



# MacIntyre Academies Venture Academy

## Allergy Management Policy

Version	Purpose/Change	Responsibility	Date
1	New Policy	Executive Principal	Nov 2024
2	Annual Review Section 5.3 – Citrus free school added Terminology changed from pupils to learners throughout.	Principal	Nov 2025

**Person Responsible:** Principal  
**Type of Policy** Non-Statutory  
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**Date of next review:** Dec 2026



## Allergy Management Policy

### 1. Aims

This policy aims to:

- Set out Venture Academy's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how Venture Academy supports learners with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

### 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [allergies in schools](#) and [supporting learners with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

### 3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

#### 3.1 Allergy lead

The nominated allergy lead is the School Business Manager.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant learners (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to administration staff)
- Ensuring all allergy information is up to date and readily available to relevant members of staff
- Ensuring all learners with allergies have an allergy action plan completed by a medical professional
- Ensuring all staff receive an appropriate level of allergy training
- Ensuring all staff are aware of the school's policy and procedures regarding allergies
- Ensuring relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

#### 3.2 Family Footings Team

The Family Footings team is responsible for:

- Coordinating the paperwork and information from families
- Coordinating medication with families
- Any other appropriate tasks delegated by the allergy lead

### 3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among learners
- 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
- Being aware of specific learners 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 learners with allergies

### 3.4 Designated members of staff

In addition to the responsibilities of teaching and support staff, 'designated members of staff' will also be responsible for helping to administer AAIs. These are members of staff who have volunteered and been trained to help learners with AAIs in an emergency. The designated members of staff are our First Aiders.

### 3.5 Parents/Carers

Parents/Carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included – Venture Academy is a 'nut free' and 'citrus free' school
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

### 3.6 Learners with allergies

These learners, where appropriate, are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the learner is not able to do so)

### 3.7 Learners without allergies

These learners are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older learners might also be expected to support their peers and staff in the case of an emergency.

## 4. Assessing risk

The school will conduct a risk assessment for any learner 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

A risk assessment for any learner at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

## 5. Managing risk

### 5.1 Hygiene procedures

- Learners are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Learners have their own named water bottles

### 5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of learners with allergies.

- Catering staff receive appropriate training and are able to identify learners with allergies
- School menus are available for parents to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of learners
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing learners and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

### 5.3 Food restrictions

Nut-Free School

We acknowledge that it is impractical to enforce an allergen-free school but Venture Academy is a 'nut free' school. We would like to encourage learners and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a learner brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

Venture Academy will not provide learners with any food containing nuts or sesame seeds.

Citrus Free School

Venture Academy is also a 'citrus free' school. We would encourage all learners and staff to avoid bringing the following items into school to reduce the chances of someone experiencing an allergic reaction:

- Any citrus fruits such as oranges or lemons
- Citrus fruit juices

If a learner brings any of these items into school they may be asked to eat them away from others to minimise the risk or the items may be confiscated.

Venture Academy will not provide learners with any citrus food items.

#### **5.4 Insect bites/stings**

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

#### **5.5 Animals**

- All learners will always wash hands after interacting with animals to avoid putting learners with allergies at risk through later contact
- Learners with animal allergies will not interact with animals

Please refer to the 'Dogs in School Policy'.

#### **5.6 Support for mental health**

Learners with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Learners with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class staff

#### **5.7 Events and school trips**

- For events, including ones that take place outside of the school, and school trips, no learners 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 learners' 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 (see section 7.5).

### **6. Procedures for handling an allergic reaction**

#### **6.1 Register of learners with AAls**

The school maintains a register of learners (appendix 2) who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a learner has been prescribed AAI(s) (and if so, what type and dose)
- Where a learner 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 learner

- A photograph of each learner to allow a visual check to be made (this will require parental consent)

A copy of the register will be kept on the SharePoint accessible by all class staff, the staff room, the medical room and in the main school office and can be checked quickly by any member of staff as part of initiating an emergency response.

Wherever possible, learners will keep their AAIs with them which will reduce delays and allow for confirmation of consent without the need to check the register.

## 6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in 'Children with Allergies/Anaphylaxis'
- Designated members of staff are trained in the administration of AAIs – see section 7
- If a learner has an allergic reaction, the staff member will initiate the school's emergency response plan, following the learner's allergy action plan
  - If an AAI needs to be administered, a designated member of staff member will use the learner's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure
- If the learner has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures (see appendix 1)
- If a learner needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives, or accompany the learner to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the learner will be monitored and the parents/carers informed.

## 7. Adrenaline auto-injectors (AAIs)

This is in line with the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#).

### 7.1 Purchasing of spare AAIs

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

- Venture Academy will keep at least one AAI in school at all times. This will be in date and stored in a unlocked first aid box in the school office (mounted on the wall and identifiable with an AAI sign)
- Venture Academy will source the AAIs from [First Aid | Hygiene & Safety | Eureka Direct](#)
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance)

### 7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed

Spare AAls will be kept separate from any learner's own prescribed AAI, and clearly labelled to avoid confusion.

### 7.3 Maintenance (of spare AAls)

The School Business Manager and the Office Manager are responsible for checking monthly that:

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

### 7.4 Disposal

AAls can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions usually in a sharps bin.

### 7.5 Use of AAls off school premises

- Learners 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
- A member of staff trained to administer AAls in an emergency should be present on school trips and off-site events and this should be clearly stated on the visit risk assessment

### 7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of learners to whom the AAI can be administered
- A record of when AAls have been administered

## 8. 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)
- Where AAls are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies

Training will be carried out annually.

## 9. Links to other policies

This policy links to the following policies and procedures:

- Venture Academy Health and Safety Policy
- Venture Academy Supporting Pupils with Medical Conditions Policy
- Venture Academy Dogs in School Policy

## Emergency Response Procedures – Anaphylaxis

**Anaphylaxis is a life-threatening allergic reaction. You must always call 999 if you think someone is having an anaphylactic reaction**

*Symptoms of Anaphylaxis can happen very quickly. They usually start within minutes of coming contact with the allergen. Symptoms can include:*

- *Swelling of the throat and tongue*
- *Difficulty breathing or breathing very fast*
- *Difficulty swallowing, tightness in the throat or a hoarse voice*
- *Wheezing, coughing and noisy breathing*
- *Feeling tired or confused*
- *Feeling faint, dizzy or fainting*
- *Skin that feels cold to the touch*
- *Blue, grey or pale skin, lips or tongue – if someone has brown or black skin this may be easier to see on the palms of their hands and the soles of their feet*

**Follow these steps if you think someone is having an anaphylactic reaction:**

**Call 999 for an ambulance and say that you think someone is having an anaphylactic reaction**

**Do not move the person and lie them down and raise their legs (on a chair for example). If they are pregnant lie them on their left side**

**If they are struggling to breathe they may need to be propped up but this should be for as short a time as possible**

**Use an adrenaline auto-injector (Epi-Pen) in the muscle on the outer thigh – it can be given through clothes if necessary. Specific instructions are written on the side of the injector. Note the time you administered the Epi-Pen**

**If the reaction is due to an insect bite or sting try and remove the sting if it's still in the skin**

**If symptoms have not improved within 5 minutes use a second Epi-Pen**

**DO NOT allow the person to stand or walk during this time as this could lower their blood pressure dramatically causing their heart to stop**

**Appendix 2 – Register of Learners with AAI's**

<b>Learner Name</b>	<b>Date of Birth</b>	<b>Allergy Details</b>	<b>Do they carry an epi-pen on their person?</b>	<b>Any other information</b>