



# Allergen and Anaphylaxis Policy

**Date Policy due to be reviewed: September 2026**

**Committee Responsible for Policy: Finance and Operations Committee**

**WORK HARD | BE KIND | AIM HIGH**

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### **Statement of intent**

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

To effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to emergencies.

### **Legal framework**

This policy has due regard to legislation and government guidance including, but not limited to, the following:

- DfE (2025) 'Allergy Guidance for Schools'
- The Human Medicines (Amendment) Regulations 2017
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2015) 'Supporting pupils at school with medical conditions'

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- Whole-School Food Policy
- Administering Medicines Procedure
- Supporting Pupils with Medical Conditions Policy
- Educational Visits and School Trips Policy
- Child Protection Safeguarding Policy

## Definitions

### For the purpose of this policy:

**Allergy** - is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

**Allergen** - is a normally harmless substance that triggers an allergic reaction for a susceptible person.

**Allergic reaction** - is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

**Anaphylaxis** - is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Difficulty breathing
- Feeling faint
- Reduced level of consciousness
- Lips turning blue
- Collapsing
- Becoming unresponsive

## Roles and responsibilities

The Headteacher is responsible for:

- The development, implementation and monitoring of the Allergen and Anaphylaxis Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that the Whole-School Food Policy and the associated protocols are effectively implemented, including those in relation to labelling foods that may contain common allergens, e.g., nuts.
- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that catering staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.

The Designated Safeguarding Lead is responsible for:

- Ensuring that all staff members are annually provided with training and information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that catering staff are aware of any pupils' allergies which may affect the school meals provided.

- Ensuring that all school trips are planned in accordance with the Educational Visits and School Trips Policy, considering any potential risks the activities involved pose to pupils with known allergies.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an **annual** basis, including information regarding any allergies.

The Safeguarding and Well-Being Co-ordinator is responsible for:

- Contacting parents for required medical documentation regarding a child's allergy.
- Contacting previous schools to request medical information and copies of documentation.
- Contacting health professionals to request medical information and relevant documentation
- Collating medical information to prepare a risk assessment and medical alert card.
- Ensuring that the necessary staff members are informed about pupils' allergies by sharing the risk assessments, medical alert cards and IHC plans.
- Liaising with the Site Manager to prepare and review any personal evacuation plans (PEEPs)
- Annually reviewing risk assessments and medical alert cards, or when updated information is received if earlier.
- Liaising with the school nurse service to create and review Individual Health Care plans.

Finance / Office Manager is responsible for:

- Ensuring copies of medical alert cards and PEEPs are uploaded to Bromcom as required
- Overseeing the protocol for the use of spare AAls, its monitoring and implementation, and ensuring the maintaining of the list of AAls is undertaken by Student Reception.
- Overseeing the protocols for maintaining the emergency anaphylaxis kit(s) and the regular checking of the emergency anaphylaxis kit(s) to ensure that spare AAI devices are present and have not expired, and replacement AAls are obtained when expiry dates are approaching.

All staff members are responsible for:

- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) and medical alert cards as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Promoting hand washing before and after eating.
- Monitoring all food supplied to pupils by both the school and parents, including snacks, ensuring food containing known allergens is not provided.
- Ensuring that pupils do not share food and drink to prevent accidental contact with an allergen.

All parents are responsible for:

- Notifying the Safeguarding Team/Head of Year/School about their child's allergens, the nature of the allergic reaction, what medication to administer and specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with up-to-date emergency contact information.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Providing the school with any necessary medication.

- Communicating to the school any specific control measures which can be implemented to prevent the child from coming into contact with the allergen.
- Working alongside the school to develop a medical alert card and IHP to accommodate the child's needs, as well as undertaking the necessary risk assessments.
- Signing their child's medical alert card and IHP, where required.
- Acting in accordance with any allergy-related requests made by the school, such as not providing nut-containing items in their child's packed lunch.
- Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Providing a supply of 'safe' snacks for any individual attending school events.
- Raising any concerns, they may have about the management of their child's allergies with the Head of Year and/or Safeguarding and Well-Being Co-ordinator.
- Ensuring that any food their child brings to school is safe for them to consume.
- Liaising with staff members, including those running breakfast and afterschool clubs, regarding the appropriateness of any food or drink provided.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing an allergen.
- Learning to recognise personal symptoms of an allergic reaction.
- Keeping necessary medications in an agreed location which members of staff are aware of.
- Developing greater independence in keeping themselves safe from allergens.

## **Food allergies**

- 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, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering team.
- Where a pupil who attends the school has a nut allergy, the school's catering team and food technology staff will be requested to eliminate nuts, and food items with nuts as ingredients, from meals as far as possible, not including foods which are labelled 'may contain traces of nuts.'
- All food tables will be disinfected before and after being used.
- Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives to remind kitchen staff to keep them separate.
- Food items containing nuts will not be served at, or be bought onto, school premises.
- The catering manager of the school is responsible for ensuring that the school's policies are always adhered to, 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 in accordance with pupils' IHPs, considering any known allergies of the pupils involved.
- Food as rewards/in classrooms are not permitted. Food as a reward at school events or year group events will be clearly labelled with allergens and parental permission obtained prior to the event.
- Food prepared at home is not allowed to be brought in to school events.

## **Animal allergies**

- Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.
- In the event of an animal on the school site, staff members will be made aware of any pupils who this may pose a risk to and will be responsible for ensuring that the pupil does not encounter the specified allergen.

## **Seasonal allergies**

- The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.
- Precautions regarding the prevention of seasonal allergies include ensuring that the school field is not mown whilst pupils are outside when possible.
- Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- The site manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

## **Adrenaline auto-injectors (AAIs)**

- Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.
- Under The Human Medicines (Amendment) Regulations 2017 the schools 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.
- The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.
- The school will submit a request, signed by the Headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:
  - The name of the school.
  - The purposes for which the product is required.
  - The total quantity required.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.

- The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to.
- Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:
  - One or more AAIs
  - Instructions on how to use the device(s)
  - Instructions on the storage of the device(s)
  - Manufacturer's information
  - A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
  - A note of the arrangements for replacing the injectors
  - A list of pupils to whom the AAI can be administered

- An administration record
- Pupils who have prescribed AAI devices are able to keep their device in their possession.
- Emergency AAI devices are kept in student reception and are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.
- All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.
- In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.
- The Student Receptionist is responsible for maintaining the emergency anaphylaxis kit(s) and will conduct regular checks of the emergency anaphylaxis kit(s) to ensure that spare AAI devices are present and have not expired, and replacement AAI devices are obtained when expiry dates are approaching.
- The Office/Finance Manager is responsible for **overseeing** the protocol for the use of spare AAI devices, its monitoring and implementation, and ensuring the maintaining of the list of AAI devices is undertaken by Student Reception. The Student Receptionist orders new devices before expiry dates.
- Any used or expired AAI devices are disposed of after use in accordance with manufacturer's instructions.
- Used AAI devices may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with section 12 of this policy.
- A sharps bin is utilised where used or expired AAI devices are disposed of on the school premises.
- Where any AAI devices are used, the following information will be recorded on the AAI Record; where and when the reaction took place and how much medication was given and by whom.

### **Access to spare AAI devices**

- A spare AAI device can be administered as a substitute for a pupil's own prescribed AAI device, if this cannot be administered correctly, without delay.
- Spare AAI devices are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI device.
- Consent will be obtained as part of the introduction or development of a pupil's IHP.
- The school uses a register of pupils (Register of AAI devices) to whom spare AAI devices can be administered – this includes the following:
  - Name of pupil
  - Class
  - Known allergens
  - Risk factors for anaphylaxis
  - Whether medical authorisation has been received
  - Whether written parental consent has been received
  - Dosage requirements
- Parents are required to provide consent on an annual basis to ensure the list remains up to date.
- Parents can withdraw their consent at any time. To do so, they must write to the Headteacher.
- The Student Receptionist checks the consent list is up to date on an annual basis.
- The Student Receptionist will also update the register relevant to any changes in consent or a pupil's requirements.

## **Medical attention and required support**

- Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the Safeguarding and Well-Being Co-ordinator, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.
- Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.
- Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAls.
- All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.
- Any specified support which the pupil may require is outlined in their IHP.
- All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.
- The Safeguarding and Well-Being Co-Ordinator is responsible for working alongside relevant staff members and parents to develop IHPs and medical alert cards for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.
- The Safeguarding and Well-Being Co-ordinator has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community. This will be regularly monitored by the Designated Safeguarding Lead.

## **Staff training**

- All staff will be trained in how to administer an AAI, and the sequence of events to follow when doing so.
- A record will be kept of all staff who give their consent to administer AAI.
- The school will arrange specialist training on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.
- Designated staff members (who have signed consent to administer AAI) will be taught to:
  - Recognise the range of signs and symptoms of severe allergic reactions.
  - Respond appropriately to a request for help from another member of staff.
  - Recognise when emergency action is necessary.
  - Administer AAls according to the manufacturer's instructions.
  - Make appropriate records of allergic reactions.

## **All staff members will:**

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
- Understand that AAls should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAls.
- Understand how to access AAls.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAls, e.g., in the event of a delay in response from the designated staff members, or a life-threatening situation.



- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this Allergen and Anaphylaxis Policy.

### **In the event of a mild-moderate allergic reaction**

- Mild-moderate symptoms of an allergic reaction include the following:
  - Swollen lips, face or eyes
  - Itchy/tingling mouth
  - Hives or itchy skin rash
  - Abdominal pain or vomiting
  - Sudden change in behaviour
- If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and call for help from the designated staff members able to administer AAI's via student reception.
- The designated staff member will administer the pupil's prescribed AAI. Spare AAI's will only be administered where appropriate consent has been received.
- Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.
- A copy of the Register of AAI's will be held in student reception for easy access in the event of an allergic reaction.
- If necessary, other staff members may assist the designated staff members with administering AAI's.
- The pupil's parents will be contacted immediately if a pupil suffers a mild-moderate allergic reaction, and if an AAI has been administered.
- If a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.
- For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.
- Should the reaction progress into anaphylaxis, the school will act in accordance with section 12 of this policy.
- The school will refer any pupil who has been administered an AAI to the hospital for further monitoring.
- SLT will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g., if they were teaching a class at the time of the reaction.

### **In the event of anaphylaxis**

- Anaphylaxis symptoms include the following:
  - Persistent cough
  - Hoarse voice
  - Difficulty swallowing, or swollen tongue
  - Difficult or noisy breathing
  - Persistent dizziness
  - Becoming pale or floppy
  - Suddenly becoming sleepy, unconscious or collapsing

- In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor with their legs raised and will call for help from a designated staff member via Student Reception.
- The designated staff member will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.
- Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.
- A copy of the list of AAIs will be held in student reception for easy access in the event of an allergic reaction.
- If necessary, other staff members may assist the designated staff members with administering AAIs.
- The emergency services will be contacted immediately.
- A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lay flat and still.
- The Headteacher/SLT will be contacted immediately, as well as a suitably trained individual, such as a first aider.
- If the pupil stops breathing, a suitably trained member of staff will administer CPR.
- If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.
- If a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.
- A designated staff member will 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.
- Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.
- A member of staff will accompany the pupil to hospital in the absence of their parents.
- If a pupil is taken to hospital by car, two members of staff will accompany them.
- Following the occurrence of an allergic reaction, the senior leadership team will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

### **Monitoring and review**

- The Designated Safeguarding Lead is responsible for reviewing this policy annually.
- The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Headteacher immediately.
- Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended, as necessary.

Policy Reviewed – September 2025

Next Review – September 2026

## Appendix 1: Medical Needs Flowchart (new medical diagnosis or in-year admission)

