

Allergy Management and Anaphylaxis Policy

Review Date: Annually

Effective From: September 2026

1. Purpose

This policy sets out the school's arrangements for preventing, recognising and responding to allergic reactions and anaphylaxis. It ensures compliance with Benedict's Law, statutory guidance, the Children and Families Act 2014, the Equality Act 2010, and relevant Department for Education guidance.

The school is committed to providing a safe, inclusive environment where pupils with allergies can participate fully in all aspects of school life. The school is clear that all allergies should be taken seriously and dealt with in a professional and appropriate way. The school will work proactively to:

- Minimise the risk of exposure within the school setting
- Encourage self-responsibility
- Learn avoidance strategies
- Have robust plans for an effective response to emergencies
- Ensure inclusivity for all pupils and adults
- Educate all stakeholders with regard to allergy awareness

2. Equalities statement

Sir William Romney's School is clear about the need to actively support pupils with medical conditions to participate fully in school life. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in all aspects of school life.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

3. Context

Food allergies are increasing, especially in children, and the severity and complexity of food allergy is also increasing. Around 5-8% of children in the UK live with a food allergy, placing them at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of severe allergic reactions to food happen whilst a child is at school, and these reactions can occur in children with no prior history of food allergy. It is essential that all staff recognise the signs of an allergic reaction and can manage these situations safely and effectively. School have a legal duty to support pupils with medical conditions, including allergies. At Sir William Romney's School, we do this in line with the following principles:

- Compliance with all relevant legislation, regulations and requirements
- A culture of proactive steps to keep people safe
- Working with the catering, technology and science teams, to establish a robust process and documentation for menu planning, food labelling, storing, cross-contamination, stock ordering of food/drink used in school.
- Ensuring effective awareness and training on food allergies and intolerance, possible symptoms recognition and actions to take.
- Development of student awareness through the PD curriculum and other curriculum areas, assemblies and tutor time.
- Development of parent and carer awareness.

4. Scope

This policy applies to:

- All students
- All employees
- Volunteers
- Contractors
- Parents/carers
- Supply staff
- Visitors
- Educational visits
- Before and after school activities.

5. Objectives

The school will:

- Maintain a whole-school approach to allergy management.
- Reduce the risk of accidental allergen exposure.
- Ensure rapid recognition and treatment of allergic reactions.
- Ensure all staff receive mandatory annual allergy awareness training.
- Maintain appropriate emergency medication.
- Promote inclusion while managing risk proportionately.

4. Responsibilities

Governing Body

Will ensure:

- The school has a strategic vision for the management of allergy risk assessment and emergency procedures.
- The school's arrangement to identify and safeguarding the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective.
- Ensure adequate resources for managing allergies are available.
- Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management.
- Monitor the effectiveness of this policy to ensure it remains fit for purpose.

Headteacher

Will ensure:

- Provide, as far as is practical, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life and are not subject to bullying because of their condition.
- Ensure all staff and visitors are made aware of the school's commitment to allergy management as part of its safeguarding duty
- Ensure the curriculum contains age-appropriate content so that all students can learn about allergies and how everyone can support those who have them.

- Support for the implementation of this policy.

Medical Needs Lead

Will:

- Create links at strategic level with healthcare professionals and catering providers and ensure at operational level that links are robust
- Write to parents, at least annually, requesting them to share details of new allergies.
- Ensure that up-to-date allergy information for pupils/students is accessible to all staff, including catering teams.
- Ensure there is a workable School Emergency Plan in place that is known by all staff.
- Ensure the school sends a copy of the medical details it holds for the child to parents/carers for review and update at the end of each school year. Seek updated medical information at the commencement of each calendar year and for any pupil/student joining in year
- Where the pupil/student has an Individual Healthcare Plan (IHP), ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the pupil/ student in establishing IHPs.
- Encourage parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the pupil/student
- Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises
- Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures.
- Ensure an adequate risk assessment is undertaken prior to any school trips, excursions or off-site extra curricula activities for pupils/students who have allergies

- Ensure records of pupils/students medically prescribed an AAI and its use are kept correctly.
- Ensure pupil/student documentation and in date medication is kept correctly and safely.
- Report to the Board of Governors/Trustees regarding the management of allergies within the school
- Report to the Headteacher regarding student with allergies
- Lead on the training of staff regarding allergy medical needs and their identification and management
- Work closely with the Catering Manager in assisting in the support of pupils/students with known allergies (including meeting with parents/carers where requested) to discuss any special requirements
- Liaise with parents/carers of pupils/students with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.
- Wherever possible use an AAP for pupils with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.
- Where an AAP has not been received for a pupil with recognised allergies, or if the medication information is not clear, liaise with GP/school nursing team, to obtain an up to date copy and/ or clarification.
- Ensure that any other staff involved with those pupils/students requiring the use of an AAI are also adequately trained and competent
- Ensure all school trips, excursions or off-site extra curricula activities for pupils/students are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies
- Ensure the school has an audited spare supply of in date AAI's that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location
- Arrange for the correct disposal of out-of-date AAI's
- Record all emergency uses of AAI's or reports of suspected emergencies
- Ensure that, if a pupil/student notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable).

- Coordinate Healthcare Plans.
- Arrange staff training.
- Audit compliance.

First Aid/Medical Team

Must:

- Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the pupil/student's IHP and/or AAP
- Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the school by pupils/students or external sources and are of the correct dosage
- Maintain the allergy register.
- Monitor medication expiry dates.

All Staff

Must:

- Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate
- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency
- Raise awareness about allergies and anaphylaxis amongst their pupils/students in the classroom and around school, especially in dining areas
- Encourage self-responsibility and learned avoidance strategies amongst pupils/students living with allergies

- Help all pupils/students understand which foods are safe for those with allergies and how they can support other pupils/students with specific dietary needs to stay safe
- Highlight the need for anti-bullying of students with the condition
- Be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes
- Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food
- Any staff leading on a school trip must check that all pupils/students with medical conditions, including allergies, are carrying their medication (those unable to produce their required medication may not be able to attend the excursion)
- Staff leading a school trip, excursion or off-site extra curricula activity must ensure they carry all relevant emergency supplies with them
- Complete annual allergy awareness training.
- Know how to recognise an allergic reaction.
- Know how to summon emergency assistance appropriately in the case of anaphylaxis/suspected anaphylaxis.
- Know how to administer an adrenaline auto-injector where required.
- Follow Individual Healthcare Plans.

Parents and Carers:

Will:

- Notify the school of any student allergies.
- Inform the school of any changes in allergy status as soon as known
- Talk with your child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction.
- Provide an Allergy Action Plan completed by a healthcare professional that can be kept with their medication and help the school support the pupil/student
- Contribute to the provision of an IHP in partnership with the school, and relevant healthcare professional, where required.

- Provide any other written medical documentation, instructions and medications as directed by a health professional.
- If required, meet with the Catering Manager to discuss any specific requirements relating to your child's allergy.
- Be aware of the school Allergy Policy and any arrangements for managing children with allergies and at risk of anaphylaxis
- Communicate regularly with the school to support our ability to keep our children safe and act immediately in the event of an allergic reaction
- Provide appropriate in date medication (two AAls) of the correct dosage and register their AAls on the manufacturer's websites to receive text alerts for expiry dates
- Providing appropriate foods to be consumed by the child if necessary
- Replace medications after use or upon expiry
- Review the provision for their child with the school's Member of Staff responsible for medical needs, the student's doctor and the pupil after a reaction has occurred

Students with allergies

- Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe
- Be proactive in the care and management of their food allergies, reactions and medication
- Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction
- Read food labelling but, if unsure, avoid the food
- Avoiding eating anything with unknown ingredients
- Know where their medication is kept and (if age appropriate and confident enough to administer their own auto-injectors) take responsibility for always carrying AAls on their person
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.

5. Identification of Pupils with Allergies

The school will maintain an Allergy Register containing:

- Confirmed allergies and appropriate evidence.
- Severity

- Known triggers
- Prescribed medication
- Emergency contacts
- Healthcare Plan

The register will be securely accessible to relevant staff.

6. Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to always carry their own two AAls (in a suitable bag/container).

For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff.

Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAls
- An up-to-date allergy action plan
- items specified on the Allergy Action Plan (e.g. antihistamines / Asthma inhalers)

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the First Aid staff will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry. Spare AAls will be kept in the main school office and be taken on trips and visits.

7. Allergy awareness and nut bans

The School supports the approach advocated by many allergy charities towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education. A 'whole school

awareness of allergies' is a much better approach, as it ensures staff, pupils and visitors are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

Risk Assessment

The School will conduct a detailed individual risk assessment for all students with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

6. Individual Healthcare Plans (IHPs)

Every pupil diagnosed as being at risk of anaphylaxis will have an Individual Healthcare Plan.

Plans will include:

- Photograph
- Allergens
- Symptoms
- Medication
- Location of medication
- Emergency procedures
- Contact details
- Review date

Plans will be reviewed:

- Annually
- Following any allergic reaction
- Following medical changes

7. Staff Training

All staff will receive annual training covering:

- Allergy awareness
- Signs and symptoms
- Mild allergic reactions
- Anaphylaxis recognition
- Emergency procedures
- Use of adrenaline auto-injectors
- Calling emergency services
- Recording incidents

New staff will complete training before working unsupervised with pupils. Training records will be maintained.

8. Emergency Medication

The school will:

- Hold spare adrenaline auto-injectors.
- Store medication securely but accessibly. At Sir William Romney's School this is in the main office.
- Check expiry dates monthly.
- Replace expired medication promptly.
- Ensure pupils' own medication is available at all times.

9. Responding to an Allergic Reaction

Where anaphylaxis is suspected:

1. Administer an adrenaline auto-injector immediately.
2. Call 999 stating "anaphylaxis."
3. Contact parents/carers.
4. Monitor the pupil continuously, particularly noting any changes in presentation.
5. Administer a second auto-injector with guidance from paramedics or dispatcher.
6. Ensure the pupil is taken to hospital even if symptoms improve.
7. Ensure incident is recorded in detail in the medical book.

Every suspected anaphylactic reaction will be treated as a medical emergency.

10. Risk Reduction

The school will:

- Undertake allergy risk assessments.
- Consider allergies when planning lessons.
- Review catering arrangements.
- Manage allergens during food technology.
- Consider allergies during science practical lessons.
- Assess educational visits for allergy risk.
- Manage risks during clubs and enrichment activities.

The school will not describe itself as "nut-free" but will implement sensible risk reduction measures.

11. Catering

The catering provider will:

- Identify major allergens and publicly display this information.
- Maintain ingredient information.
- Prevent cross-contamination where reasonably practicable.
- Liaise with parents where necessary.

12. Educational Visits

Visit leaders will:

- Complete allergy risk assessments.
- Carry emergency medication.
- Ensure allergy trained staff attend.

- Brief venue providers where appropriate.
- Ensure all staff are aware of any staff and/or student with an allergy.
- Liaise with parents and carers prior to educational visits, if appropriate.

13. Communication

The school will:

- Inform parents of allergy arrangements/policy.
- Encourage prompt reporting of new diagnoses.
- Share Healthcare Plans with relevant staff.
- Inform supply staff of pupils requiring emergency support.

14. Record Keeping

The school will maintain records of:

- Allergy register
- Healthcare Plans
- Training completion
- Medication checks including expiry dates, and storing of spare.
- Incidents
- Near misses
- Policy reviews

15. Incident Reporting

Following any allergic reaction:

- First aid records will be completed.
- Parents informed immediately.
- Risk assessment reviewed.
- Healthcare Plan updated where necessary.
- Lessons learned shared appropriately.

16. Monitoring and Audit

Annual audits will include:

- Staff training compliance
- Healthcare Plan completion
- Medication checks
- Incident analysis
- Policy review

Findings will be reported to Governors.

17. Related Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Safeguarding Policy
- Inclusion Policy
- Behaviour Policy

Appendix A – Allergy Emergency Flowchart

Suspected Anaphylaxis

- Recognise symptoms.
- Administer adrenaline immediately.
- Call 999.
- Inform school office.
- Contact parents.
- Monitor pupil.
- Record incident.

Appendix B – Annual Compliance Checklist

The school confirms that:

- ☐ Whole-school allergy policy is in place.
- ☐ All staff completed annual allergy training.
- ☐ Individual Healthcare Plans are current.
- ☐ Allergy register reviewed.
- ☐ Spare AAls available.
- ☐ Medication checked monthly.
- ☐ Educational visits include allergy risk assessment.
- ☐ Catering procedures reviewed.
- ☐ Incidents audited.
- ☐ Governors receive annual compliance report.