



Livity School
Every Learner Matters

The Livity School Allergy Safety Policy

Contents

Roles and Responsibilities	3
Allergy Risk Management	5
Catering	6
Wellbeing	6
Events and school trips	7
Procedures for handling an allergic reaction	7
Allergic reaction procedures	7
Adrenaline auto-injectors (AAIs)	9
Training	10
Near Misses and Serious Incidents	10
Appendix a: Common Causes of Whole Body Reactions	11

This document is governed by the following guidance:

- Supporting Pupils at School with Medical Conditions September 2014, with updates August 2017
- Supporting Pupils with Medical Conditions and Allergies, draft statutory guidance March 2026
- The Equality Act 2010
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools.
- Allergy Safety in Schools July 2026

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 an allergic reaction.

Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion.

Promote and maintain allergy awareness amongst the school community.

Roles and Responsibilities

We take a whole-school approach to allergy awareness.

The Governor with responsibility for medical conditions and allergies is Euan Sutherland, the Senior Leader with responsibility is Sam Battersby, who is the Health Lead.

- The Lead has responsibility for keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the Allergy Safety policy

All staff have responsibility to

- Be aware of and understand the school's Allergy Safety policy
- Attend appropriate training
- Promote and maintain allergy awareness amongst pupils
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Ensuring the wellbeing and inclusion of pupils with allergies
- Know which pupils in their care have an allergy and be familiar with the content of the pupil's care plan
- Respond in emergency situations
- Maintain effective communication with parents, including informing them if their child has been unwell at school

- Carefully consider the use of food or other potential allergens in lessons and activity planning, including the use of food containers in craft sessions
- Ensure all pupils with allergies are not excluded unnecessarily from activities they wish to take part in and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this

The School Nurse

The School Nurse will work with the school to keep an overview of any pupils whose allergies impact on their learning, they will advise staff working directly with them and ensure appropriate strategies are put in place to support them. The School Nurse will be involved in the healthcare planning for pupils with allergies as appropriate.

This may include:

- Informing the school of pupils in need of an Allergy Action plan.
- Initiating plans as relevant
- Contributing to plans and their review
- Help in providing regular training for school staff in managing the most common medical conditions in school as well as specific training such as recognising the symptoms of allergic reactions including anaphylactic and administering adrenaline auto-injectors
- Collating relevant health information to support the pupil, family and school to inform the plan
- Supporting pupils and parents as appropriate
- Maintaining and ensuring others maintain robust records relating to pupils with allergies

The allergy action plans are individual to each pupil but all contain the following information:

- Pupil's name, date of birth and parents contact numbers
- Pupil's diagnosis
- Details of the pupil's health needs
- Interventions required (if any)
- What to do in emergency situations
- Any medications taken

Allergy action plans are updated as required and this will be led by health professionals.

The Health Lead

Is responsible for:

- Promoting and maintaining allergy awareness across the school community
- Recording and collating allergy information for all relevant pupils

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 staff receive an appropriate level of allergy training
- All staff are aware of the school's policy and procedures regarding allergies

Parents/carers

Parents/carers are responsible for:

- Being aware of the school's allergy safety 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, provide their child with two in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc. and making sure these are replaced in a timely manner
- Carefully consider the food they provide to their child as packed lunches and snacks and try to limit the number of allergens included and ensure the container is labelled
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

Allergy Risk Management

The school is committed to providing safe food options to meet the dietary needs of pupils with allergens. A school menu with allergens displayed is available. Catering staff follow hygiene and allergy procedures when preparing food.

- Pupils are reminded to wash their hands before eating or handling food
- Sharing food between pupils is actively discouraged
- Good hand washing procedures will be followed when handling animals
- Pupils with animal allergens will not interact with animals
- The school has a stock of adrenaline auto-injectors (AAIs), which are monitored by the Health Lead
- In the event of a reaction staff will follow the individual care plan and the training they have been given

The school keeps a record of pupils who have been prescribed AAIs and other emergency allergy medication. They have an individual care plan which lists the symptoms to look for and the action to take. Copies of the care plan are located in the class health red folder with the emergency medication and in the office of the Health Lead.

We acknowledge that is impractical to enforce an allergen free school. However, we actively encourage pupils and staff to avoid high risk foods to reduce the chances of a reaction. These include all nuts and products containing nuts. If these are brought into school they will be removed and the policy communicated to the person or their parent. We discourage the use of food containers in craft sessions and pupils sharing food.

We recognise that staff may take reasonable action to save a child's life. The law recognises that rescuers act under extreme pressure. People who attempt to save a life in good faith are protected, even if an injury occurs while giving emergency care. This includes administering adrenaline when an individual is suffering anaphylaxis. In an emergency situation that could not be foreseen, a spare adrenaline device can be used without prior parental consent.

Catering

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

Catering staff receive appropriate training and are able to identify pupils with allergies.

School menus are readily available to view with food allergen information relating to the 'top 14' allergens listed as outlined by the Food Standards Agency (FSA). School packed lunches will be labelled with the child's name for trips.

Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils.

Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

Wellbeing

The wellbeing of pupils and staff are paramount and measures are taken to support the mental health and emotional regulation of all pupils and staff. This includes half termly wellbeing weeks, the use of the Zones of Regulation, movement therapy, Trauma Informed Schools interventions and support from visiting professionals. We appreciate the difficulties children with allergies can face and look to minimise the impact these can have. We offer staff a range of support, especially after a potentially traumatic experience. Parents and carers are supported through a wellbeing group and our Inclusion Co-ordinator.

All staff at The Livity School feel that bullying, in whatever form, is totally unacceptable and will strive to ensure that all pupils have an absolute right to be educated in a safe and secure environment free from fear, harassment or degradation. We will not accept that differences of health, race, religion, gender,

sexual orientation or ability are reasons for bullying. Please see our Anti-Bullying Policy for more details.

Events and school trips

Pupils with allergies will be actively supported to participate in school trips and in sporting activities and no pupils with allergies will be excluded from taking part.

School will consider what reasonable adjustments may be required to enable children with allergies to participate fully and safely on trips and visits. This will be considered as part of the activity risk assessment to take account of any steps needed to ensure that pupils with allergies are included. Allergy action plans, emergency medication and any medical equipment deemed necessary will be taken on any trips.

Procedures for handling an allergic reaction

This links to our Supporting Pupils with Medical Conditions and Allergies policy. The school maintains a list 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 list includes:

- Known allergens
- Whether a pupil has been prescribed emergency medication
- Where a pupil has been prescribed an AAI
- A photograph of each pupil to allow a visual check to be made

The register is kept in the SLT Office, Nurses room, Food Tech room and in the kitchen. A copy of each child's allergy action plan is also stored in their class room. It can be checked quickly by any member of staff as part of initiating an emergency response.

Allergic reaction procedures

As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure and to recognise the signs of anaphylaxis and respond appropriately. Staff are trained in the administration of AAIs to minimise delays in a pupil receiving adrenaline in an emergency. If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan. If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one.

If the pupil 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:

1. Press the emergency button

2. If the person is conscious, **lie them flat with their legs raised** to assist in blood flow to the heart and vital organs. If they are having breathing difficulties sit them up right with support. If they are in a wheelchair instead of lying them flat tip the back of the wheelchair
3. Call 999 for an ambulance and say that you think they are having an anaphylactic reaction
4. Use an adrenaline auto-injector. The school has spare AAI devices in the Nurses room
5. If they have been stung by an insect, try to remove the sting if it's still in the skin
6. If their symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector and call 999 again
7. If they are a known asthmatic treat asthmatic symptoms after giving AAI
8. Stay in a still position until help arrives. **Do not** encourage them to stand up, walk or run, even if you start to feel better

We recognise that staff may take reasonable action to save a child's life. The law recognises that rescuers act under extreme pressure. People who attempt to save a life in good faith are protected, even if an injury occurs while giving emergency care. This includes administering adrenaline when an individual is suffering anaphylaxis. In an emergency situation that could not be foreseen, a spare adrenaline device can be used without prior parental consent.

A school AAI device will be used instead of the pupil's own AAI device if:

- Medical authorisation and written parental consent have been provided, or
- The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer 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/carers informed.

Adrenaline auto-injectors (AAIs)

Purchasing of spare AAIs

The Health Lead who acts as the Allergy Lead is responsible for buying AAIs and ensuring they are stored according to the guidance. The Epi pens (AAIs) are stored in the Nurses room, which is close to the dining hall.

Storage

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

All medicines will be safely stored in the class lockable medication cabinet. Although these are locked for pupil safety, the key is stored on top of the cabinet so can be opened straight away by an adult. The medicines can be reached quickly and easily by all staff.

Spare AAIs are kept in the Nurses room and clearly labelled to avoid confusion with pupils own AAIs.

Maintenance (of spare AAIs)

Sam Battersby and Jocelyn Campbell are responsible for checking monthly that: The AAIs are present and in date.

Replacement AAIs are obtained when the expiry date is near.

Disposal

AAIs can only be used once. Once an AAI has been used, it will be handed over to the paramedics on their arrival, which is Guys and St Thomas' Trust policy.

Use of AAIs off school premises

Pupils at risk of anaphylaxis who have an Allergy Care Plan will take both their care plan and their prescribed medication on any off-site activity.

Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded

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)
- The importance of acting quickly in the case of anaphylaxis
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Training will be carried out annually by the Guys and St Thomas Trust Complex School Nursing team.

Near misses and Serious Incidents

Should a near miss or serious incident occur this will trigger a review of the child's care plans and school procedures. Parents and the Governing Body will be informed.

This policy was approved by the Governing Body – July 2026

Review Date: September 2027

Appendix A

Common Causes of Whole Body Reactions

The most common causes of ‘whole body’ reactions – including anaphylaxis are:

- Foods e.g. peanuts, tree nuts, dairy, milk, 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

Food law identifies the following 14 allergens as the most potent and prevalent:

- celery
- cereals containing gluten (such as wheat, rye, barley and oats)
- crustaceans (such as prawns, crabs and lobsters)
- eggs
- fish
- lupin
- milk
- molluscs (such as mussels and oysters)
- mustard
- peanuts
- sesame
- soybeans
- sulphur dioxide and sulphites (at a concentration of more than ten parts per million) these are found in some dried fruit
- tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)