

THE KITE ACADEMY TRUST

ALLERGY & ANAPHYLAXIS POLICY

P1196

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1 Introduction

The Kite Academy Trust is committed to promoting and safeguarding the health and welfare of all children in its academies. The staff of The Kite Academy Trust recognise their responsibility for the care and welfare of all children and aim to take the same care that a reasonable, prudent and careful parent would take in the same circumstances.

This policy outlines The Kite Academy Trust's approach to allergy management, including how our whole-academy communities work to reduce the risk of an allergic reaction happening and the procedures in place to respond if ones does. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being allergy-aware schools. This policy applies to all staff, pupils, parents and visitors to our academies.

2 Definitions

Allergy

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction (see **anaphylaxis**). It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Allergen

A normally harmless substance that, for some, triggers an allergic reaction. Common UK Allergens include (but are not limited to) peanuts, tree nuts, sesame, milk, egg, fish, shellfish, soya, wheat, latex, insect venom, pollen and animal dander.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide) and sesame.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency. Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

Adrenaline Auto-Injector

Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAIs, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this policy we will refer to them as adrenaline pens.

Allergy Action Plan

This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

Designated Allergy Lead

The member of staff responsible for overseeing allergy management across an academy and acting as the main point of contact for pupils, parents and staff.

Neffy

Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved.

Individual Healthcare Plan

A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document will be created by our academies in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

Risk Assessment

A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergy should be included on all risk assessments for events on and off the school site.

Spare Adrenaline Pens

Schools are required by law to purchase spare adrenaline pens. These are to be held as a back-up, in case pupils' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

4 Roles & Responsibilities

The Kite Academy Trust takes a whole-school approach to allergy management.

Designated Allergy Lead

The Designated Allergy Lead is Ed Gittins. They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy;
- Taking decisions on allergy management across the academy;
- Championing and practising allergy awareness across the academy;
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff;
- Ensuring all staff are appropriately trained, in the use of adrenaline pens, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, pupils and parents have a good awareness of this policy and relevant procedures;
- Reviewing the academy's stock of spare adrenaline pens (i.e. checking there is an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are;
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Ensuring there is an anaphylaxis drill once a year.

Academy Administration Team

The academy administration team, overseen by the Administration Officer, Sarah Good, the Administration Assistant, Louise Usher and the Designated Allergy Lead, is responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families;
- Supporting the Designated Allergy Lead with disseminating this information to all academy staff, including the catering team, occasional staff and those running clubs;
- Ensuring the information from families is up-to-date, and reviewed annually (at a minimum);
- Coordinating medication with families and ensuring medication is in date;

- Keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and the academy's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens should also be documented;
- Regularly checking spare adrenaline pens are where they should be and that they are in date;
- Replacing the spare adrenaline pens when necessary.

The academy administration team is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Designated Allergy Lead to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity;
- There is a clear structure in place to communicate this information to the relevant parties (i.e. catering team);
- Parents and applicants are informed of catering arrangements during admission events;
- Plans are made for emergency medication if the child is to be left without parental supervision.

All Staff

All academy staff, including occasional staff (i.e. sports coaches, music teachers and those running breakfast and after-school clubs) are responsible for:

- Championing and practising allergy awareness across the academy;
- Reading, understanding and putting into practice the Allergy & Anaphylaxis Policy and related procedures, and asking for support if needed;
- Being aware of pupils (and staff, when necessary) with allergies and what they are allergic to;
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensuring pupils always have access to their medication or carrying it on their behalf;
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the Trust's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert their Line Manager;
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times. Preventing and responding to allergy-related bullying, in line with The Kite Academy Trust's Anti-bullying Policy;
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the Designated Allergy Lead;
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving the academy site (i.e. for a sports match or trip).

All Parents

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding this Allergy & Anaphylaxis Policy and considering the safety and wellbeing of pupils with allergies;
- Providing the academy's Designated Allergy Lead with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the academy of any related conditions (i.e. asthma, hay fever, rhinitis or eczema);
- Considering and adhering to any food restrictions or guidance the academy has in place when providing food (i.e. in packed lunches, as snacks or for fundraising events);

- Refraining from telling the academy that their child has an allergy or intolerance if this is a preference or dietary choice;
- Encouraging their child to be allergy aware.

Parents of Children with Allergies

In addition to above, the parents and carers of children with allergies should:

- Inform the academy, on their child's entry, of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Work with the academy to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- If applicable, provide the academy or their child with two labelled adrenaline pens and any other medication (i.e. antihistamine with a spoon/ syringe, inhalers or creams);
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school;
- Update the academy with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Provide the academy with an up-to-date photograph of their child and sign the associated permission for it to be shared appropriately as part of their allergy management; and
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring (e.g. not eating the food to which they are allergic).

All Pupils

All pupils at the academy should:

- Be allergy aware;
- Understand the risks allergens might pose to their peers and respect measures to support them;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Older pupils will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency;

All of the above should be done in an age and capability appropriate way.

Pupils with Allergies

In addition to the above, pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk (depend on age and capability);
- Avoiding their allergen as best as they can;
- Understanding the importance of following the academy specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- Understanding how and when to use their adrenaline auto-injector;
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any academy processes or systems related to their allergy;
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;

- If age and capability appropriate, ensuring they have their medication with them on the journey to and from school.

5 Information & Documentation

Register of Pupils with an Allergy

The academy holds a register of pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.

Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens and risk factors for allergic reactions;
- A history of their allergic reactions;
- Detail of the medication the pupil has been prescribed including dose;
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis;
- A photograph of each pupil;
- A copy of their Allergy Action Plan.

6 Assessing Risk

Allergens can crop up in unexpected places. Staff will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities (e.g. craft using food packaging, science experiments where allergens are present, food lessons or cooking);
- Bringing animals into the academy (e.g. a dog or hatching chick eggs can pose a risk);
- Running activities or clubs where they might hand out snacks or food 'treats'. Ensure safe food is provided or consider an alternative non-food treat for all pupils;
- Planning special events, such as cultural days and celebrations.

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, the activity will be adapted. Academies will ensure compliance with the Equality Act 2010.

7 Food Provision

Academy Catering

The Kite Academy Trust is committed to providing a safe meal for all pupils and staff, including those with food allergies, through the appointment of a competent, reputable catering service provider.

Breakfast and After-school Clubs

All staff will receive appropriate allergen awareness and food hygiene training for preparing food.

Any purchased pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging. As far as is possible, products with precautionary allergen labelling or 'may contain' labelling will be avoided.

Food brought into school

The Kite Academy Trust academies do not allow parents or carers to bring food onsite that is intended to be shared with pupils for example, such as birthday cakes, end of term class or year group treats.

Instead, should parents wish to share a celebration with other children, we ask them to consider things such as stickers. Should parents wish to share food with others, we ask that this is taken off site and managed under the direction of parents who are supervising their children at this point in time.

We work closely with our Parent Teacher Associations to manage any foods that are brought on site for events such as discos and summer fairs. This includes food that may be sold on site by external companies and providers.

Food bans or restrictions

The Kite Academy Trust academies are *Allergen Aware* schools. Our pupils have a wide range of allergies to different foods, so we encourage a vigilant and considered approach to food being brought into our academies.

Our academies aim to restrict peanuts and tree nuts as much as possible on their sites.

We ask that parents do not send foods that may contain peanuts or tree nuts into school for consumption at snack time or lunch times. Common foods that contain these goods as an ingredient include: packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread and sauces. All staff remain vigilant during snack and lunch times. If a food is identified as containing, or possibly containing peanuts or tree nuts, this will be removed and given back to the family at the end of the day.

Food Hygiene for Pupils

- Pupils will wash their hands before and after eating;
- Sharing, swapping or throwing food is not allowed;
- Water bottles and packed lunches should be clearly labelled.

8 Educational Visits & Sports Fixtures

- Staff leading the trip will have a register of pupils with allergies and details of their medication. Staff should notify the trip leader of any allergies;
- Allergies will be considered on the risk assessment and catering provision put in place;
- Parents, and pupils where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff accompanying the trip will be trained to recognise and respond to an allergic reaction;
- Catered packed lunches prepared by the Trust's catering provider will be clearly labelled with the child's name, allergy and meal choice.

9 Insect Stings

The Kite Academy Trust sites will be monitored for wasp or bee nests. Staff and pupils (with or without allergies) should notify the academy office if they find a wasp or bee nest on the academy grounds and avoid them.

Staff and pupils with an insect allergy should avoid walking around in sandals when outside and, when possible, keep arms and legs covered. Strong perfumes or cosmetics should be avoided and food and drink should be kept covered.

10 Animals

It's normally the dander (flakes of skin), saliva or urine that causes a person with an animal allergy to react. Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal to which they are allergic;
- A risk assessment will be completed prior to an animal visit on site;

- Areas visited by animals will be cleaned thoroughly;
- Anyone in contact with an animal will wash their hands after contact;
- If an animal lives on site, pupils, parents and staff will be made aware and consideration and adaptations will be made;
- Off-site trips that include visits to animals will be carefully risk assessed.

11 Hay Fever (Allergic Rhinitis)

Hay fever (seasonal allergic rhinitis) is a common allergic condition caused by sensitivity to pollen that can affect both children and adults. Symptoms may include sneezing, itchy or watery eyes, a runny or blocked nose, headaches and fatigue, which can impact comfort, concentration and wellbeing.

Staff who experience hay fever are responsible for managing their condition and are encouraged to inform their Line Manager where symptoms are significant. Any member of staff experiencing severe or unusual allergic symptoms will be managed in line with the academy's first aid and emergency procedures, as appropriate.

For pupils, parents and carers are responsible for informing an academy of any hay fever diagnosis and required treatment, in accordance with The Kite Academy Trust's Welfare Policy. Hay fever is not typically considered a medical condition requiring an individual healthcare plan.

Staff will support pupils experiencing hay fever symptoms and take reasonable steps to minimise exposure to known triggers where practicable, such as keeping classroom windows closed during periods of high pollen count when appropriate. Any pupil experiencing severe or unusual allergic symptoms will be managed in line with the academy's first aid and emergency procedures, as appropriate.

Please also see The Kite Academy Trust Welfare Policy.

12 Inclusion & Mental Health

Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying.

- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip;
- Pupils with allergies may require additional pastoral support including regular check-ins from their teacher etc;
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives; and
- Bullying related to allergy will be treated in line with The Kite Academy Trust's Anti-bullying Policy.

13 Adrenaline Pens

This policy has been written in accordance with the Department of Health's **'Guidance on the use of adrenaline auto-injectors in schools'**.

Storage of Adrenaline Pens

Schools are required by law to purchase spare adrenaline pens. These are to be held as a back-up, in case pupils' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline. These will be stored in the academy office.

Parents of a pupil who requires an adrenaline pen must ensure they send two into school to be held for emergency use. One adrenaline pen will be stored securely, accompany the child during the school day and be readily available for use in an emergency. The second is stored in the academy office as an emergency back-up.

- Spot checks will be made to ensure adrenaline pens are where they should be and in date;
- Adrenaline pens must not be kept locked away;
- Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (i.e. a radiator);
- Used or out of date pens will be disposed of as sharps.

Spare Adrenaline Pens

Our academies hold spare adrenaline pens to be used in accordance with government guidance.

The locations of spare adrenaline pens are clearly signposted; these locations are:
Dining Hall

Adrenaline Pens on Off-Site Activities

No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices. As part of the academy's risk assessment, parents will be asked to provide an additional adrenaline pen on the day of the trip. The academy's risk assessment will also record the availability of two emergency adrenaline pens at the planned destination. It is the trip leader's responsibility to oversee this.

- Adrenaline pens will be kept close to the pupils at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms;
- Adrenaline pens will be protected from extreme temperatures;
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction.

14 Responding to an Allergic Reaction /Anaphylaxis

If a pupil has an allergic reaction:

- Treat the pupil in accordance with their Allergy Action Plan;
- If anaphylaxis is suspected, administer adrenaline without delay;
- Treat the pupil where they are. Lie them down with their legs raised and bring medication to them;
- Use pupil's own prescribed medication if immediately available;
- Pupil can administer the adrenaline pen themselves, if able to, or a member of staff can administer the pen. Ideally the member of staff will be trained, but in an emergency, anyone can administer adrenaline;
- If the pupil's own adrenaline pen is not available or misfires, then use a spare adrenaline pen;
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, lie the pupil down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pen are available and follow instructions from the operator. The Medicines & Healthcare Products Regulatory Agency (MHRA) says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life;
- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given;

- Do not move the pupil until a medical professional/ paramedic has arrived, even if they are feeling better; and
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany them in an ambulance until a parent or guardian arrives.

15 Training

The Kite Academy Trust is committed to training all staff annually to give them a good understanding of allergy. This includes:

- Understanding what an allergy is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis, with opportunity to practise using a training adrenaline pen;
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them;
- The importance of inclusion of pupils with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- Understanding food labelling; and
- Taking part in an anaphylaxis drill.

Our academies will carry out an anaphylaxis drill once a year. This includes:

- An exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the whole school response.

16 Asthma

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions.

Please see The Kite Academy Trust Welfare Policy and Asthma Care Plan (within the Individual Healthcare Plan).

17 Reporting Allergic Reactions

Our academies will log incidents of allergic reaction and near-misses in accordance with The Kite Academy Trust reporting procedures (including, where relevant, reporting via the Local Authority Occupational Safety, Health and Environmental Notification System (OSHENS) or under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)).

A record of the incident or near-miss will be completed by the relevant person on the same day, or as soon as possible afterwards. As much detail as possible will be recorded to enable a thorough review to be undertaken.

18 Legislation & Statutory Responsibilities

The Kite Academy Trust is committed to providing a safe, inclusive and supportive environment for all pupils and to ensuring appropriate procedures are in place to reduce risk and respond effectively to emergencies.

This policy has been developed with due regard to the Children and Families Act 2014, the Equality Act 2010, the Health and Safety at Work etc. Act 1974, the Human Medicines (Amendment) Regulations 2017, the Food Information Regulations 2014, and relevant Department for Education statutory

guidance, including Allergy Safety in Schools (2026) and Supporting Pupils with Medical Conditions at School.

This policy should be read in conjunction with the following policies:

- Equality & Diversity Policy
- First Aid Policy
- Health, Safety & Environment Policy
- Infection Control Policy
- Safeguarding & Child Protection Policy
- Welfare Policy

Document Management

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