ALLERGY POLICY

Status: Advisory

Member of Staff Responsible: Assistant Principal (DSL and Pastoral)

Related Policies:

- Health and safety policy
- Supporting students with medical conditions policy
- Data protection policy
- Behaviour policy

Implementation date: September 2026

Reviewed date: September 2026

Next review date: September 2027

1. Aims

This policy aims to:

- Set out our UTC's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our UTC supports students with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the UTC community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in UTCs and supporting students with medical conditions at UTC, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in UTCs, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 Trust Board

Trust Board is responsible for ensuring:

- Risks relating to students with allergy are included in the risk register and actively managed
- The UTC has an allergy safety policy which sets out:
    - Arrangements to reduce the risk of individuals coming into contact with their known allergens
    - Emergency response plans for cases of anaphylaxis

Trust Board delegates the day-to-day implementation of this policy to the allergy safety lead.

3.2 Allergy safety lead

The nominated allergy safety lead is the Assistant Principal who is DSL.

They're responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our UTC community
- Developing and reviewing arrangements for the safe storage and disposal of Adrenaline Auto Injector (AAIs)
- Ensuring:
- All allergy information is up to date and readily available to relevant members of staff
- All students who require support with allergies have an up-do-date individual healthcare plan (IHP)

- All students with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- All staff receive regular allergy awareness training
- All staff are aware of the UTC's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
    - What lessons there are to learn
    - Any potential changes to the medical conditions and/or allergy safety policies and/or to any student's IHP

3.3 Principal

The Principal is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student's allergy can be managed through the adjustments made under the UTC's medical conditions policy or whether an IHP is required to specify arrangements that reflect the student's circumstances

3.4 Assistant Principal (Safeguarding)

The Assistant Principal (Safeguarding) and the Principal's Personal Assistant are responsible for:

- Checking spare AAIs are present and in date on a termly basis.
- Making sure that replacement AAIs are obtained when expiry dates approach. UTC staff to register spare AAI's on the website EpiPen® Expiry Date Alerts | EpiPen® which will notify via text when device is due to expire.

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific students with allergies in their care
- Reducing the risk to students with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of students with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of our UTC's allergy safety policy
- Providing the UTC 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
- Following the UTC's guidance on food brought in to be shared
- Updating the UTC on any changes to their child's condition

3.7 Students with allergies

Students are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AAIs on their person and only using it for its intended purpose
- Understanding how and when to use their AAIs

3.8 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older students might also be expected to support their peers and staff in the case of an emergency.

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying students at risk

We will:

- For new starters, send a form to all parent/carers of students after their place at the UTC has been confirmed, but before their first UTC year starts, to confirm any allergy the student has and whether they carry medication. Where a student has a new diagnosis and/or has moved to the UTC mid-term, we will send a form and put arrangements in place as soon as reasonably practicable.
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary

We ask that parents/carers proactively inform us by either phone call to the UTC on 01332477400 or an email to derbyadmin@utcsheffield.org.uk if their child's medical needs change during the UTC year.

4.2 Identifying staff and visitors at risk

- We will ask new staff to provide details of their allergies in advance of their start date
- We will ask visitors to provide details of their allergies in advance of their visit

4.3 Individual healthcare plans (IHP)

Students should have an IHP if they:

- Have an allergy which has a functional impact on them in the UTC environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a student to have a formal diagnosis of allergy for them to have an IHP.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the student. The UTC will make every effort to make sure that arrangements are put in place as soon as reasonably practicable.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the student while they are at UTC or pose no risk to the student.

The Principal is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student's allergy can be managed through the adjustments made under the UTC's medical conditions policy or whether an IHP is required to specify arrangements that reflect the student's circumstances.

The UTC will consider the following principles:

- If the arrangements or support which a student requires would be available to any student as part of normal policies, an IHP may not be required
- If the student only needs non-prescription medication and the UTC's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the student's needs have changed. Where a student moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

All students who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All students who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the student's IHP. Whenever the allergy action plan is updated, the student's IHP should be reviewed to incorporate it.

4.5 Register of student with known allergies

The UTC maintains a register of students who have a known allergy. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a student has been prescribed AAIs (and if so, what type and dose)
- Where a student has been prescribed an AAI, whether parental consent has been given to administer emergency medication
- A photograph of each student to allow a visual check to be made (this will require parental consent)
- The register is kept in Reception and in the kitchen office and can be checked quickly by any member of staff as part of initiating an emergency response.

5. Assessing risk

The UTC will conduct a risk assessment for any student at risk of anaphylaxis taking part in:

- Science experiments involving foods
- Crafts using food packaging
- Off-site events and UTC trips
- Any other activities involving animals or food, such as animal handling experiences

A risk assessment for any student at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising risk

6.1 Hygiene procedures

- Students are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Where food is not directly provided by the UTC, parental/carer engagement and permission will be sought in advance

6.2 Catering

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

- Catering staff receive appropriate training and are able to identify student with allergies
- The UTC will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements

- Menus are available for parents/carers and students to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Where food is provided by the UTC, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

6.3 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

6.4 Animals

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals

6.5 Visits and trips

- No students with allergies will be excluded from taking part
- The UTC will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of students' allergies and to have received appropriate training
- The UTC will conduct a risk assessment for any student at risk of anaphylaxis taking part in a UTC trip
- Students at risk of anaphylaxis should have their own AAIs with them
- Staff trained to administer adrenaline in an emergency will be present on the UTC trip
- Appropriate measures will be taken in line with the UTC's AAI protocols for off-site events and UTC trips (see section 8.5)

7. Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the student has an allergy action plan, this must be followed
- A spare UTC AD device will only be used if:
  - The student does not have a prescribed AAI
  - The student's prescribed AAI are not available or misfire

8. Adrenaline devices (AAIs)

8.1 Prescribed AAIs

Students who are prescribed AAIs are encouraged to always keep them on their person including when travelling to or from the UTC and on school trips. It is recommended that two devices are carried at all times. Students with prescribed AAIs should take them home with them at the end of each UTC day, and parent/carers are responsible for ensuring that they are in date.

If a student cannot keep their AAIs with them in the classroom (due to age or other considerations), then the devices will be stored:

- In Reception in an unlocked drawer
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

A copy of the student's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Set out your arrangements for:

- Records will be kept of which students have been provided with prescribed adrenaline (and an allergy action plan)

8.2 Spare AAI and inhalers

Please note: current regulations only allow UTCs to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a UTC's spare AAI may be used in an emergency. UTCs can purchase an emergency asthma reliever inhaler which can only be used if the student's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare AAIs and ensuring they are stored according to the guidance.

Procedures for buying spare AAIs:

Where the AAIs will be sourced	• **https://www.eurekadirect.co.uk/**
The number of AAIs required and where they are stored:	**2 spare AAI's to be kept on site at all times behind reception in the clearly marked allergy kit displayed on the wall. 2 spare AAI's to be kept in the travelling first aid kit to be taken on any external activities/ trips off site.** ***** Spare AAIs will be kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.
• **Which brand(s) of AAIs are purchased (UTCs are recommended**	**EpiPen 0.3mg**

to buy a single brand to avoid confusion)	
• **The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the AAI guidance)**	**0.3mg**

The Assistant Principal (Safeguarding) and the Principal's Personal Assistant (PA)/ Admin team are responsible for:

- Checking termly that spare AAIs are present and in date
- Obtaining replacement AAIs when the expiry date is near

8.3 Disposal

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

8.4 Using spare AAIs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The UTC will obtain advance consent from parents/carers or students for spare AAIs to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of AAIs off UTC premises

Students at risk of anaphylaxis who are able to administer their own adrenaline should carry their own AAIs with them on UTC trips and off-site events

First aid staff will carry spare AAI's on UTC trips.

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a student, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

The UTC will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the online accident book in the 'Medical Related' tab including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and students responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The UTC will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a student aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a student aged 16 and over, the UTC will confirm that the student agrees that their parents/carers should be informed.

The UTC will share the report with the student's parent/carers, the student or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The UTC will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at UTC may be delayed and not recognised until the student is at home. This means that incident reporting is not limited to staff – the student, parents/carers or others (such as healthcare professionals) will need to report to the UTC if there has been an incident with a delayed reaction.

Staff will always share the incident report with the Assistant Principal (Safeguarding). The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the student's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The UTC will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the UTC carried out a work activity which results in death or immediate hospitalisation. For example, where a student has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.
- In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

10.1 Staff training

The UTC ensures that all staff expected to be present during times when students are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee students at breakfast or after-UTC clubs. It does not include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

The UTC has purchased 'training pens' from EpiPen and Jext so staff can practice safely and be familiar with the differences.

The UTC will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
    - Calling emergency services and informing parents/carers
    - How to locate and administer emergency medication
    - How to use the medication/device in an emergency
- Understand the impact allergy can have on a student's wellbeing
- Understand the UTC's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the UTC's website and shared with parents/carers at the start of the new school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

11. Wellbeing

Students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their tutor
- Reassurance that steps are being taken to recognise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The UTC will respond to any instance of bullying in line with its behaviour policy.

11.1 Wellbeing support following an incident or 'near miss'

The UTC recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the student but their family, those involved in responding. And any witnesses. The UTC will provide support to those involved.

The UTC will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

12. Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

This policy will be monitored by the allergy safety lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.