



Goldwyn School

Allergy Safety Policy

Review Body:	Sarah Hopker /Kerry Greene/FGB
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Introduction and Aims

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens. Common UK Allergens include (but are not limited to): - Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect Venom, Pollen and Animal Dander.

This policy aims to set out Goldwyn School's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction. It also makes clear how Goldwyn School supports students with allergies to ensure their wellbeing and inclusion and promote and maintain allergy awareness among the school community

Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on [allergy safety in schools](#) and [supporting students 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](#)

Roles and responsibilities

The governing board

The governing board is responsible for ensuring risks relating to students with allergy are included in the risk register and are actively managed. The governing body delegates the day-to-day implementation of this policy to the allergy safety lead.

Allergy safety lead

The nominated Allergy Safety Lead is **Sarah Hopker Assistant Principal Inclusion / SENCO** The Allergy Safety Lead, in close liaison with **Mark Sibley Health and Safety Lead** is responsible for the implementation, monitoring and annual review of this Allergy Safety Policy, ensuring that it is updated as required and made available to the school community. They will promote and maintain allergy awareness across the school, oversee arrangements for the safe storage and disposal of adrenaline devices (ADs), and ensure that allergy information is accurate, current and accessible to relevant staff.

The Allergy Safety Lead will ensure that all students requiring support for allergies have an up-to-date Individual Healthcare Plan (IHP) and that all students with a known food or insect stinging allergy have a current Allergy Action Plan provided by a healthcare professional. They will also ensure that staff receive regular allergy awareness training, are familiar with the school's allergy management procedures, and understand when allergy risk assessments are required for activities and educational visits.

Principal

The **Principal, Kerry Greene** is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student'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 student's circumstances

Health and Safety Lead

Mark Sibley In the role of Health and Safety Lead is responsible for:

- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach

Staff Responsibilities

All staff are responsible for promoting and maintaining allergy awareness among students and for ensuring they are familiar with, and adhere to, the school's Allergy Safety Policy and procedures. Staff must be able to recognise the signs and symptoms of severe allergic reactions, including anaphylaxis, and be aware of any students in their care who have known allergies. They are expected to take reasonable steps to reduce the risk of students being exposed to known allergens and to support the wellbeing, safety, and full inclusion of students with allergies in all aspects of school life. Any allergic reaction, suspected allergic reaction, or case of anaphylaxis must be reported promptly to the designated Allergy Safety Lead in accordance with school procedures. All staff will complete anaphylaxis training on a yearly basis and on an ad-hoc basis for any new members of staff.

Parents/carers Responsibilities

Parents/carers are responsible for being aware of and adhering to the school's Allergy Safety Policy. They must provide the school with up-to-date information regarding their child's medical needs, dietary requirements, and any history of allergies, allergic reactions, or anaphylaxis. Where required, parents/carers must supply two in-date adrenaline auto-injectors, along with any other prescribed medication such as inhalers or antihistamines, and ensure that these are replaced before their expiry date. Parents/carers are also expected to follow the school's guidance regarding food brought into school to be shared and to inform the school promptly of any changes to their child's medical condition or allergy management needs.

Students Responsibilities

Students have a responsibility to contribute to the safe management of allergies within the school community. Students with allergies are expected to understand and be aware of their allergens and the risks they present, and where trained and confident to carry their prescribed adrenaline device (AD) with them at all times where appropriate, use it only for its intended purpose, and know how and when it should be administered. Students without allergies are

expected to be aware of common allergens and the potential risks these may pose to their peers. Older students may also be encouraged to support their peers and assist staff appropriately in the event of an allergy-related emergency, in accordance with their age, understanding, and school procedures.

Identifying Students, Staff and Visitors at Risk

Goldwyn school is committed to identifying and supporting students, staff and visitors who have allergies or other relevant medical conditions. For all new students, a medical information form will be completed by Parents/Carers as part of admission paperwork once a school place has been confirmed to establish whether the student has any allergies and whether they require or carry medication. Where a student receives a new diagnosis or joins the school during the academic year, the form will be issued and appropriate arrangements put in place within two weeks.

Parents/carers will be reminded at the start of each academic year to review and update their child's medical information and are expected to inform the school promptly, by telephone or email of any changes to their child's medical needs during the year.

New members of staff will be asked to provide details of any allergies prior to their start date, and staff who develop allergies during their employment are responsible for notifying the school as soon as possible. Staff will be asked to complete a Staff Allergy Declaration Form alongside existing staff medical disclosure processes. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment.

Where appropriate, visitors will also be asked to provide details of any allergies either in advance of their visit or upon arrival at the school, so that suitable precautions can be considered and implemented where necessary.

Allergy Action Plans and Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) may be required for students whose allergy has a functional impact on their participation in school, places them at risk of harm, and necessitates support or arrangements that are additional to or different from those ordinarily provided. A formal allergy diagnosis is not essential for an IHP to be implemented, as healthcare professionals may determine that support is needed based on the student's symptoms and circumstances.

The Principal, in consultation with parents/carers and relevant healthcare professionals, will decide whether a student's needs can be met through the school's general medical conditions procedures or whether an IHP is required. Where an IHP is needed, it will outline the specific support and arrangements to be provided, and the school will aim to implement these within two weeks or by the start of the relevant term for new students. Not all students with allergies will require an IHP, particularly where their allergy has minimal impact in school or where their needs can be met through existing school policies and procedures. IHPs will be reviewed at least annually, or sooner if a student's needs change, and will be shared with a new educational setting as part of transition arrangements where appropriate.

Register of students with known allergies

Goldwyn school maintains and regularly updates a register of students with known allergies. This register includes details of each students' allergens and any identified risk factors for anaphylaxis, whether the student has been prescribed an adrenaline device (AD), including the type and dosage, and whether parental consent has been provided for the administration of emergency medication for a student where an AD has been prescribed. This will be stored on the Schools' SharePoint, in Centre Receptions and kitchen areas.

Assessing Risk

Goldwyn school will undertake a risk assessment for any student identified as being at risk of anaphylaxis before participating in activities that may involve exposure to allergens. This includes, but is not limited to, food technology lessons, science experiments involving food, craft activities using food packaging, off-site visits and educational trips, and any other activities involving food or animals, such as baking or animal-handling experiences. In addition, where a visitor requires the use of a guide dog, the school will conduct an appropriate risk assessment for any student who may be at risk of an allergic reaction to ensure that suitable control measures are implemented to safeguard all individuals.

Catering

The school is committed to providing safe and inclusive food provision for all students, including those with food allergies and other special dietary requirements. Catering staff receive appropriate training and are able to identify and support students with known allergies. The school works closely with its catering providers to understand and monitor the controls in place to ensure that food preparation and service comply with all relevant food safety and allergen regulations. Catering staff will follow robust hygiene, food handling and allergen management procedures at all times to minimise the risk of cross-contamination and ensure the safety of students with allergies.

Procedures for Handling an Allergic Reaction

All staff will receive appropriate training to recognise the signs and symptoms of both mild allergic reactions and severe allergic reactions (anaphylaxis) and to respond promptly and effectively. Staff will also be trained in the administration of adrenaline auto-injectors (AD devices) to minimise delays during an emergency. Where a student has an individual Allergy Action Plan, this must be followed at all times. In an emergency, a spare school AD device may be administered if the student does not have a prescribed AD device or if their prescribed device is unavailable, has expired, or has misfired. All incidents involving an allergic reaction will be managed in accordance with the school's emergency procedures and recorded appropriately.

Adrenaline devices (ADs)

Students prescribed adrenaline devices (ADs) should have them with them at all times and have immediate access, including during school trips. Where a student is unable to carry their own AD, it will be stored in a secure, accessible unlocked location known to staff and available in an emergency. A copy of the student's allergy action plan will be kept with their medication and records maintained of students prescribed ADs. Parents/carers are responsible for ensuring prescribed ADs are in date and available for use.

Spare ADs and inhalers

The Allergy Safety Lead is responsible for sourcing spare ADs and ensuring they are stored in accordance with current guidance. Spare ADs will be kept in the reception area in each centre that is unlocked and accessible to staff at all times, no more than five minutes away from where they may be needed, and stored at room temperature, protected from direct sunlight and extremes of temperature. Spare ADs will be kept in pairs in case a second device is required and will be stored separately from students' prescribed ADs and clearly labelled to avoid confusion. Designated members of staff will check monthly that spare ADs are present and within their expiry dates and will obtain replacement devices when expiry dates are approaching.

Using spare ADs in an emergency situation without prior consent

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers or students for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

Recording and Reporting of Allergy Incidents

The school will record all serious allergy incidents and near misses as soon as practicable. Details will be recorded in the school's accident or incident reporting system and will include:

- The individual(s) involved
- The nature of the incident, including when and where it occurred
- Any known or suspected cause
- The actions taken by staff and students, including any treatment provided
- Whether emergency services were contacted
- The outcome of the incident

The school will investigate incidents and near misses in a constructive, no-blame manner to identify lessons learned and reduce the risk of recurrence.

Parents/carers will be informed of any serious allergy incident or near miss involving their child as soon as possible. Where appropriate, students and parents/carers will be given the opportunity to discuss the incident and contribute to any review. The school will communicate any relevant findings and actions taken as a result.

Incidents may also be reported to the school by students, parents/carers or healthcare professionals where an allergic reaction occurs after the student has left the school site.

All allergy incidents and near misses will be reported to the allergy safety lead and health and safety lead. The designated leads will review the circumstances of the incident, determine whether any changes are required to existing control measures, individual healthcare plans (IHPs) or this policy, and ensure that any learning is shared with relevant staff.

Where required by law or guidance, the school will report incidents to external agencies, including the Health and Safety Executive (HSE) under RIDDOR and, where applicable, other relevant authorities or healthcare professionals.

Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year. All staff should be aware of and understand the policy as part of annual allergy awareness training.

Wellbeing

Goldwyn School recognises that students with allergies may require additional emotional and pastoral support to help them feel safe, included and confident in managing their condition. Appropriate support will be provided through pastoral care and regular check-ins with students' teachers, tutors or hub leads, or other designated member of staff. Students will be reassured that appropriate measures are in place to minimise the risk of exposure to allergens and that robust procedures exist to respond effectively in the event of an allergic reaction or anaphylaxis. The school is committed to fostering a supportive and inclusive environment and will respond promptly to any instances of bullying, teasing or discrimination relating to a student's allergy in accordance with its Behaviour Policy.

Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

Monitoring arrangements

This policy will be monitored by the Allergy Safety Lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- SEND Policy / SEN Information Report
- Supporting Students with medical conditions policy
- Equality, Diversity & Inclusion Policy
- Safeguarding & Child Protection Policy
- Admissions Policy
- Activities & Educational Visits Policy
- Data protection policy
- Behavior policy
- Whistleblowing Policy
- Complaints Policy

Appendix 1 NAME – Individual Healthcare Plan for allergy

(Delete Italics when completed)



Date of birth:	Current photo
Centre / Year / Group:	
Emergency contacts:	
Staff who need to be aware:	
Information Sharing: Parent / Carer consent:	
Allergy: <i>Note what allergy the student has.</i> <i>Note any known allergens.</i> <i>Note whether the student 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 student is able to take responsibility for managing their allergy.</i>	
Impact on Education: <i>Indicate the potential harm which might come to the student if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the student's learning.</i> <i>Indicate how the allergy may impact on the student's emotional wellbeing.</i>	

Arrangements for support: <i>Give details of the specific support or adaptations which the school will put in place.</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>	
Student Comments:	
Last discussed with parents/carers:	Date:
Issued by:	Date:
Next planned review:	Date:
Signed: <i>Name and Role</i> Date:	Signed: <i>Parent/carer</i> Date: