Thornleigh
Salesian College

# ALLERGEN AND ANAPHYLAXIS POLICY

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## Document Management & Control

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## Statement of intent

Thornleigh Salesian College 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 students, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

The school will work in partnership with parents to identify allergens, assess risk and put appropriate control measures in place so that students with allergies can attend school safely and participate fully in school life.

The school will not be able to guarantee a completely allergen-free environment. However, the school will take all reasonable steps to minimise exposure to allergens, promote awareness and self-management where appropriate, and ensure that robust emergency procedures are in place.

The school will maintain this policy as a dedicated allergy safety policy, separate from its wider policy on supporting students with medical conditions, because of the specific and potentially life-threatening risks associated with anaphylaxis.

## 1. Legal framework

This policy is based on:

- The Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting students with medical conditions at school
- The Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Children's Wellbeing and Schools Act 2026
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

## 2. Definitions

For this policy:

**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
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or feint
- Suddenly becoming sleepy, unconscious or collapsing

**AAI** – Adrenaline auto-injector

## 3. Roles and responsibilities

**The governing board** is responsible for:

- Ensuring that policies, plans, and procedures are in place to support students with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual student.
- Ensuring that risks relating to students with allergies are included on the school risk register and are actively managed.

- Ensuring that staff are properly trained to provide the support that students need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on annual basis, and after any incident where a student experiences an allergic reaction.

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.

**The nominated allergy safety lead is Mr Smith (Deputy Headteacher).**

They are responsible for:

- Implementing the allergen & anaphylaxis policy
- Promoting and maintaining allergy awareness across our school community
- 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 school'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
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published – alongside the School Business Manager.

**The School Business Manager** and **Premises Manager** will support the allergy safety lead with these responsibilities.

**The headteacher** is responsible for:

- Ensuring that there is a named senior leader responsible for this policy.
- The development, implementation and monitoring of this policy and related policies.

- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- 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 allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that appropriate arrangements are in place for relevant information regarding students' allergies to be communicated to the catering provider, and that the catering provider is made aware of schools allergy and emergency procedures.

**The School First Aid and Healthcare Officer** 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 student via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a student's allergy.
- 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

Assist the School Business Manager and Premises Manager with:

- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline auto-injectors (AAI).

**The outsourced catering provider is responsible for:**

The schools catering service is provided by an external catering contractor, currently Caterlink. Caterlink is responsible for the operational management of food allergens and special dietary requirements within the catering service, in accordance with relevant food safety and allergen legislation and Caterlink's own policies, procedures and food safety management systems (see Section 5 – Page 12).

**Caterlink is responsible for:**

- Ensuring catering staff receive appropriate allergen and special diet training and follow Caterlink's current allergen management policies, procedures and food safety systems.
- Maintaining appropriate systems for the management of allergens within food preparation, storage, labelling and service, including measures to minimise the risk of allergen cross-contact.
- Ensuring accurate allergen information is maintained and made available for food supplied and served through the catering operation.
- Maintaining appropriate food safety and allergen management records and undertaking monitoring and compliance checks in accordance with Caterlink's procedures.
- Working with the school to establish appropriate arrangements for sharing relevant allergy information and for the safe identification and service of students with allergies or special dietary requirements.
- Ensuring catering staff are aware of the schools emergency procedures for allergic reactions and anaphylaxis and know how to summon appropriate assistance.
- Communicating promptly with the schools Allergy Safety Lead and/or School Business Manager regarding any catering-related allergen incident, concern or material change which may affect the safety of students.
- Maintaining and reviewing its own allergen management policies, procedures, training and associated operational documentation.

**The Caterlink Location Manager/Allergen Champion is responsible for:**

- Implementing Caterlink's allergen and special diet policies and procedures within the school catering operation.
- Ensuring catering staff complete Caterlink's required allergen and special diet training and follow the relevant procedures.
- Ensuring Caterlink's required allergen checks, records and pre-service allergen briefings are completed.
- Acting as the designated point of contact within the catering operation for allergen and special dietary matters.
- Ensuring allergen information is available in accordance with Caterlink's procedures and that allergen enquiries are handled by the appropriate designated person.

- Liaising with the school (First Aid Officer and School Business Manager) regarding students with allergies, intolerances or special dietary requirements and ensuring relevant concerns are raised promptly.
- Working with the school to ensure that relevant information concerning students' dietary requirements is kept up to date.

**Catering staff are responsible for:**

- Following Caterlink's allergen and special diet policies, procedures and training.
- Following Caterlink's controls for food preparation, storage, labelling and service and for minimising the risk of allergen cross-contact.
- Completing any allergen checks, records and documentation required by Caterlink relevant to their role.
- Following the agreed arrangements for safely serving students with allergies or special dietary requirements.
- Being aware of how to recognise an allergic reaction or anaphylaxis and knowing how to summon appropriate assistance in accordance with the schools emergency procedures.
- Referring allergen enquiries to the Caterlink Location Manager/Allergen Champion or other appropriately designated Caterlink representative, in accordance with Caterlink's procedures.
- Promptly reporting any allergen-related concern, error, near miss or incident to the Caterlink Location Manager/Allergen Champion.

**All staff members** are responsible for:

- Attending annual training regarding allergens and anaphylaxis.
- Being familiar with this policy, understanding their individual responsibilities, and ensuring that its requirements are consistently followed.
- Supporting and adhering to the schools decision to be a **nut-aware school from September 2026**, including taking reasonable steps to minimise the risk of nuts and products containing nuts as an ingredient being brought onto, provided or consumed on school premises.

  Products labelled as “may contain nuts”, “may contain traces of nuts”, or carrying similar precautionary allergen labelling are not considered to contain nuts for the purposes of this requirement, unless otherwise specified by the school following an individual risk assessment.
- Being familiar with and implementing students’ individual healthcare plans (IHPs) as appropriate.
- Following students' IHPs and allergy action plans, where applicable to their role, and any reasonable control measures identified by the school.

- Responding immediately and appropriately in the event of a medical emergency.
- Taking reasonable precautions to minimise the risk of known allergen exposure during activities they organise or supervise, including lessons, trips, events and activities involving food.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to students by both the school and parents.
- Ensuring that students do not share food and drink in order to prevent accidental contact with an allergen.

**All parents/carers** are responsible for:

- Being aware of our schools allergen and anaphylaxis policy
- Supporting and adhering to the school's nut-aware policy from September 2026, including taking reasonable steps to ensure that nuts and products containing nuts as an ingredient are not included in any food or drink brought onto the school premises for their child, or provided for school activities or trips.

  Products labelled as "may contain nuts", "may contain traces of nuts", or carrying similar precautionary allergen labelling are not considered to contain nuts for the purposes of this requirement, unless otherwise specified by the school following an individual risk assessment.
- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- 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 school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition
- Raising any concerns they may have about the management of their child's allergies with their childs head of year in the first instance

**All students** are responsible for:

- Ensuring that they do not exchange food with other students.

- Supporting and adhering to the school's nut-aware policy from September 2026, including ensuring that nuts and products containing nuts are not included in any food or drink brought onto the school premises or school trips.

  Products labelled as "may contain nuts", "may contain traces of nuts", or carrying similar precautionary allergen labelling are not considered to contain nuts for the purposes of this requirement, unless otherwise specified by the school following an individual risk assessment.

**All students with allergies** are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their **adrenaline auto-injector (AAI)** on their person and only using it for its intended purpose
- Understanding how and when to use their AAI
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Ensuring their AAI is with them for any school trips
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

**All students without allergies** are responsible for:

- Being aware of allergens and the risk they post to their peers
- Ensuring that they do not exchange food with other students.

## 4. Caterlink Policies, Procedures and Further Guidance

Detailed operational arrangements for the management of food allergens and special dietary requirements within the school catering service are governed by Caterlink's own policies, procedures, training and food safety management systems. These operational procedures are not reproduced within this policy.

The following Caterlink documents should be read alongside this policy where relevant:

- Caterlink Allergen and Special Diet Guide

- Caterlink Managing Allergies and Intolerances in Secondary Schools

- Caterlink's current allergen management, special diet and food safety procedures

- any subsequent Caterlink guidance or procedures which replace or update these documents.

Caterlink is responsible for maintaining and reviewing its own operational policies, procedures, training and associated documentation. The School will seek

appropriate assurance that these arrangements remain current and are being implemented within the schools catering service.

Where Caterlink updates its operational procedures, the current Caterlink requirements will apply. The schools Allergy and Anaphylaxis Policy will be reviewed where any such change materially affects the school's own arrangements, responsibilities or emergency procedures.

## 5. Identifying individuals with allergies

The school will keep a record of all individuals with allergies, including whether they have an IHP or an allergy action plan.

The school will capture key information about students with allergies, which will be recorded in their IHP.

This can include the following:

- Emergency contact details for the student's parents or family
- A school photograph of the student
- What the student's known allergens are and whether the allergen is ingested, inhaled or absorbed
- Whether the student has an allergy action plan attached to their IHP
- Whether the student has been prescribed adrenaline devices and, if so, what make and dosage it is
- Whether there is prior medical and parental consent for a spare adrenaline device or emergency asthma reliever inhaler to be used – notwithstanding that in an emergency situation that could not be foreseen, a spare adrenaline device can be used without prior parental consent
- Whether the student also has asthma, and if so, an asthma plan will be attached to the IHP which includes whether there is parental consent to use an emergency asthma reliever inhaler in an emergency

The school will use its best endeavours to gather information about known allergies, e.g. by asking the student and their parents to provide information.

Where students with allergies are starting at the school, arrangements will be put in place for the start of the relevant school term – if we are made aware. In other cases, e.g. students moving to the school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

For staff members/visitors with allergies, we request for school to be made aware and arrangements will be put in place when they commence work/visit school if required.

The school will keep a list of individuals with known allergies in places where food may be served or handled. Such lists will be kept in areas accessible to staff only.

## 6. Individual healthcare plans (IHP)

Students should have an IHP if they:

- Have an allergy which has a functional impact on them in the school 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. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the student. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

Not all students with an allergy will require an IHP. Some allergies will have little or no impact on the student while they are at school, or pose no risk to the student. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher 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 school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the student's circumstances.

The school 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 school'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 post 16 provider, their IHP will be shared as part of the transition.

## 7. Managing exposure to allergens and assessing risk

The school will take reasonable steps to manage the risk of individuals with known allergies coming in to contact with allergens while on the school site or during school activities.

This includes considering potential exposure to allergens through food, environmental factors, classroom activities, animals, and external visits. Measures will focus on

awareness, risk assessment, and appropriate control measures, while ensuring that students with allergies are able to participate fully in school life.

Students will not be prevented from participating in activities alongside their peers simply because of a risk of exposure to allergens. Where necessary, reasonable adjustments will be made to ensure activities can be carried out safely and inclusively.

**Food allergies**

The school will ensure that catering staff have effective systems in place to identify students with dietary requirements at mealtimes. At least two methods of identification will be used where appropriate. These may include staff awareness, allergy registers, photographs in food preparation areas or visible identifiers such as coloured lanyards.

The school will work in partnership with its outsourced catering provider to ensure appropriate arrangements are in place for students with food allergies and special dietary requirements. The school is responsible for ensuring relevant information about students' known allergies is communicated to the catering provider. The catering provider is responsible for the operational management of allergens within the catering service in accordance with its own allergen-management procedures and applicable legislation.

This includes:

- Ensuring allergen information is available for food served in accordance with food allergen legislation.
- Ensuring catering staff are aware of students with dietary requirements and understand the controls in place to provide allergen-safe meals.
- Checking ingredients and product information when menus or suppliers change.
- Implementing procedures to minimise the risk of cross-contamination during the preparation, handling and serving of food.
- Working with parents and students to provide suitable meal options for those with allergies, intolerances or coeliac disease wherever possible.

Students with food allergies will not be segregated from their peers at mealtimes.

Food brought into the school environment by students, parents or staff may present a risk to individuals with allergies. To reduce this risk the school will:

- Encourage clear labelling of lunch boxes, drinks bottles and food containers belonging to students with allergies.
- Set expectations that students do not share or trade food, food utensils or containers.

- Seek parental engagement where food is brought in for celebrations or special events to ensure inclusion and safety for students with allergies.
- Ensure staff are aware that unlabelled foods may present a greater risk of allergen exposure than packaged foods with allergen information.

The school may discourage certain allergens from being brought onto site where appropriate. The school, however, recognises that it cannot guarantee an allergen-free environment and will adopt an allergy-aware approach supported by strong emergency procedures.

**Environmental and contact allergens**

Where students have known allergies to airborne or contact allergens, e.g. pollen, dust mites, animals or insect stings, the school will take reasonable steps to reduce the risk of exposure where possible.

This may include:

- Monitoring environmental conditions where appropriate.
- Ensuring staff are aware of students with known allergies.
- Implementing appropriate control measures as identified in the student's IHP.

**Classroom activities and curriculum activities**

Staff planning activities will consider the potential risk of exposure to allergens.

This includes activities such as:

- Craft activities.
- Science experiments.
- Cooking activities.
- Cultural or celebration events.
- Activities involving animals.

Where materials used in activities may contain allergens, staff will consider whether suitable alternatives should be used.

Where necessary, alternative materials or approaches will be used so that students with allergies are not excluded from activities.

**External visits and trips**

When planning school trips, excursions, residential visits or sporting events, staff will consider the risk of allergen exposure and ensure appropriate risk assessments are carried out.

Planning will include consideration of:

- Catering arrangements and allergen risks.
- Access to emergency medication and AAIs.
- Staff awareness of students' allergies and emergency procedures.

The school will conduct a risk assessment for any student at risk of anaphylaxis taking part in a trip off the premises. All activities on the school trip will be risk assessed to see if they pose a threat to any students with allergies and alternative activities will be planned where necessary to ensure the students are included.

Students at risk of anaphylaxis will have their own AAI device with them, and there will be staff available who are trained to administer adrenaline in an emergency.

The school will speak to the parents of students with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

Where necessary, a designated adult will be available to support the student at all times during a school trip.

The school will consider whether it is appropriate to take spare AAI devices in case of emergency use on the trip.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for students' allergies, the student will take their own food or the school will provide a suitable packed lunch.

Reasonable adjustments will be made where necessary to enable students with allergies to participate safely in trips and activities.

**Animal allergies**

The Animals in School Policy will be adhered to at all times.

Students with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any students to whom this may pose a risk and will be responsible for ensuring that the student does not come into contact with the specified allergen.

The school will ensure that any student or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

Where medication is required for a student with an animal allergy, this will be managed in accordance with the student's IHP and the school's medication procedures. The school will not rely on general stock medication unless this is permitted under the relevant policy and consent arrangements.

## 8. Food allergen labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

**Food labelling**

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving
- The food allergen log will be monitored for completeness on a weekly basis by the kitchen manager

- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager

**Declared allergens**

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

**Changes to ingredients and food packaging**

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

## 9. Adrenaline auto-injectors (AAIs)

Students who are at risk of severe allergic reactions may be prescribed adrenaline auto-injectors (AAIs) for use in the event of an anaphylactic reaction.

The school recognises that anaphylaxis is a potentially life-threatening medical emergency and that a reaction may occur in a person who has not previously been diagnosed with an allergy or identified as being at risk of anaphylaxis.

In accordance with the Human Medicines Regulations 2012, as amended, and current government guidance, the school will maintain a supply of spare AAIs for use in emergency situations.

Spare AAIs held by the school are additional emergency devices and are not a replacement for a student's own prescribed AAIs. Students who have been prescribed AAIs should have access to two prescribed devices at all times while at school.

Depending on their level of understanding and competence, students may carry their prescribed AAIs on their person. Where a student does not carry their own AAIs, the devices must be quickly and easily accessible at all times.

**Planned access to spare AAIs**

As part of the school's planned arrangements for students known to be at risk of anaphylaxis, a spare AAI may be administered where appropriate medical authorisation and written parental consent have been obtained.

This includes:

- a student who has been prescribed an AAI but whose own device is unavailable, out of date, not working, has misfired or cannot be administered correctly; and
- a student who has been medically assessed as being at risk of anaphylaxis and has a written medical or allergy plan recommending the use of an AAI, but who has not been prescribed their own device.

A spare AAI may therefore be administered as a substitute for a student's own prescribed AAI where their own device is not immediately available or cannot be used correctly. Its use should not be unnecessarily delayed in an emergency.

Written parental consent for planned use of a school spare AAI will normally be obtained as part of the introduction or review of the student's Individual Healthcare Plan (IHP).

Where consent and medical authorisation have been provided, this will be recorded within the student's IHP and on the school's Register of AAIs.

The Register of AAIs will include, where applicable:

- the student's name;
- class;
- known allergens;
- known risk factors for anaphylaxis;
- whether medical authorisation has been received;
- whether written parental consent has been received; and
- appropriate dosage requirements.

Parents/carers will be asked to provide or renew consent annually to ensure that the register remains current. Parents/carers may withdraw their consent at any time by writing to the headteacher.

The First Aid Officer and Healthcare Coordinator will review the register at least annually and update it whenever the school is notified of a change to a student's medical needs, medical authorisation or parental consent.

The register will be maintained using Classcharts and will be accessible to relevant staff who may need the information in an emergency.

**Exceptional emergency use of a spare AAI**

The requirement for prior medical authorisation and written parental consent described above relates to the school's planned arrangements for students who are already known to be at risk of anaphylaxis.

Anaphylaxis can, however, occur unexpectedly in a student or other person who has not previously been diagnosed with an allergy or identified as being at risk.

Under Regulation 238 of the Human Medicines Regulations 2012, a legal exemption permits specified prescription-only medicines, including adrenaline, to be administered to any person for the purpose of saving life in an emergency.

Accordingly, in exceptional and unforeseen circumstances, a school spare AAI may be administered for the purpose of saving the life of a student or other person experiencing suspected anaphylaxis who was not previously known by the school to be at risk and for whom prior medical authorisation or consent is therefore not in place.

This exceptional provision does not replace the school's normal arrangements for identifying students known to be at risk of anaphylaxis and obtaining appropriate medical information and parental consent in advance.

Where anaphylaxis is suspected, staff should administer an appropriate AAI without delay and call 999, stating "anaphylaxis".

The absence of prior medical authorisation, parental consent, an Individual Healthcare Plan or inclusion on the school's Register of AAIs must not delay appropriate life-saving emergency action in these exceptional circumstances.

**Purchasing and selection of spare AAIs**

When purchasing spare AAIs, the school will submit a request, signed by the headteacher, to the pharmaceutical supplier stating:

- the name of the school;
- the purpose for which the AAIs are required; and
- the total quantity required.

The headteacher, in conjunction with the First Aid Officer and Healthcare Coordinator, will determine which brands and doses of AAI should be purchased.

Where practicable, the school will hold one brand of AAI to reduce the potential for confusion in administration and staff training. However, depending on the devices prescribed to students and the needs of the school population, the school may hold more than one brand.

The school will purchase AAIs in appropriate doses, taking account of the age and other relevant requirements of the students who may require them.

**Storage and accessibility of AAIs**

Where a student does not carry their own prescribed AAIs, they will be stored in a clearly identified location and must always remain quickly and easily accessible.

AAIs must not be stored in a locked cupboard or in a location where access is unnecessarily restricted.

The school's spare AAIs will be:

- readily accessible and not locked away;

- located so that they can be obtained quickly in an emergency;
- stored so that a second device is readily available should a second dose be required; and
- clearly labelled to distinguish the school's spare AAIs from devices prescribed to individual students.

**Current arrangements**

Pending the installation of additional emergency anaphylaxis kits across the school site, the school's spare AAIs are currently held in the **First Aid Office**. Staff must ensure that these can be accessed without delay in an emergency.

**Increasing availability of AAIs**

The school has ordered five additional emergency anaphylaxis kits through Kitt Medical. Once received, installed and ready for use, emergency anaphylaxis kits will be located at:

- Main School Reception;
- Sixth Form Common Room;
- School Canteen;
- STEAM (Food Technology Office); and
- Performing Arts Block.

The location of emergency anaphylaxis kits will be clearly communicated to staff. The school will keep the location and accessibility of its spare AAIs under review to ensure that they can be obtained promptly in an emergency.

All AAI devices will be stored at room temperature, protected from direct sunlight and extremes of temperature, and otherwise stored in accordance with the manufacturer's instructions.

**Management and monitoring of spare AAIs**

The following staff members are responsible for maintaining the school's emergency anaphylaxis kits:

- First Aid Officer and Healthcare Coordinator

- School Business Manager
- Premises Manager

The **First Aid Officer and Healthcare Coordinator** is responsible for overseeing the school's arrangements for the use of spare AAIs, monitoring their implementation and maintaining the Register of AAIs.

The emergency anaphylaxis kits will be checked regularly to ensure that:

- the appropriate AAIs are present;
- devices have not expired;
- devices have not been damaged or used;
- the contents of each kit are complete; and
- replacement devices are obtained when necessary.

**Recording the administration of an AAI**

Whenever an AAI is administered, the school will record the incident in accordance with its medical and allergy procedures.

The record will include:

- the name of the person to whom the AAI was administered;
- where and when the reaction occurred;
- the signs and symptoms observed;
- the medication and dose administered;
- the time the AAI was administered;
- who administered the AAI;
- whether the student's own or a school spare AAI was used;
- whether a second dose was required and, if so, when it was administered;
- details of the emergency services response; and
- details of when the student's parent/carer was informed.

Following a serious allergic reaction or near miss, the school will review the circumstances of the incident and identify any lessons or actions required to reduce the risk of recurrence.

**Disposal and replacement of AAIs**

Used or expired AAIs will be disposed of safely and in accordance with the manufacturer's instructions and the school's procedures.

Where appropriate, a used AAI may be handed to attending paramedics so that they are aware of the device and dose administered.

Where a used or expired AAI is disposed of on the school premises, it will be placed in the designated sharps bin located in the First Aid Room.

Following the use of a school spare AAI, arrangements will be made to replace the device as soon as practicable to ensure that an appropriate emergency supply remains available.

## 10. Medical attention and required support

Once a student's allergies have been identified, the school first aid officer will arrange a meeting over the phone or in person in which the student's allergies will be discussed and a plan of appropriate action/support will be developed. This may include the students Head of Year or Form Tutor.

Parents will provide the School First Aid officer with any necessary medication, ensuring that this is clearly labelled with the student's name, class, expiration date and instructions for administering it.

Students who require life-saving medication, such as AAIs, will be expected to have their medication available at school and on educational visits.

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

Any specified support which the student may require will be outlined in their IHP.

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

The school operates a mobile phone-free environment in line with national guidance; however, where a student requires access to a mobile phone to support the management of their allergy, reasonable adjustments may be made in accordance with the Equality Act 2010. In such cases, students may be permitted to use their mobile phone for specific medical purposes related to their allergy management at agreed times and locations, as set out in their IHP.

**The First Aid Officer and Healthcare Coordinator** is responsible for working alongside relevant staff members and parents in order to develop IHPs for students

with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

**The Allergy Safety lead,** has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

## 11. Staff training

All staff will receive allergy awareness and anaphylaxis training annually. This will apply to all relevant staff, including teaching staff and support staff.

The school's core allergy awareness training will be provided through the Kitt Medical Training Course. Staff will be required to complete this training following the installation of the Kitt Medical emergency anaphylaxis devices and thereafter as part of the school's annual training programme.

The Kitt Medical Training Course provides staff with knowledge and awareness in the following areas:

- **Allergies, anaphylaxis and asthma**
    - Understanding allergies, allergic reactions and anaphylaxis.
    - Understanding asthma and its relevance in an allergic emergency.
    - Recognising the signs and symptoms of a serious or life-threatening allergic reaction.
- **Understanding adrenaline and emergency devices**
    - Understanding the role of adrenaline in the treatment of anaphylaxis.
    - Awareness of adrenaline devices and how they are used.
    - Building staff confidence in responding appropriately to an allergic emergency.
- **Responding to a life-threatening allergic reaction**
    - Recognising when an allergic reaction may be life-threatening.
    - Understanding the appropriate emergency response.
    - Knowing when and how to administer adrenaline.
    - Understanding the importance of acting quickly in an emergency.
- **Recognising anaphylaxis in practice**
    - Understanding what a life-threatening allergic reaction can look like.
    - Recognising that symptoms and their presentation can vary between individuals.

    - Developing staff confidence in identifying and responding to anaphylaxis.
- **The wellbeing impact of allergies**
    - Understanding the wider impact that living with allergies can have on children and young people.
    - Recognising the importance of supporting the emotional and social wellbeing of students with allergies.
    - Promoting inclusion and avoiding unnecessary exclusion of students because of their allergies.
- **Allergy safety in school**
    - Understanding how allergy risks can arise within the school environment.
    - Taking appropriate steps to reduce the risk of accidental exposure to known allergens.
    - Promoting a consistent, whole-school approach to allergy awareness and safety.
    - Understanding the important role that staff play in creating an allergy-aware school environment.

In addition to the Kitt Medical Training Course, all staff will be made aware of the school's Allergy and Anaphylaxis Policy and associated procedures. This will include school-specific information that may not form part of the Kitt Medical course, including:

- the arrangements for the storage, location and accessibility of emergency adrenaline devices and other emergency medication;
- how to access students' Individual Healthcare Plans (IHPs), Allergy Action Plans and/or Asthma Action Plans, where applicable;
- the arrangements for communicating relevant allergy information to staff;
- procedures for managing allergy risks during lessons, catering, educational visits, trips, residential visits, sporting activities and other school events;
- how to report and record allergic reactions, incidents and near misses;
- relevant responsibilities for reducing the risk of a student with a known allergy coming into contact with their known allergen;
- relevant food-allergen information and food-labelling requirements for staff whose roles require this knowledge; and
- the school's procedures for communicating with students, parents/carers and other relevant staff about allergy management.

Staff must familiarise themselves with the needs of students with known allergies where this is relevant to their role and must know how to access the appropriate healthcare or allergy action plan.

**New, supply and temporary staff**

New staff members will complete the Kitt Medical allergy awareness training as part of their induction, or within a timescale determined by the school, and will be provided with the relevant school-specific allergy and emergency procedures.

Supply, temporary and cover staff will be provided with the information necessary to keep students with allergies safe. This will include, where relevant, information about students with known allergies, emergency procedures, how to obtain assistance and the location of emergency medication and adrenaline devices.

Where appropriate, supply or temporary staff may be asked to confirm that they have received equivalent allergy and anaphylaxis awareness training.

Where a gap in staff training or awareness is identified, the school will assess the associated risk and take appropriate action. This may include providing additional information or training and/or ensuring that appropriately trained staff are available to support students with allergies during lessons, activities, educational visits or other school events.

The school will keep its allergy and anaphylaxis training arrangements under review and provide refresher or additional training where required, including following significant changes to procedures, equipment or relevant guidance.

## 12. Mild to moderate allergic reaction

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

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

If any of the above symptoms occur in a student, the nearest adult will stay with the student and refer to their IHP to determine appropriate next steps.

The student's parents will be contacted immediately if a student suffers a mild to moderate allergic reaction, and if any medication has been administered.

For mild to moderate allergy symptoms, the student's IHP will be followed, and the student will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the student is required to go to the hospital, an ambulance will be called.

## 13. Managing anaphylaxis

All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis.

Staff members will be able to recognise the following signs of anaphylaxis:

- **Airways:**
  - Tightening of the throat
  - Hoarse voice
  - Difficulty swallowing
  - Swollen tongue
- **Breathing:**
  - Sudden wheezing
  - Difficult or noisy breathing
  - Persistent cough
- **Circulation:**
  - Persistent dizziness
  - Pale or floppy
  - Suddenly sleepy

- Collapse/unconscious

If one or more of the signs above are present, the nearest trained staff member will follow the below procedure:

1. Lay the student flat with their legs raised. If breathing is difficult, allow them to sit upright.
2. Administer an AAI without delay, using the student's prescribed device or a spare device if necessary.
3. Call 999 immediately and request an ambulance, stating that the person is experiencing anaphylaxis.

After administering an AAI device, the staff member(s) handling the situation will stay with the student until the ambulance arrives and will keep them lying down, even if the situation appears to be improving. They will then phone the student's parent or emergency contact.

If there is no improvement after five minutes, an additional dose of adrenaline will be administered using a second device.

CPR will be commenced at any time if there are no signs of life.

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

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

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

In the event that a student without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a suspected severe allergic reaction, the nearest trained member of staff will administer a spare AAI without delay if anaphylaxis is suspected. Emergency services will be contacted immediately after AAI administration. Staff will be made aware that the risks associated with delaying adrenaline are greater than those associated with administering it unnecessarily.

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

- Any known allergens the student has
- The possible causes of the reaction, e.g. certain food
- 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 student is given plenty of space, moving other students to a different room where necessary.

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

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

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

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

## 14. Wellbeing of students with allergies

The school recognises that allergies can have a significant impact on a student's emotional wellbeing, confidence and sense of safety. Some students with allergies may experience anxiety because of the risk of exposure to allergens and the possibility of anaphylaxis. This may be further affected by related conditions such as asthma or eczema.

The school will take active steps to support the wellbeing of students with allergies by providing reassurance that reasonable measures are being taken to reduce the risk of allergen exposure and that robust emergency arrangements are in place.

The school will promote a culture of awareness, inclusion and respect in relation to allergies. This will include regular communication with students, parents and staff so that the school community understands the risks associated with allergies and the importance of following control measures.

The school will take appropriate steps to prevent bullying, teasing or social exclusion related to allergies, dietary needs, medication or medical conditions. Any concerns of this nature will be addressed promptly in line with the school's Behaviour Policy.

To support students with allergies, the school will:

- Provide proactive support for new students with known allergies as they join the school
- Explain to students and parents the arrangements the school will put in place to support safety and inclusion.
- Offer opportunities, where appropriate, for students with allergies and their families to become familiar with the dining environment and key staff.

- Identify appropriate staff members who can act as a point of contact for students with allergies and their parents.
- Encourage students with allergies, where appropriate, to share concerns and contribute to discussions about how they can be supported safely in school.

The school will, where appropriate, involve students with allergies and their parents in the development and review of support arrangements. The school will also consider feedback from staff and, where relevant, from other members of the school community in order to improve practice.

## 15. Monitoring and review

This policy will be reviewed at least annually by the Deputy Headteacher and Natalie McKeon (link governor).

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 students' IHPs will be updated and amended as necessary.