

Information for Schools & Early Years Settings

Managing Children with Allergies in Schools: Legal Requirements & Best Practice Checklist

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| Allergy & Anaphylaxis Policy | <ul style="list-style-type: none"> • “Supporting Pupils at School with Medical Conditions” (Department for Education 2015) should be available for all staff to read and should be used as guidance when developing policies • Allergy & Anaphylaxis Policy should be in place, developed using guidance from above and updated regularly – all staff should be made aware of the policy and how to access it • Information should be available on the emergency treatment of a severe allergy (anaphylaxis) • Allergenic ingredient information should be readily available (preferably written) for all food served on school premises. • If making changes to menus or substituting food products, special dietary requirements must continue to be met |
| Allergy Register & Individual Healthcare Plans | <ul style="list-style-type: none"> • All children with food allergy should be identified, and each have an Individual Healthcare Plan (IHCP). The IHCP should clearly state which foods are to be avoided, and what action is to be taken in the event of accidental exposure • Ensure consent is obtained from parent for use of any “spare” Adrenaline Auto-Injectors (AAIs) purchased by School or Early Years Institution. Consent should be documented on IHCP • An Allergy Register should be available to all staff (for example displayed in school or Early Years office/staff room with a photo board) |
| Medication | <ul style="list-style-type: none"> • Medication is provided by the parent for use within school/Early Years Childcare Institution. Instructions should be provided of when and how to use it, and documented on IHCP • Medication must be clearly labelled with a pharmacy label displaying the pupil’s name • A system should be in place to check the expiry date of any medication kept in school • Both staff and pupil should know where their AAI is kept • AAIs must be accessible at all times – do NOT keep in locked cupboard • AAIs should be taken with the pupil for offsite activities • By secondary school, it is expected that the majority of students will be allowed to carry their AAIs • Usage of antihistamine medication must be recorded and parents informed especially if used outside of the pupil’s management plan |
| Staff Training | <ul style="list-style-type: none"> • The Department of Health has stated that it is reasonable for ALL staff to: <ul style="list-style-type: none"> ○ be trained to recognise signs and symptoms of an allergic reaction ○ understand the rapidity with which anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis may occur with or without prior mild (e.g. skin) symptoms |

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| Staff Training Cont... | <ul style="list-style-type: none"> ○ appreciate the need to administer an AAI without delay as soon as anaphylaxis occurs ○ be aware of the anaphylaxis policy ○ be aware of how to check if a pupil is on the register ○ be aware of how to access the AAI ○ be aware of which staff members have received training to administer AAI, and how to access their help <ul style="list-style-type: none"> • Schools/Early Years Childcare Facilities must arrange specialist anaphylaxis training for staff where a pupil in the school has been diagnosed as being at risk of anaphylaxis. This should include practical instruction in how to use the child's AAI device. Online resources and e-learning modules are NOT a substitute for face-to-face training • Anaphylaxis is a time-critical situation. It is therefore appropriate for as many members of staff as possible to be trained in how to administer AAI. Schools will want to ensure there is a reasonable number of designated members of staff to provide sufficient coverage, including when members of staff are on leave. • Designated members of staff should be trained in: <ul style="list-style-type: none"> ○ recognising the range of signs and symptoms of severe allergic reactions ○ responding appropriately to a request for help from another member of staff ○ recognising when emergency action is necessary ○ administering AAI according to the manufacturer's instructions ○ making appropriate records of allergic reactions • Members of staff involved in arranging school trips abroad should be familiar with the Allergy UK translation card service that can help make foreign hospitality providers aware of children's specific allergies |
| Emergency "Spare" Adrenaline Auto-Injectors | <ul style="list-style-type: none"> • Spare AAI can only be used for pupils diagnosed with being at risk of anaphylaxis, and who have been prescribed an AAI • Parental consent must have been given to use Emergency AAI |

Information Sources: [Allergy guidance for schools \(Department for Education, 2019\)](#),
[Supporting Pupils at School with Medical Conditions \(Department for Education 2015\)](#),
[Food Information Regulations 2014](#), www.anaphylaxis.org.uk, www.sparepensinschools.uk,
[BSACI](#), [EAACI](#)