



ALLERGEN AND ANAPHYLAXIS POLICY

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Other relevant policies:

Administering Medication policy

First Aid policy

Health and Safety policy

Supporting Pupils with Medical Conditions policy

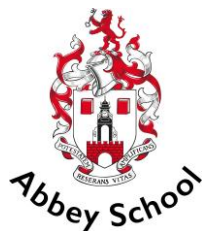
Educational Visits policy

Risk Assessment policy

Countering bullying policy

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1. Aims

Abbey School strives to ensure the safety and wellbeing of all members of our school. For this reason, this policy is to be adhered to by all staff members, contractors, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents/carers are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children and to ensure that pupils with allergies can attend school safely and fully participate in school life.

The school will not be able to guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, promote awareness and self-management, where appropriate, and plan for a robust response to possible emergencies

2. Legislation and guidance

This policy has due regard to all relevant legislation and guidance 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)
- Department of Health 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE 'Supporting children and young people with medical conditions and allergy'
- DfE 'Supporting pupils at school with medical conditions'
- Food Standards Agency 'Allergen guidance for institutional caterers'

3. What is an Allergy?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication

4. Definitions

For the purposes of this policy:

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. It is always treated as a medical emergency. 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 faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Adrenaline Auto-Injector (AAI) – Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy we will refer to them as Adrenaline Pens

Allergy Action Plan - this is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. There is a template available linked to different AAI pens or those not requiring a pen.

Designated Allergy Lead - member of staff responsible for overseeing allergy management across the school and acting as the main point of contact for pupils, parents and staff

Emergency Allergy Response Plan - This is the **quick-reference emergency document** used when a reaction occurs.

NEFFY (official UK name EURNeffy) - is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved.

Spare Adrenaline Pens: Schools are able to purchase spare adrenaline pens. These should be held as a back-up, in case pupils' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline

Risk Assessment: A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergy should be included on all risk assessments for events on and off the school site.

Individual Health and Welfare Plan (IHWP): A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document is created by schools in collaboration with parents/carers/ health professionals and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their **Allergy Action Plan**.

5. Roles and responsibilities

Abbey School takes a whole-school approach to allergy management

5.1. Proprietor

Has the ultimate responsibility for:

- Ensuring the Health and Safety in school for all matters relating to health and safety, including allergy response
- Ensuring that risks, particularly to staff and pupils, are managed so far as is reasonably practicable
- Informing employees about risks and the measures in place to manage them
- Ensuring adequate training is provided

5.2. Advisory Body

The Advisory body role is to provide strategic support, challenge and accountability. They will:

- Take reasonable steps to ensure that the school is following the laid down policy and procedures
- Monitoring the effectiveness of this policy and reviewing it regularly, and after any incident where a pupil experiences an allergic reaction
- Undertake periodic site inspections
- Ensure that staff receive adequate training to enable them to carry out their roles and responsibilities
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil
- Work in close partnership with the Principal and Senior Leadership Team to support sensible allergy management and to challenge as appropriate

5.3. Head of School

The Head of School is responsible for:

- 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 catering staff are aware of pupils' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy

5.4. Designated Allergy lead

The Designated Allergy leads are Kirsty Keyburn (Assistant Principal) and Louise Rushforth (School Business Manager). They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy
- Taking decisions on allergy management across the school
- Championing and practising allergy awareness across the school
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management
- Ensuring allergy information is recorded, up-to-date and communicated to all staff
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment)

- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures
- Reviewing the school's stock of spare adrenaline pens (check the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy;
- Ensuring there is an anaphylaxis drill once a year

5.5. Admissions/ Transition lead/ Class teacher

The admissions/ transitions team is likely to be the first to learn of a pupil or visitor's allergy.

Each new pupil has an assigned transition lead, typically a behaviour analyst who will design the initial Individual Health and Welfare Plan. Once a pupil transitions into school, the responsibility to update and implement the Individual Health and Welfare Plan and any associated medical welfare plans moves to the teacher.

Admissions/Transition lead to ensure that there is a plan in place ahead of school visits/ taster days etc. If food is offered or likely to be eaten to ensure allergy and special dietary information is captured. Parents and applicants are informed of catering arrangements during the personalised transition planning and plans are made for emergency medication if the child is to be left without parental supervision.

Transition lead and teacher are responsible for:

- Transition lead - Designing the Individual Health and Welfare Plans/ Allergy Plan,
- Teacher - reviewing the Individual Health and Welfare Plans/ Allergy Plan termly during parent meetings (at least annually). As a working document, keep this up to date as soon as new information is received.
- Ensuring staff understands and have access to an Emergency Allergy Response Plan for pupils who have a new allergic reaction.
- Notifying the school office and Designated Allergy Lead at the earliest opportunity when a pupil has been identified as having an allergy which requires support in school.
- Supporting staff to implement IHWPs/Allergy plans, sourcing advice and ensuring staff have completed training.
- Liaising with medical practitioners locally on appropriate support for pupils with medical conditions including allergies and communicating closely with parents and carers following guidance provided.

5.6. Pupil Administrator

The pupil administrator is responsible for:

- Updating Arbor with up-to-date Allergy Action Plans and associated Individual Health and Welfare Plans
- Communicating updated allergy action plans to Allergy Leads, Middle Management and Catering Team
- Keeping print-outs of Allergy Register and Allergy Action Plans located around the school up to date

5.7. HR

HR team is responsible for:

- Reviewing health forms and completing Allergy Action Plans with employees as appropriate, including risk assessing where any medication is stored
- Liaising with Allergy Leads as appropriate for advice
- Updating Arbor with up-to-date Allergy Action Plans
- Ensuring any volunteers or temporary staff have completed a health form to include any allergies and ensure line managers are aware of Allergy Action Plan

5.8. Staff

All staff members are responsible for:

- Informing the school of any allergies they may have, either on the pre-employment medical questionnaire or by updating their health form with HR
- Attending relevant training regarding allergens and anaphylaxis drills as required
- Championing and practising allergy awareness across the school
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed
- Being aware of pupils (and staff, when necessary) with allergies and what they are allergic to
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate
- Ensuring pupils always have access to their medication or carrying it on their behalf (where applicable)
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the office who will update Arbor, the class teacher to update the HWP and Allergy Action Plan and Allergy Leads
- Ensuring that pupils have their medication and their Allergy Action Plan with them when leaving school site, e.g. for a trip
- Ensuring that pupils do not share food and drink to prevent accidental contact with an allergen
- Communicating details of their own allergies and Allergy Action Plan to their line manager and class team (where appropriate)
- Ensuring that any medication required to manage their own allergy is stored in an agreed and risk assessed place, is clearly labelled and is kept in date

5.9. Executive chef (Catering Contractor)

The Executive Chef shall be responsible for the catering team:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Reporting to the Executive Chef if food labelling fails to comply with the law

5.10. Parents

All parents/carers are responsible for:

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of pupils with allergies
- Providing the school office with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis or eczema
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches or as snacks
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice and being very clear for the reasons why food decisions are being made
- Keeping the school up-to-date with their child's medical information through contacting the office as soon as new information is presented and engaging in formal reviews termly with the teacher.

5.1.1. Parents of pupils with allergies

In addition to the responsibilities of all parents, the parents/carers of children with allergies should:

- Work with the school to fill out an Allergy Action Plan which will accompany the Individual Healthcare Plan (IHP), this may be with the school's transition lead before your child is enrolled into Abbey School or your class teacher thereafter
- If applicable, and where needed, provide the school with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, i.e. spoon or syringe), inhalers or creams;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school by communicating with your child's Local Authority transport team where appropriate (transport does not fall under the School's responsibility);
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Where appropriate, support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food to which they are allergic, our class teams can support with this

6. Teaching pupils about allergies and seeking support

At Abbey School, we recognise the importance of helping pupils understand their own allergies and develop the skills to keep themselves safe. Through our personal development, health and wellbeing curriculum, pupils are supported at an appropriate developmental level to recognise allergens that affect them, understand potential risks, communicate their needs, and seek help when they are worried or unwell. Teaching may include visual supports, social stories, role play and practical activities to promote independence and self-advocacy.

Pupils are encouraged to share any worries, concerns or questions about their allergies with trusted adults. Pupils have access to multiple supportive relationships, including their class team, key worker, teachers and support staff. In addition, pupils can seek support from the Pupil Pastoral Welfare Officer and Behaviour Analysts, who provide guidance around wellbeing, emotional regulation, safety and welfare. This network of support helps ensure that pupils feel listened to, supported and confident in seeking help whenever they need it.

7. Information and documentation

7.1. Register of pupils with an allergy

The school has a register of pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed

7.2. Individual Allergy Action Plan as an appendix to the IHWP

The plan will include:

- Known allergens and risk factors for allergic reactions;
- A history of their allergic reactions;
- Detail of the medication the pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc;
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis;
- A photograph of each pupil

8. Assessing Risk

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities, e.g. food cooking, science experiments
- Whole-school events where activities may include food treats, e.g. sports days, cultural celebrations
- Trips outside the school environment, e.g. to cafe, supermarket

Inclusion of pupils with allergies will be considered alongside safety and their allergies will not be a barrier to them participating in the events.

9. Food

9.1. Catering in school

The school is committed to providing a safe meal for all students and staff, including those with food allergies. We work closely with our catering company, Aspens, who have their own Allergen policy. They will:

- liaise with the school to identify pupils who have special dietary requirements
- ensure all their staff are aware of all information relating to pupils and their allergies
- ensure all recipes have the relevant allergen information and that the information is accurate and up to date
- manage the labelling systems to ensure compliance with Natasha's Law
- provide allergen safe menus
- purchase correct products as per the company recipes
- complete the allergen matrix when producing dishes, using information from recipes and ingredient packaging
- ensure all allergen matrices are reviewed, kept up to date and are signed and dated when updated
- all staff complete the company allergen training

The school will:

- update the catering team when a new pupil or staff member joins the school with a food allergy or a pupil or staff member informs us of a new food allergy
- work with the catering team to identify pupils with food allergies

9.2. Food brought into school

Class teachers must risk assess the procedure for eating lunches where they have pupils with food allergies and risk assess any food brought into school by other pupils for packed lunches or snacks and communicate the clear procedure with their class team and families

Food brought into school for sharing with pupils, e.g. birthday cakes, must be in clearly labelled packaging and potential allergens scrutinised to ensure foods are safe before distributing. Home-made food must not be shared in classes where pupils have food allergies or intolerances due to the risk of contamination.

9.3. Food bans or restrictions

- This school is an Allergen Aware school. We have pupils with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food
- The Allergy Leads regularly monitor (at least termly) the Allergy Register to consider the risk of any food allergens and review the risk assessment to see whether any allergens need banning or restricting on the school site or on a class-by-class basis
- We discourage certain foods being brought on site, as much as possible, including peanuts and tree nuts and check all foods coming into our catering kitchen
- We may ban certain food products being brought into class where a pupil in that class has a severe food allergy and will communicate to staff and facilities on a case-by-case basis and as part of a risk assessment

9.4. Food hygiene for pupils

Pupils will be supported to:

- Wash their hands before and after eating
- Not throw food or take food/drink not belonging to them

Parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils' food allergies will be collated by the School Office, indicating whether the pupil consumes a school dinner or a packed lunch, and this will be passed on to the school's catering service and class teacher. Allergy Action Plans and details will be pinned to the top of the pupils' Arbor profiles with detail of what action needs to be taken in the event of an allergic reaction.

When making changes to menus or substituting food products, the school will ensure that pupils' special dietary needs continue to be met by:

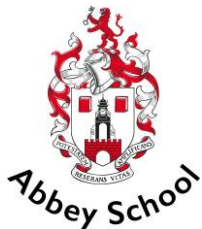
- Checking any product changes with all food suppliers
- Asking caterers to read labels and product information before use
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable

Kitchen staff will have a full list of allergens and will avoid using them within the menu where possible.

The school will ensure that there are always dairy-free and gluten-free options available for those pupils with allergies and intolerances

Kitchen staff will have a list of all pupils' dietary needs and allergies and ensure pupils are clearly identifiable. The Executive Chef will ensure all servers are made aware of individual pupil needs.

Different colour plates will be used to identify gluten and dairy free foods.



Anti-bacterial wipes are provided throughout the school to ensure tables are cleaned down before use.

The chosen catering service of the school is responsible for ensuring that the school's policies and current legislation are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned and risk assessed in accordance with pupils' IHWP's, taking into account any known allergies of the pupils involved

10. School trips

The school will ensure a risk assessment is conducted for each school trip to include pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities or accommodations will be planned where necessary to ensure all of the pupils are included.

Staff leading the trip will have the allergy action plan for pupils with allergies attending including details of their medication. The trip leader will ensure that all staff accompanying the trip are trained to recognise and respond to an allergic reaction

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

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely – if the pupil does not bring their medication, they will not be allowed to attend the trip.

A member of staff will be assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

Two AAIs will be taken on the trip and will be easily accessible at all times where applicable.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch which shall be clearly labelled.

11. Insect stings

Pupils or staff with known insect venom allergies should:

- Avoid walking around with bare feet, including open-toed sandals, when outside and where possible, keep arms and legs covered
- Staff supporting those pupils or working with staff with allergy should avoid wearing strong perfumes
- keep food and drink covered when outside

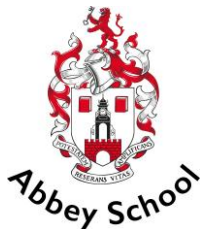
The facilities team under the management of the Premises Manager will monitor the grounds for wasp or bees' nests. Staff should notify the facilities team if they find a nest on the school grounds via Every and avoid the area.

12. Animals

It's normally the dander (flakes of skin) saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal to which they are allergic;



- If an animal regularly comes on site, e.g. cat, a risk assessment will be done
- Areas visited by animals will be cleaned thoroughly;
- Anyone in contact with an animal will wash their hands after contact;
- School trips that include visits to animals will be carefully risk assessed

13. Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever.

Pupils will be encouraged to wash their hands after playing outside.

Pupils with known severe seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.

14. Inclusion and mental health

Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying

Abbey School ensures that:

- No child with allergies are excluded from taking part in school activities either on or off-site
- Pupils with allergies receive pastoral welfare check-ins where appropriate
- Any forms of bullying are dealt with in line with the school's robust Countering Bullying policy and procedure

15. Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

15.1. Storage of adrenaline pens

- Pupils prescribed with adrenaline pens will have easy access to two, in-date pens at all times. The class teacher will ensure that all the class team are aware of how to access the pens
- Emergency Anaphylaxis kits containing 2 x 150mcg and 2 x 300mcg JEXT AAIs are located in:
 - Main office (10/11 Abbey Square)
 - Top floor office (6 Abbey Green)
 - Ground floor office (8 Abbey Square)
- Adrenaline pens will be protected from extreme temperatures and stored at room temperature between 15° and 25°c. In the event of extreme heat in the building, the pens must be moved to a cooler location and staff notified accordingly
- Regular checks will be made to ensure adrenaline pens are where they should be and in date
- Adrenaline pens will not be locked away and will be stored at moderate temperatures in line with manufacturer guidelines
- Used or out-of-date pens will be disposed of as sharps

15.2. Spare adrenaline pens

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

Emergency Anaphylaxis kits are stored in:

- Main office (10/11 Abbey Square)

- Top floor office (6 Abbey Green)
- Ground floor office (8 Abbey Square)

The Allergy Leads are responsible for:

- Deciding how many spare pens are required and purchasing them
- What dosage is required, based on the Resuscitation Council UK's age-based guidance
- Which brands to buy
- Distributing pens around the site, where applicable, and clear signage

15.3. Adrenaline pens on off-site activities

No pupil with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices. It is the responsibility of the trip leader to check they have them

Adrenaline pens will be kept close to the pupils **at all times** and not left on transport, for example.

Adrenaline pens will be protected from extreme temperatures and must be stored at room temperature between 15° and 25°c. In the event of extreme heat, a plan must be put in place to ensure the pens may be stored in a cooler location, e.g. insulate medical cooling bag

All staff accompanying the pupils will be aware of the pupils with allergies and their Allergy Action Plan and be trained to recognise and respond to an allergic reaction

Activity risk assessments will consider whether to take spare adrenaline pens to off-site activities

16. Responding to an allergic reaction / anaphylaxis

See [Appendix 1: Managing Allergic Reactions](#) and [Appendix 2: Responding to Anaphylaxis](#)

If a pupil has an allergic reaction:

- Treat the pupil in accordance with their Allergy Action Plan
- Instigate the School's Emergency Response Plan, including informing SLT immediately
- If anaphylaxis is suspected administer adrenaline without delay
- Treat the pupil where they are. Lie them down with their legs raised and bring the medication to them
- Use pupil's own prescribed medication if immediately available
- Ideally a trained member of staff will administer the pen, but in an emergency, anyone can administer adrenaline
- If the pupil's own adrenaline pen is not available or misfires, then use a spare adrenaline pen
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, lie the pupil down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life
- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given
- Do not move the pupil until a medical professional/ paramedic has arrived, even if they are feeling better
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. At least one member of staff will accompany them in an ambulance until a parent or guardian arrives
- The incident manager will assign the most appropriate person to contact the pupil's parents as soon as is possible.
- Upon arrival of the emergency services, the following information will be provided:
 - Any known allergens the pupil 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 pupil is given plenty of space, moving other pupils to a different room where necessary.

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

17. Staff training

The school is committed to training all staff annually to give them a good understanding of allergy

All staff training will include:

- Understanding what an allergy is
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis
- the opportunity to practise with a training adrenaline auto-injector
- How the school manages allergy, for example Emergency Response Plan, documentation, communication etc;
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them;
- The importance of inclusion of pupils with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- Understanding food labelling
- Taking part in an anaphylaxis drill

An anaphylaxis drill will be carried out each year

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

18. Asthma

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions

19. Reporting allergic reactions

All allergic reactions in school, whether requiring medication or not, must be recorded on the school's accident recording system.

20. Monitoring and review

This policy is reviewed on an annual basis by the Allergy Leads.

Any changes are communicated to all staff, parents and relevant stakeholders.

Appendix I: Managing Allergic Reactions



MANAGING ALLERGIC REACTIONS

ALLERGIC REACTIONS VARY

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations.

You cannot assume someone will react the same way twice, even to the same allergen.

Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

MILD TO MODERATE ALLERGIC REACTIONS

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

Response:

- Stay with pupil
- Call for help
- Locate adrenaline pens
- Give antihistamine
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the pupil

SERIOUS ALLERGIC REACTIONS / ANAPHYLAXIS

The most serious type of reaction is called **ANAPHYLAXIS**. Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later.

People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis.

Appendix 2: Responding to Anaphylaxis



RESPONDING TO ANAPHYLAXIS

SYMPTOMS OF ANAPHYLAXIS

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen Tongue

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

C – Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

DELIVERING ADRENALINE

1. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
3. It is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket.
4. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
5. Make a note of the time you gave the first dose and call 999 (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
6. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
7. Call the pupil's emergency contact.
8. If their condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
9. Start CPR if necessary.
10. Hand over used devices to paramedics and remember to get replacements.

For more information see the Government's [Guidance for the use of adrenaline auto-injectors in schools](#).

Appendix 3: Allergy Register

PUPIL NAME	CLASS/ BUILDING	PHOTO	HAS THE FOLLOWING ALLERGIES:	ALLERGIC REACTION	HOW TO TREAT/ RESCUE MEDICATION	WHERE IS MEDICATION LOCATED
EXAMPLE: Adam Smith	Tiger 10/11		Egg	ANAPHYLAXIS Lips tingle Tongue starts to thicken – speech slurred Throat constricts	EpiPen JUNIOR Then Call 999	Main office (10/11) Office (8) Office (6AG)
			Milk	Feeling sick or being sick Swollen eyes, lips, mouth &/or throat	EpiPen JUNIOR Then Call 999	
			Wasp/bee sting	Raised rash (hives) Itchy skin	Loratadine 5mg	
			Ibuprofen			