Polisi
Ysgol Di-gnau

Cytunwyd ar ran y llywodraethwyr gan/ Agreed on behalf of the governing body by – (Enw/Name) Shan Thomas	Arwyddwyd/Signed: Shan Thomas Dyddiad/Date: Medi 2026
Arwyddwyd gan y Pennaeth/ Signed by Headteacher Angharad Vaughan-Owen	EA Vaughan-Owen Dyddiad/Date: Medi 2026
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Statement of intent

Ysgol Gorslas strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school due to nut allergies.

To effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, to ensure the health and safety of their children.

The school's intention is to be a completely nut-free environment; this policy will be utilised to minimise the risk of exposure to nuts, encourage self-responsibility, and plan for an effective response to possible emergencies.

1. Definitions

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

2. Roles and responsibilities

The governing board is responsible for:

- Ensuring that staff receive allergy and anaphylaxis training at least annually.
- Arranging health and safety training for all catering staff on an annual basis.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.
- Ensuing that all members of staff have read this policy and understand the emergency procedures within it.

The headteacher is responsible for:

- Ensuring the school environment is as nut-free as possible.
- The development, implementation and monitoring of this policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips are planned in accordance with the Educational Visits and School Trips Policy EVOLVE, taking into account any potential risks the activities involved pose to pupils with known allergies.

- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that catering staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.
- Ensuring that catering staff are aware of any pupils' allergies which may affect the school meals provided.
  Ensure regular correspondence is shared with stakeholders reminding them that we are a nut free school and the associated expectations.

All staff are responsible for:

- Ensuring that they do not bring any products containing nuts into the school.
- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency – all members of staff.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Promoting hand washing before and after eating.
- Monitoring all food supplied to pupils by both the school and parents, including snacks, ensuring food containing nuts is not provided.
- Ensuring that pupils do not share food and drink to prevent accidental contact with nuts.
- Ensuring that any necessary medication is out of the reach of pupils but still easily accessible to staff members.
- Liaising with the school nurse and pupils' parents to ensure the necessary control measures are in place.
- Informing the headteacher if they have an allergy to nuts.

First aid coordinator is responsible for:

- Responding to incidents of anaphylaxis in accordance with the First Aid Policy.
- Maintaining pupils Health Care Plans and ensuring staff know where it can be located. (staff room and HT office)

- Providing first aid and anaphylaxis training to all members of staff on an annual basis.
- Liaising with paramedics, should they be called to respond to an incident of anaphylaxis.

The school's ALNCo is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a child's nut allergy.
- Ensuring that the necessary staff members are informed about pupils' nut allergies.
- Understanding the action to take and processes to follow in the event of a pupil going into anaphylactic shock and ensuring that this information is passed onto staff members.

Parents are responsible for:

- Notifying the school of the following information:
  - Whether their child is allergic to nuts
  - What medication to administer should an allergic reaction occur
  - Specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with up-to-date emergency contact information.
- Providing the school with written medical documentation, including instructions for administering medication as directed by their child's doctor.
- Providing the school with any necessary medication, in line with the procedures outlined in the Health Care Plan
- Communicating to the school any specific control measures that can be implemented to prevent the child from encountering nuts.
- Providing the school with written details regarding their child's nut allergy.
- Working alongside the school to develop an HCP to accommodate their child's Needs.

- Signing their child's HCP, where required.
- Acting in accordance with any allergy-related requests made by the school, such as not providing nut-containing items in their child's packed lunch.
- Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Raising any concerns they may have about the management of their child's allergies with the Headteacher.
- Ensuring that any food their child brings to school is safe for them to consume.
- Liaising with staff members, including those running breakfast and afterschool clubs, regarding the appropriateness of any food or drink provided.

Key stage two pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately if they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing nuts.
- Learning to recognise personal symptoms of an allergic reaction.
- Keeping necessary medications in an agreed location that members of staff are aware of.
- Developing greater independence in keeping themselves safe from allergens.
- Notifying a staff member if they are being bullied or harassed as a result of their nut allergy.

3. Prohibited foods.

The school is committed to ensuring our pupils with nut allergies are not at risk of an allergic reaction.

All food products containing nuts are prohibited. The school expects parents to check food products when preparing pupils' lunches and snacks.

Parents, pupils and staff will be mindful that the following food products are examples of those which may contain nuts and are therefore prohibited:

- Cereal bars

- Peanut butter sandwiches
- Packs of nuts
- Chocolate bars containing nuts
- Chocolate spreads
- Cakes that contain nuts
- Biscuits / Cookies that contain nuts
- Peanut butter cakes
- Some Asian food, including satay Sauces that contain nuts

  This list is not exhaustive, so please check the packaging of products closely.

In addition to the list above, food packaging that states a product contains nuts, or is unsuitable for people with nut allergies, means that the product will be considered prohibited.

The school will not knowingly use nuts in any school-prepared meals.

Staff will not bring products containing nuts into the school.

Any prohibited items will be removed.

4. Nut allergies

Parents will inform the school that their child is allergic to nuts, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils' nut allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed onto the school's catering service.

The school's catering service will be requested to eliminate nuts, and food items with nuts as ingredients, from meals as far as possible, including foods which are labelled 'may contain traces of nuts'.

The catering team will ensure that general good practice hygiene standards are maintained, in accordance **with the school's Health and Safety Policy.**

Food items containing nuts will not be served at, or be brought onto, the school premises.

The chosen catering service of the school will be responsible for ensuring that the school's policies are always adhered to, including those in relation to the preparation of food, taking into account any allergens.

Learning activities that involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, considering any known nut allergies of the pupils involved.

In accordance with the Health and Safety Policy, the school will ensure the safety of

staff with allergies to nuts.

5. Staff training

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, to assist pupils with managing their allergies.

The school will arrange specialist training on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

Designated staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction to nuts.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil has a HCP.
- Understand how to access AAIs.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.

6. Emergency response

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant classroom teacher, the ALNCO and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action and support will be developed.

All medical attention, including that in relation to administering medication, will be conducted accordingly.

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

All members of staff involved with a pupil with a known nut allergy will be aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support that the pupil may require will be outlined in their HCP.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's HCP.

The school's ALNCo is responsible for working alongside relevant staff members and parents to develop HCPs for pupils with allergies, ensuring that any necessary support is provided, and the required documentation is completed.

The Headteacher and school's ALNCo has overall responsibility for ensuring that HCPs are implemented, monitored, and communicated to the relevant members of the school community.

Mild-moderate allergic reactions

Mild-moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and call for help.

The pupil's prescribed AAI will be administered by a staff member. Spare AAIs will only be administered where appropriate consent has been received.

Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.

A copy of the Register of AAIs will be held in the staff room and headteacher's office for easy access in the event of an allergic reaction.

If necessary, other staff members may assist the designated staff members with administering AAIs.

The pupil's parents will be contacted immediately if a pupil suffers a mild-moderate allergic reaction, and if an AAI has been administered.

If a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

The senior management team will refer any pupil who has been administered an AAI to the hospital for further monitoring.

The headteacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.

Anaphylaxis

Anaphylaxis symptoms include the following:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious, or collapsing

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor with their legs raised and will call for help from a designated staff member.

The designated staff member will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

A copy of the Register of AAIs will be held in the staff room and headteacher's office for easy access in the event of an allergic reaction.

If necessary, other staff members may assist the designated staff members with administering AAIs.

The emergency services will be contacted immediately.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain flat and still.

The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

If a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

A designated staff member will contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens, including nuts, the pupil has
- The possible causes of the reaction, e.g. nuts
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by car, two members of staff will accompany them.

Following the occurrence of an allergic reaction, the governing body, in conjunction with the headteacher, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Staff with allergies

If staff have allergies to nuts, they will inform the headteacher and appropriate safety precautions will be established.

Staff will ensure they always have their medication on their person.

If staff believe they are having an allergic reaction, they will contact the headteacher / SMT, who will attend the member of staff and provide assistance.

If required, the SMT will call an ambulance.

Following an allergic reaction, the staff member will be permitted to go home, and appropriate cover will be arranged.

7. Catering arrangements

When the school is planning events, e.g. a school fair, the events coordinator will ensure that all allergens considered and that the event is nut free

The events coordinator will ensure that school events are as nut-free as possible.

Medication will be available for pupils with severe allergies.

Hygiene standards will be maintained during events and activities that involve food.

During school trips, the pupil will not be permitted to go without their medication.

At least one member of staff at any school event, activity or trip will have received anaphylaxis training.

School lunches prepared on site are made using nut-free ingredients in a nut-free kitchen.

If staff see nut-containing products on the school grounds, they will remove them

8. Monitoring and review

The headteacher is responsible for reviewing this policy annually.

The next scheduled review date is Spring 2025.

The effectiveness of this policy will be monitored and evaluated by all members of staff.

Any concerns will be reported to the headteacher immediately. Following each occurrence of an allergic reaction, this policy and pupils' HCPs will be updated and amended as necessary.

Example Nut-free School Letter to Parents

Date

RE: Banning nut-based products from school

Dear name of parent,

As you may already be aware, we have pupils in the school that who have a severe nut allergy. The pupil's anaphylaxis (allergic reaction) can occur as a result of digestion, inhalation or any other contact with nut-based products. For their safety, all nut-based products have been banned from the school premises.

From this point forward, please do not send your child into school with any nut-based product for a snack or packed lunch – this includes products that may contain traces of nuts. Potential allergens could include the following:

- Spreads, e.g. chocolate spread
- Cereal bars
- Some types of biscuit containing nuts
- Condiments, e.g. satay sauce
- Cakes containing nuts
- Some snack pots containing nuts

It is important that you check the labelling of food products before sending your child in to school with them – it is not always apparent that products contain nuts or traces of nuts.

We also ask that, if your child consumes any nut-based product before school, they wash their hands thoroughly and rinse their mouth before entering the school grounds. We understand that these measures may seem extreme; however, we want to ensure the health and safety of all our pupils, and reduce even the slightest of contact with nuts which could cause a severe and potentially life-threatening reaction.

Due to the severity of the pupil's allergy, if any pupil is found with a nut-based product after this letter has been distributed, the school will have to confiscate and dispose of the item immediately.

We appreciate that this is a big change for all and apologise for any inconvenience this may cause. Due to the severity of the situation, please can you sign the return form below and send it to the school office no later than date.

Thank you in advance for your cooperation with this matter. Kind regards,

Name Job role

✂.....

I understand the terms outlined in this letter and I agree to not send my child into school with nut-based products in their lunch or snacks. I understand that, if my child persistently brings nut-based products into school, they will be disciplined in line with the school's Challenging Behaviour Policy.

Name of child: _____

Name of parent: _____

Signed: _____ Date: _____

Nut Allergy Pupil Log

Following the return of the Nut-free School Letter to Parents, schools should fill out the below table and ensure that all staff are aware that the below pupils are allergic to nuts.

Name of pupil	Does the pupil have packed lunches or school dinners?	Details of any medication	Where is the medication located?	School nurse's signature