

Title: Allergy & Anaphylaxis Policy

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1. Policy Statement and Scope

This school is committed to safeguarding all students with allergies and ensuring a safe, inclusive environment where every child can participate fully in school life.

In line with Benedict's Law, the school recognises that:

- Allergies must be treated with the same seriousness as other medical conditions.
- Preventative measures, early identification, and rapid response save lives.
- A whole-school approach is essential to effective allergy management.
- We adopt the principles of the Schools Allergy Code, recognising that allergic reactions are unpredictable and that severe reactions (anaphylaxis) are life-threatening emergencies.

1.1 Scope

This policy applies to:

All students, staff, contractors, and visitors.

All school activities, including off-site visits, clubs, and trips.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on [allergies in schools](#) and [supporting students with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

[The Food Information Regulations 2014](#)

[The Food Information \(Amendment\) \(England\) Regulations 2019](#)

Statutory requirements to support student with allergies, known as Benedict's Law.

3. Aims and Objectives

This policy aims to:

- Protect students with known and unknown allergies.
- Reduce the risk of exposure to allergens.
- Ensure all staff are trained to respond effectively to allergic reactions.
- Promote awareness, inclusion, and understanding across the school community.
- Establish clear procedures for prevention, communication, and emergency response.

3.1 Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.2 Designated Allergy Lead

The nominated allergy lead is Ms A Forrester – (AHT & Safeguarding).

- Promoting and maintaining allergy awareness across our school community.
- Monitor compliance and review procedures.
- Oversee policy implementation

- The Lead Governor for Allergies is Sarah Pittaway

3.3 Deputy Designated Allergy Lead – Ms K Karsan will ensure;

- The Allergy Register is maintained
- Coordinate training
- All allergy information is up to date and readily available to relevant members of staff
- All staff receive an appropriate level of allergy training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

3.4 Teaching and support staff

All teaching, support and catering staff are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific students with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning

3.5 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner

- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

3.6 Students with allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.7 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

4 Risk Management

Allergy considerations are included in all risk assessments.

Catering, classroom, and activity risks are regularly reviewed.

5 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage students and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds
- Cakes/doughnuts/bakery

5.1 Support for mental health

Students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Procedures for supporting mental health and wellbeing will follow the school's behaviour and antibullying policies.

Students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher/form tutor/Year coordinator or where appropriate, talking therapy.
- RSHE and assemblies

5.2 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no students with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of students' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of students with AAI

This will link to your 'supporting students with medical conditions' policy.

The school maintains a register of students who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a student has been prescribed AAI(s) (and if so, what type and dose)
- Where a student has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the student
- A photograph of each student to allow a visual check to be made (this will require parental consent)
- The register is kept in the staff room and can be checked quickly by any member of staff as part of initiating an emergency response

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Staff are trained in the administration of AAI to minimise delays in student's receiving adrenaline in an emergency
- If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan
- If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school one
- If the student has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures
- use the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#)

- A school AAI device will be used instead of the student's own AAI device if:
- Medical authorisation and written parental consent have been provided, or
- The student's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed

6.3 Recognising Symptoms

Symptoms may include:

- Difficulty breathing
- Swelling of lips/face
- Rash, hives
- Collapse or loss of consciousness

6.4 Immediate Action

- Administer adrenaline auto-injector immediately
- Call emergency services 999
- Contact parents/carers
- Monitor students until help arrives
- Administer second dose if required. Inform paramedics how many adrenaline auto-injectors are used and keep them available for paramedics to check on arrival

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), set out your school's procedures for AAIs, covering these areas:

7.1 Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

Insert procedures for buying spare AAIs. For example:

- Where the AAIs will be sourced (i.e. a local pharmacy)
- The quantity of AAIs required
- Which brand(s) of AAI are purchased (schools are recommended to buy a single brand to avoid confusion)
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#).)

The school will source a total of six AAI in the form of EpiPEN 300mcg (0.3 milligrams) from Wellcare Pharmacy [Wellcare Pharmacy | Prescriptions, Travel Vaccinations, Pharmacy Services](#)

Following the guidance, for high school teenagers age 12 years and over, a dosage of 300 or 500 microgram is required.

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed.

AAI will be kept at these locations in school for ease of access:

- Staff room
- School bus
- Reception
- Sports / trip bag
- Medical room
- Pastoral
- Safeguarding office

Spare AAIs will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

MS K Karsan and Ms M Jermy are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

7.4 Disposal

AAIs can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

7.5 Use of AAIs off school premises

- Students at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events
- Spare AAI will be kept in the school minibus and in the Sport Medical bag which will be taken on all off-site journeys.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs

- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of students to whom the AAI can be administered
- A record of when AAI's have been administered

8. Training

The school is committed to training all staff in allergy response. This training is mandatory. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAI's are kept on the school site, and how to access them
- How to administer AAI's
- The wellbeing and inclusion implications of allergies
- Include any other relevant training points
- New staff receive induction training
- Records of training are maintained
- Refresher training scheduled as required

Training will be carried out annually by Harrow's School nurse team. It's recommended that all staff are trained at least once a year.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting students with medical conditions policy
- School food policy

10. Related Documents

Individual Healthcare Plans (IHPs)

Risk assessments

Emergency Response Plan

Staff training records

11. Monitoring and Review

This policy is reviewed annually or following any incident.

The Deputy Designated Allergy Lead reports to senior leadership.

Feedback from parents and staff informs improvements.

12. Compliance with Benedict's Law

This policy ensures compliance with Benedict's Law by:

Embedding allergy safety into school systems and culture

- Ensuring staff training and preparedness
- Mandating accessible life-saving medication
- Promoting accountability and clear leadership
- Prioritising prevention, communication, and emergency readiness