THE LONDON ORATORY SCHOOL



Allergy Policy

Approved by: Academic and Pastoral Committee

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1. Aims

This policy aims to:

- Set out The London Oratory Schools approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils 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 (DfE)'s guidance on allergies in schools and supporting pupils 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

The London Oratory School takes a whole-school approach to allergy awareness, recognising that the effective management of allergies is a shared responsibility between staff, pupils, parents/carers, catering providers and visitors. We are committed to creating an environment that minimises the risk of exposure to allergens, promotes understanding and awareness of allergy-related issues, and ensures that appropriate procedures are in place to support pupils with allergies. Through training, communication, risk assessment and clear emergency response arrangements, we aim to safeguard the health, wellbeing and full participation of all pupils in school life.

3.1 Allergy lead

The nominated allergy lead is;

David Moyes, Assistant Headmaster.

Assisted by

Mark Thomson, Director of Operations

Emma Dean, Office Manager

Coridan Miller, Medical Information Administrator

They are responsible for promoting and maintaining allergy awareness across the school community and for overseeing the recording and collation of allergy and special dietary information for pupils. They ensure that allergy information is kept up to date and readily accessible to relevant staff, that the school follows allergy action plans provided by medical professionals and that staff receive appropriate allergy training and are familiar with the School's allergy policies and procedures. They are also responsible for ensuring that relevant staff understand when allergy risk assessments are required, maintaining stocks of in-date adrenaline auto-injectors (AAIs), and regularly reviewing and updating the School's allergy policy.

3.2 School Nursing

The school nursing service is provided by the Local Authority. The allocated school nurse will:

- meet with pupils to assess their medical needs
- share relevant paperwork and information from families
- keep the school informed of any developments in pupil health needs

- liaise with the school allergy lead on matters relating to allergies and other relevant developments including staff training

3.3 Teaching and support staff

All teaching and support staff play a vital role in promoting and maintaining allergy awareness among pupils and are expected to remain familiar with the School's allergy policy and procedures. Staff must be able to recognise the signs and symptoms of severe allergic reactions, including anaphylaxis, and attend appropriate allergy training as required. They are responsible for being aware of any pupils with allergies in their care, carefully considering the use of food and other potential allergens when planning lessons and activities, and taking reasonable steps to minimise risks. Staff are also expected to support the wellbeing, safety and inclusion of pupils with allergies, ensuring that they can participate fully in school life while maintaining appropriate safeguards.

3.4 Parents/carers

Parents and carers play an important role in supporting the School's approach to allergy management. They are expected to familiarise themselves with the School's allergy policy and provide accurate, up-to-date information regarding their child's medical needs, dietary requirements and any history of allergies, allergic reactions or anaphylaxis. Where required, parents and carers must provide their child with two in-date adrenaline auto-injectors (AAIs), together with any other prescribed medication, such as inhalers or antihistamines, and ensure that these are replaced before their expiry date. They are also responsible for carefully considering the contents of packed lunches and snacks to minimise the inclusion of potential allergens, adhering to the School's guidance on food brought in for sharing, and promptly informing the School of any changes to their child's medical condition or allergy management needs.

3.5 Pupils with allergies

Pupils with allergies are encouraged, in an age-appropriate manner, to take an active role in managing their condition. They should be aware of the allergens that affect them and understand the risks associated with exposure. Pupils are also expected to understand how and when to use their prescribed adrenaline auto-injector (AAI) and, where appropriate and agreed by the School and their parents/carers, carry their AAI with them at all times. Any medication provided must only be used for its intended purpose and in accordance with the guidance provided by healthcare professionals and the School's allergy management procedures.

4. Assessing risk

The School will undertake a suitable and proportionate risk assessment for any pupil who is at risk of anaphylaxis before participating in activities that may involve exposure to allergens. This includes, but is not limited to, science experiments involving food, crafts using food packaging, off-site visits and educational trips, and other activities involving food or animals, such as baking or animal-handling experiences. Risk assessments will be used to identify potential hazards and implement appropriate control measures to ensure pupils can participate safely and fully in school activities. Where a visitor requires the presence of a guide dog on site, the School will also undertake a risk assessment for any pupil who may be at risk of an allergic reaction, ensuring that the needs of all individuals are appropriately balanced and managed.

5. Managing risk

5.1 Hygiene procedures

To help prevent contamination within the school, pupils are encouraged to follow good hygiene practices. They are reminded to wash their hands before and after eating, sharing food is not permitted, and each pupil has their own clearly named water bottle to reduce the risk of cross-contamination

5.2 Catering

The school is committed to providing safe food options that meet the dietary needs of pupils with allergies. Catering staff receive appropriate training to identify and support pupils with allergies, while school menus are available for parents and carers to review with ingredients clearly labelled. Any changes to menus are carefully managed to ensure special dietary requirements continue to be met.

Information on the 14 major allergens is clearly displayed on food packaging in line with Food Standards Agency (FSA) legal requirements that apply to naming the food and listing ingredients.

5.3 Food restrictions

The school only permits packed lunches in exceptional circumstances, with almost all pupils accessing school-provided meals to help ensure food safety and effective allergen management. While we recognise that it is not practical to create a completely allergen-free environment, we encourage pupils, staff and visitors to avoid bringing high-risk foods onto the school site, including nuts, nut-containing products, peanut-based sauces and foods containing sesame seeds. Should any of these items be brought into school, appropriate steps may be taken to minimise the risk to others, including asking that the food is consumed away from other pupils or confiscating the item if necessary. In addition, the school tuck shop and any vending machines will not sell products containing nuts or sesame seeds.

5.4 Insect bites/stings

When outdoors, pupils are encouraged to take sensible precautions to reduce the risk of allergic reactions and maintain good hygiene. Shoes should be worn at all times, and food and drink should be kept covered where possible. Pupils who have allergies to insect stings or bites are required to carry their prescribed EpiPens with them, and staff are made aware of their needs to ensure appropriate support can be provided in an emergency.

5.5 Support for mental health

The school recognises that pupils with allergies may be more vulnerable to anxiety, low self-esteem, or bullying related to their condition. To support their mental health and wellbeing, pupils with allergies are provided with additional support through the school's pastoral care system and regular check-ins with their class teacher or form tutor. Any concerns relating to bullying or wellbeing are addressed in line with the school's behaviour and anti-bullying policies to ensure pupils feel safe, supported and included.

5.6 Events and school trips

The school is committed to ensuring that pupils with allergies can fully participate in all school activities, including off-site visits and educational trips, and no pupil will be excluded because of their allergy. Careful planning is undertaken for all events and trips to ensure that staff are aware of pupils' allergies, have received appropriate training, and are able to respond effectively if required. Appropriate risk assessments and control measures will be put in place in line with the school's Allergy and Anaphylaxis (AAI) protocols to help keep pupils safe while participating in activities away from the school site.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

The school maintains an up-to-date register of pupils who have been prescribed Adrenaline Auto-Injectors (AAIs) or who have a medical plan recommending their use in the event of anaphylaxis. This register contains important information, including known allergens, risk factors, prescribed medication details, parental consent information, and a photograph of each pupil where consent has been provided. The register is stored in an easily accessible location and can be quickly accessed by staff during an emergency. Pupils are encouraged to carry their prescribed

AAIs with them at all times, helping to reduce delays in treatment and ensuring a prompt response in the event of a severe allergic reaction.

6.2 Allergic reaction procedures

All staff receive annual training to ensure they can recognise the signs and symptoms of allergic reactions and anaphylaxis, understand the school's allergy procedures, and administer Adrenaline Auto-Injectors (AAIs) when required. In the event of an allergic reaction, staff will follow the pupil's individual allergy action plan and the school's emergency response procedures, using the pupil's prescribed AAI or a school-held AAI where appropriate and authorised.

Pupils experiencing a severe allergic reaction will receive immediate medical attention, and where hospital treatment is required, a member of staff will remain with the pupil until a parent or carer arrives or accompany them by ambulance. For mild allergic reactions, pupils will be closely monitored and parents or carers will be informed.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The school's Allergy Lead is responsible for purchasing and maintaining the school's supply of spare Adrenaline Auto-Injectors (AAIs) and ensuring they are stored safely in accordance with current guidance. Spare AAIs are obtained from a local pharmacy and are regularly checked to ensure they remain in date and fit for use. The school maintains an appropriate number of devices to meet the needs of pupils and, where possible, purchases a single AAI brand to reduce the risk of confusion during an emergency. Appropriate dosages are selected in line with recognised age-based guidance to ensure that suitable medication is available when required.

7.2 Storage (of both spare and prescribed AAIs)

The Allergy Lead is responsible for ensuring that all Adrenaline Auto-Injectors (AAIs) are stored safely and in accordance with current guidance. AAIs are kept at room temperature, away from direct sunlight and extreme temperatures, in secure but easily accessible locations that are available to staff at all times. Storage locations are carefully chosen so that emergency medication can be reached quickly when needed. Spare AAIs are stored separately from pupils' own prescribed devices and are clearly labelled to prevent confusion and ensure a prompt and effective response during an emergency.

7.3 Maintenance (of spare AAIs)

The allergy lead and Medical Information Adminstrator are responsible for checking monthly that the AAIs are present and in date and any replacement AAIs are obtained when the expiry date is near.

7.4 Disposal

As AAIs are single-use devices, any AAI that has been administered will be disposed of safely and in accordance with the manufacturer's instructions. Used devices will be placed in an appropriate sharps container and collected through the approved disposal process to ensure the safety of pupils, staff and visitors. Replacement devices will be obtained promptly to maintain the school's emergency allergy provision.

7.5 Use of AAIs off school premises

Pupils who are at risk of anaphylaxis and are able to self-administer their medication are encouraged to carry their prescribed AAIs with them during school trips and off-site activities. The school will also ensure that suitable spare AAIs are taken on all visits and are readily accessible in case of an emergency. Staff accompanying the trip will be informed of pupils' allergy needs, trained in the use of AAIs, and aware of the procedures to follow to ensure a prompt and effective response should an allergic reaction occur.

7.6 Emergency anaphylaxis kit

The school maintains an emergency anaphylaxis kit to ensure a rapid and effective response to severe allergic reactions. The kit contains s**pare** AAIs, instructions for their use and storage, manufacturer guidance, and up-to-date records including injector batch numbers, expiry dates, monthly checks, and arrangements for replacing devices. It also includes a list of pupils who may receive a spare AAI and a record of any occasions when an AAI has been administered, helping to ensure that emergency medication is managed safely and effectively.

8. Training

The school is committed to ensuring that all staff are confident in supporting pupils with allergies and responding effectively in an emergency. Staff receive annual online allergy awareness training, which covers reducing and preventing the risk of allergic reactions, recognising the signs and symptoms of allergies and anaphylaxis, understanding the importance of acting quickly, locating and accessing AAIs and administering them safely when required. Training also promotes awareness of the wellbeing and inclusion needs of pupils with allergies, helping to create a safe, supportive and inclusive school environment.