EHCP), without treating the EHCP as a substitute for an emergency allergy plan.
        - All staff receive an appropriate level of allergy training.
        - All staff are aware of the school's policy and procedures regarding allergies.
        - Relevant staff are aware of what activities need an allergy risk assessment.
        - Keeping stock of the school's adrenaline auto-injectors (AAIs).
        - Regularly reviewing and updating the allergy policy.

- 3.2 Pupil Welfare Officer
    - The pupil welfare officer is responsible for:
        - Co-ordinating the paperwork and information from families.
        - Co-ordinating medication with families.
        - Checking spare AAIs are in date.
        - Any other appropriate tasks delegated by the allergy lead.
- 3.3 Teaching and support staff
    - All teaching and support staff are responsible for:
        - Promoting and maintaining allergy awareness among pupils.
        - Maintaining awareness of the school's allergy policy and procedures.
        - Being able to recognise the signs of severe allergic reactions and anaphylaxis.
        - Attending appropriate allergy training as required.
        - Being aware of specific pupils with allergies in their care.
        - Carefully considering the use of food or other potential allergens in lesson and activity planning.
        - Ensuring the wellbeing and inclusion of pupils with allergies.
- 3.4 Parents/carers
    - Parents/carers are responsible for:
        - Being aware of the school's allergy policy.
        - Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis.
        - If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner.
        - Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included.
        - Following the school's guidance on food brought in to be shared.
        - Updating the school on any changes to their child's condition.
- 3.5 Pupils with allergies
    - These pupils are responsible for:
        - Being aware of their allergens and the risks they pose. However, expectations for pupil self-management will be individualised. Staff will provide proactive support where pupils cannot reliably identify allergens, communicate symptoms, avoid exposure or administer medication because of their age, disability or communication needs.
        - Understanding how and when to use their adrenaline auto-injector.
        - If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose.
- 3.6 Pupils without allergies
    - These pupils are responsible for:
        - Being aware of allergens and the risk they pose to their peers.
    - Older pupils might also be expected to support their peers and staff in the case of an emergency.

ASSESSING RISK

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

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

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

MANAGING RISK

- 5.1 Hygiene procedures
    - Pupils are reminded to wash their hands before and after eating.
    - Sharing of food is not allowed.
- 5.2 Catering

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

- Catering staff receive appropriate training and are able to identify pupils with allergies.
- School menus are available for parents/carers to view with ingredients clearly labelled.
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils.
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.
- Catering and teaching teams will maintain a reliable handover process for individual dietary requirements, substitutions, menu changes, food used in lessons and accidental exposure. Staff must not rely on packaging or pupil self-identification alone where additional support is needed.

- 5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts.
- Cereal, granola or chocolate bars containing nuts.
- Peanut butter or chocolate spreads containing nuts.
- Peanut-based sauces, such as satay.
- Sesame seeds and foods containing sesame seeds.

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

- 5.4 Insect bites/stings

When outdoors:

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

- 5.5 Animals

All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact

Pupils with animal allergies will not interact with animals

- 5.6 Support for mental health.
    - Pupils with allergies will have additional support through:
        - Pastoral care.
        - Regular check-ins with their form tutor/pastoral lead.
- 5.7 Events and school trips
    - For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part.
    - The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training.
    - Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

PROCEDURES FOR HANDLING AN ALLERGIC REACTION

- 6.1 Register of pupils with AAIs

The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis.
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose.)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the pupil.
- A photograph of each pupil to allow a visual check to be made (this will require parental consent).
- The register is kept the kitchen, front office, and with the pupil welfare officer, and can be checked quickly by any member of staff as part of initiating an emergency response.

- 6.2 Allergic reaction procedures

Suspected anaphylaxis is a medical emergency. Staff must follow the pupil's current emergency plan and up-to-date clinical guidance, administer an appropriate AAI promptly when indicated, call 999 and state "anaphylaxis", and follow ambulance service instructions. Staff must not delay emergency treatment while seeking parental permission. The pupil must be continuously supervised, and the time, device, dose and response recorded. Follow current guidance regarding positioning and any further dose while awaiting emergency services.

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.
- Staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency.
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan.
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one.
- If the pupil has no allergy action plan, staff will follow the NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency.
- A school spare AAI may be used for a pupil known to be at risk of anaphylaxis where the required medical authorisation and written parental consent have been recorded, including where their own AAI is unavailable or cannot be administered without delay. Exceptionally, the legal life-saving exemption under regulation 238 of the Human Medicines Regulations 2012 may permit administration to a person with

unexpected anaphylaxis who has no prior authorisation or consent; staff must follow emergency clinical guidance and call 999. The school will maintain an accurate eligibility register and check the current DHSC/MHRA guidance.

- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the pupil to hospital by ambulance.
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed.

ADRENALINE AUTO-INJECTORS (AAIS)

- 7.1 Purchasing of spare AAIs

The allergy lead is responsible for ensuring all AAIs are stored according to the guidance.

- 7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.
- Kept in a safe and suitably central location to which all staff have access at all times but is out of the reach and sight of children.
- Not locked away, but accessible and available for use at all times.
- Not located more than 5 minutes away from where they may be needed.
- Spare AAIs will be kept separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion.

- 7.3 Maintenance (of spare AAIs)

The pupil welfare officer and the admin officer are responsible for checking monthly that:

- The AAIs are present and in date.
- Replacement AAIs are obtained when the expiry date is near.

- 7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

- 7.5 Use of AAIs off school premises

Before any off-site activity, the visit leader will confirm that each pupil's own prescribed AAIs and appropriate trained support are available, with a risk-assessed emergency response, contact arrangements and suitable transport. The school's spare AAI arrangements will be considered in line with the applicable guidance and the visit risk assessment.

Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events.

- 7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs.
- Instructions for the use of AAIs.
- Instructions on storage.
- Manufacturer's information.
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded.
- A note of arrangements for replacing injectors.
- A list of pupils to whom the AAI can be administered.

- A record of when AAIs have been administered.

TRAINING

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions.
- How to spot the signs of allergic reactions (including anaphylaxis).
- The importance of acting quickly in the case of anaphylaxis.
- Where AAIs are kept on the school site, and how to access them.
- How to administer AAIs.
- The wellbeing and inclusion implications of allergies.
- Training will additionally cover recognition of non-verbal and atypical presentations of allergic reactions, individual communication needs, emergency handovers and the arrangements for supply and visiting staff.
- Training will be carried out annually by the school nurse and also all staff will be expected to carry out annual Allergy & Anaphylaxis Training for Schools through High Speed Training

Training records will identify attendance, induction for new and temporary staff, refresher dates, practical AAI training and any pupil-specific competency assessment. The school will not rely solely on the availability of the school nurse where alternative qualified trainers or timely training are necessary.

LINKS TO OTHER POLICIES

This policy links to the following policies and procedures:

- Health and safety policy.
- Supporting pupils with medical conditions policy.
- Children with Health Needs who cannot attend school Policy
- Children with Health Needs Who Cannot Attend School Policy
- Safeguarding Policy
- Educational Visits Policy
- First Aid Policy
- Accessibility Plan
- SEND Policy

Policy monitoring and publication: the governing body will review this policy at least annually and sooner following material guidance changes or a significant incident. The school will publish the current version on its website and bring it to the attention of staff, volunteers, parents/carers and pupils annually in accessible ways.