West Hill School

*Aiming High Since 1927*

# Medical and Allergy Awareness Policy

| Item | Author/Owner | Date Written | Approved by | Date Approved |
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| 1 | K. Shackleton | June 2026 | Full Board of Trustees | December 2026 |
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**To be update every 2 years.**
**Next review: June 2028.**

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## 1. 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 students with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community.

## 2. 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.

## 3. Roles and Responsibilities

We take a whole-school approach to allergy awareness.

### 3.1 Allergy Leads

The nominated Allergy Leads are Kerry Shackleton, the School Business Manager and Jimmy Watt, Deputy Headteacher.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant students (although the Allergy Lead has ultimate responsibility, the information collection itself may be delegated to the administrative staff).

Ensuring that:

- All allergy information is up to date and readily available to relevant members of staff
- All students 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.

### 3.2 Student Services Coordinator

The Student Services Coordinator is responsible for:

- Coordinating the paperwork and information from families
- Coordinating 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 students
- Maintaining awareness of our Allergy Policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis



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- Attending appropriate allergy training, as required
- Being aware of specific students 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 students with allergies.

### 3.4 Parents/Carers

Parents/carers are responsible for:

- Being aware of our 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 Students with Allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose
- 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 students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Older students might also be expected to support their peers and staff in the case of an emergency.

## 4. Assessing Risk

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

- Lessons such as Food and Nutrition
- 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 student at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

## 5. Managing Risk

### 5.1 Hygiene Procedures

At a whole school level, we promote:

- Washing of hands before and after eating
- Restricting the sharing of food is not allowed
- Having their own named water bottles
- Signposting of dietary contents including staff social events



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- Staff awareness of allergies and frequent reminders in staff briefings and bulletins around high-risk allergies in school.

## 5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of students with allergies. At West Hill we ensure that:

- Catering staff receive appropriate training and are able to identify students 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 students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students 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.

## 5.3 Food Restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage students and staff to avoid certain high-risk foods in shared spaces, 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 student 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

- During any school visits or trips, all students will be directed to wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals.

## 5.6 Support for Mental Health

Students with allergies may suffer from anxiety and depression relating to their allergy. Students with allergies will have additional support available through:

- Pastoral Team/Student Services
- Regular check-ins with their Form Tutor/Head of Year if concerns raised.

## 5.7 School Trips and Events

For events, including ones that take place outside of the school, and school trips, no students 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 students' 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.

## 6. Procedures for Handling an Allergic Reaction

### 6.1 Register of Students with AAIs

The school maintains a register of students 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 student has been prescribed AAI(s) (and if so, what type and dose)
- Where a student 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 student
- A photograph of each student to allow a visual check to be made
- The register is kept centrally in Whole Staff>Medical and can be checked quickly by any member of staff as part of initiating an emergency response, however, is routinely shared in briefing and bulletins with photographs of students on each reminder.

Allowing most students to keep their AAIs with them reduces delays and allows for confirmation of consent without the need to check the register. However, in some cases, staff storage of AAIs in Student Services are necessary to aid some students' organisation needs.

### 6.2 Allergic Reaction Procedure

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 student's receiving adrenaline in an emergency, this is annual training and a mandatory requirement.
- If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan. If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school one from Student Reception
- If the student has no allergy action plan, staff will follow the school's emergency response on responding to allergy.
- A school AAI device will be used instead of the student's own AAI device if: medical authorisation and written parental consent have been provided, or the student's own prescribed AAI(s) are not immediately available (for example, because they are broken, have misfired or been wrongly administered)
- If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed.

## 7. Adrenaline Auto-Injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, set out your school's procedures for AAIs, covering these areas:

### 7.1 Purchasing of Spare AAIs

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

- AAIs will be purchased
- There will be 2 pens in Students Services and 2 pens in the school canteen
- The adequate dosage required for boys aged 11-16.



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Expiry dates will be monitored by the Allergy Lead.

### 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 student's own prescribed AAI and clearly labelled to avoid confusion.

### 7.3 Maintenance of Spare AAIs

Within Student Services, Janine Halsall and Sue Smith are responsible for monthly checks and this will be recorded on the schools IamCompliant System:

- 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 the AAI has been used, it will be disposed of in line with the manufacturer's instructions.

### 7.5 Use of AAIs Off School Premises

Students 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.
The emergency kit would be used within any school kits for trips and off-site events.

## 8. Training

The school is committed to annual 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.