

Foreland Fields School

Pupil Allergy Policy



Date of Last Scrutiny and Ratification	29 th September 2026
Date (Month / Year) of Next Scrutiny and Ratification	September 2027
Category of the Policy	Health and Safety
Named Lead for Writing the Policy	Deputy Headteacher (Health)
Named Governor for Scrutiny	Chair of Governors
Approval Body	Whole Governing Body
Display on Main Web Site	Yes
NOTE: IF THIS POLICY HAS BEEN SCRUTINISED BY A DIFFERENT LEAD GOVERNOR OR BEEN RATIFIED BY A DIFFERENT GOVERNING TEAM PLEASE STATE WHICH TEAM	-
Signed – Chair of Governors	

United Nations Convention on the Rights of the Child

Foreland Fields School is a Rights Respecting School thereby this policy ensures that the following rights are acknowledged:

Article 23 (children with a disability): A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

Article 24 (Health and Health Services): Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this.

Article 27 (adequate standard of living): Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.

Article 28 (right to education): Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.



Aims

This policy aims to:

- Set out our 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
- As a PSCN school we have a large number of pupils who are medically complex, including those with allergies, some of which are severe. This policy sets out to meet the needs of the entire school community, those with allergies and including those with the most complex needs.

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
- Natasha's Law and Benedict's Law

Roles and Responsibilities

We take a whole-school approach to allergy awareness.

Allergy Lead

- The nominated allergy lead is Jeremy Edwards (DHT with responsibility for Health and Therapy and CPD).

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Oversight and management of the recording and collating allergy and special dietary information for all relevant pupils. The school has a Health Care Assistant and administrative staff that manage the day to day running of these processes that relate to the management of allergies. The Health Care Assistant works in tandem with the NHS Special School Nurse with regard to pupils who are medically complex to ensure that their allergy needs are met.

The Allergy Lead will ensure:

- 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
- 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 in line with national guidance.

School Health Care Assistant (working alongside the Special School Nurse)

The school Health Care Assistant is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Formulating and maintaining accurate and up to date Health Care Plans (HCPs) that 'dovetail' with allergy management plans
- Ensuring class teams are aware of pupil's allergy management plans and HCPS
- Checking spare AAls are in date
- Maintaining an up to date record of pupils with allergies
- Sharing information regarding pupil allergies with the school caterers
- Any other appropriate tasks delegated by the allergy lead.

Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training on an annual basis. This will include in person, practical training for class-based staff who have pupils with allergies. All staff will complete annual online training on allergies and anaphylaxis
- Being aware of specific pupils with allergies in their care by reading pupils HCPs and allergy management plans. This includes when providing cover across the school.
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Immediately pass on any new information that relates to allergies to the school Health Care Assistant.

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.

Pupils with Allergies

Dependent on the pupils age and abilities, these pupils may be responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age and ability appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

- Due to their severe learning difficulties, the majority of our pupil's safety will be dependent on the adults supporting them.

Pupils Without Allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Our older and most able pupils should be able to notify staff if a peer requires support in an emergency.

Assessing Risk

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

- Lessons that involve making food
- Sensory or other play 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

Hygiene Procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles
- Where food is eaten in classrooms and the dining room, tables are wiped down prior to use
- Staff eat in the staff room and should not introduce known allergens via foods or other materials to the classroom or school.

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 via lists and photo sheets
- 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.

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. As part of this commitment to keeping pupils and staff safe **we strive to maintain a 'Nut Free' environment** at all times, thus all nuts and nut-based products or derivatives are prohibited in school. **However, it is impossible to provide an absolute guarantee that no nuts will be brought onto the premises.**

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.
- Parents and carers are asked NOT to send food to school that contains nuts. This includes all types of nuts, peanut butter, Nutella, cereal/chocolate bars and any other food containing nuts.
- Staff will be alert to any obvious signs of nuts being brought in, but they will not inspect all food brought into school.
- If nuts of food containing nuts are found, they will be bagged up and sent home, class teachers will communicate with parents regarding the school striving for a nut free environment.
- The school tuck shop will not sell food containing nuts or sesame seeds.

Insect Bites/Stings

When outdoors:

- Shoes should always be worn where possible. Pupils will be encouraged to wear shoes. At Foreland Fields we have a high number of pupils with complex learning difficulties and associated sensory regulation difficulties. These pupils will at times refuse to wear shoes. Teaching staff will work with parents to risk assess pupils who have known allergies that relate to bites/stings if these pupils have sensory difficulties meaning that at times they refuse to wear shoes
- Food and drink should be covered.

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.
- All animals brought into school will be risk assessed in advance to account for all aspects including allergies.

Support for Mental Health

Pupils with allergies will have additional support through:

- Pastoral care

- Regular check-ins with their class teacher.

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, including individual risk assessments where required 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

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 school has a template letter for this.
- The school at the start of every year shares with the whole staff team the photo and details regarding any pupils at risk of anaphylaxis, including their triggers and emergency plan and whereabouts of their medication and spare medication.
- The school mostly has a primary model and where this is the case all of the class-based team receive practical training for the use of AAIs and supporting pupils with allergies from the special school nurse. In addition to this, the whole staff team complete annual allergy and anaphylaxis training.
- Pupils with allergies have a Health Care Plan and an allergy management plan which is held in the classes essential information folder in the classroom. The pupil's medication alongside a further copy of the allergy management plan is held in the classroom in the emergency medication container, which is held within a labelled cupboard.
- The spare AAIs are held within in the Foundation Pathway leads office and the Discoverers Pathway lead office. All staff are reminded annually of these locations. The are kept prominently in clearly labelled boxes.
- Allowing pupils who are able to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register.
- Pupils who are unable, due to their needs, to keep their AAIs with them, will have their AAIs held by a trained member of staff in a red bum bag. This will be used whenever the pupil moves away from their class (where the AAI is held) to an area of the school that is more than 5 minutes from their medication (such as going out to a playground or the PE hall etc) and will also be used for all offsite visits.

- The regulations regarding use of 'spare AA's only applies to schools. Early years settings are not permitted to stock 'spare devices' in this way (P10 Allergy safety in schools).
- If the child, young person or individual does not have prescribed adrenaline devices, 'spare' adrenaline devices can be used' (p42 DfE Allergy Safety in Schools July 2026). This should be immediately and without delay.
- In an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given, in order to avoid delays in treatment.

Allergic Reaction Procedures

- 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 AAI's 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 school's procedures on responding to allergy and, if needed, the school's normal emergency procedures. This will include following DfE guidance (p10 Allergy safety in schools July 2026) and all training related to allergies and anaphylaxis covered in annual training. This means, that in the case of anaphylaxis in a pupil or person with an allergy management plan/prior diagnosis administering one of the school's own adrenaline autoinjectors, using the correct dose as it relates to the pupil's size (weight)
- A school AAI device will be used instead of the pupil's own AAI device if:
 - Medical authorisation and written parental consent have been provided, or
 - The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- 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)

Purchasing of Spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- The school AAIs are sourced from a reputable Pharmacy.
- The school holds two AAIs, one of each size for each of the lower school (Foundation pathway lead office), upper school (Discoverers pathway lead office), satellite provisions (Hartsdown and East Kent College) hold AAIs of appropriate dose. The classes at Garlinge use the spare AAIs provided by Garlinge school held in the key stage two medical room.

- The school has pupils from 4-19 and as such holds 150mcg and 300mcg versions of Epipens and distributes these based on the ages of pupils on these sites.

Storage (of both spare and prescribed AAI's)

The allergy lead will make sure all AAI's 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 AAI's will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

Maintenance (of spare AAI's)

Anna Padfield (Health Care Assistant) and Jeremy Edwards (DHT i/c Health and Therapy) are responsible for checking monthly that:

- The AAI's are present and in date.
- Replacement AAI's are obtained when the expiry date is near.
- These checks are recorded by the Health Care Assistant.

Disposal

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions

Use of AAI's Off School Premises

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- Most of the pupils at Foreland Fields School, should they have an AAI, will need an adult to carry and, in an emergency, administer this for them. This will be carried in one of the schools red bum bags and kept separately from first aid equipment (green bum bags). The pupil's allergy management plan is held with their AAI.

Emergency Anaphylaxis Kit Holding Spare AAI's

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's.
- Instructions for the use of AAI's
- Instructions on storage
- Manufacturer's information
- Injectors are ordered annually by Jeremy Edwards and Anna Padfield
- A record of when AAI's have been administered is completed via IRISAdapt.

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 AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies

Training will be carried out annually via the National College (allergy and anaphylaxis – whole school), the allergy lead (named pupils and AAI location) and via the special school nurse (classes with pupils with AAls and covering practical training and the full allergy management plan for the named pupils).

Links to Other Policies

This policy links to the following policies and procedures:

- Health and safety policy.
- Supporting pupils with medical conditions policy.
- School food policy.
- Administration of medication policy.
- Hygiene, First Aid and Accident reporting policy.

Awaiting Governor Ratification