



Sibford
Shape your story

ALLERGIES POLICY

2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Deputy Head (Pastoral): Gavin Moffat	
Date of next review	September 2027

Key staff involved in the policy/procedure

Role	Name(s)
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Designated Allergy Lead	Gavin Moffat – Deputy Head (Pastoral)
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CONTENTS:

CONTENTS:

1. AIMS AND OBJECTIVES	3
2. WHAT IS AN ALLERGY?	3
3. DEFINITIONS	3
4. ROLES AND RESPONSIBILITIES	4
5. INFORMATION AND DOCUMENTATION	8
6. ASSESSING RISK	8
7. FOOD, INCLUDING MEALTIMES & SNACKS	9
8. EDUCATIONAL VISITS AND SPORTS FIXTURES	10
9. INSECT STINGS	11
10. ANIMALS	11
11. ALLERGIC RHINITIS/ HAY FEVER	11
12. INCLUSION AND MENTAL HEALTH	11
13. ADRENALINE PENS	12
14. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS	13
15. TRAINING	13
16. ASTHMA	14
17. REPORTING ALLERGIC REACTIONS	14

AIMS AND OBJECTIVES

In line with the Children's Wellbeing and Schools Act, this policy outlines Sibford School's approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an allergy aware school.

This policy applies to all staff, pupils, parents and visitors to the school and should be read alongside these other policies:

Medical Policy including First Aid and Safeguarding policy.

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 caused by food, insect venom (such as a wasp or bee sting), latex and medication.

DEFINITIONS

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

ALLERGEN: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

ADRENALINE AUTO-INJECTOR: 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's, 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. Sibford school use the BSACI allergy action plan Paediatric Allergy Action Plans - BSACI alongside medical tracker IHCP.

DESIGNATED ALLERGY LEAD: The member of staff responsible for overseeing allergy management across the school and acting as the main point of contact for pupils, parents and staff. Sibford School's allergy lead is the Deputy Head teacher with support from the lead Nurse and school Nurse.

NEFFY: Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved. Neffy was approved for use in the UK in 2025 and distribution is expected from late September.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document is created by Sibford School in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy have an Individual Healthcare Plan and it is read in conjunction with their Allergy Action Plan if also required.

RISK ASSESSMENT: A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergies are included on all risk assessments for events on and off the school site.

SPARE ADRENALINE PENS: Sibford School has purchased spare adrenaline pens. These are held as a back-up, in case pupils' prescribed adrenaline pens are not available. They are also used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

ROLES AND RESPONSIBILITIES

Sibford School takes a whole-school approach to allergy management.

Designated Allergy Lead (DAL)

The Designated Allergy Lead is the Deputy Head (Pastoral) who sits on the Senior Leadership Team. He reports into the Head and the lead governor for safeguarding. The Designated Allergy Lead is 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. Although the DAL has ultimate responsibility, the collation of information is delegated to the School Nurses in the Health Centre.
- 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. Obtaining and recording confirmation from staff that they have read and understood the policy is available from the Pastoral Administrator;
- 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; and
- Ensuring there is an anaphylaxis drill once a year.

At regular intervals the Designated Allergy Lead will check procedures and report to the SLT.

Designated Lead Governor

The Designated Lead Governor has oversight of the school policy and regularly checks that school procedures are in line with the policy.

School nurse/ Healthcare team

Responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families which involves liaising with the admissions team for new joiners.
- Supporting the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, occasional staff and those running clubs
- Ensuring the information from families is up-to-date and reviewed annually (at a minimum).
- Coordinating medication with families and ensuring medication is in date. Whilst it's the responsibility of parents/carers to ensure medication is up to date, the nursing team/medical lead also has systems in place to check this and notify the parents/carers when they see the expiry dates are approaching in respect of medicines held by the school.
- Keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and the school's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens is also documented.
- Regularly checking spare adrenaline pens are where they should be and that they are in date.
- Replacing the spare adrenaline pens when necessary.
- Providing on-site adrenaline pen training for staff and pupils and refresher training as required e.g. before school trips.

Admissions Team

The Admissions Team is the first to learn of a pupil or visitor's allergy. They work with the Designated Allergy Lead and school nursing team/medical lead to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity (this is in place before a school visit or Taster Days if food is offered or likely to be eaten)
- There is a clear structure in place to communicate this information to the relevant parties (i.e. school nursing team, catering team);
- Parents and applicants are informed of catering arrangements during admission events.
- Plans are made for emergency medication if the child is to be left without parental supervision.

All staff

All school staff, including teaching staff, support staff, occasional staff (for example peripatetic music teachers) are responsible for:

- 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.

- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training.
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager.
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times.
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the School Nurse/ Healthcare Team.
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving school site, for a match or trip.

All parents

All parents and carers (whether their child has an allergy or not) 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 (the Admissions Team and School Nurse) 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, as snacks or for fundraising events.
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice.
- Encouraging their child to be allergy aware.

Parents of children with allergies

In addition to point 4.5, the parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, ie. 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.
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too.
- Provide the school with an up-to-date photograph of their child as part of their allergy management.
- 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 eg. not eating the food to which they are allergic.

All pupils

All pupils at the school should:

- Be allergy aware.
- Understand the risks allergens might pose to their peers and respect measures to support them.
- Learn how they can support their peers and be alert to allergy-related bullying.
- Older pupils will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency.

Pupils in Junior School (including Early Years) with allergies

We will encourage children in the Junior School (including Early Years) to learn about their allergies and how to start to take responsibility for them as outlined above (as age appropriate).

For children in the Junior School (including Early Years) the following will be the responsibility of the class teacher:

- Know what the pupil's allergies are and how to mitigate risk
- Ensuring the pupil avoids their allergen as best as they can.
- Look out for possible signs that a child is not feeling well or that they might be having an allergic reaction.
- Ensure that the catering staff are aware of the child and their allergies.
- Always carrying two adrenaline auto-injectors with them. They must only use them for their intended purpose.
- Understanding how and when to use their adrenaline auto-injector.

Pupils in Senior School with allergies

In addition to point 4.7, pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk.
- Avoiding their allergen as best as they can.
- Understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk.
- Understanding that they should notify a member of staff if they are not feeling well or suspect they might be having an allergic reaction.
- Always carrying two adrenaline auto-injectors with them, if age and capability appropriate. They must only use them for their intended purpose.
- Understanding how and when to use their adrenaline auto-injector.
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy.
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.
- Pupils permitted to leave the school site (eg to go to Greens in the village) should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and raise the alarm to get help.

- If age and capability appropriate, ensuring they have their medication with them on the journey to and from school.

Staff with allergies

To support prompt and effective treatment of staff allergies, the Health Centre asks staff each year if they have any allergies (particularly those with severe allergies or a history of anaphylaxis and who carry an adrenaline auto-injector) that they provide relevant details directly to the School Nurses via nurse@sibfordschool.co.uk. The information is recorded on Medical Tracker and will be accessible to staff members who have a Medical Tracker login. If applicable, staff provide the following details:

- The allergen(s)
- Whether they have experienced an anaphylactic reaction
- Whether they have been prescribed an EpiPen or another adrenaline auto-injector
- Details of previous reactions and the treatment required, including guidance for managing any future reactions

If staff do not have an allergy but would like another medical condition recorded on their Medical Tracker profile, then they should inform the Health Centre, again by e-mailing nurse@sibfordschool.co.uk

INFORMATION AND DOCUMENTATION

Register of pupils with an allergy

Sibford 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.

Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan which is stored on the Meditracker platform. The information on this plan includes:

- 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.
- A copy of their Allergy Action Plan (if required).

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, for example food technology lessons or science experiments where allergens are present.
- Bringing animals into the school, for example a dog or looking after lambs can pose a risk.
- Running activities or clubs where they might hand out snacks or food 'treats'. Ensure safe food is provided or consider an alternative non-food treat for all pupils.
- Planning special events, such as cultural days and celebrations.

Inclusion of pupils with allergies are considered alongside safety and they are not excluded. Sibford School will ensure compliance with the Equality Act 2010.

FOOD, INCLUDING MEALTIMES & SNACKS

Catering in school

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies. Allergy information is recorded on medical tracker as well as any emergency medication and care plans (allergy action plans).

- The school has robust procedures in place to identify pupils with food allergies. A list of all allergies is sent to the catering department along with photos of each child. A poster of pupils with allergies is also available to boarding staff. The catering team work extremely hard to ensure we have multiple safety steps to mitigate the risk of cross contamination/allergic reaction. All food is labelled as per their own policies.
- Students with food allergies are offered a bespoke plated email service. This ensures their meals are individually prepared, plated and stored away from any allergens. Students can opt into this service; however, it is greatly encouraged to ensure students' safety.
- Students can get food from the allergy counter and/or ask any member of the catering team for help/advise if needed. Junior School pupils will be assisted with their choices by their teacher who is made aware of any allergies.
- Due diligence is carried out regarding allergen management when appointing catering staff.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training from the school caterers.
- The Junior School, which is an Early Years setting, adheres to new [Early Years Foundation Stage statutory guidance](#). The 'Safer Eating' section has the relevant information for allergies.
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures.
- The catering team endeavour to get to know the pupils with allergies and what their allergies are, supported by school staff.
- The catering team endeavour to provide varied meal options to students and staff with allergies.
- Food containing the main 14 allergens (see Allergens definition) is clearly labelled. Other ingredient information is available on request.
- Sibford School does not offer pre-packaged food. If it did, it would comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging.
- Where changes are made to the ingredients, this is communicated to pupils with dietary needs by the Catering Department;
- Sibford School aims to be a no nut site and thus avoids food with nuts as an ingredient.

Food bans or restrictions

- This school is an Allergen Aware school. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.
- Sibford School aims to be a nut free school. Food provided by our catering department in the school kitchen will not contain nuts. However, we are unable to guarantee that food containing nuts will be brought into the school by pupils against our advice.
- Sibford School has a nut free guide available to all staff, students and parents which provides further guidance and information regarding nut allergies given this is one of the most common causes of anaphylaxis.
- We try to restrict peanuts and tree nuts as much as possible on the site and check all foods coming into the kitchen; and
- All food coming onto school premises or taken on a school trip or to a match is checked to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all foods brought in. Common foods that contain these goods as an ingredient include: packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces.

Food hygiene for pupils

- Pupils are encouraged to wash their hands before and after eating.
- Sharing, swapping or throwing food is not allowed.
- Water bottles and packed lunches are clearly labelled.
- In the two boarding houses, measures to limit cross-contamination in preparation and the storage of food include regular pupil reminders along with posters explaining the key measures to limit cross-contamination. All boarding staff undertake additional food awareness courses given that they are in the habit of preparing food for the boarders at weekends.

Food brought into school for Cake or Bake Sales or similar fundraising events

In line with the principles of Benedict's Law and our commitment to safeguarding pupils with food allergies, all food items donated by parents, carers, staff or other members of the school community for cake sales, bake sales or similar fundraising events must be treated as **non-allergen-safe** unless they are commercially produced and supplied in their original sealed packaging with a full ingredients list and allergen information. Homemade food cannot be guaranteed to be free from allergens, cross-contamination or undeclared ingredients and should therefore not be promoted as suitable for pupils with food allergies or intolerances. Parents and carers remain responsible for deciding whether their child should purchase or consume any food sold at these events. The school reserves the right to restrict the sale of homemade food where this is necessary to protect the health and safety of pupils and will ensure that reasonable steps are taken to minimise the risk of accidental allergen exposure in accordance with its allergy management procedures.

EDUCATIONAL VISITS AND SPORTS FIXTURES

- Staff leading the trip will have a medical tracker report recording all allergies and medication.
- Staff will meet with the school nurses to discuss medical needs and receive any training required.
- Allergies are considered on the risk assessment and catering provision put in place.
- Parents, and pupils where appropriate, may be consulted if considered necessary or if the trip requires an overnight stay.

- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction.
- Allergens will be clearly labelled on catered packed lunches

INSECT STINGS

Measures for preventing and dealing with insect stings.

- Pupils will avoid walking around in bare feet or sandals when outside and when possible,
- keep arms and legs covered;
- Pupils will avoid wearing strong perfumes or cosmetics
- Pupils will keep food and drink covered.
- In the event of a bite or sting trained first aiders and school Nurses can provide medical care
- The school grounds staff, led by Head of Grounds, will monitor the grounds for wasp or bee nests. Pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

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 comes on site a risk assessment will be done prior to the visit.
- Areas visited by animals will be cleaned thoroughly.
- Anyone in contact with an animal will wash their hands after contact.
- If an animal lives on site, for example in a Boarding House, pupils, parents and staff will be made aware and consideration and adaptations will be made.
- School trips that include visits to animals will be carefully risk assessed.

ALLERGIC RHINITIS/ HAY FEVER

- Parents are required to provide full medical history including any diagnosis of medical conditions and allergies to the Nursing team. This information will be recorded and made available by medical tracker system and medical care can be provided via first aiders or school nurses during school day.
- Antihistamines and similar medications are available in the health centre or students can provide their own specific hay fever medication for use during the school day if accompanied by a parental consent form.

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.

- No child with allergies will be excluded from taking part in a school activity, whether on the school premises or a school trip.

- Pupils with allergies may require additional pastoral support including regular check-ins from their Tutor/ House Parent etc;
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives; and
- Bullying related to allergy will be treated in line with the school's anti-bullying policy.

ADRENALINE PENS

See the government guidance on Adrenaline Pens in Schools.

Storage of adrenaline pens

- Pupils prescribed with adrenaline pens will have easy access to two, in-date pens at all times.
- Junior school - Emergency medication is kept with the pupils' class teacher who has responsibility for ensuring it travels around school with the child including the dining hall, music lessons, forest school and swimming. A copy of the students Allergy action plan and IHCP will be kept with medication.

Spare adrenaline auto injectors (of both doses) are also kept in Junior School Main Reception, the dining room and PE. Emergency medication must never be locked away.

Senior school - Students should always carry their adrenaline auto injectors on their person and provide school with spares which are kept centrally. Spare emergency medication is kept in School Reception in individually named drawers alongside the Allergy Action Plan and IHCP.

Boarders – A spare Adrenaline auto injector is also available in the boarding house. This ensures availability when access to the school spare devices are limited eg weekends and overnight. This auto-injector must be taken on boarding trips in the first aid kit.

Trips - Students can only attend trips if they have their emergency medication. Student's own school spares and care plans will be packed with the first aid kit as required.

- Adrenaline pens are stored at moderate temperatures (according to manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator).
- Used or out of date pens are disposed of as sharps.

Spare adrenaline pens

This school has 4 X 0.15mg (6years old and under) and 9 X 0.3mg (over 6 years old) spare adrenaline pens to be used in accordance with government guidance.

The locations of spare adrenaline pens are clearly signposted. These are

Junior School Main Reception - 1x 0.15mg 2x 0.3mg

Senior Main Reception –1x0.15mg 2x 0.3mg

Dining hall - 1x 0.150mg and 2x 0.3mg

Boarding houses - 1x 0.3mg in each house

PE – 1x150mg and 1x0.3mg

The Lead Nurse is responsible for:

- Deciding how many spare pens are required
- What dosage is required, based on the Resuscitation Council UK's age-based guidance (see page 11);

- Which brand(s) to buy. Sibford School will aim to buy a single brand if possible to avoid confusion;

Adrenaline pens on off-site activities

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices. It is the trip leader's responsibility to check they have them;
- Adrenaline pens will be always kept close to the pupils e.g. not stored in the hold of the coach when travelling or left in changing rooms.
- Adrenaline pens will be protected from extreme temperatures.
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction.

RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

If a pupil has an allergic reaction:

- The pupil will be treated in accordance with their Allergy Action Plan;
- The school's ambulance procedure is as per the Medical Policy including First Aid policy
- If anaphylaxis is suspected adrenaline will be administered without delay;
- Pupils will be treated where they are. Staff will lie them down with their legs raised and bring medication to them.
- Staff will use pupil's own prescribed medication if immediately available.
- Pupils can administer the adrenaline pen themselves if able to or a member of staff can administer the pen. The member of staff will be trained, but in an emergency, anyone can administer adrenaline;
- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used.
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, staff will lie the pupil down with their legs raised, call 999 and explain anaphylaxis is suspected. The operator will be informed 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, a second adrenaline pen will be used and the emergency services called again to inform them that a second dose of adrenaline has been given.
- Staff will 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. A member of staff will accompany them in an ambulance until a parent or guardian arrives.

TRAINING

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

This includes:

- 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.
- School Nurses to provide practical sessions with training adrenaline auto injectors.
- 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.

The school will carry out an anaphylaxis drill once a year.

This includes:

- An exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the whole school response.

ASTHMA

It is vital that pupils with allergies keep their asthma well controlled because asthma can exacerbate allergic reactions. Further information surrounding management of pupils with asthma can be found in the Medical Policy including First Aid policy.

REPORTING ALLERGIC REACTIONS

The school will log allergic reaction incidents and near-misses. This will be via the schools' medical system, Meditracker. Staff who report near misses must ensure that they co-operate with the school during investigations to ensure reviews allow for 'lessons learned' and the prevention of reoccurrences or more serious instances.