MERTON COURT SCHOOL



Allergy Awareness Policy

To be reviewed September 2027 by: Headmaster, LT, Advisory Board	
Signed by Headmaster/Proprietor:	
Shared with staff:	3/11/26
Put on Website:	3/11/26

This policy applies to the whole school including Early Years Foundation Stage (EYFS), Breakfast Club, After School Club, Holiday Playscheme, Educational Trips/Visits/sports fixtures and all other activities provided by the school, inclusive of those outside of the normal school hours.

Documentation & related Policies
Benedict's Law (Sept 2026)
Natasha's Law (Oct 2021)
First Aid Policy
Food & Nutrition Statement
Administration of Medication Policy
Playscheme Policy
Educational Visits Policy
Children's and Families Act (2014)

This policy aims to:

- **Ensure that children with allergies can attend school safely and give parents peace of mind that school has allergy safety measures in place.**
- **Staff have the knowledge and tools to respond quickly when emergencies occur and be well supported by the School.**
- **Whole Staff annual training on allergy and anaphylaxis awareness, signs and symptoms, use of adrenaline auto-injectors and emergency response.**
- **Provide Individual Healthcare Plans (IHP) for children with allergies. Critical information regarding a child must move with the child through the school with their Allergy Action Plan.**
- **Access to emergency adrenaline auto injectors in school.**

- **Good communication, record keeping, review and monitoring.**
- **Incident recording and risk assessments including near misses.**
- **Measures are in place to deal with a child having an attack who has an undiagnosed allergy.**
- **Discuss with the children and parents to never food share or bring food into school from home (other than a healthy snack for break and a packed lunch for School trips).**
- **The School will make reasonable adjustments, where it is safe to do so, so that children with allergies may take part in all activities and access the full curriculum.**
- **Appoint a person in charge of coordinating an incident. This person is Mr D Brady.**

School Procedures

Merton Court School operates as a nut-free school. The catering staff provides alternatives for children with milk, gluten and egg allergies.
Parents provide their children with a healthy daily snack for breaktime. School does not allow parents/children to bring in any food for celebrations/religious or social events.

- All staff know and have access to auto-allergy injector pens (AAIP's) stored in strategic locations around the school. There are cupboards in classrooms in the Main School and are identified by a green first aid sticker, AAIP's can be safely stored in these if staff have a child with an allergy in their Form.
- All children are taught through class discussion/circle time about allergies and the medications required by some children for these conditions.
- School takes every allergy seriously – allergic reactions and airway inflammation are unpredictable and can be life-threatening. Every child with a diagnosed condition is known to staff to ensure their individual action plan is followed.
- A whole school approach is applied to understand allergies and asthma and our responsibility for reducing risk. Allergy and asthma management is not just the responsibility of catering staff and first aid trained members of staff. Whole school training is carried out regularly by an authorised training instructor.
- School will have ongoing discussions with parents or carers and where appropriate, health professionals to develop allergy action plans for managing any known food allergies and intolerances. This information must be kept up to date by parents, health professionals and School. Parents will need to advise the school via email/letter of any allergies and their severity. Doctor's letters will be required for any child who has a prescribed AAIP or asthma inhaler. This will be shared with all staff.
- Staff from EY to J3 are responsible for ensuring that AAIP's and inhalers are always with the children. S1 – S4 Form Teachers, Assistants and Sports Teachers are responsible for ensuring that children know the whereabouts of their Asthma pumps and AAIP's, children should always carry them with them.
- Any off-site visits including residential and sports fixtures require children to take their Asthma pump / AAIP's with them. It is the responsibility of

staff in charge of the trip to ensure this happens, along with the spare School office AAIP. Risk assessments must include allergy management.

- Staff will ensure that plans are in place for Lockdown/Shelter-In or Evacuation of the School.
- In the event of a severe episode of Anaphylaxis or Asthma, medication must be administered to the child immediately, staff will radio the office to contact the child's parents and to dial 999 immediately. In an emergency the Department of Health state that staff do not have to wait for parental permission to administer lifesaving drugs. It is not advisable to remove a child to a new location unless it is to a place of safety away from the hazard. If the child has not improved after five minutes, then a second AAIP should be administered.
- Visiting Peripatetic teachers and club leaders will be required to attend training and will be made aware of any children in their care who suffer from an allergy and the location of spare AAIP's.
- AAIP's and asthma pump expiry dates are listed on the 'Pupils with Medical Conditions' sheet. Parents are ultimately responsible for ensuring that their child's medication brought into school is in date. The office will keep a record of all AAIP's/asthma pumps brought into school and the expiry dates. Office staff will contact parents regarding any medication that is nearing the expiry date and be responsible for checking the dates on the six school AAIP's.

Spare School auto-injections are kept in the following places:

- **School Office**
- **School Kitchen**
- **Bee Hut x 2 pens (CODE 8333)**
- **After School Club**
- **Forest School First Aid kit in the Forest School bag in base camp**.