

Allergy Policy (including food allergies)

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This policy applies solely to Oundle School.

This policy links to the Emergency Adrenaline Auto Injectors and Asthma Inhalers Policy [N06], the Medicines Management Policy [G37], the First Aid Policy [N04] the Risk Assessment Policy [N07], the Learning for Life Policy [F04]; The Oundle School Allergy and Intolerance Management Guide for The Catering Team [G36]; and the Food Safety Policy.

Policy Statement

This should be seen as a whole school responsibility with all staff and pupils showing awareness of the challenges of living with a severe allergy.

This policy is concerned with Oundle School's approach to the Health, Care and Management of those members of the school community suffering from specific allergies. Oundle School is aware that staff and children who attend may suffer from food, wasp sting, animal, nut or other allergies and believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Oundle School does not guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies.

This policy applies to all members of the school community including staff, parents, carers, volunteers, supply staff and pupils.

Visitors are asked to self declare if they have any allergies that need to be taken into account.

Policy Aims

The intention of this policy is to:

- To ensure the wellbeing of each member of the community and to ensure that those with allergies are fully included
- Minimise the risk to any child or member of staff suffering an allergic reaction whilst at school
- Establish effective risk management practices to minimize any exposure to known allergens
- Ensure staff and pupils are aware of the signs of anaphylaxis and how to treat it
- State how staff training and education ensures effective emergency response to any allergic situation.

Definitions

Allergy: a condition in which the body has an exaggerated response to a substance eg food or drug) also known as hypersensitivity

Allergen: normally harmless substance that triggers an allergic response in the immune system of a susceptible person.

Anaphylaxis: also known as, anaphylactic shock is a sudden, severe and potentially life-threatening allergic reaction. (see Appendix 1)

Adrenaline auto-injector: single-use device which carries a pre-measured dose of adrenaline which is ready for immediate intermuscular administration. These are often known by their brand names EpiPen or Jext.

Minimised Risk Assessment: an environment where risk management practices have minimised the risk of (allergen) exposure. Houses, Departments and Trips reference allergies in their individual Risk Assessments.

Individual Healthcare Plan/Allergy Action Plan: a detailed document(s) outlining an individual child's condition, treatment and action plan. (AAP see Appendix 3). These are usually presented as one document and can be found on iSAMS for each individual pupil.

Allergens

People can be allergic to many things but common allergens include:

- Foods (peanuts, tree nuts, milk/dairy, egg, wheat, fish/seafood, sesame, soya)
- Medicines (antibiotics, pain relief)
- Latex (rubber, balloons, swimming caps)
- Insect stings (bees, wasps)

The fourteen recognised food allergens are:

<ul style="list-style-type: none">• Cereals containing gluten• Crustaceans• Eggs• Fish• Peanuts• Soya• Milk	<ul style="list-style-type: none">• Nuts• Celery• Mustard• Sesame seeds,• Sulphur dioxide/sulphites• Molluscs• Lupin
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It is important to ensure that all the allergies and intolerances are treated equally as the effect to the individual can be both life threatening and uncomfortable, if suffered. Even traces of an allergen can cause a reaction.

Coeliac Disease is not an allergy. Whilst it is classified as a food intolerance, it is not like other intolerances in that it is an 'auto-immune' disease, which means that the body produces antibodies that attack its own tissue. In coeliac disease, this attack is triggered by gluten, a protein found in wheat, barley and rye. This intolerance to gluten causes an inflammatory response that damages the gut. Other food intolerances may also require management and awareness.

Allergy Management

Procedures and responsibilities:

- School, parents, pupils and health care professionals will be involved in creating Risk Assessments/ Allergy Action Plans/ Healthcare Plans, where appropriate
- These should be reviewed at least annually by the Health Centre
- All staff should be trained in anaphylaxis management, including risk reduction, awareness of the triggers, and first aid procedures to be followed in the event of an emergency
- Age appropriate education of the children with a history of severe reactions should be promoted.
- Catering Department staff will be familiarised with The Oundle School Allergy and Intolerance Management Guide for The Catering Team, as part of staff training.

Role of the Parent /Carer:

- Parents **must** complete the required medical form for their child/ren before they start at the School
- Parents should state any allergies or historic reactions as well as prescribed medication on the child's Admissions form
- Parents will be asked to ensure they provide an Allergy Action Plan completed by the child's doctor/nurse in conjunction with the parents and the child.
- Any changes in a child's medical condition during the year must be reported to the School by the Parents.
- Parents must also provide up to date emergency contact information
- Parents are responsible for keeping up to date with medical appointments although these may be organised through the School for boarders where appropriate.

Role of the Pupil:

- The pupil whatever age should be familiar with their allergies and the symptoms they may have that would indicate they were experiencing a reaction
- Pupils are encouraged to take increased responsibility choices that will reduce the risk of an allergic reaction. Expectations should be age appropriate
- To speak out if they feel unwell or see someone who is showing signs of having an allergy
- If prescribed inhalers or adrenaline auto injectors (AAIs), the pupil must ensure that they carry these on their person at all times.

Role of the Parent/Carer of a child with severe allergies:

- To involve School and Health care professionals in establishing individual Risk Assessments/ Allergy Action Care Plan/Health Care Plan prior to the arrival of the child
- To provide medical information about the child's allergy in writing and by filling out the Allergy Action Plan including the allergen, the nature of the allergic reaction, (rash, breathing problems, anaphylactic shock), control measures (such as how the child can be prevented from getting into contact with the allergen)
- Informing the School of any changes to child's health care needs immediately
- The provision and timely replacement of adrenaline auto injectors (AAI) and any other medication. Two AAIs should be in school at all times.
- Providing up to date emergency contact information.

The School's Role:

- Send out medical form as part of enrolment
- Send medical information for parental review at least annually
- Inform the Catering Team of any pupil who has food allergies or intolerances (see Appendix 2)
- Any actions identified on the Risk assessment/ Allergy Action Plan/Health Care Plan will be put in place by the Health Centre
- Ensure relevant staff are familiar with The Oundle School Allergy and Intolerance Management Guide for The Catering Team
- If a pupil has AAIs and an Allergy Action Plan it should be with the pupil's AAIs
- Provide appropriate whole-staff training on allergen awareness and anaphylaxis, Staff should be aware of pupils with allergies, especially those with severe allergies. This will be flagged on iSAMS
- All staff who have responsibility for the child should be made aware of what treatment/ medication is required and where medication is stored
- As part of staff first aid training, AAIs usage and storage will be discussed
- Staff are responsible for familiarizing themselves with the policy and the Anaphylaxis Code of Practice Policy
- Ensuring first aiders are available
- Endeavour to make suitable adjustments in order to ensure that children with food allergies are included when making food items as part of any school activity (eg: celebrations, outdoor learning event, special event)
- Take allergies into account when planning any curriculum lesson (eg: food tasting, preparing food etc.)
- Communicate allergy information, in advance with any education visit or visitor that includes food related workshops
- Ensure that all pupils are made aware of the challenges facing those with allergies as part of disability awareness for example within the Learning for Life programme
- Ensure that pupils with allergies feel included within the school community and that they feel supported in managing their allergies. This is the role of all staff to support pupils but the Health Centre and the pupil's Matron and Hsm will take primary responsibility for the pupil's wellbeing.

Allergic Reactions

In the event of a child suffering an allergic reaction:

- Follow the instructions on the Risk Assessments/Allergy Action Plan/Health Care Plan
- Use first aid knowledge
- Keep calm, make child feel comfortable and give space
- The child (or indeed person) who is experiencing anaphylaxis should be lying down with their legs raised, or slightly propped up if struggling to breathe. They should remain lying down until the paramedics arrive, even if they are feeling better.
- If a child has symptoms of anaphylaxis please administer AAI
- Telephone 999 if child is distressed and/or you have had to administer AAI. Please note that AAI should be administered as soon as possible and you do not need to wait to dial 999
- If medication is available, it should be administered as per training and in conjunction with the Administering Medication Policy
- Alert Health Centre/Matron/Hsm who will also contact parents.

When a pupil is off-site (including for fixtures, activities and Educational visits)

When a pupil who has a severe allergy is off-site, for example when participating in an educational visit, activity or a sports fixture, there may be additional risks due to the new environment, for example through exposure to potentially harmful foodstuffs, or other agents, or reduced access to emergency medical care. The responsible member of staff should always be aware of any pupils with severe allergies who are in their care. The requirements for pupils with severe allergens to have their Auto Adrenalin Injector (AAI) pens are detailed in the Policy on Emergency Adrenalin Auto Injectors and Asthma Inhalers.

When a child with a food allergy participates in a residential visit, the trip leader is responsible for taking all reasonable steps to ensure that dietary needs are met, for example when eating food provided in a hotel, restaurant or other facility, or when consuming food purchased from a shop or other outlet. Wherever possible, individual dietary needs should be communicated in advance, for example where the accommodation will also be providing meals.

Reviewer	AJD
Post of Reviewer	Deputy Head Pastoral
Review Date	10/12/2025
Reviewed and filed with both Schools	10/12/2025
Next Review (max 3 yrs)	04/09/2028

Appendix 1

Why does anaphylaxis occur?

An allergic Reaction occurs because the body's immune system reacts to a substance that is wrongly perceived as a threat. The body produces an 'allergy' antibody called Immunoglobulin E (IEg), which sticks to the substance ("allergen") and causes the release of the chemicals such as histamine.

Appendix 2

Catering Department Nut Allergy Statement

Oundle School Catering has removed the use of peanuts from all food production areas, but we cannot guarantee that items purchased from external suppliers do not contain trace elements of peanuts.

We do not exclude the use of all nuts from our food production. We may use *tree* nuts - for example almonds, cashews or walnuts - however these will be clearly labelled.

If a pupil requires a "Nut Free" meal this can be arranged, but we emphasize that although all care is taken in production, we cannot guarantee a totally "Nut Free Environment".

Appendix 3

Allergy Action Plan for Children

There are three plans available for creating Allergy Action Plans. The plans are created by The British Society for Allergy and Clinical Immunology ([bsaci](#)). Plans can be completed electronically (and then printed and saved) or filled in by hand.

NHS School Nurses and GPs Will support parents in the completing of Allergy Action Plans. It is the parent's responsibility to provide the School with this document.

[*Plan for individuals prescribed EpiPen](#)

[*Plan for individuals prescribed Jext](#)

[*A generic plan for individuals assessed as not needing AAI](#)