



Allergy and Anaphylaxis Policy

Governors' committee normally reviewing:	Curriculum Committee
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Author(s):	Kelly Hawker and Kylie O'Connor

1. STATEMENT

This policy aims to provide guidance on the whole school approach to the care and management of those in the school community who suffer from allergies. Cherry Garden School is committed to ensuring that they are safe and are not disadvantaged in any way whilst taking part in school life.

Cherry Garden will take care to minimise the risk of exposure to allergens but cannot guarantee a completely allergen free environment.

As a school, we review effective risk management practices and provide staff training in allergy awareness and to ensure that effective emergency responses to allergic reactions are in place.

Parents/carers are asked to provide details of a new pupil's allergies on admission to our school or for existing pupils, as soon as diagnosed.

We also ask that any food provided by parents/carers to be eaten during the school day (for example snacks, packed lunches, contributions to special assemblies) does not contain nuts.

2. DEFINITIONS:

Allergy: An allergy is an abnormal reaction by an individual's immune system to a substance (an **allergen**) that is harmless to most people.

Anaphylaxis: Anaphylaxis is a severe and potentially life-threatening reaction to an allergen.

Adrenaline Auto Injector (AAI): such as EpiPen or Jext, is a medical device for quickly injecting a measured dose of adrenaline (also known as epinephrine).

Antihistamine: Antihistamines are medicines which may be used to treat allergic reactions.

Individual Health Care Plan (IHCP): A detailed document outlining an individual child's condition, treatment and action plan.

Parents: refers throughout this policy to the parent, parents, carers or guardians.

3. ROLES AND RESPONSIBILITIES

a) School (Senior Leadership Team) role

- Prior to a new pupil starting at the school, the school meets with the parents to identify the child's health care needs, including the existence of any allergies. The school provides a Welcome Pack and all information is passed on to the staff team via the pupil profile and allergy care plan.
- Cherry Garden School will follow Nourish's Special Diets Process.
- Where an existing pupil develops an allergy, the school follows similar procedures to ensure that an Allergy Risk Assessment and any dietary exclusions are in place.

- Cherry Garden will work closely with the pupil's parents and School Nurse to establish an individual health care plan which will include details of the pupil's known allergens, allergic response and treatment and which will be updated regularly and whenever there is any change of needs or management.
- The school will ensure effective communication of a child's Allergy Risk Assessment to all relevant staff, including the kitchen staff and catering company if a food allergy is identified.
- The school will ensure regular training for all staff in Allergy Management, including an awareness of allergens and the first aid procedures to be followed. This training is provided by the school nursing team.

b) Parents' Role

- Parents are responsible for providing medical information about their child's allergy. This should include details of the known allergens and of the child's typical allergic reaction. In particular the school must be informed of any severe allergic reactions, including anaphylaxis. Where possible they should provide an allergy action plan with the collaboration of their child's paediatrician or GP .
- New parents and parents of a pupil with a newly diagnosed allergy will communicate their child's needs with the school and complete the health interview with the school nurse.
- If a child has an allergy requiring an EpiPen or other AAI, an IHCP must be completed and signed by the parents.
- It is the responsibility of the parents to provide the school with up-to-date medication clearly labelled in the original container.
- In the case of life-saving medication like EpiPen's the child will not be allowed to attend school without it (in date).
- Parents are also required to provide up to date emergency contact information for at least two people.
- Parents and staff should regularly discuss the appropriateness of snacks and any food-related activities (e.g. cooking, food related messy play)

c) Catering Company (Nourish) Role

- Nourish will keep a log of any allergies recorded from the pupil health interview with parents when a child starts and updates from parents as any changes arise. This log is kept in the school kitchen. Parents let the school know of any changes to allergies and this is communicated to the kitchen.

- Nourish will ensure the kitchen manager provides meals for children with specific dietary requirements and allergies on a pre-prepared separate plate for each child.
- The Catering Manager will complete regular spot checks to ensure the policies and procedures are followed.
- Nourish is legally responsible for the identification of allergens in all foods that they offer, whether prepared by them or pre-packed.
- Nourish follow best practice to ensure the safe handling of allergens at the school.
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d) Staff Role

- Staff are responsible for familiarising themselves with this policy and for following health & safety measures regarding food and drink.
- All staff will complete allergy and anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care who have known allergies. An allergic reaction could occur at any time and not just at mealtimes.
- When a pupil is identified as having an allergy, a team meeting will be set up as soon as possible which all staff involved will attend to ensure their full understanding of the pupil's allergy risk assessment.
- All staff who have contact with the child will be made aware of what medication might be required and where any medication is stored. AAI's will be easily accessible.
- Staff will consider the risks to allergic pupils of all food-related activities. These include not only mealtimes and snack time but also, for example, cultural events, craft, food-related play and cooking activities. Staff will liaise with parents and seek their consent to their child's participation.
- Staff will ensure that the child receives an appropriate meal from the catering company on the appropriately labelled plate/container. All allergens are clearly identified on the menu provided, using a number system.
- Snack-time food is monitored by staff and is free of nuts; other allergens are excluded depending on the children attending. All staff will know the procedures at snack and lunchtime to ensure the safety of children with allergies. However, staff cannot guarantee that foods will not contain traces of nuts or other allergens.
- All staff will wash their own and pupils' hands before and after eating.
- All tables and other surfaces used for food are cleaned with an approved solution.
- Staff leading school trips will ensure they carry all relevant emergency supplies.

- Staff will risk assess all the activities on the school trip to see if they pose a threat to allergic pupils and alternative activities/appropriate food planned to ensure inclusion.
- The School Nurse will ensure that the up-to-date IHCP is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date, however the School Nurse will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- The School Nurse keeps a register of pupils who have been prescribed an AAI and a record of use of any emergency treatment given.

4. MEDICAL INFORMATION

- Parents will highlight allergies on a child's school admission form before starting school.
- The school will then fill out a risk assessment form and give to parents to agree and sign.
- Any change in a child's medical condition during the year must be reported to the school.
- The school nurse will ensure that an Individual Health Care Plan, agreed with the parents, is established and kept updated for children with allergies. This will include parental consent to administer prescribed medicines in the event of an allergic reaction.

5. ACTIONS IN THE EVENT OF A CHILD SUFFERING AN ALLERGIC REACTION:

The child's individual health care plan will be followed.

If a child requires their EpiPen (or other AAI) or has suspected anaphylaxis, a member of staff should call 999 and stay close to the child so they can describe the situation to the operator.

6. AAIs - EPIPENS:

Where an AAI, usually EpiPen, is required in the care plan:

- Parents are responsible for the provision and replacement of the EpiPens. Two EpiPens per child will be required. These should be clearly labelled with the child's name.
- EpiPens will be kept in the child's classroom in a secure, labelled cupboard with other medications. These are out of reach of children but will be quickly accessible for staff. All staff have had training around the location of these.
- EpiPen training will be refreshed for all staff when we have a child who requires an EpiPen.

- School will have two spare non-prescribed EpiPens on site in case of an anaphylaxis emergency for a child already known to have a care plan. These will be stored in the nurse's office. See Spare EpiPen Guidance.

Guidance on Spare EpiPen's in Schools

Taken from Department of Health: Guidance on the use of adrenaline auto-injectors in schools)

- Schools may administer their "spare" EpiPen obtained, without prescription, for use in emergencies, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.
- The school's spare EpiPen can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. EpiPens can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.
- If someone appears to be having a severe allergic reaction (anaphylaxis), you MUST call 999 without delay, even if they have already used their own AAI device, or a spare EpiPen.
- In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, or in a member of staff or visitor to the school, call the emergency services (999) and state that you suspect anaphylaxis. Follow their advice as to whether administration of the spare emergency AAI is appropriate.

7. ADULTS WITH ALLERGIES:

- Cherry Garden is aware that a number of staff and visitors to the school, including parents, may suffer from potentially life-threatening allergies.
- These adults have complete responsibility for their emergency kit which should be kept safely while on school premises.
- It is recommended that staff with such allergies inform the school of their condition.
- It is recommended that all adults with such allergies have a body-worn medical alert such as a MedicAlert bracelet.
- Symptoms of anaphylaxis can come on very suddenly. The action followed is as described above. School staff need to be prepared to administer emergency medication if the adult is unable to do so or this is advised by the emergency service.
