



Bracken Hill School

Pupil Allergy Policy

Author: Mrs Brown

Policy Type: Whole School

This policy is reviewed annually to ensure compliance with current regulations

The Governors of the school recognise that all staff play a vital role in the achievement of high standards and in providing our pupils with the best opportunities matched to their needs.

Date of Last Review: July 2026 Approval by the Governing Body

Introduction

At Bracken Hill School, we are committed to providing a safe, inclusive, and supportive environment for all pupils, including those with allergies. We recognise that allergic conditions can have a significant impact on a child's health, wellbeing, and ability to participate fully in school life. Our aim is to minimise the risk of allergic reactions, ensure that staff are appropriately trained to respond to emergencies, and work in partnership with parents, carers, healthcare professionals and pupils to effectively manage allergies within the school community. Through clear procedures, awareness, and vigilance, we strive to promote the safety and wellbeing of every child in our care.

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.

This policy has been developed in line with Department for Education (DfE) guidance, including:

allergies in schools

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

Roles and Responsibilities

Allergy lead (Mrs S Brown) –

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to the medical officer / the school nurse / administrative staff)
- Ensuring:
- 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 Bracken Hill's medical team
- All staff receive an appropriate level of allergy training

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- 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)
- Bi-annually reviewing and updating the allergy policy
- **Medical team responsible for allergies (Miss E Birch) -**
 - Co-ordinating the paperwork and information from families a minimum of twice annually
 - Co-ordinating medication with families
 - Checking spare AAIs are in date
 - Checking personal AAIs are in date
 - Organising attendance at relevant pupil specific training
 - Any other appropriate tasks delegated by the allergy lead
- **All Staff –**
 - 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 as required
 - Always know the whereabouts of AAI and carry on all off site visits
 - Being aware of specific pupils 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 pupils with allergies
- **Parents and Carers –**
 - 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 including the 'no nut' rule

- Updating the school on any changes to their child's condition
- **Pupils –**
 - Being aware of their allergens and the risks they pose
 - Understanding how and when to use their adrenaline auto-injector
 - If age/ stage-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose
 - Being aware of allergens and the risk they pose to their peers
- **Governing Body –**
 - Oversees policy implementation and holds school leaders accountable.
 - Ensures school holds the appropriate indemnity insurance or is a member of the Department for Education's Risk Protection Arrangement (RPA)

Assessing risk

The school will include in the Health Care Plan a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- 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

Managing risk

Hygiene procedures

- Pupils are encouraged to wash their hands before eating
- Sharing of food is not allowed
- Pupils have their own identifiable water bottle

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
- School menus are available for parents/carers to view with potential allergen ingredients clearly labelled

- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils and parents are informed
- 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 pupils and staff should not bring any product containing nuts onto the school premises. Nuts may be found in:

Packaged nuts

Cereal, granola or chocolate bars containing nuts

Peanut butter or chocolate spreads containing nuts

Peanut-based sauces, such as satay

Chocolate bars

If a pupil brings these foods into school, the food item may be confiscated for the entirety of the school day.

- **Insect bites/stings**
 - When outdoors shoes should always be worn
 - Pupils with an allergy will consume meals and snacks inside
- **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
- **Support for mental health**

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Students may feel isolated from discussing their social events as they may be different from their peers.

- Pupils with allergies will have additional support through 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 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.

- **Register of pupils with AAI**

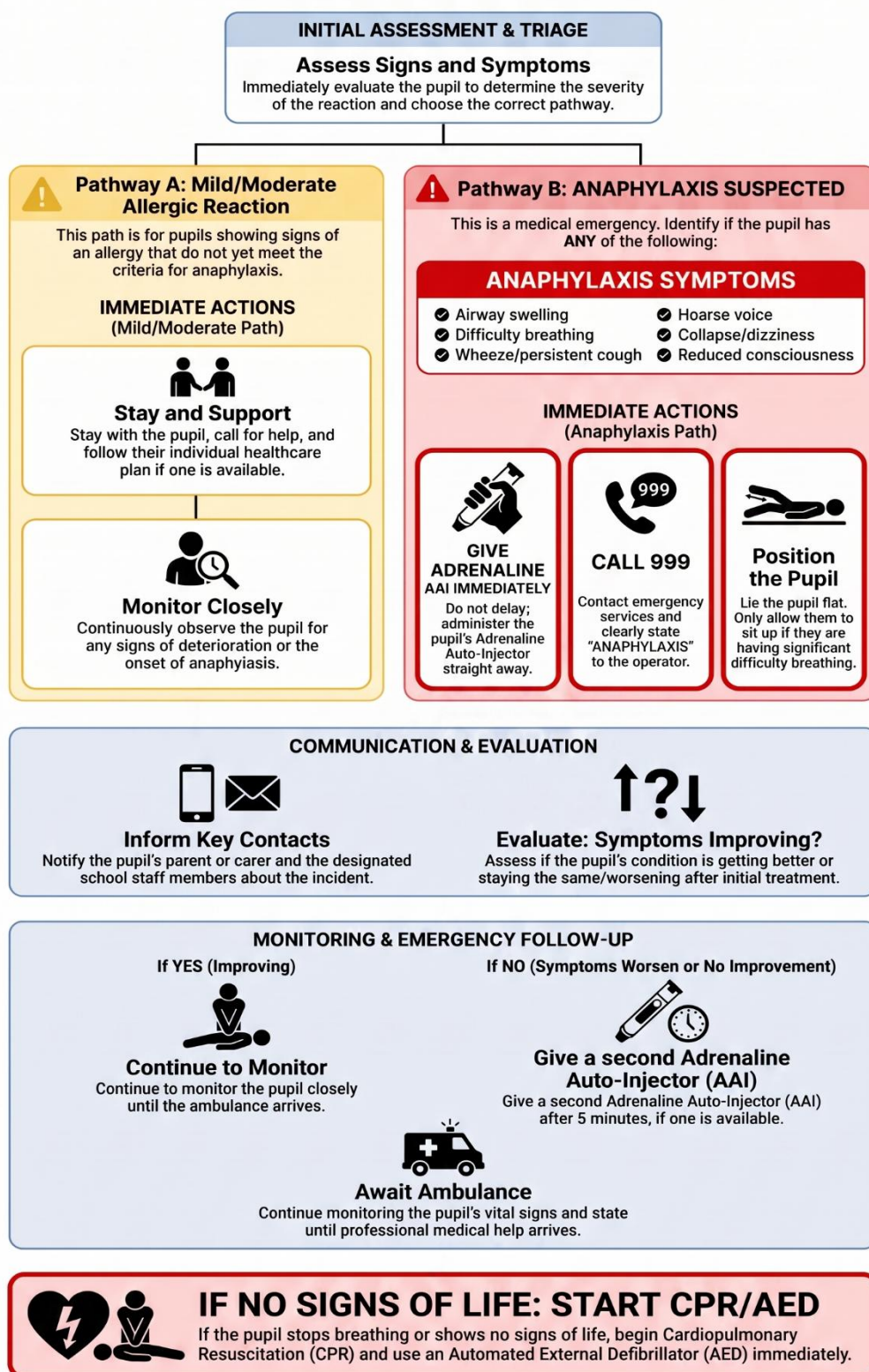
The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:

- 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. The register is kept in the medical room and with the EpiPens and can be checked quickly by any member of staff as part of initiating an emergency response.
- Class teams will have all allergy information and an AAI stored in their class going out bag. This is kept in a labelled cupboard.

- **Staff training for anaphylaxis**

- 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 directly working with a pupil with an allergy are trained in the administration of AAI to minimise delays in pupil's receiving adrenaline in an emergency.
- Staff with AAI administration included in their first aid qualification can also be requested when signalling for medical support.

Emergency Response Protocol: Suspected Allergic Reaction in School



NotebookLM

- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carers arrives, or accompany the pupil to hospital by ambulance

Adrenaline auto-injectors (AAIs)

- All pupils with a known allergy requiring an AAI should have 2 pens in school, 1 in the class going out bag and another in the medical room.
- AAIs should be taken outside with pupils at break and lunch time and kept with staff on duty.
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available (for example, because they are broken, out-of-date, have misfired or been wrongly administered), a school one.
- School purchased, spare AAIs are stored in the school office and Post 16 office and may be used for any person suspected of experiencing an anaphylactic reaction.
- The school office will request parental consent and the register will be maintained by Mrs Brown and stored with the EpiPens. Parents can decline consent to use a spare AAI
- If an AAI is deemed essential to life, it must be given.

Purchasing of spare AAIs

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

- AAIs are purchased from Eureka! School First Aid The quantity of AAIs required
- 2 EpiPens 150mcg for children 7.5-25kg and 2 EpiPens 300mcg for adults

Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all pupils' AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Stored in class and in the medical room
- Stored with an image of the pupil and a copy of their Health Care Plan

The allergy lead will make sure all spare AAIs are:

- Stored in the main school office and Post 16 office
- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Maintenance (of spare AAIs)

Miss E Birch and Mrs S Brown are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions, in a sharps bin for collection by the local council). This is stored in the medical room at Bracken Hill.

Use of AAls off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events.
- Trained staff should carry a pupil's spare AAI and be accessible within 5 minutes of a potential allergic reaction.
- Staff leading visits need to risk assess the location of the trip, is it remote, are there accessible hospital services that could treat anaphylaxis nearby, are there any potential communication difficulties? To decide if it is appropriate to carry a spare AAI.

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 through The National College and monitored by Mrs K Clarke.

Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy