Allergy Policy
Wetherby Preparatory School

Primary person responsible: Lloyd Jackson

Last review date: July 2026

New review date: July 2027

Signed:

Wetherby Preparatory School is committed to promoting a whole school approach to health care, welfare and wellbeing and the safe management of those members of our school community who live with specific allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

By our actions we will work proactively to:

• minimise the risk of exposure within our school settings
• encourage self-responsibility
• learn avoidance strategies
• have robust plans for an effective response to possible emergencies
• ensure inclusivity for all pupils

Our school is clear about the need to actively support pupils with medical conditions to participate in school life. We will consider what reasonable adjustments need to be made to enable pupils to participate fully and safely in all aspects of school life. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

It is essential that staff recognise the signs of an allergic reaction, symptoms and are able to manage these safely and effectively.

This policy aims to: -

- ensure that our schools comply with all relevant environmental legislation, regulations and requirements and have in place the required procedures to manage allergies.
- encourage proactive steps to keep pupils safe.
- ensure pupils from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies and food labelling.
- Work with our catering provider(s) to establish a robust process and documentation for menu planning, food labelling, storing, avoidance of cross-contamination, stock ordering of food/drink used at our schools
- Provide an effective staff awareness programme on food allergies and intolerances, possible symptoms (anaphylaxis) recognition and actions to take.
- Develop a pupil awareness programme through PHSE and other curriculum areas.

1. Responsibilities

Key responsibilities are detailed below to ensure that the allergy policy is effective.

2.1 Head

The Head has delegated responsibility to ensure, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life. Heads will be responsible for developing the required procedures at school level to : -

- Day-to-day responsibility for the effective delivery of this policy at their school
- Ensure all visitors to their school are made aware of the school's commitment to allergy management
- Ensure the curriculum contains age-appropriate content so all pupils can learn about allergies and how we can support those who have them
- Create robust links with school catering providers
- Ensure that up-to-date allergy information for pupils is accessible to catering teams.
- Ensure there is a workable School Emergency Plan in place that is known by all staff
- Ensure the school sends a copy of the medical details it holds for the child to parents/carers for review and update at the end of each school year. Seek updated medical information at the commencement of each calendar year and for any pupil joining in year
- Where the pupil has an Individual Healthcare Plan (IHP), ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the pupil in establishing IHPs.
- Encourage parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the pupil
- Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises
- Ensure First Aid training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures
- Ensure an adequate risk assessment is undertaken prior to any school trips, excursions or off-site extra curricula activities for pupils who have allergies
- Ensure records of pupils medically prescribed an AAI and its use are kept correctly
- Ensure pupil documentation and in date medication is kept correctly and safely
- Ensure best practice in the labelling of foodstuffs and their contents
- Report to the Board of Governors regarding the management of allergies within the school

2.3 School Based Medical Staff / First Aiders

School Based Medical staff and/or First Aiders will play a key role in the effective implementation and management of this policy and individual school allergy procedures as follows: -

- Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Report to the Head regarding pupils with allergies
- Lead on the training of staff regarding allergy medical needs and their identification and management

- Work closely with Catering Managers in assisting in the support of pupils with known allergies (including meeting with parents/carers where requested) to discuss any special requirements
- Monitor where there is a school 'tuck shop' or home baked items are brought into school
- Liaise with parents/carers of pupils with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.
- Wherever possible use an AAP for pupils with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.
- If an additional written IHP is not required, ensure that the AAP is viewed and treated with the same level of seriousness. Ensure all copies of the AAP/IHP located around the school and/or on IT systems are identical if an updated version is received.
- Where an AAP has not been received for a pupil with recognised allergies, or if the medication information is not clear, liaise with GP/school nursing team, to obtain an up-to-date copy and/ or clarification.
- Ensure medication is stored in a rigid box and clearly labelled with the pupils name and a photograph (older students should carry their AAIs and medication with them)
- Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the pupil IHP and/or AAP
- Ensure that any other staff involved with those pupils/students requiring the use of an AAI are also adequately trained and competent
- Ensure all school trips, excursions or off-site extra curricula activities for pupils are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies
- Ensure the school has an audited spare supply of in date AAIs that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location
- Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the school by pupils or external sources and are of the correct dosage
- Arrange for the correct disposal of out-of-date AAIs
- Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate
- Record all emergency uses of AAIs or reports of suspected emergencies
- Ensure that, if a pupil notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable).

2.4 All School Staff

All **school staff** have a responsibility to support our arrangements for the management of allergies in school, and will: -

- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency
- Raise awareness about allergies and anaphylaxis amongst their pupils in the classroom and around school, especially in dining areas
- Encourage self-responsibility and learned avoidance strategies amongst pupils living with allergies
- Help all pupils understand which foods are safe for those with allergies and how they can support other pupils with specific dietary needs to stay safe
- Highlight the need for anti-bullying of pupils with the condition

- Be aware of the pupils in their care (including regular cover classes) who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes
- Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food
- Any staff leading on a school trip must check that all pupils with medical conditions, including allergies, are carrying their medication (those unable to produce their required medication would not be able to attend the excursion)
- Staff leading a school trip, excursion or off-site extra curricula activity must ensure they carry all relevant emergency supplies with them

2.5 Parents/Carers

Parents and carers will be required to work closely with the Head and school staff to ensure that appropriate arrangements are in place for pupils with allergies. They will: -

- Notify the school of the pupils allergies and Inform the school of any changes as soon as known
- Talk with their child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction.
- Provide an AAP completed by a healthcare professional that can be kept with their medication and help the school support the pupil
- Contribute to the provision of an IHP in partnership with the school, and relevant healthcare professional, where required.
- Provide any other written medical documentation, instructions and medications as directed by a health professional.
- If required, meet with the Catering Manager to discuss any specific requirements relating to their child's allergy (information from these meetings will be recorded by the Catering Manager)
- Be aware of the school Allergy arrangements and any arrangements for managing children with allergies and at risk of anaphylaxis
- Communicate regularly with the school to support our ability to keep our children safe and act immediately in the event of an allergic reaction
- Provide appropriate in date medication (two AAIs) of the correct dosage and register their AAIs on the manufacturer's websites to receive text alerts for expiry dates
- Providing appropriate foods to be consumed by the child if necessary
- Replace medications after use or upon expiry
- Review the arrangements with the school Head and/or Member of Staff responsible for medical needs, the pupil doctor and the pupil (if age appropriate) after a reaction has occurred

2.6 Pupil/Students with allergies (as age appropriate) will: -

- Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe
- Be proactive in the care and management of their food allergies and reactions and medication
- Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction
- Read food labelling but, if unsure, avoid the food
- Avoid eating anything with unknown ingredients
- Know where their medication is kept and (if age appropriate and confident enough to administer their own auto-injectors) take responsibility for carrying AAIs on their person at all times
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.

2. Monitoring, Audit and Review of Safety Performance

The effectiveness of the policy will be monitored in the following ways: -

4.1 Allergy Incidents

All allergy incidents in our school will be subject to thorough review to ensure that learning is captured and our policy and procedures updates accordingly.

2.2 Policy

This policy will be subject to review annually or in the event of any significant allergy incidents or changes in law/guidance relating to the management of allergies in schools.

3. Wetherby Preparatory School Procedure

Definitions

Allergy: immune response to substances. Anaphylaxis: severe life-threatening reaction.

Allergen: substance causing reaction.

Anaphylaxis: A severe and potentially fatal allergic reaction.

IHP: Individual Healthcare Plan

AAP: Allergy Action Plan

AAI: Adrenaline Auto Injector

3.1 Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAIs on them at all times (in a suitable bag/container). For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff. Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAIs i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the front office staff will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry. Parents can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.

Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents.

Symptoms of anaphylaxis can come on very suddenly, and school staff need to be prepared to administer medication if the young person cannot. Storage AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes. Disposal AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.

3.2 Spare AAIs

The school will legally purchase and store spare Adrenaline Auto-Injectors (AAIs For children at risk of anaphylaxis). While it's vital that families have their own prescribed AAIs for their child, having spare

AAIs at school adds an extra layer of reassurance for everyone involved. It's a step towards creating a safer and more inclusive environment for children managing severe allergies.

3.3 Catering

School caterers must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The front office and head of admissions will inform Catering Managers of pupils with food allergies. Parents/carers will be encouraged to meet with Catering Managers to discuss their child's needs.

Schools will adhere to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school canteen/tuck shop, parents should check the appropriateness of foods by speaking directly to the catering manager.
- The pupil should be taught to also check with catering staff, before purchasing food or selecting their lunch choice.
- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

3.4 Allergy Awareness

Schools will adopt a culture of allergy awareness and education as it ensures teachers, pupils and all other staff are aware of: -

- what allergies are,
- the importance of avoiding the pupils' allergens,
- the signs & symptoms,
- how to deal with allergic reactions and
- ensure policies and procedures are in place to minimise risk.

Schools to add relevant information on their training and awareness

3.5 Risk assessment

Schools will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

School to add relevant information on who completes risk assessment and where they are stored etc.

3.6 Training

Allergy training should include a basic understanding of allergic disease and its risks which include:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis - knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance
- Knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing Allergy Action Plans and ensuring these are up to date

Records of training will be maintained and training refreshed as required.

School Allergy Checklist

No.	Checklist	YES / NO	If NO - Action Required
1	Do children with allergies have Individual Healthcare Plans?		
2	Has the school purchased spare pens?		
3	Does each child have a completed and signed Allergy Action Plan?		
4	Have ALL school staff been trained in allergy and anaphylaxis?		
5	Does the school allergy procedure include where and how to store AAIs?		
6	Is there a schedule to check the expiry dates on spare AAIs and each child's AAI?		
7	Does the school allergy procedure cover catering for children with allergies?		
8	Does the school allergy procedure include pupil allergy awareness?		
9	Has the school completed an allergy risk assessment?		
10	Does the school allergy procedure include risk assessment of extra curricula activities?		
11	Does the school allergy procedure cover safeguarding children with allergies, including bullying?		