



School Procedure for Allergies

Revised for the academic year 2025/26.

1. Introduction

Schools should take a whole-school approach to ensuring that anyone with an allergy is kept safe and that their needs are met.

This is a whole-school procedure and applies to all governors; senior leaders; employees; peripatetic self-employed staff using the school's premises; personal learning assistants employed by parents/guardians who are working on the school site; volunteers working in or on behalf of the school in either a paid or unpaid capacity; and paid contractors who are working on site during term time. Throughout this procedure, the terms 'staff' or 'staff members' should be taken to include all of these categories.

An **allergy** is a reaction by the body's immune system to a substance (**allergen**) that is usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes, but sometimes can cause, within a few minutes or hours, a much more severe generalised or systemic hypersensitivity reaction called **anaphylaxis**.

About 5% of young people of school age have food allergies and, if ingested, will go on to develop symptoms with increasing severity that may lead to **anaphylaxis**. Anaphylaxis can become life-threatening without any immediate emergency response.

Common allergens

Include (but are not limited to):

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|-------------|----------------|-------------------|
| • Peanuts | • Eggs | • Mustard |
| • Tree nuts | • Insect venom | • Celery |
| • Sesame | • Pollen | • Lupin |
| • Fish | • Animal fur | • Cereals |
| • Latex | • Soya | • Sulphur Dioxide |
| • Milk | • Seafood | |

This procedure sets out how the school will support those with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life in compliance with the [DGS "Manual de Alergia Alimentar na Escola"](#).

2. Responsibilities of the School

- The school procedure for allergies must be available and accessible for all staff members and parents/guardians.
- The school has an obligation to allow anyone with any allergy to feel included in school life without discrimination.
- Staff members have a responsibility to sensitively create awareness among students and their parents/guardians around allergies. If a student has a severe allergy, the school will ask that items containing that allergen not be brought to school (this may include, for example, toys, snacks or birthday cakes).
- Staff members should be able to recognise the signs of an allergic reaction and manage it safely and effectively.
- The school nurses will devise an individualised Care/Action Plan for each student with a severe allergy, developed with the participation of parents and the student (depending on age or maturity).
- The school nurses will ensure that all emergency medication for the student is within date, labelled, and identified with the student's name and stored with their personalised Care/Action Plan in a safe place that is accessible in the case of an emergency.
- The school holds two child-dose EpiPens (one kept in primary school) and 1 adult EpiPen in the surgery, to be used in the event of an emergency.
- The surgery will identify any student with allergies to staff members who accompany them during the school day and ensure that they understand how to recognise and respond in the case of an allergic reaction.
- The school must ensure that staff members receive regular allergy training (including, but not limited to, Catering Staff).
- Where a staff member identifies specific triggers in the environment (for example, processionary caterpillars, wasp nests, specific plants etc), they must report this to the school's facilities manager for a risk assessment of the site.
- For specific school activities involving risk of allergic reaction (for example, in cooking, arts and crafts, or science lessons), the staff member in charge of the activity should complete a risk assessment in relation to all resources used, to ensure they are free of common allergens, or adapted if one of the students has a specific allergy.
- In the case of trips outside of school, it is the responsibility of the trip leader to ensure that, if a student with an allergy is participating, the trip leader communicates this to the caterers and all staff members involved in the trip. They will need to take the emergency medication and the personalised action plan that has been signed by the parent, authorising school staff to administer any emergency medication. All adults on the trip will need to be informed of the location and how to recognise and manage an allergic reaction.
- Any staff member with a severe allergy that requires an auto-injector is advised to inform the surgery to enable prompt intervention in the case of an emergency.

3. Responsibilities of the catering service

- The school's catering team is responsible for providing safe food options for students with allergies.
- The catering manager will liaise with the school nurses to identify all students with food allergies and to provide those students with safe food options.
- The catering team will ensure correct handling of allergens and prevention of cross-contamination in the kitchen.
- Ingredients and allergens will be displayed where food is served.
- School menus will be available on the staff and parent portals, with ingredients and allergens clearly highlighted.

4. Responsibilities of Parents/Guardians

- Parents/guardians should inform the School Nurses surgery@stjulians.com if their child has a diagnosed or suspected allergy. Information on possible cause(s), gravity, and clinical manifestations must be provided by parents/guardians.
- Parents/guardians must keep the nurses updated of any alterations to their child's needs and/or to contact information to be used in the case of an emergency.
- It is the responsibility of parents/guardians to provide emergency medication, including an adrenaline auto-pen if required. Parents/guardians must provide a signed consent to authorise school staff to administer medication in the event of an emergency. This will be kept at school in the surgery or will accompany the student when going off-site with members of staff.
- Parents/guardians must ensure that students only carry emergency medication with prior agreement from parents and the school nurses.
- If a warning has been sent by the school about a specific allergy in school, parents should take care when sending items, including toys, individual snacks or food to share.
- Parents/guardians should always communicate with the school if they wish to send food to share with their child's colleagues (for example, in the case of birthday cakes).
- Parents/guardians of a child with allergies are encouraged to share with the teacher safe treats to be given to their child when other children are sharing food (for example, in the case of parties).
- Parents/guardians of a child with allergies are encouraged to educate their child about their condition and to teach them how to avoid potential allergic triggers.

5. References

DGS - Alergias Alimentares

www.dgs.pt/documentos-e-publicacoes/alergias-alimentares-jpg.aspx

DGS e DGESTE - Regulamento Alergia Alimentar

www.dgeste.mec.pt/wp-content/uploads/2022/02/RegulamentoAlergiaAlimentar.pdf

Model policy for allergy management at school

<https://www.anaphylaxis.org.uk/wp-content/uploads/2021/10/Model-Policy-for-allergymanagement-at-school.pdf>