



ST THOMAS MORE CATHOLIC SCHOOL

Pupil Allergy Policy

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1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Promote and maintain allergy awareness among the school community

2. Roles and responsibilities

We take a whole-school approach to allergy awareness.

2.1 School First Aid Lead

The school first aid lead has responsibility for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils and coordinating the paperwork, information and medication from families
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have an allergy action plan completed by a medical professional
 - All appropriate staff receive an appropriate level of allergy training
 - All staff are aware of the school's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs) and confirming they are in date
- Regularly reviewing and updating the allergy policy

2.2 School staff

School staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Observe nut free approach in the Food Technology curriculum at St Thomas More
- Ensuring the wellbeing and inclusion of pupils with allergies

2.3 Designated members of staff

In addition to the responsibilities of school 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 pupils with AAIs in an emergency. This group of staff includes first aiders and the Food Technology department.



2.4 Parents

Parents are responsible for:

- 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
- Reminding their child not share food from packed lunches with any other child
- Updating the school on any changes to their child's condition

2.5 Pupils with allergies

These pupils 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 pupil is not able to do so)

2.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Avoid sharing food with others if not purchased on the school premises

3. Managing risk

3.1 Food Technology

We acknowledge that it is impractical to enforce an allergen-free school. However, we aim to reduce the risk of someone experiencing a reaction. To do this, the Food Technology department will:

- Promote allergy awareness
- Not create recipes that contain nuts
- Not knowingly purchase foods that contain nuts*
- Check all packaging upon receipt of food items to confirm products do not contain nut allergens
- Have readily available, the names and allergy action plans of the pupils who have allergens
- Undertake regular allergen, adrenaline auto-injector and first aid training

**Whilst every effort is made to ensure the Food Technology provision at St Thomas More is free from nuts, many food items carry a warning that some items may have come into contact with nuts at a point during their production, packaging or transport. The department will therefore be vigilant when working with any pupil with any known allergy, including nuts.*



3.2 Catering Services

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

Our catering service has policies and procedures in place to manage allergens. It operates a nut free policy but recognised that many food items carry a warning that some items may have come into contact with nuts at a point during their production, packaging or transport. They will therefore be vigilant when preparing and serving food.

3.3 Other Allergies

Where parents have reported an allergy to the school, this will be managed using our MIS system. This is shared with staff that need to be aware in a timely manner and First Aiders have an overview of all of the pupils at St Thomas More who have a specific allergy need and how to respond in an emergency.

3.4 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 6.5).

4. Procedures for handling an allergic reaction

4.1 Register of pupils with AAIs

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

- o Known allergens and risk factors for anaphylaxis
- o Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- o Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil
- o A photograph of each pupil to allow a visual check to be made
- Each pupil's MIS record is accessible to staff who require and can be checked quickly by any member of staff as part of initiating an emergency response

4.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff understand how to raise the alarm in the event of a reaction
- Designated members of staff are trained in the administration of AAIs – see section 6
- If a pupil has an allergic reaction, the staff member will contact first aid and follow the pupil's allergy action plan
 - o If an AAI needs to be administered, a designated member of staff member will use the pupil'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 pupil has no allergy action plan, staff will contact first aid who will determine the course of action including calling an ambulance
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed

5. Adrenaline auto-injectors (AAIs)

5.1 Purchasing of spare AAIs

The School First Aid Lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

5.2 Storage (of both spare and prescribed AAIs)

The School First Aid 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
- **Not** locked away, but accessible and available for use at all times
- Located in the Food Technology department

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

5.3 Maintenance (of spare AAIs)

The First Aid Lead and First Aiders are responsible for checking monthly that:

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

5.4 Disposal

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

5.5 Use of AAIs off school premises

- All off site visits have a risk assessment and any children with allergies are included and named on the risk assessment
- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events
- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events
- Where an AAI has been administered, a written record is kept and report to the school upon return



6. Training

The school is committed to training key 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 AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis

Training will be carried out as per statutory guidance.