



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

Allergy and Anaphylaxis Policy

Policy owner: Designated Allergy Lead

Approved by: Directors

Applies to: Whole school, including EYFS, Junior School, Senior School, boarding, day pupils, full boarders, flexi boarders, school activities, educational visits and off-site activities

Reviewed: September 2026

Next review due: September 2027

For regulatory purposes, references to Directors include the proprietor body where applicable.

Purpose

St John's School is committed to safeguarding and promoting the welfare, health and inclusion of all pupils.

The purpose of this policy is to set out the school's framework for reducing the risk of allergic reactions, supporting pupils with allergies and responding promptly and effectively to allergic reactions, including suspected anaphylaxis.

This policy applies across the whole school, including EYFS, Junior School, Senior School, boarding, clubs, activities, educational visits, fixtures, events and off-site activities.

St John's School takes a whole-school approach to allergy awareness. Allergy management is not only the responsibility of medical, catering or boarding staff. All members of the school community have a role in reducing risk and supporting pupils with allergies.

Detailed operational arrangements, including emergency response action cards, adrenaline auto-injector locations, expiry-check systems, individual pupil arrangements, catering

procedures, EYFS routines, boarding arrangements and trip checklists, are held separately in staff-only procedures and are not included in this policy.

Legal and guidance framework

This policy has been prepared with regard to:

- Keeping Children Safe in Education
- Education (Independent School Standards) Regulations 2014
- Statutory framework for the Early Years Foundation Stage
- National Minimum Standards for Boarding Schools
- Equality Act 2010
- Food Safety Act 1990
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019
- DfE guidance on supporting pupils with medical conditions at school
- DfE guidance on using emergency adrenaline auto-injectors in schools
- UKHSA health protection guidance where relevant
- HSE first aid guidance
- UK GDPR and Data Protection Act 2018

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Health and First Aid Policy, Administration of Medicines Policy, Care of Unwell Pupils Policy, SEND and Inclusion Policy, Equal Opportunities and Anti-Discrimination Policy, Anti-Bullying Policy, Behaviour Management Policy, Educational Visits and Off-Site Activities Policy, Risk Assessment Policy, EYFS Food and Nutrition Policy, EYFS Working in Partnership with Parents Policy, Boarding policies, Mental Health Policy, Data Protection Policy and Records Retention Schedule.

Scope

This policy applies to all pupils, including Nursery, EYFS, Junior School, Senior School, day pupils, full boarders and flexi boarders.

It applies where pupils are in school or under school care or supervision, including:

- During the school day
- During meals and snacks
- During lessons and practical activities
- During clubs, enrichment or after-school activities
- During boarding time
- During evenings, nights, weekends or school holidays where the pupil is in boarding or under school supervision
- During school trips, fixtures, residential visits, overseas visits or other off-site activities
- During transport or handover arrangements where the school has responsibility
- During school events, visits, open days, taster days or other activities involving food or possible allergens

Definitions

An allergy occurs when a person's immune system reacts to a substance that is usually harmless.

An allergen is a substance that can trigger an allergic reaction.

Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

An adrenaline auto-injector is an emergency device used to administer adrenaline in the event of suspected anaphylaxis. These devices are sometimes referred to as AAI's, adrenaline pens or by brand names.

An Allergy Action Plan is a medical plan, usually completed by a healthcare professional, setting out a pupil's allergies, symptoms and emergency treatment.

An Individual Healthcare Plan is a school plan prepared with parents and, where appropriate, pupils and healthcare professionals. It sets out the pupil's allergy, risk factors, medication, support arrangements and emergency information.

The Designated Allergy Lead is the member of staff responsible for overseeing allergy management across the school.

Principles

The school will:

- Take every diagnosed allergy seriously
- Promote allergy awareness across the school
- Support pupils with allergies to be safe, included and treated with dignity
- Work in partnership with parents and, where appropriate, healthcare professionals
- Maintain clear allergy information and records
- Use Individual Healthcare Plans for pupils with diagnosed allergies
- Consider allergy risk in relevant risk assessments
- Train staff to recognise and respond to allergic reactions
- Maintain arrangements for emergency medication, including spare adrenaline auto-injectors
- Record and review allergic reactions, suspected reactions and near misses
- Respond to allergy-related bullying, teasing or unsafe behaviour
- Review this policy and supporting procedures regularly

Allergy aware school

St John's School is an allergy aware school.

The school cannot guarantee an allergen-free environment. Food and other allergens may be present on site, in boarding, during educational visits, at fixtures, during events or through items brought into school.

The school will therefore focus on awareness, risk reduction, planning, communication, supervision and prompt emergency response.

The school may restrict particular foods, activities or items where this is necessary to reduce risk for a pupil or group of pupils. Any such restrictions will be communicated clearly to pupils, parents and staff.

Governance and leadership

The Directors have oversight of this policy and expect the school to maintain suitable arrangements for allergy management, staff training, risk assessment and emergency response.

The Head has overall responsibility for ensuring that this policy is implemented across the school.

The Designated Allergy Lead is responsible for coordinating allergy management and reporting relevant matters to senior leaders.

The safeguarding governor may receive assurance that allergy-related welfare, safeguarding or inclusion concerns are being addressed appropriately.

Designated Allergy Lead

The school will appoint a Designated Allergy Lead.

The Designated Allergy Lead will:

- Promote allergy awareness across the school
- Support a culture of safety and inclusion
- Oversee allergy management arrangements
- Work with medical, pastoral, catering, boarding, admissions and educational visits staff
- Ensure allergy information is collected, reviewed and shared appropriately
- Ensure Individual Healthcare Plans are in place for pupils with diagnosed allergies
- Ensure staff receive suitable allergy and anaphylaxis training
- Ensure allergy risks are considered in relevant risk assessments
- Review arrangements for prescribed and spare adrenaline auto-injectors
- Ensure allergic reactions, suspected reactions and near misses are recorded and reviewed
- Ensure learning from incidents is shared where appropriate
- Ensure an anaphylaxis drill is carried out at least annually

- Review this policy and related staff-only procedures

Medical and first aid staff

The school's medical staff or staff with delegated medical responsibilities will support the Designated Allergy Lead by:

- Collecting allergy information from parents
- Supporting the preparation and review of Individual Healthcare Plans
- Liaising with parents about medication
- Maintaining allergy and medication records
- Checking expiry dates of medication held by the school
- Supporting staff training and refresher guidance
- Ensuring relevant information is shared with staff who need to know
- Supporting arrangements for trips, fixtures, boarding and off-site activities
- Advising staff where allergy or medical information may affect pupil safety

Admissions

Admissions staff must seek relevant allergy, dietary and medical information at the earliest appropriate stage.

This includes information for:

- Admissions applications
- Taster days
- Open events
- Boarding applications
- Assessment days
- Induction arrangements
- Visits where food may be offered or consumed

Where a pupil has a diagnosed allergy, admissions staff will share relevant information promptly with the Designated Allergy Lead and relevant medical, pastoral, catering and boarding staff.

Catering

Catering staff are responsible for following food safety and allergen management procedures.

This includes:

- Maintaining accurate allergen information
- Following food hygiene procedures
- Reducing the risk of cross-contamination
- Receiving appropriate allergen awareness training
- Checking ingredients and product information
- Communicating ingredient changes through agreed procedures
- Working with school staff to support pupils with food allergies
- Following arrangements for EYFS meals and snacks
- Following relevant legal requirements for food information and allergen labelling

Boarding

Boarding staff must be aware of boarders with allergies and the arrangements set out in their Individual Healthcare Plans.

Boarding staff will support safe arrangements for:

- Meals and snacks
- Food brought into boarding
- Medication access
- Overnight supervision
- Evening and weekend routines
- Flexi-boarding handovers
- Off-site boarding activities
- Communication with parents, medical staff and catering staff

Detailed boarding arrangements are held in staff-only procedures.

All staff

All staff are responsible for supporting allergy awareness and reducing risk.

Staff must:

- Read and follow this policy and related procedures
- Take part in allergy and anaphylaxis training as required
- Know how to seek help in an emergency
- Be alert to signs of allergic reaction
- Support pupils to access medication according to school procedures
- Consider allergy risk when planning activities
- Include allergy considerations in risk assessments where relevant
- Avoid using food as a reward unless it has been checked as safe
- Report allergy concerns, incidents and near misses
- Challenge allergy-related bullying, teasing or unsafe behaviour
- Act immediately where an allergic reaction or suspected anaphylaxis occurs

Parents

All parents are asked to support the school's allergy aware approach.

Parents should:

- Provide accurate medical and dietary information
- Update the school promptly if information changes
- Follow school guidance about food brought into school
- Avoid sending food or other items into school where the school has asked families not to do so
- Encourage their child to respect pupils with allergies
- Encourage their child not to share or swap food
- Encourage good hand hygiene before and after eating
- Tell the school about any allergy-related concern

Parents of pupils with allergies

Parents of pupils with diagnosed allergies must provide the school with accurate and current information.

Parents must:

- Inform the school of any allergy or suspected allergy
- Provide medical information and updates promptly
- Work with the school on an Individual Healthcare Plan
- Provide an Allergy Action Plan where available
- Provide prescribed medication that is in date and properly labelled
- Provide two in-date adrenaline auto-injectors where prescribed
- Replace medication before it expires
- Inform the school of any change in diagnosis, treatment or risk
- Ensure the pupil has appropriate medication for travel to and from school where relevant
- Support their child to understand their allergy in an age-appropriate way

Pupils

Pupils are expected to support a safe and respectful school community.

In an age-appropriate way, pupils should:

- Be allergy aware
- Avoid sharing, swapping or throwing food
- Follow school rules about food and snacks
- Wash hands before and after eating
- Respect pupils with allergies
- Tell a member of staff if they or another pupil feels unwell
- Tell a member of staff about allergy-related teasing, bullying or unsafe behaviour

Older pupils with allergies should be supported to understand their own allergy, know how to reduce risk and know how to seek help promptly.

Where it is age and capability appropriate, pupils may carry their own medication in line with their Individual Healthcare Plan and school procedures.

Information and records

The school will keep a register of pupils with diagnosed allergies.

Each pupil with a diagnosed allergy will have an Individual Healthcare Plan.

The plan will usually include:

- Known allergens
- Typical symptoms
- History of allergic reactions
- Medication prescribed
- Emergency response information
- Parental consent for medication
- A photograph of the pupil where appropriate
- An Allergy Action Plan where available
- Arrangements for meals, snacks, activities, trips and boarding where relevant

Individual Healthcare Plans will be reviewed at least annually and sooner if a pupil's needs change.

Allergy, medical and medication information may be recorded on iSAMS where appropriate.

Safeguarding, child protection and welfare concerns will be recorded on CPOMS where appropriate.

Administrative, attendance, behaviour, assessment, communication or other relevant records may be recorded on iSAMS where appropriate.

Information will be shared with staff on a need-to-know basis in accordance with the Data Protection Policy.

Risk assessment

Allergy risk must be considered in relevant school activities.

This includes:

- Meals and snacks
- EYFS activities
- Food technology, science and practical lessons
- Art, craft and sensory play
- Celebrations and fundraising events
- Clubs and enrichment activities
- Boarding activities
- Educational visits
- Sports fixtures
- Transport
- Visits involving animals
- Events involving external caterers or visiting speakers

Staff should consider whether an allergen is necessary for the activity and whether a safer alternative can be used.

Pupils with allergies should not be excluded from activities because of their allergy unless there is no reasonable way to manage the risk safely. Where needed, the activity should be adapted.

Food and catering

The school will take reasonable steps to provide safe and inclusive food arrangements for pupils with allergies.

Food prepared or served by the school will be managed through appropriate food safety and allergen procedures.

The school will ensure that:

- Allergen information is available for food prepared or served by the school
- Staff preparing or serving food receive appropriate training
- Food hygiene and cross-contamination controls are followed
- Catering staff receive relevant allergy information
- Ingredient changes are communicated through agreed procedures
- Arrangements are made for pupils with allergies during school meals
- Food provided for trips, fixtures and events is checked as part of planning
- Food brought in by parents, pupils or visitors is controlled where necessary

Food prepared or packed for direct sale by the school will follow applicable food information requirements.

The school will not describe itself as allergen-free. Where the school restricts particular foods, this is a risk reduction measure and does not remove the need for vigilance.

Food brought into school

All pupils eat food provided by the school during the school day, unless an individual arrangement has been agreed by the school in advance.

Parents and pupils must not bring food into school for general consumption, including packed lunches, snacks, sweets, birthday treats or food for sharing, unless the school has given permission.

This helps the school manage food hygiene, allergen information, pupil supervision and the risk of allergic reactions.

Where food is permitted for a specific reason, it must comply with any restrictions or guidance issued by the school.

Pupils must not share or swap food.

Water bottles should be clearly labelled.

Food for fundraising events, celebrations, trips, fixtures, boarding or other school activities must only be brought in or provided with prior school agreement and must follow the school's allergy and food safety arrangements.

Where food is brought into boarding with permission, it must comply with boarding food rules and allergy guidance. Boarding staff may remove or restrict food where it creates an allergy, hygiene or safety concern.

EYFS

EYFS pupils require particularly careful management because younger children may not be able to explain symptoms, identify unsafe food or manage their own risk.

In EYFS, the school will ensure that:

- Staff know which children have allergies
- Allergy information is available to staff who need it
- Children are supervised while eating
- Children are within sight and hearing of staff while eating
- Food and drink are checked before being given to children
- Parents are asked for allergy and dietary information before admission
- New foods or changes in food provision are managed carefully
- Staff understand safer eating expectations
- Allergy risks are considered in play, sensory activities, craft and celebrations

EYFS staff will work closely with parents and medical staff to support children with allergies.

Educational visits and off-site activities

Allergies must be considered when planning educational visits, fixtures and off-site activities.

The visit leader must ensure that:

- Pupils with allergies are identified during planning
- Individual Healthcare Plans are considered
- Medication arrangements are checked

- Food and catering arrangements are assessed
- Staff know how to respond to an allergic reaction
- Suitable staff accompany the visit
- Allergy risks are included in the visit risk assessment
- Parents are consulted where appropriate

A pupil prescribed adrenaline auto-injectors should not normally attend an off-site visit unless two in-date devices are available, unless a specific risk assessment and senior decision authorises an alternative approach.

Adrenaline auto-injectors must remain accessible during travel, activities, fixtures and overnight stays. They must not be placed somewhere inaccessible, such as in luggage storage away from the pupil.

Boarding arrangements

Boarding pupils with allergies will have arrangements set out in their Individual Healthcare Plans.

The school will consider allergy management in boarding routines, including:

- Evening and weekend snacks
- Food brought into boarding
- Shared kitchens or food preparation areas
- Overnight access to medication
- Boarding trips and activities
- Communication between boarding, medical and catering staff
- Handover arrangements for flexi boarders
- Support for pupils managing their own allergy

Boarding staff will support pupils to take age-appropriate responsibility while maintaining safe oversight.

Animals, insects and environmental allergens

The school will consider allergy risk where animals are brought onto the school site or pupils visit settings with animals.

Where a pupil has an animal allergy, reasonable steps will be taken to reduce exposure and support inclusion.

The school will take reasonable steps to manage insect sting risk, including responding to reported nests or swarms on school grounds. Pupils should report wasps, bees or nests to a member of staff and should not disturb them.

Pupils with hay fever, allergic rhinitis or other environmental allergies will be supported in line with their medical needs and any Individual Healthcare Plan.

Adrenaline auto-injectors

An adrenaline auto-injector is emergency medication used to treat anaphylaxis.

Pupils who have been prescribed adrenaline auto-injectors must have access to two in-date devices at all times while in school or taking part in school activities.

Depending on age, maturity and the Individual Healthcare Plan, devices may be carried by the pupil or held by staff in an agreed accessible location.

Adrenaline auto-injectors must not be locked away where they cannot be accessed quickly in an emergency.

The school will keep a record of adrenaline auto-injectors held by or for pupils, including expiry dates where appropriate.

The school will hold spare adrenaline auto-injectors in line with government guidance and school risk assessment.

Spare devices are for emergency use and are not a replacement for pupils' prescribed medication.

The locations, quantities, doses, brands, checks and access arrangements for spare adrenaline auto-injectors are set out in staff-only procedures.

Responding to an allergic reaction or suspected anaphylaxis

Allergic reactions must be treated seriously.

If an allergic reaction is suspected, staff must seek help immediately and follow the pupil's Allergy Action Plan, Individual Healthcare Plan and the school's emergency procedures.

If anaphylaxis is suspected, adrenaline must be administered without delay and emergency medical help must be sought.

A pupil who has suspected anaphylaxis or has received adrenaline must be assessed by emergency medical professionals.

Detailed emergency response arrangements are held in staff-only procedures and action cards. These arrangements are shared with staff and rehearsed through training and drills.

Training and awareness

The school will provide allergy and anaphylaxis training for staff.

Training will be proportionate to staff roles and will include:

- Understanding allergies and anaphylaxis
- Reducing allergy risk
- Recognising signs of an allergic reaction
- Responding to suspected anaphylaxis
- Using adrenaline auto-injectors
- Knowing how to seek emergency help
- Understanding school procedures
- Supporting inclusion and wellbeing
- Preventing allergy-related bullying
- Understanding food allergen awareness where relevant

All staff will receive allergy awareness training at least annually.

Staff with specific responsibilities, including medical, catering, EYFS, boarding, trip-leading and pastoral staff, may receive additional role-specific training.

The school will carry out an anaphylaxis drill at least annually.

Training records will be maintained by the school.

Inclusion, wellbeing and bullying

The school recognises that allergies can affect a pupil's confidence, friendships, participation, mental health and sense of safety.

Pupils with allergies must be treated with dignity and respect.

Staff will take steps to ensure that pupils with allergies are not unnecessarily singled out, isolated or excluded.

Allergy-related teasing, bullying, threats or unsafe behaviour will be treated seriously and managed under the school's Anti-Bullying Policy, Behaviour Management Policy and safeguarding procedures where appropriate.

Where a pupil's allergy creates anxiety or affects wellbeing, pastoral support will be considered.

Asthma and related conditions

Asthma can increase the risk associated with allergic reactions.

Where a pupil has both asthma and allergies, this will be considered in their Individual Healthcare Plan.

Parents must ensure that asthma medication and allergy medication are kept up to date and provided to the school as required.

Incidents and near misses

The school will record allergic reactions, suspected reactions and near misses.

The record should include:

- Date, time and location
- Name of pupil
- Nature of the reaction or concern
- Known or suspected trigger
- Medication administered
- Staff involved
- Emergency services contacted where relevant
- Parent or guardian communication
- Outcome
- Safeguarding, welfare or medical concerns
- Review action and lessons learned

Safeguarding, child protection or welfare concerns will be recorded on CPOMS.

Medical, administrative, communication or other relevant records may be recorded on iSAMS.

Records will be handled in accordance with the Data Protection Policy, Safeguarding and Child Protection Policy and Records Retention Schedule.

Review and learning

Following an allergic reaction, suspected reaction or near miss, the school will review what happened and whether any action is needed to reduce the risk of recurrence.

This may include reviewing:

- Individual Healthcare Plans
- Risk assessments
- Staff training
- Catering procedures
- Boarding arrangements
- Educational visit planning

- Medication arrangements
- Communication with parents
- Pupil supervision
- Site arrangements
- Record keeping

The level of review will depend on the seriousness of the incident.

Visitors, events and lettings

Visitors, volunteers, contractors and hirers must follow allergy-related instructions where these apply to their visit or activity.

Where food is provided at school events, reasonable steps will be taken to manage allergen information and reduce risk.

External caterers, event organisers or hirers may be required to provide allergen information and comply with school instructions.

The school may restrict food at events where this is necessary for pupil safety.

Monitoring and review

The Head has overall responsibility for this policy.

The Designated Allergy Lead, medical staff, catering staff, Head of EYFS, Head of Boarding, senior leaders, pastoral staff and relevant operational staff will support implementation and review.

The Directors will maintain appropriate oversight of safeguarding, welfare, health and pupil safety arrangements.

This policy will be reviewed annually, or sooner following an allergic reaction, significant near miss, change in law, change in guidance or change in school provision.

Appendix 1

Staff-only Allergy and Anaphylaxis Procedure

Policy owner: Designated Allergy Lead

Approved by: Head

Applies to: Whole school staff, including EYFS, Junior School, Senior School, boarding, catering, medical, pastoral, admissions, visiting staff and staff supervising school activities

Reviewed: September 2026

Next review due: September 2027

Staff-only status

This appendix is a staff-only operational procedure.

It supports the Allergy and Anaphylaxis Policy and must not be published on the school website or shared externally unless authorised by the Head.

This procedure contains operational arrangements for staff. Individual pupil information, emergency contact details, adrenaline auto-injector locations, register access arrangements, action cards, staff responsibilities and site-specific arrangements must be handled in accordance with the Data Protection Policy, Safeguarding and Child Protection Policy and Records Retention Schedule.

Purpose

The purpose of this procedure is to explain how staff at St John's School manage allergy information, reduce allergy risk and respond to allergic reactions, including suspected anaphylaxis.

This procedure applies across EYFS, Junior School, Senior School, boarding, school meals, clubs, activities, visits, fixtures, events and off-site activities.

All staff must act promptly if an allergic reaction is suspected.

Key principle

Anaphylaxis is a medical emergency.

If anaphylaxis is suspected, adrenaline must be administered without delay and emergency medical help must be sought.

Do not wait to see if symptoms improve.

Do not delay because the pupil's symptoms seem unusual.

Do not leave the pupil alone.

Do not send the pupil to find help.

Immediate emergency response

If a pupil appears to be having an allergic reaction, staff must act immediately.

Follow the pupil's Allergy Action Plan and Individual Healthcare Plan.

Call for help from another member of staff.

Send someone to collect the pupil's medication and a spare adrenaline auto-injector if needed.

Stay with the pupil.

If anaphylaxis is suspected, administer adrenaline without delay.

Call 999 and say that anaphylaxis is suspected.

Follow the instructions of the 999 call handler.

Contact the school medical team or nominated first aid staff.

Inform the Designated Allergy Lead or senior leader as soon as possible.

Contact parents or guardians once emergency action has started.

Record the incident after the immediate emergency has been managed.

Signs of a mild or moderate allergic reaction

Staff should be alert to symptoms such as:

- Itchy skin
- Raised rash or hives
- Flushing
- Swelling of lips, face or eyes
- Tingling or itching in the mouth
- Nausea
- Abdominal pain
- Vomiting
- Sneezing
- Runny nose
- Itchy eyes
- Sudden anxiety or distress

If symptoms appear mild, staff must still follow the pupil's Allergy Action Plan and seek help.

A mild reaction can develop into anaphylaxis.

Signs of suspected anaphylaxis

Staff must treat the situation as suspected anaphylaxis if there are breathing, airway or circulation symptoms.

These may include:

- Difficulty breathing
- Wheeze or persistent cough
- Noisy breathing
- Difficulty swallowing
- Throat tightness
- Swelling of the tongue or throat

- Hoarse voice
- Dizziness
- Collapse
- Pale or clammy skin
- Sudden drowsiness
- Confusion
- Loss of consciousness
- Sudden severe symptoms after exposure to a known allergen

If in doubt, administer adrenaline and call 999.

Positioning the pupil

The pupil should usually lie flat with legs raised.

If the pupil has breathing difficulty, they may need to sit upright.

If the pupil is unconscious, place them in the recovery position.

Do not allow the pupil to stand or walk around.

Do not move the pupil unless there is an immediate safety risk.

Follow first aid training and the instructions of the 999 call handler.

Using adrenaline auto-injectors

Use the pupil's own prescribed adrenaline auto-injector if it is immediately available.

If the pupil's own device is unavailable, expired, misfires or cannot be found quickly, use the school's spare adrenaline auto-injector in accordance with government guidance and school procedure.

Adrenaline auto-injectors should be administered into the outer thigh.

They can usually be administered through clothing unless the device instructions say otherwise.

Staff must follow their training and the manufacturer's instructions for the device being used.

If there is no improvement after 5 minutes, or symptoms worsen, give a second adrenaline auto-injector if available.

Tell the ambulance crew what medication has been given and when.

After adrenaline has been given

A pupil who has received adrenaline must go to hospital by ambulance.

The pupil must not return to lessons, boarding or activities after receiving adrenaline.

A member of staff should remain with the pupil until emergency medical help takes over.

A member of staff should accompany the pupil to hospital if parents or guardians are not yet present.

Used adrenaline auto-injectors must be handed to the ambulance crew where possible.

If not taken by ambulance staff, used devices must be disposed of as sharps in accordance with school procedures.

Do not dispose of a used device in ordinary waste.

Designated Allergy Lead responsibilities

The Designated Allergy Lead is responsible for coordinating allergy management across the school.

The Designated Allergy Lead will:

- Maintain oversight of pupils with diagnosed allergies
- Ensure that allergy information is collected and reviewed
- Ensure that Individual Healthcare Plans are in place
- Ensure that relevant staff know how to access allergy information
- Coordinate the annual allergy review cycle

- Oversee staff training arrangements
- Oversee anaphylaxis drill planning
- Review allergy incidents and near misses
- Review arrangements for school-held spare adrenaline auto-injectors
- Work with catering, boarding, EYFS, medical, pastoral, admissions and educational visits staff
- Report significant concerns or themes to senior leaders
- Review this procedure at least annually

Medical and first aid responsibilities

Medical staff or staff with delegated medical responsibilities will:

- Support the preparation of Individual Healthcare Plans
- Maintain medical and medication information
- Liaise with parents about medication and allergy updates
- Check medication expiry dates according to the agreed schedule
- Maintain the adrenaline auto-injector register
- Check school-held spare adrenaline auto-injectors according to the agreed schedule
- Support staff with allergy and anaphylaxis training
- Provide trip leaders with relevant allergy information before visits
- Support boarding staff with allergy arrangements for boarders
- Record medical information on iSAMS where appropriate
- Record welfare concerns on CPOMS where appropriate

Admissions responsibilities

Admissions staff must ask for allergy, dietary and medical information at the earliest appropriate stage.

This includes:

- Open events
- Taster days
- Assessment days

- Admissions applications
- Boarding applications
- Induction arrangements
- Visits where food may be offered

If a child with a diagnosed allergy will be on site without their parent, the Designated Allergy Lead or medical staff must be informed before the visit.

Food must not be offered to a visiting child with an allergy unless the school has suitable information and has agreed safe arrangements.

Allergy register

The school will maintain an allergy register for pupils with diagnosed allergies.

The register must be accessible to staff who need the information to keep pupils safe.

The register should include:

- Pupil name
- Photograph where appropriate
- Year group
- Boarding status where relevant
- Known allergens
- Medication prescribed
- Whether adrenaline auto-injectors are prescribed
- Location or carrying arrangement for medication
- Key risk reduction information
- Date of most recent Individual Healthcare Plan review

The allergy register must be checked and updated at least annually.

It must also be updated when parents notify the school of a change.

Individual Healthcare Plans

Every pupil with a diagnosed allergy must have an Individual Healthcare Plan.

The plan should be prepared with parents and, where appropriate, the pupil.

The plan should include:

- Known allergens
- Reaction history
- Typical symptoms
- Medication prescribed
- Adrenaline auto-injector arrangements where relevant
- Parental consent for medication
- Emergency response information
- Food arrangements
- Activity arrangements
- Trip arrangements
- Boarding arrangements where relevant
- EYFS arrangements where relevant
- Photograph where appropriate
- Date of review

Individual Healthcare Plans must be reviewed at least annually.

They must also be reviewed after:

- A significant allergic reaction
- A suspected allergic reaction
- A near miss
- A change in diagnosis
- A change in medication
- A change in school provision
- A change requested by parents or healthcare professionals

Sharing allergy information with staff

Relevant allergy information must be shared with staff who need it.

This may include:

- Class teachers
- Form tutors
- EYFS staff
- Teaching assistants
- Pastoral staff
- Boarding staff
- Catering staff
- Medical staff
- First aid staff
- Club leaders
- Trip leaders
- Sports staff
- Peripatetic staff where relevant
- Supply staff where relevant

Information must be shared sensitively and only where needed for pupil safety.

Staff must not discuss a pupil's medical information inappropriately or in front of other pupils.

Medication provided by parents

Parents of pupils prescribed adrenaline auto-injectors must provide two in-date devices for school use unless an alternative arrangement has been authorised by the school.

Medication must be:

- In date
- Clearly labelled
- In original packaging where appropriate
- Accompanied by the required consent
- Consistent with the pupil's Allergy Action Plan
- Suitable for the pupil's age and prescribed dose

Parents are responsible for replacing medication before it expires.

The school will also maintain expiry checks for medication held on site.

Storage and access to prescribed adrenaline auto-injectors

Prescribed adrenaline auto-injectors must be accessible quickly in an emergency.

They must not be locked away where staff cannot access them immediately.

Arrangements will depend on the pupil's age, maturity, capability and Individual Healthcare Plan.

Possible arrangements include:

- Medication held by staff in an agreed accessible location
- Medication carried by the pupil
- Medication held in boarding
- Medication carried during trips, fixtures or off-site activities

Two devices must remain available for pupils prescribed adrenaline auto-injectors.

Exact storage locations and access arrangements are recorded separately in the staff-only medication arrangements.

School-held spare adrenaline auto-injectors

The school will hold spare adrenaline auto-injectors in accordance with current government guidance and school risk assessment.

Spare devices are for emergency use.

They are not a replacement for pupils' own prescribed medication.

The Designated Allergy Lead and medical staff will agree:

- How many spare devices are needed
- Which doses are needed

- Which brand or brands are held
- Where spare devices are held
- How staff will access them quickly
- How expiry dates are checked
- How replacement devices are ordered
- How devices are taken on trips or fixtures where appropriate

The exact locations of spare devices must be known to relevant staff.

The exact locations must not be included in the public policy.

Expiry checks

Medication expiry dates must be checked according to the school's agreed schedule.

Checks should include:

- Pupil prescribed adrenaline auto-injectors held by the school
- School-held spare adrenaline auto-injectors
- Antihistamines held by the school
- Inhalers where linked to allergy or asthma plans
- Other allergy medication held by the school
- Records should include:
 - Date checked
 - Name of pupil where applicable
 - Medication type
 - Dose
 - Expiry date
 - Location
 - Action required
 - Name or initials of staff member completing the check

Parents should be reminded in advance where pupil medication is due to expire.

Expired medication must not remain in use.

Food provided by the school

All pupils eat food provided by the school during the school day unless an individual arrangement has been agreed by the school in advance.

Catering staff must follow food safety and allergen management procedures.

Catering staff must maintain accurate allergen information for food served by the school.

Where ingredients change, catering staff must update allergen information and communicate changes through the agreed procedure.

Staff serving or supervising meals must know how to identify pupils with food allergies.

Pupils with food allergies must be supported to receive the correct food.

Food must not be given to a pupil with an allergy unless staff are satisfied that it is safe under the agreed arrangements.

Catering controls

The catering team must maintain practical controls for allergen management.

These should include:

- Ingredient checks
- Supplier information checks
- Recipe records
- Allergen information checks
- Cross-contamination controls
- Cleaning routines
- Separate utensils or preparation areas where required
- Clear communication between kitchen and serving staff
- Safe serving arrangements for pupils with allergies
- Systems to check pupils receive the correct meal
- Procedures for ingredient substitutions
- Procedures for special menus, packed meals and trip food

Catering staff must not rely on verbal memory alone where a pupil has a food allergy.

Allergen information must be checked through the agreed system.

Food brought into school

Parents and pupils must not bring food into school for general consumption, including packed lunches, snacks, sweets, birthday treats or food for sharing, unless the school has given permission.

Where food is permitted for a specific reason, staff must check that it complies with school allergy and food safety arrangements.

Pupils must not share or swap food.

Food for fundraising events, celebrations, trips, fixtures, boarding or other school activities must only be brought in or provided with prior school agreement.

Staff must not accept or distribute food from parents or pupils unless it has been agreed through the appropriate school process.

EYFS safer eating arrangements

EYFS staff must take particular care because younger children may not be able to identify unsafe food, explain symptoms or manage their own allergy risk.

EYFS staff must ensure that:

- Allergy information is checked before food or drink is given
- Children are supervised while eating
- Children are within sight and hearing of staff while eating
- Staff know which children have allergies
- Food and drink are checked before service
- Children do not share or swap food
- Water bottles and cups are clearly identifiable
- Handwashing takes place before and after eating
- Mealtime changes are communicated to relevant staff

- New food activities are checked in advance
- Food-based sensory play is risk assessed
- Cooking, tasting or celebration activities are checked in advance

If there is uncertainty about whether food or drink is safe, it must not be given to the child until the matter has been checked.

Junior School and Senior School arrangements

Staff supervising meals, snacks or food-related activities must know which pupils have allergies where this is relevant to their role.

Staff must ensure that pupils do not share or swap food.

Food used in lessons or activities must be checked in advance.

This includes:

- Food technology
- Science practical work
- Art and craft activities
- Sensory activities
- Cultural events
- Celebrations
- Rewards
- Charity events
- Tutor group activities
- Club activities

Food should not be used as a reward unless it has been checked as safe for all pupils involved.

Boarding arrangements

Boarding staff must know which boarders have allergies and what arrangements apply.

Boarding staff must check:

- Medication access arrangements
- Evening and weekend food arrangements
- Food brought into boarding with permission
- Shared kitchen or snack area arrangements
- Flexi-boarding handovers
- Overnight supervision arrangements
- Off-site boarding activities
- Communication with catering and medical staff

Food kept in boarding must comply with school allergy and food safety rules.

Boarding staff may remove or restrict food where it creates an allergy, hygiene or safety concern.

Boarders with allergies should be supported to take age-appropriate responsibility while staff maintain safe oversight.

Educational visits and off-site activities

Trip leaders must consider allergy arrangements during planning.

Before the visit, the trip leader must check:

- Which pupils have allergies
- Relevant Individual Healthcare Plans
- Medication arrangements
- Whether prescribed adrenaline auto-injectors are available
- Food and catering arrangements
- Packed meal arrangements
- Travel arrangements
- Emergency access arrangements
- Staff training needs
- Whether spare adrenaline auto-injectors should be taken
- Communication with parents where needed

Allergy arrangements must be included in the visit risk assessment.

A pupil prescribed adrenaline auto-injectors should not normally attend an off-site visit unless two in-date devices are available.

Any exception must be authorised by a senior leader and recorded in the risk assessment.

Adrenaline auto-injectors must remain accessible during travel and activities.

They must not be placed in coach luggage storage, left in changing rooms or stored away from the pupil.

Sports fixtures

Sports staff must check allergy information before fixtures.

Where match teas, packed meals or refreshments are involved, dietary requirements must be checked in advance.

Medication must remain accessible during travel, warm-up, play, changing and return travel.

Staff must consider weather, distance from school, access to emergency services and the location of medication in the fixture risk assessment.

Clubs, activities and peripatetic lessons

Staff running clubs or activities must know whether allergy arrangements apply.

Food must not be provided during clubs or activities unless it has been checked and agreed.

External coaches, visiting teachers and activity providers must follow school instructions.

Where an external provider is supervising pupils, a school member of staff must ensure that relevant allergy arrangements are understood.

Animals, insects and environmental allergens

Staff must consider allergy risk before animals are brought onto site or pupils visit places where animals are present.

A risk assessment is required where a pupil with a known animal allergy may be affected.

If pupils report wasps, bees or nests on school grounds, staff must tell the appropriate site or estates staff through the agreed internal route.

Pupils must not disturb nests or swarms.

Pupils with hay fever, allergic rhinitis or environmental allergies should be supported in line with their Individual Healthcare Plan where one is required.

Training

All staff must receive allergy and anaphylaxis awareness training at least annually.

Training should include:

- Understanding allergies
- Recognising allergic reactions
- Recognising suspected anaphylaxis
- Reducing allergy risk
- Responding in an emergency
- Using adrenaline auto-injectors
- Knowing where emergency medication is held
- Knowing how to seek help
- Understanding school food arrangements
- Understanding inclusion and wellbeing
- Preventing allergy-related bullying

Staff with specific responsibilities may need additional training.

This includes:

- EYFS staff
- Boarding staff
- Catering staff
- Medical staff

- First aid staff
- Trip leaders
- Sports staff
- Pastoral staff
- Admissions staff
- Staff supervising clubs or activities

Training must be recorded.

Staff who have not completed required training must alert their line manager.

Anaphylaxis drill

The school will carry out an anaphylaxis drill at least annually.

The drill should test:

- Staff recognition of a possible reaction
- Calling for help
- Accessing medication
- Communication with senior staff
- Emergency service contact arrangements
- Supervision of other pupils
- Parent communication arrangements
- Recording and review arrangements

The drill should not use real pupil medical details unless this has been planned and authorised.

The drill must be reviewed afterwards.

Learning points must be recorded and shared with relevant staff.

Allergy incidents and near misses

Allergic reactions, suspected reactions and near misses must be recorded.

Examples of near misses include:

- A pupil being offered food containing their allergen
- Incorrect food being prepared or served
- A pupil's medication not being where it should be
- Medication being out of date
- A pupil sharing or swapping food
- A food label or allergen record being unclear
- A catering change not being communicated
- A trip leaving without required medication
- A staff member being unaware of a pupil's allergy where they should have known

Records should include:

- Date and time
- Location
- Name of pupil
- Known allergy
- What happened
- Known or suspected trigger
- Symptoms
- Medication given
- Staff involved
- Emergency services contacted where relevant
- Parents or guardians contacted
- Immediate outcome
- Safeguarding or welfare concerns
- Review action
- Lessons learned

Medical, administrative, communication or other relevant records may be recorded on iSAMS.

Safeguarding, child protection and welfare concerns will be recorded on CPOMS where appropriate.

Post-incident review

After an allergic reaction, suspected reaction or near miss, the Designated Allergy Lead or nominated senior leader must review what happened.

The review should consider:

- Whether the Individual Healthcare Plan was accurate
- Whether staff knew the pupil's needs
- Whether medication was accessible
- Whether food information was accurate
- Whether catering procedures were followed
- Whether supervision was suitable
- Whether communication was effective
- Whether staff training was sufficient
- Whether boarding arrangements were effective
- Whether trip arrangements were effective
- Whether EYFS arrangements were effective
- Whether any safeguarding or wellbeing action is needed

The review must identify any action needed to reduce future risk.

Safeguarding and welfare

Allergy management may raise safeguarding or welfare concerns.

Staff must consider whether a concern relates to:

- Failure to provide medication
- Repeated expired medication
- Repeated unsafe food being sent or provided
- A pupil being bullied or threatened because of allergy
- A pupil being deliberately exposed to an allergen

- A pupil refusing to follow agreed safety arrangements
- Anxiety or distress linked to allergy
- A pupil not being able to access activities safely

Any safeguarding, child protection or welfare concern must be reported to the DSL and recorded on CPOMS.

Deliberate exposure to an allergen

Deliberate exposure to an allergen must be treated seriously.

This may be a behaviour, bullying, safeguarding or criminal concern depending on the circumstances.

Staff must:

- Make the pupil safe
- Seek medical help if needed
- Preserve relevant information where appropriate
- Inform the DSL or senior leader
- Record the concern
- Follow the Anti-Bullying Policy, Behaviour Management Policy and Safeguarding and Child Protection Policy

The LADO should only be contacted where the concern involves the conduct of an adult working with children or allegations management.

Supply, visiting and temporary staff

Supply, visiting and temporary staff must receive essential allergy information where relevant to their duties.

This should include:

- Pupils with allergies they may supervise
- How to call for help
- What to do in an emergency

- Rules on food and snacks
- Relevant supervision arrangements

Supply staff must not be left to manage high-risk allergy arrangements without appropriate information and support.

Events and visitors

Where food is provided at events, the staff member responsible for the event must consider allergy risk during planning.

This includes:

- Open days
- Parent events
- Fundraising events
- Celebrations
- Performances
- Sports events
- Boarding events
- External lettings
- Visitor refreshments

External caterers must provide allergen information and follow school instructions.

Food must not be served to pupils with allergies unless it has been checked under school procedures.

Data protection and confidentiality

Allergy information is sensitive personal information.

It must be shared only with staff who need it to keep pupils safe.

Pupil photographs used for allergy identification must be used sensitively and only for school purposes.

Allergy records must be stored and handled in accordance with the Data Protection Policy and Records Retention Schedule.

Annual review cycle

At the start of each academic year, and sooner where needed, the Designated Allergy Lead will coordinate checks to ensure that:

- The allergy register is up to date
- Individual Healthcare Plans are reviewed
- Medication is in date
- Parent information is current
- Catering information is current
- Boarding arrangements are current
- EYFS arrangements are current
- Staff training is scheduled
- Anaphylaxis drill planning is in place
- Spare adrenaline auto-injectors are checked
- Trip and fixture procedures are ready for use

Policy and procedure review

This procedure will be reviewed annually by the Designated Allergy Lead and senior leaders.

It will also be reviewed sooner if there is:

- An allergic reaction
- A significant near miss
- A change in law
- A change in government guidance
- A change in school provision
- A change in catering provision
- A change in boarding arrangements
- A concern raised by parents, pupils or staff

The Head has overall responsibility for this procedure.

The Directors will maintain appropriate oversight through the Allergy and Anaphylaxis Policy and wider safeguarding, welfare, health and safety arrangements.