# VICTORIA PARK JUNIOR SCHOOL

# Allergy Safety Policy

| | |
|---|---|
| Policy Written: | July 2026 |
| Agreed by Governors: | September 2026 |
| Review Date: | |

# Allergy Safety Policy

| | |
|---|---|
| **Person responsible for this policy & it's implementation** | Miss Melanie Tidman (SENDCo/ Deputy Head) |
| **Review Frequency** | Annually or when an incident is experienced |
| **Date approved** | 10th September 2026 |
| **Date of next review** | September 2027 |
| **Aims** | To minimise the risk of any individual suffering an allergic reaction whilst at school or attending any school related activity.<br>To ensure staff are properly prepared to recognise and manage allergic reactions should they arise. |
| **Links with other policies** | Safeguarding & Child Protection Policy<br>Behaviour Regulation Policy<br>Child on Child Abuse Policy<br>Health and Safety Policy<br>First Aid Policy<br>Supporting Pupils with Medical Conditions Policy |

## Introduction and Core Principles

In line with Benedict's Law, Victoria Park Junior School is committed to providing a safe, inclusive, and welcoming environment for all children, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later. Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20-30 minute window of opportunity during which steps can be

taken to prevent death – therefore giving emergency adrenaline immediately and calling Emergency Services (999) is crucial. Anaphylaxis always requires an emergency response

Anaphylaxis can occur without any other signs (such as a skin rash) being present. Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing. Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- insect stings (e.g. bee, wasp);
- medication (e.g. antibiotics, pain medicines such as ibuprofen);
- latex (e.g. rubber gloves, balloons, swimming caps).

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Pupils who have a skin reaction need monitoring for at least an hour.

Victoria Park Junior School has a whole school awareness approach, because it ensures all staff and pupils are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure.

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerance is be managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Eczema, asthma and allergies sometimes occur together – known as the atopic triad. These are managed well in order to keep the individual healthy. Asthma training is completed annually by all staff and an individual's asthma care plan needs is included with their individual healthcare plan. These conditions are not included in this allergy safety policy.

Victoria Park Junior School understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

**Emergency Treatment and Management of Anaphylaxis**

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting
- mild throat tightness
- sudden change in behaviour

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the **ABC symptoms** and can include:

· **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).

· **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.

· **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

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

**Action**:

· Keep the individual where they are, call for help and do not leave them unattended.

· LIE individual FLAT WITH LEGS RAISED – they can be propped up if struggling to breathe but this should be for as short a time as possible.

· USE ADRENALINE DEVICE WITHOUT DELAY and note the time given. AAIs should be given into the muscle in the outer thigh or nasal into the nostril. Specific instructions vary by brand – always follow the instructions on the device.

· CALL 999 and state ANAPHYLAXIS (ana-fil-axis).

· If no improvement after 5 minutes, administer second adrenaline device

· If no signs of life commence CPR.

· Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the individual 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 individuals must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can recur after treatment.

**Minimising Risk and Exposure to Allergens**

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and Victoria Park Junior School will only eliminate a food following a risk assessment supported by medical advice when necessary. Where a food is restricted, this will be to the smallest area for the time necessary. Blanket bans, especially to nuts, create a false sense of security. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

Victoria Park Junior School is allergy aware ensuring that the staff and pupils are actively aware of the risk posed by allergens, we take steps to minimise the risk of exposure and have robust emergency response plans in place.

Victoria Park Junior School completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

· Identifying the food used within the curriculum and making adaptations to remove allergens that pose a risk for the whole group, not just the pupil who has the allergy.

· Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips

· Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, pupils, staff).

· Identify measures to manage the risks of exposure to a food allergen through food provided by the school

· Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens

· Identifying non-food allergens within the environment and making adaptations to remove/reduce allergens that pose a risk; for example, school dogs would require enhanced cleaning and limiting to specific areas, hygiene measures after pupils have worked with the school dog

Victoria Park Junior School will ensure that allergy is included in all school risk assessments to identify risks and plan control measures to minimise the risk of exposure.

Victoria Park Junior School will ensure that the risk of exposure is minimised by:

- All school staff allergy training every year
- Educating pupils through awareness assemblies and within PSHE

- Educating FAF! (Family & Friends of Victoria Park Junior School) about school expectations for allergy management
- Communicating with all visitors, temporary staff and cover staff that they will be teaching a pupil with an allergy and ensuring that the member of staff has been trained in allergy and anaphylaxis emergency response
- Working closely with parents/carers and health professionals to understand the pupil's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst staff, pupils and visitors

**Food Provision and Catering:**

Victoria Park Junior School will manage the risk of food allergy and provide clear information on allergens in food provided by Trafford's Operational Services for Education by:

- Ensuring the contract with Trafford's Operational Services for Education is compliant with the Food Standards Authority allergen management regulations•
- Provide pupil's allergen information to the caterers in a timely manner to ensure that pupils can eat safely
- Identify pupils with allergies at point of service by photos in the kitchen.
- Ensure that food is always labelled as unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling suggesting a risk of contamination with allergen. This applies to foods used within Design and Technology, including school events where any food is sold
- Teach pupils not to food share, trade food or share utensils or food containers with the reasons why

Where food is not directly provided by the school (for example brought in as treats or to celebrate birthdays) parent/carer permission will sought in advance to ensure inclusion and safety for pupils with allergies.

**These procedures apply to The Hub (school led breakfast and after school provision).**

Pupils eligible for Free School Meals are entitled to their free school meal entitlement. School will work with parents/carers to determine the best way of ensuring that pupils receive their meal.

**Medication and Adrenaline Devices (ADs)**

People at risk of anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times. This includes the journey to and from;

- school,
- the classroom
- when on visits or trips

Serious anaphylaxis is a time critical situation; delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes.

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

**Spare Adrenaline Devices**

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

Our school holds spare adrenaline devices for use in emergency situations. These are not a replacement for a student's own adrenaline device. Pupils prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency.

Victoria Park Junior School holds: Two Jext Pens (Jext 300 mg}

These are located in: **The School Office**

They are stored in a plastic container and labelled **'Emergency Anaphylaxis Kit'**

Mrs. Dyson (School Business Manager) is responsible for checking that adrenaline devices are in date and remain clear (not cloudy) on a monthly basis. Mrs. Dyson will secure replacements one month before the current adrenaline device expires

Adrenaline devices that are used will be given to the paramedic. Adrenaline devices that are out of date or where the adrenaline has degraded will be taken to a pharmacy to be disposed of.

**In the event of anaphylactic reaction:**

- Adrenaline should be administered as soon as possible, within five minutes. **Do not wait** to contact the emergency services before administering adrenaline.
- The child or individual should not be moved. Adrenaline devices should be brought to them (whether their own prescribed ADs or "spare" ADs).
- If the child or individual **has their own prescribed adrenaline devices**, these should be used in the first instance.
- If the child or individual **does not have prescribed adrenaline devices**, "spare" adrenaline devices can be used.
- If the child or individual's **prescribed adrenaline devices are not available or misfire**, "spare" adrenaline devices can be used.
- If the individual has serious allergy and asthma and there is any doubt if they are presenting with anaphylaxis or having an asthma attack always administer the adrenaline first.

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for "spare" adrenaline devices to be used. It can be good practice for the school to obtain advance consent from parents 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.

## Staff Training and Emergency Response

All staff, including teaching staff, support staff, catering staff and others who may oversee pupils including at breakfast or after school clubs will be trained in allergy awareness and emergency response. The school is responsible for ensuring that supply, cover, coaching, peripatetic staff have received allergy awareness training.

Training can be online or face to face. The content needs to include:

- allergy awareness, the risks it poses, how allergic reactions occur and how to manage them
- allergy includes multiple co-existing conditions: asthma, eczema, hay-fever
- understand the difference between food allergy, intolerance and coeliac disease
- that a pupil can be allergic to any food, not just the top 14 allergens
- know the symptoms of allergic reactions and how to treat
- know the symptoms of anaphylaxis and how to treat
- how to locate and administer adrenaline or an asthma inhaler
- how to report an allergic reaction, including: Anaphylaxis
- near miss/incident
- understand responsibilities in risk reduction to ensure that pupils are prevented from coming into contact with their allergens
- understand the impact that an allergy can have on a pupil's wellbeing
- understand the school's allergy safety policy
- understand how to check if a pupil is on the record of those with a known allergy
- how to use an allergy or asthma action plan

## Emergency preparedness

Victoria Park Junior School will annually hold a practice response to anaphylaxis, review how the practice went and update policy and procedures.

Throughout the year staff will be reminded of key aspects of the policy such as:

- how to find out who has an allergy
- the storage of spare adrenaline
- practice with adrenaline trainer devices

During fire drills we will ensure that a student's adrenaline device is with them. Should a real evacuation happen the student may have to go home without adrenaline if this has not been taken out during a fire evacuation.

## Roles and Responsibilities:

### Allergy lead and governing body:

The governing body are responsible for ensuring that the school's policy sets out the arrangements to reduce the risk of individuals coming into contact with their known allergens

and sets out the emergency response plan for cases of anaphylaxis. The governing body monitor this policy with it being a standing agenda item at meetings. Our named Allergy Governor is Hayley Ross who works closely with the Allergy Lead and reports to the meetings.

Victoria Park Junior School includes the risks pertaining to pupils and staff with allergy on the school's risk register.

Miss Tidman is the member of the senior leadership team who is responsible for allergy safety which includes driving the implementation of the allergy safety policy and contributing to the review of the policy.

The allergy lead is responsible for:

- systems to collect allergy information during the enrollment process, ensuring that this information is shared with catering. Outside of the normal admission point, ensures that information is shared staff and catering teams as soon as possible but within two weeks of the student starting
- holding a register of pupils and staff with allergies including whether they hold adrenaline and whether they have an allergy action plan
- ensures that systems are robust for the identification of pupils at mealtimes
- Communication about:
  - the policy
  - the pupils who are on the register of those with allergies
  - the importance of recording and reporting near misses and incidents
- communication with:
  - governors to provide updates about the policy implementation
  - Health and Safety and Designated Safeguarding Leads to keep allergy safety as part of their roles
  - Outside agencies such as Health and Safety Executive (HSE) if a report under RIDDOR is needed
  - Caterer; the procedures in the kitchen and the procedures for ensuring that the pupils with allergies are provided with a safe meal
  - Parents/carers to enable them to input into IHPs (Individual Healthcare Plans) and to request allergy action plans when appropriate
  - pupils to develop an understanding of allergy through information assemblies and participating in awareness days and weeks
- spare adrenaline devices and making sure these are checked and in date, with replacements being secured before the current ones expire
- that IHPs are created and communicated
- Training
  - ensuring that all staff annual training and that allergy is included in induction even for short term members of staff.
  - ensures that all staff have the opportunity to practice with trainer adrenaline devices at least annually

**All Staff:**
Responsible for:

- understanding their role in implementing this policy, recognising signs of allergic reactions, and acting swiftly in an emergency
- supporting the creation of the pupils' IHP
- implementing the pupils' IHP
- Creating an inclusive curriculum
- Curriculum adaptation to minimise risks
- Completing risk assessments for, curriculum activities involving food, trips and visits including sporting events
- Building proactive relationships with parents/carers
- Reporting near misses and incidents

**Parents/Carers:**
Responsible for:

- Adhering to this policy
- Providing school with the information they need to create individual health care plans
- Updating school when reactions happen outside of school or any changes to the pupil's allergy and its management.
- Ensuring that the pupil always has in date medication with them at school

**Identification of Individuals with Allergies**

**Admissions Data Collection:** Victoria Park Junior School collects detailed medical information from parents/carers regarding known allergies, dietary restrictions, and treatment histories prior to admission.

**Information Sharing:** UK GDPR does not prevent the sharing of a pupil's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff, supply cover, and catering teams while maintaining appropriate data privacy.

**Transition:** Allergy information and existing care plans are shared as part of a pupil's transition. Victoria Park Junior School will request allergy information from the previous school or setting and will consider whether any of the arrangements are suitable to implement. We will work with parents/carers and the pupil if appropriate to write a new IHP. Staff will provide information about pupils for transition visits ahead of a formal move.

**Staff:** pre-employment questionnaires will ask whether they have any allergies. 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.

**Visitors and regular volunteers:** will be asked about allergies ahead of their visit. If an allergy is declared, the allergy lead will be notified, and this information will be communicated as necessary to ensure that the visitor or regular volunteer has a safe working environment.

**Pupil Individual Healthcare Plans (IHPs) and Allergy Action Plans**

**Allergy action plans**

- These are clinical documents that are created by a GP / allergy nurse or allergy clinic. They detail the pupil's allergy and medication.
- These contain parent/carer contact details and must be signed by the parent/carer as this is the parental authority to administer medication including the administration of spare adrenaline devices.
- These will only be updated by the medical professional following a review of the student's allergy management, this could be annually or 5 yearly. Parents/carers or school need to update the photo of the student annually so that the student is recognisable.

Allergy action plans are issued for students who have an IgE food allergy and often a venom allergy that could lead to anaphylaxis. They are not issued for all allergies. Students with non-IgE allergies don't experience anaphylaxis and so an allergy action plan is not issued.

**Individual Healthcare Plans (IHPs)**

Individual healthcare plans are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a pupil is fully included in the life of the school. It will identify exact risk-mitigation measures that need to be followed.

Individual Healthcare Plans are school owned documents that are co-created by school, parents/carers and pupils.

They will include any advice received from health professionals. If there is no advice from health professionals, information and support can be requested from the school nurse if this is needed.

Where a child has an allergy action plan and or an asthma plan, this must be included with the IHP.

t is good practice to review IHPs annually or when staff change however they must be reviewed if an incident or near miss occurs. They need to be brought to the attention of supply or cover staff and be passed on during transition to a new school.

Victoria Park Junior School will ensure that:

- pupils with an allergy action plan and/or an asthma plan have an individual healthcare plan
- pupils without an allergy action plan or asthma plan but have an allergy that needs active management over and above what other pupils need will have an individual healthcare plan
- individual healthcare plans are created whilst pupils are waiting for a diagnosis
- Individual healthcare plans will be reviewed annually or when staff change. They will also be reviewed if an incident or near miss occurs
- Individual healthcare plans will be brought to the attention of supply or cover staff and be passed on during transition to a new school

## School Trips and External Visits

Victoria Park Junior School ensures that pupils with allergies are fully included in every trip, sporting event, or extracurricular activities. A risk assessment addressing allergen exposure in each activity, emergency medication, transport, and proximity to local emergency care will be undertaken with control measures identified. In order to ensure that the pupil is safe and included, alternative activities will be planned. This will include the safe storage adrenaline for the duration of the school trip.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will ensure that they have all pupils' medication including adrenaline devices with them before departure. If the pupils' medication is not school the pupil will not be able to attend the trip.

In conjunction with the allergy lead, the trip leader will review the risk assessment to determine whether the school's spare adrenaline devices should be taken on the trip. Victoria Park Junior School will provide additional spare adrenaline devices should the risk assessment for the trip deem necessary to take them ensuring that pupils remaining in school still have access to spare adrenaline devices should the need arise.

Victoria Park Junior School will notify the host school, when arranging a sporting fixture, that a member of the team has an allergy. When snack/ catering is provided, the pupils' school will ensure the pupils' allergies are communicated and appropriate food is provided.

## Serious Incidents and "Near Misses":

Victoria Park Junior School approaches serious incidents and "near misses" in a "no blame" spirit, seeking to learn lessons and address any issues which the incident identified, so that pupils are better protected in the future.

Victoria Park Junior School is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

Victoria Park Junior School uses CPOMs to record allergic reactions (incidents) and near misses (e.g., accidental exposure without reaction, or labelling errors) immediately. The incident or near miss will be reviewed and a report written.

We will share the report with the pupil's parents/carers, the pupil and the individual involved. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. Our school will confirm what has been learned from the incident and outline any actions it is taking as a result. The pupil's IHP will be updated if necessary.

If unsafe food was supplied by school operating as a food business, the incident must be reported to the local authority environmental health team.

**Wellbeing and Support**

At Victoria Park Junior School, allergy safety is a priority and actions to ensure that pupils are included and safe are embedded into the school's culture. Pupils with allergies become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

Victoria Park Junior School:

- regularly communicate to pupils, parents and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks
- includes allergy and anaphylaxis lessons during assembly or in Values & Attitudes Sessions
- plans school celebrations, rewards, and communal events inclusively from the outset to eliminate social isolation
- Involves staff with allergies in developing and reviewing the policy and procedures for allergy management
- understands that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints
- promotes "allergy champion" roles for staff and pupils (not just within the catering team) who act as a point of contact for pupils and staff with allergies, they can share feedback and support new joiners or anxious pupils
- has proactive engagement with new joiners with known allergies, setting out our policies and the support available

**Safeguarding:**

Victoria Park Junior School recognises that a safeguarding referral may be needed if an incident highlights a concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child's medical condition is not provided to our school, college or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

**Unacceptable practice**

Victoria Park Junior School staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur the school will follow its own procedures to identify and address this using staff conduct policies.

Examples of unacceptable practice include (but are not limited to):

- preventing pupils from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers) when and where necessary;
- assuming that every pupil with the same condition requires the same support;
- ignoring the views of the child or young person or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;
- assuming that a child does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;

- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an emergency or suspected emergency (for example anaphylaxis) help should come to the child or young person;
- penalising children or young people for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management. This includes excluding children from rewards for 100% attendance where their non-attendance is the result of a medical condition.
- requiring parents / carers (or otherwise making them feel obliged) to attend the school, to administer medication or provide medical support to their child
- preventing children from participating or creating unnecessary barriers to them participating in any aspect of school life, including external visits and trips, e.g. by requiring parents to accompany the child.

**Policy Review and Publication**

This policy is published openly on the school website and is reviewed at least annually, or more frequently in response to local incident trends or updated statutory guidelines.