



ALLERGY AND ANAPHYLAXIS POLICY

Review date: March 2026

Next review date: March 2027

Staff responsible: Victoria Vautier-Morris (Healthcare Lead)

Chair of Directors: Ben Whitchurch

This policy should be read in conjunction with the following St George's policies:

- Safeguarding Policy
- Child Protection Policy
- Health and Safety Policy
- Medical and First Aid Policy

Rights Respecting School Statement

Our school's vision and values have, at their heart, the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNCRC and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to the following articles:

- **Article 2:** No discrimination
- **Article 3:** Best interests of the child
- **Article 4:** Making rights real
- **Article 24:** Health, Water, Food and Environment

1. AIMS AND OBJECTIVES

This policy outlines St George'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.

St. George's School recognises that a number of our school community members (pupils, parents/carers, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods. The school is committed to a whole school approach to healthcare, welfare and wellbeing and of the safe management of those members of the school community. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The school's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure to the members of its community.

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment.
- Have a robust plan for effective responses to possible emergencies.



The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or any other intolerances including food, medicines or environmental triggers whilst at the school, or attending any School related activity.

The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise.

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

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Medical and First Aid Policy

2. WHAT IS AN ALLERGY?

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

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency. People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

3. 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 AAls, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK and Jersey: 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.

DESIGNATED ALLERGY HEALTH CARE 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.

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

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

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

4. ROLES AND RESPONSIBILITIES

St Georges takes a whole-school approach to allergy management.

4.1 The Designated Allergy health care Lead is responsible for:

- Collecting and coordinating the paperwork including Allergy Action Plans and Individual Healthcare Plans and information from families, this is likely to involve liaising with the admissions team for new joiners;
- 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. 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 Health Care lead should also have 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 should also be documented;
- Regularly checking spare adrenaline pens are where they should be, and that they are in date;
- Replacing the spare adrenaline pens when necessary;
- Ensuring staff have had adrenaline pen and anaphylaxis training and refresher training as required e.g. before school trips.

4.2 Admissions Team and Bursars Office

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Health Care Lead and Bursars office to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity.
- There is a clear structure in place to communicate this information to the relevant parties (i.e. Health Care Lead, form Teachers and the catering team).
- Parents and applicants are informed of catering arrangements during admission events; and Plans are made for emergency medication if the child is to be left without parental supervision.

4.3 The Catering Team is responsible for:

- Ensuring suppliers of all food products are aware of the school's food allergy policy (especially that we are nut free) and ensure all food products purchased have clear labelling of contents, especially allergens they may contain.
- Ensuring that food delivered to the school does not contain nuts as an ingredient.
- Staff who purchase food for activity clubs or special occasions from outside suppliers should liaise with the catering department when needed.
- Preparing and labelling meals for those children with special dietary requirements including allergies.

4.4 All staff

All school staff, including teaching staff, support staff, occasional staff (for example sports coaches, music teachers and those running breakfast and afterschool clubs are responsible for:

- 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 (depending on the age of the pupils and the management of adrenaline pens in the school).
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training.
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times.
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the Health Care Lead and Bursars office.
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving school site for trips, forest school or sports events.

4.5 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 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 snack boxes and for fundraising events,
- Encourage their child to be allergy aware.

5. INFORMATION AND DOCUMENTATION

5.1 Register of pupils with an allergy

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

5.2 Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan. 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.

6. 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 craft using food packaging, science experiments where allergens are present, food lessons or cooking.
- Bringing animals into the school, for example a dog or hatching chick eggs 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 must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. The school will ensure compliance with the Equality Act 2010.

7. FOOD, INCLUDING MEALTIMES & SNACKS

7.1 Catering in school

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering staff.

- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training.
- The Early Years settings should adhere 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. (All staff to complete mandatory online training in food safety preparation).
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are, supported by school staff.
- The catering team will endeavour to provide varied meal options to students and staff with allergies.

The school has robust procedures in place to identify pupils with food allergies;

- Children with allergies and intolerances will have a lanyard to wear during lunchtimes in the dining hall. These will have a photo of the pupil, their name and what their allergen is.
- There is a folder situated in the dining hall for staff to utilise, for quick reference, if they have child on their table with an allergy.
- There are Individual allergy plans up in the medical room for pupils prescribed autoinjectors.
- All medication for specific children is clearly labelled in the medical room cupboards, with photos attached for easy identification in an emergency.

7.2 Food restrictions

- St George's 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.
- We try to restrict peanuts and tree nuts as much as possible on the site and check all foods coming into the kitchen.
- All food coming onto school premises or taken on a school trip should be 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.

8. EDUCATIONAL VISITS AND SPORTS FIXTURES

- Staff leading the trip will have a register of pupils with allergies and details of their medication. Staff should notify the trip leader of any allergies.
- Allergies will be 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 accompanying the trip will be trained to recognise and respond to an allergic reaction.
- Allergens will be clearly labelled on catered packed lunches.

It is the responsibility of the trip leader to ensure two autoinjectors for each pupil prescribed them, are taken out in the first aid bag. These must be returned to the medical room on return to school.

9. ADRENALINE PENS

Storage of adrenaline pens

- Pupils prescribed with adrenaline pens will have easy access to two, in-date pens at all times.
- Pupils in EYFS will have one pen in their classroom setting and another in the central medical room located next to the dining room.
- Pupils in the main school building will have two pens in the central medical room. These pens will be collected by staff to go out the building for forest school, swimming and school trips. Then returned to the central location after the lesson or trip. (At times parents may request a different protocol for their child and this will be established through the pupils individual allergy plan).
- Pupils prescribed Adrenaline pens also have one located in the Sports hall.
- Spot checks will be made to ensure adrenaline pens are where they should be and in date;
- Adrenaline pens must not be kept locked away.
- Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator).
- Used or out of date pens will be disposed of as sharps

9.2 General adrenaline pens

St George's school has ten general adrenaline pens (**Four** over 6/adult and **Six** under 6) to be used in accordance with government guidance.

The locations of general adrenaline pens are clearly signposted. These are:

1. 4 pens in a clearly visible case on the wall in the medical room.
2. 2 pens located in the medical cupboard in nurse's room on the wall.
3. 2 pens in pre school on the shelf in the medical box.
4. 2 pens in a red case usually kept in the forest school first aid kit. Or on the EpiPen shelf in the medical room cupboard.

The Healthcare lead and Bursar are 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. Schools are recommended to buy a single brand if possible to avoid confusion.
- The purchasing of spare adrenaline pens which can be obtained at low cost from a local pharmacy. See government guidance above.
- Distribution around the site and clear signage.

10. 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 kept close to the pupils at all times 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.
- Consider whether to take spare adrenaline pens to off-site activities. This should be recorded as part of the risk assessment process.

11. Responding to an allergic reaction/anaphylaxis.

If a pupil has an allergic reaction:

- Treat the pupil in accordance with their Allergy Action Plan.
- If anaphylaxis is suspected administer adrenaline without delay.
- Treat the pupil where they are. Lie them down with their legs raised and bring medication to them. If pupil is struggling to breath, remain sitting up.
- Use pupil's own prescribed medication if immediately available.
- Pupil can administer the adrenaline pen themselves (if able to) or a member of staff can administer pen. Ideally 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 use a school general EpiPen.
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, lie the pupil down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life.
- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given;
- Do not move the pupil until a medical professional/ paramedic has arrived, even if they are feeling better.
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany them in an ambulance until a parent or guardian arrives.

12. 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. Staff should be given the opportunity to practise with a training adrenaline auto-injector.
- How the school manages allergy, for example Emergency Response Plan, documentation, communication etc;
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them;
- Understanding food labelling.
- All staff at St Georges will complete National college online training for recognising anaphylaxis and how to respond.



Review

This policy is reviewed annually or earlier if legislation, guidance or school practice changes.