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Europa School UK – Allergy Policy

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Statement of intent

Europa School UK 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 the school setting
- Encourage self-responsibility
- Learn avoidance strategies
- Have robust plans for an effective response to possible emergencies
- Ensure inclusivity for all pupils

Equalities statement

Our school is clear about the need to actively support pupils with medical conditions to participate in school life.

The school will consider what reasonable adjustments need to be made to enable these 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.

Context

Food allergies are increasing in both developed and developing countries, especially in children, and the severity and complexity of food allergies is also increasing. Food allergies can be fatal and an appropriate diagnosis is essential in parallel with the need for clear food labelling worldwide.

Around 5-8% of children in the UK live with a food allergy and most school classrooms will have at least one pupil with an allergy. These young people are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of severe allergic reactions to food happen whilst a child is at school, and these reactions can occur in children with no prior history of food allergy. It is essential that staff recognise the signs of an allergic reaction, their symptoms and are able to manage it safely and effectively.

Schools have a legal duty to support pupils with medical conditions, including allergies.





Principles

- To comply with all relevant environmental legislation, regulations and requirements.
- To encourage proactive steps to keep students safe.
- To ensure pupils/students from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies and food labelling.
- To work with the catering provider/team to establish a robust process and documentation for menu planning, food labelling, storing, avoidance of cross-contamination, stock ordering of food/drink used at the school.
- To provide an effective staff awareness programme on food allergies and intolerances, possible symptoms (anaphylaxis) recognition and actions to take.
- To develop a pupil awareness programme through PHSE and other curriculum areas.

Allergy management checklist

- Does the child have an Individual Healthcare Plan
- Has your school purchased spare pens?
- Does each child have a completed and signed Allergy Action Plan?
- Have ALL school staff been trained in allergy and anaphylaxis?
- Does the school allergy policy include where and how to store AAIs?
- Is there a schedule to check the expiry dates on spare AAIs and each child's AAI?
- Does the allergy policy cover catering for children with allergies?
- Does the allergy policy include pupil allergy awareness?
- Has the school completed an allergy risk assessment?
- Does the allergy policy include risk assessment of extra curricula activities?
- Does the allergy policy cover safeguarding children with allergies, including bullying?



Practical steps (see also Appx I and Appx II)

In order to put these principles into practice we will:

Governors / Trustees

- Ensure the school has a strategic vision for the management of allergy risk assessment and emergency procedures
- Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headteacher/Principal
- Ensure the school's arrangements to identify and safeguard the well-being of pupils, because of their own or someone else's allergy, are robust and effective
- Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management. It is good practice to log all training and attendees.
- Ensure adequate resources for managing allergies are available
- Ensure appropriate material is available on the school website for parents/carers highlighting how the school is managing pupils/students with allergies
- Monitor the effectiveness of this Policy to ensure it remains fit for purpose

Principal

- Provide, 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 and are not subject to bullying because of their condition
- Ensure the curriculum contains age-appropriate content so all pupils/students can learn about allergies and how everyone can support those who have them
- Report to the Board of Governors/Trustees regarding the management of allergies within the school

SLT Allergy Lead – Anna Cole-Morgan

- Develop and update the allergy policy and procedures to ensure compliance and with national guidelines and that the procedures work in practice.
- Ensure all staff complete appropriate allergy awareness training.
- In line with the law, the Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context.
- Monitor the supply, location, and maintenance of spare, in-date emergency AAIs on school premises
- Work closely with the medical lead on logging of incidents and suitable follow up.
- Ensure all visitors, volunteers, work experience students, sub-contractors and external contractors (including After School activity providers, catering staff and cleaners) are made aware of the school's commitment to allergy management as part of Safeguarding
- Create links at strategic level with Healthcare professionals and Catering providers and ensure



at operational level that links are robust

- Ensure that up-to-date allergy information for pupils/students 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/student joining in year
- Where the pupil/student has an Individual Healthcare Plan (IHP), ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the pupil/student 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/student
- 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 staff 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/students who have allergies
- Ensure records of pupils/students medically prescribed an AAI and its use are kept correctly
- Ensure pupil/student documentation and in date medication is kept correctly and safely
- Ensure best practice in the labelling of foodstuffs and their contents
- Conduct a debrief and review policy and procedure after any incident or 'near miss'. Including offering support for staff involved.

Member(s) of Staff responsible for medical needs

- Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Report to the SLT Allergy Lead regarding pupils/students with allergies
- Monitor the medical/allergy register and ensure that all staff are aware of how to access information.
- Monitor home baked items and items that could contain trace allergens such as food packaging for craft activities that are brought into school.
- Liaise with parents/carers of pupils/students 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.
- Liaise with parents to write and oversee Individual Healthcare Plans, reviewing annually.



- 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 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/student's name and a photograph (older students should carry their AAI 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/student's 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/students 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 AAI 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 AAI to ensure they are within the expiry date including those brought into the school by pupils/students or external sources and are of the correct dosage
- Arrange for the correct disposal of out-of-date AAI
- 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 AAI or reports of suspected emergencies
- Ensure that, if a pupil/student notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable).
- Conduct a debrief and review policy and procedure after any incident or 'near miss'. Including offering support for staff involved.
- Organise and lead allergy incident procedures and drills.



All Staff

- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency
- Raise awareness about allergies and anaphylaxis amongst their pupils/students in the classroom and around school, especially in dining areas
- Encourage self-responsibility and learned avoidance strategies amongst pupils/students living with allergies
- Help all pupils/students understand which foods are safe for those with allergies and how they can support other pupils/students with specific dietary needs to stay safe
- Highlight the need for anti-bullying of pupils/students 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, including craft activities using packaging materials that could contain trace allergens e.g. egg boxes
- Any staff leading on a school trip must check that all pupils/students 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
- Alert the Principal, HR Manager and Medical Lead/SENCO immediately of any incidents or 'near misses' in order for a review of policy and procedure to take place.

Parents/Carers

- Notify the school of the pupil/student's allergies.
- Inform the school of any changes as soon as known
- Talk with your 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/student
- Contribute to the provision of an IHP in partnership with the school, and relevant healthcare professionals, where required.
- Provide any other written medical documentation, instructions and medications as directed by a health professional.



- Be aware of the school Allergy Policy 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 AAls) of the correct dosage and register their AAls 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 Policy and procedures with the school's Member of Staff responsible for medical needs, the pupil/student's doctor and the pupil (if age appropriate) after a reaction has occurred

Pupil/Students with allergies (as age appropriate)

- 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 AAls on their person at all times
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.





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 AAls 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 AAls 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 First Aider 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 AAls their child is prescribed, to make sure they can get replacement devices in good time.

Older children and medication

Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot.

Storage

AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service/ local authority (delete as appropriate).

The sharps bin is kept in the following room: School Main Reception



Spare AAls

The school will store spare AAls in an accessible space for use in emergencies. The school will ensure these are in date.

Catering

All food businesses (including 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 school menu is available for parents to view in weekly/fortnightly/monthly advance with all ingredients listed and allergens highlighted on the school website at:

[School Website - Canteen](#)

The Canteen Coordinator will inform the Catering Manager of pupils with food allergies and provide a list with photographs.

Parents/carers are encouraged to meet with the Canteen Coordinator to discuss their child's needs.

The school adheres 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, parents should check the appropriateness of foods by speaking directly to the canteen coordinator.
- 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. Examples include preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.
- 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.



Allergy awareness and nut bans

The School supports the approach advocated by many allergy charities towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, 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 to ensure policies and procedures are in place to minimise risk.

Reducing contact with allergens

Alongside this whole-school approach to awareness, the school takes the following practical steps to reduce — though it cannot entirely remove — pupils' exposure to nuts and other allergens while on site:

- Parents are asked not to send nuts or foods containing nuts into school.
- The school's catering team does not use nuts or nut oils in the preparation of school meals, and takes reasonable steps to avoid other identified allergens where practicable. Where a pupil is allergic to an allergen that is not excluded from the kitchen, parents will be informed so that they can choose between school meals and a packed lunch for their child.
- Pupils are not permitted to share food or drink with one another.
- Pupils are encouraged to wash their hands before and after mealtimes.
- Dining tables are cleaned between sittings.
- Any treats or cakes provided by parents or by the school (for example for birthdays or fundraising) should be nut-free. Where there is doubt, class teachers may ask the parents of an allergic pupil to suggest a suitable alternative.

These measures reduce, but cannot remove, the risk of exposure. As set out above, the school does not operate, and cannot guarantee, a completely allergen-free environment. Parents and pupils should continue to follow the notification, risk assessment and emergency-response arrangements set out elsewhere in this policy.

Notification and Risk assessment

When a pupil joins the School, parents are required to inform the school of any known food allergies. A medical questionnaire is sent every year for an update to the students with a medical alert. Parents should update this information if an allergy is diagnosed at any stage in their child's education.

Parents must advise the school of the action that should be taken if their child develops the symptoms of an allergic reaction while in school.





The School 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.

[Blank Allergy Risk Assessment](#)

Procedure for a new pupil with allergies

The following steps set out how the School manages the admission of a new pupil with a known food allergy, from registration through to their first day and beyond:

Step	Action	Responsible
1	Parent completes registration / medical questionnaire and declares any known allergies.	Parent / Admissions
2	Admissions team passes allergy details to the Medical Administrator and the child's class teacher before the start date.	Admissions Team
3	Medical Administrator arranges an individual risk assessment meeting with parents (and healthcare professionals, where relevant).	Medical Administrator
4	An Allergy Action Plan / Individual Healthcare Plan is agreed with parents, covering triggers, symptoms and emergency treatment.	Medical Administrator / Parents
5	Pupil is added to the central allergy record; a High Alert / photo sheet is produced and displayed in agreed staff areas.	Medical Administrator
6	Canteen Coordinator briefs the Catering Manager on the pupil's allergens ahead of their first day.	Canteen Coordinator
7	Class teacher and relevant staff are briefed on the pupil's allergy, symptoms to watch for, and the emergency response, before the pupil starts.	Class Teacher / SLT
8	Parents provide any in-date AAI or medication, which is stored in the agreed accessible location and checked for expiry.	Parents / Medical Administrator
9	Plan is reviewed at least annually, after any allergic reaction, or whenever circumstances change.	Medical Administrator / Parents

This procedure applies alongside the notification, risk assessment and training arrangements set out above, and should be read together with them.

Training

Allergy Training is available in person or online to all staff, it is compulsory for all staff to complete this training and confirm to HR annually. The school is responsible for ensuring that all school employed staff have completed the training.

Outside contractors with contact with pupils such as caterers, cleaning companies, after school clubs and breakfast clubs are responsible for training their staff in allergy awareness and AAI in schools.

The school is responsible for ensuring all required contractors have completed the training.

In person training in INSET or free online training ([link here](#))

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

Allergies and bullying

By law, all state schools must have a behaviour policy in place that includes measures to prevent all forms of bullying among pupils, and this is a policy decided by the school. All teachers, pupils and parents must be told what it is, and allergy bullying should be treated seriously, like any other bullying. Schools must, under Section 100 of the Children and Families Act 2014, aim to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The Department for Education has provided statutory guidance for schools and colleges on keeping children safe in education. Please view the guidance [here](#).

Other useful websites include:

- NSPCC
 - National Bullying Helpline
 - Family Lives
 - Kidscape
 - Anti-Bullying Alliance
 - Young Minds
 - Childline
 - Bully Busters
-

Appendices

1. Emergency procedures
2. Location of AAIs in school - map
3. How to book AAIs for trips
4. Link to online training
5. Example of the IHP





Appendix 1

Emergency Procedures

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

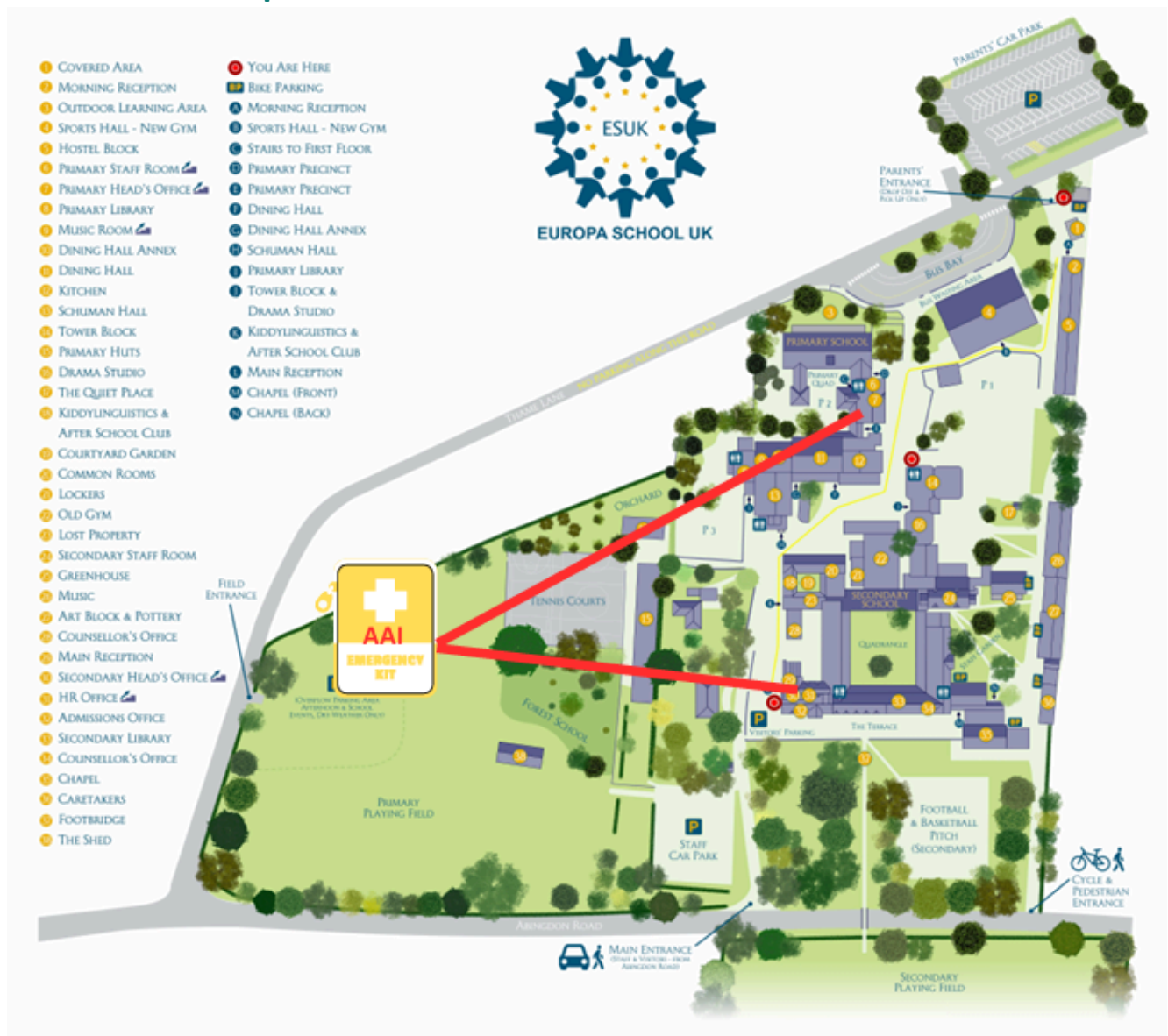
- Keep the child where they are, call for help and do not leave them unattended.
- LIE CHILD FLAT WITH LEGS RAISED – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- CALL 999 and state ANAPHYLAXIS (ana-fil-axis)
- USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- Call reception, tell them you have called an ambulance
- If no improvement after 5 minutes, administer a second AAI.
- If no signs of life commence CPR.
- Reception will call parent/carers as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop. All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.



Appendix 2

Location of the Spare AAI's



Outside Reception



1EE classroom - Near the canteen



Trip AAls in SEN hub



Appendix 3

If your trip risk assessment stipulates that you must carry spare AAIs, you must discuss this with G Hudson at least 10 school days in advance and book them using Bromcom.

How to book AAIs for trips

Bromcom - Modules - Diary - Equipment booking request - New

[Video Guide](#)

Appendix 4

Online allergy awareness and AAI training

[Link to online training](#)



Appendix 5

Example Individual Healthcare plan



Europa School Individual Healthcare Plan

Pupil Name / Photo	
Class/Year	
Date of Birth	
Pupil's address	
Medical Diagnosis or condition	
Date	
Review Date	
Family Contact Information	
Name	
Relationship to child	
Contact phone number	
Healthcare Contact Information	
Hospital/Clinic Name	
Name	
Phone Number	
GP Practice	
Name	
Phone Number	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	
Daily care requirements	



Specific Support for the pupil's educational, social and emotional needs	
Arrangements for school visits/trips etc	
Other information	
Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency (<i>state if different for off-site activities</i>)	
Plan developed with	
Staff training needed/undertaken - who, what, when	
Form copied to:	
Parental Signature	☐ By ticking this box I consent to allowing the school to use my child's photo and medical information on documents that will be shared or displayed in staff only areas of the school.