PINEWOOD

Est. 1875

PINEWOOD SCHOOL ALLERGY AND ANAPHYLAXIS POLICY

1. AIMS AND OBJECTIVES

This policy outlines Pinewood School's approach to allergy management, in line with the Department for Education's guidance published in July 2026 (Allergy Safety in Schools). It also anticipates Benedict's Law coming into force in 2027. Benedict's Law will introduce a consistent national framework for allergy safety in schools, requiring whole-school allergy policies reviewed at least annually and published to pupils, staff and parents, a Designated Allergy Lead on the Senior Leadership Team, mandatory staff training, a stock of spare adrenaline devices, and the recording of serious incidents and "near misses".

This policy outlines how the whole-school community works to reduce the risk of an allergic reaction occurring, and the procedures in place to respond effectively 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 the Medical Conditions Policy and other related policies: Asthma Policy, First Aid Policy, Safeguarding Policy, Wellbeing & Emotional Support Policy, Equal Opportunities Policy and Anti-Bullying 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.

An allergy is different to an intolerance or coeliac disease. Whilst an intolerance may cause uncomfortable symptoms it does not involve the immune system. Coeliac disease is a serious autoimmune condition where the body reacts to gluten but does not cause acute reactions.

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, referred to as the "main 14" in this template. 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 AAIs, 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 Devices or ADs to include other adrenaline devices such as EURneffy (see below).

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

ALLERGIC RHINITIS: An allergic reaction to something in the environment such as pollen, dust mites or animal dander that causes a blocked or runny nose, sneezing, itchy eyes and sometimes a sore throat, headaches and disrupted sleep. Hay fever is allergic rhinitis triggered by pollen.

ASTHMA: Asthma is a common, long-term condition which affects the lungs. People with asthma have airways that are more sensitive and can become inflamed and narrow on exposure to certain triggers. This can lead to difficulty in breathing.

ASTHMA ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's asthma, information about triggers, symptoms, medicines to be used if they have asthma symptoms, and when to seek emergency help when they have an asthma attack.

DESIGNATED ALLERGY LEAD: The member of staff responsible for overseeing allergy and asthma management across the school and acting as the main point of contact for pupils, parents and staff. This is referred to as the named senior leader in the statutory guidance.

EMERGENCY RESPONSE PLAN: A document (also known as a Critical Incident Plan) that outlines a school's procedure for managing an emergency and should be fit for purpose to manage a serious allergic reaction (anaphylaxis).

ECZEMA: A common skin condition, often linked to allergy, causing dry, itchy, sore skin.

EURNEFFY: EURneffy (also known as Neffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's medical conditions (including allergy), history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. If the pupil has an Allergy Action Plan or an Asthma Action Plan this should be contained within the IHP.

"NEAR MISS": An event that did not result in harm but had the clear potential to do so, for example when an allergic reaction was averted (e.g. accidental exposure identified before ingestion, or ingestion of a known allergen without reaction).

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

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

SERIOUS INCIDENT: Where someone with an allergy is harmed or placed in immediate or significant risk of harm including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

4. ROLES AND RESPONSIBILITIES

Pinewood takes a whole-school approach to allergy management.

4.1 Governing Body

The governing body is responsible for the strategic oversight of allergy safety across the school working in partnership with the Designated Allergy Lead who leads on day-to-day implementation. Dr Katie Tilney is the named governor with responsibility for Allergy Safety. The governing body is responsible for:

- Ensuring the school has an allergy safety policy in place which is accessible, published on the school's website, available in hard copy on request and awareness of it is raised with staff, pupils and parents;
- Ensuring allergy-related risks are included on the school's risk register and actively managed
- Ensuring the policy sets out arrangements to reduce the risk of contact with known allergens and emergency response plans for anaphylaxis;
- Ensuring the policy is reviewed at least annually, and considering review after any serious incident or "near miss";
- Satisfying itself that the school's allergy management arrangements meet legal and statutory requirements and reflect best practice;
- Receiving periodic reports on serious incidents and "near misses"; and
- Ensuring the school's complaints process allows complaints to be raised and investigated following a serious incident or "near miss", including a prolonged failure to put agreed arrangements in place.

4.2 Designated Allergy Lead

The Designated Allergy Lead is Nicola Bailey who is a member of SLT. They report into the Headmaster and the governing body and are responsible for:

- Creating and leading the publication and implementation of a school-wide Allergy Safety Policy;
- Ensuring the safety, inclusion and wellbeing of pupils, staff and visitors with an allergy;
- Taking decisions on allergy management across the school;
- Championing and practising allergy and asthma 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;
- 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 Safety Policy, and other related procedures;
- Reviewing the school's stock of spare adrenaline devices (checking the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline devices are stored appropriately) and ensuring staff know where they are;
- Keeping a record of any allergic reactions or "near misses", reporting these to the governing body and appropriate authority (e.g. under RIDDOR) where necessary, investigating the incidents and ensuring that the findings of investigations into incidents are used to update relevant policies and procedures.

- Regularly reviewing and updating the Allergy Safety Policy at least annually; and
- Ensuring there is an anaphylaxis drill at least once a year and that lessons learned are used to update the allergy safety policy and school procedures as appropriate.

The Designated Allergy Lead will monitor implementation of this policy, review procedures at regular intervals and report to the senior leadership team and governing body as appropriate.

4.3 School nurses

The School Nurses are responsible for:

- Coordinating the paperwork (including creating the Individual Healthcare Plan and collating any Allergy Action Plans and Asthma Action Plans) and collecting information from families to ensure that arrangements are in place before the pupil starts, or within 2 weeks for a mid-year transfer, liaising with the admissions team as needed;
- Working with HR to keep an updated list of staff with allergies (and creating an Individual Healthcare Plan if necessary) and ensuring arrangements are in place to support them before they start;
- Supporting the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, occasional staff and those running activities;
- 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;
- Keeping an adrenaline device register to include adrenaline devices prescribed to pupils and the school's stock and location of spare adrenaline devices, including brand, dose and expiry date;
- Supporting pupils who carry their prescribed adrenaline devices to arrange a suitable bag to carry these around the school and to regularly check-in with them and their Form Tutor.
- Regularly checking spare adrenaline devices are where they should be, are easily accessible in case of emergency, and that they are in date;
- Replacing the spare adrenaline devices when necessary;
- Ensuring staff (and pupils where appropriate) can practice with trainer adrenaline devices and arranging refresher training as required e.g. before school trips.

4.4 Admissions team

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Designated Allergy Lead and School Nurses 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. 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; and
- There is liaison with the child's previous school, or future school, to ensure a smooth transition between settings.

4.5 All staff

All school staff (this includes all staff present when pupils are expected to be on site, including permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. It is not intended to include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel) are responsible for:

- Championing and practising allergy and asthma awareness across the school;
- Reading, understanding and putting into practice the Allergy Safety 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, including carrying it on their behalf if necessary;
- 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. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the School Nurses and Designated Allergy Lead.
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving the school site for a match or trip.

4.6 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 Safety Policy and considering the safety, inclusion, and wellbeing of pupils with allergies;

- Providing Pinewood 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, allergic rhinitis (hay fever) 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.

4.7 Parents of children with allergies

In addition to paragraph 4.6, the parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan, provide an accompanying Allergy Action Plan/ Asthma Action Plan
- Provide consent to the school to administer spare adrenaline devices (and inhalers, if applicable) in an emergency;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline devices, if prescribed, at all times, including on the journey to and from school;
- If applicable, provide the school or their child with two labelled adrenaline devices and any other medication, for example antihistamine (with a dispenser, i.e. spoon or syringe), inhalers or creams;
- Update the 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 and sign the associated permission for it to be shared appropriately as part of their allergy management;
- Support their child to understand their allergy diagnosis, advocate for themselves, and take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food to which they are allergic.

4.8 All pupils

All pupils at the school should:

- Be allergy aware;
- Understand the risks that allergens might pose to their peers and respect measures to support them;
- Learn how they can support the wellbeing of their peers and be alert to allergy-related bullying.

Older pupils should:

- learn how to recognise an allergic reaction and support their peers and staff in case of an emergency;

4.9 Pupils with allergies

In addition to paragraph 4.8, pupils with allergies, as appropriate to their age and capability, 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;
- Carrying two adrenaline devices with them at all times;
- Understanding how and when to use their adrenaline device and only using them for their intended purpose;
- 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;
- Ensuring they have their medication with them on the journey to and from school.

5 INFORMATION GATHERING, SHARING AND DOCUMENTATION

5.1 Register of pupils and staff with an allergy

The school has a register of pupils and record of staff who have an allergy. This includes children and staff who have a history of anaphylaxis or have been prescribed adrenaline devices, as well as pupils and staff with an allergy where no adrenaline devices have been prescribed. The register includes whether they have an Individual Healthcare Plan, and an Allergy or Asthma Action Plan.

5.2 Individual Healthcare Plans

The school will arrange for a pupil with an allergy to have an Individual Healthcare Plan if:

- they have an allergy which has a functional impact on them in school;
- they are at risk of harm as a result of their allergy; and
- they require arrangements which are additional to or different from those made generally.

The information on this plan includes:

- The child's name, date of birth, class, a photograph and emergency contact details;

- Known allergens, risk factors for allergic reactions and any adaptations needed;
- The child's understanding of their allergy, if the child is able to take responsibility for their condition including in an emergency and if they are likely to know they are having an allergic reaction;
- A history of their allergic reactions;
- If the pupil has asthma and any other medical conditions and necessary detail;
- Details of the medication that the pupil has been prescribed, including their dose, this should include adrenaline devices, antihistamine, inhalers etc;
- A copy of parental consent to administer medication, including the use of spare adrenaline devices in case of suspected anaphylaxis, and asthma inhalers;
- An indication of how the child's condition may impact on their health, learning or wellbeing;
- What support or adaptations the school has put in place, including how the risk of exposure to allergens will be managed, or arrangements needed to ensure participation in educational visits; and
- A copy of their Allergy and/or Asthma Action Plan.

5.3 Visitors:

Where possible, visitors will be asked in advance of their visit whether they have any allergy the school should be aware of, particularly where they are likely to be offered food, for example at parents' events, open days, sports fixtures or work experience placements. Visitors to the School (excluding sports fixtures) sign in at the Front Office and complete a digital sign-in with a request to share information regarding any allergies the school should be aware of. Invitations for school events where food is served will include a request for parents to share information regarding any allergies the school should be aware of.

Where a visitor discloses a known allergy, the school will consider practical steps to keep them safe, including making relevant staff aware and considering any adjustments needed to food served during the visit.

5.4 Information sharing

- Staff will know which pupils have allergies, what they are allergic to, their triggers and other relevant information. Where appropriate they will also know which staff and visitors have allergies.
- When relevant to do so, information may be shared with external organisations, for example for the purposes of keeping pupils, staff and visitors safe.
- Information will be shared in line with our Data Protection Policy for Staff.

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 and boarding 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; and
- 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, staff should 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 safe and inclusive meals and snacks for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering providers;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- Catering staff are available to discuss the provision of allergen safe meals with parents/ carers;
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures. All catering personnel and relevant school staff must hold an up-to-date Level 2 Award in Food Safety in Catering (or equivalent). Staff preparing food must complete dedicated allergen training (such as the Food Standards Agency (FSA) online allergen training course) upon induction, with mandatory annual refresher training. The school holds a training log detailing the completion dates and certification for all staff authorised to handle or prepare food. Catering Policy.docx
- 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 catering team and school staff will endeavour to ensure pupils are not segregated from peers at mealtime;
- The school has two robust procedures in place to identify pupils with food allergies, these are;

Pre-Prep (Early Years, Years 1&2) Verification and Double-Check Procedure:

The school operates a robust "two-person check" safety protocol for all Early Years medical diets to ensure that every child receives the correct meal. This procedure is executed by any two qualified members of the catering team and involves the following steps:

The First Stage (Plating & Labelling): One member of the catering team will personally plate the allergen-safe meal and immediately label it with the child's full name and specific dietary restrictions.

The Second Stage (Independent Verification): A second member of the catering team will immediately cross-check the plated meal and its label directly against the kitchen's visual Allergy Identification Posters.

Final Sign-Off: The second team member must visually confirm that the food item correctly matches the child's profile (which includes photo identification) and listed allergies before the meal is cleared for service to the Early Years dining area.

To minimise the risk of cups being mixed up and to reduce the possibility of cross-contamination, children with allergies or intolerances are provided with a designated coloured drinking cup bearing their name. Staff ensure that these cups are used only by the named child and are kept separate from other children's cups where appropriate.

Pre-Prep Breaktimes/Wrap-around Care/Trips/Clubs

When a child attends an after-school club, school trip, snack time, or other school event, such as the Kindness Café, all individually packed lunches and snacks are clearly labelled with the child's name. Individual biscuit boxes are provided and clearly labelled for children with allergies or intolerances.

Teachers and Teaching Assistants (TAs) must ensure that children with allergies or intolerances receive their designated snack or packed lunch before food is distributed to the other children. Wherever possible, two members of staff should be present to check the food against the child's requirements and supervise the handover. Staff should carefully check the child's name and the food provided before it is given to the child, helping to minimise the risk of an incorrect food item being distributed.

Further Early Years and Safer Eating:

The school maintains a dietary requirements document identifying EY children who have diagnosed allergies, intolerances, or other special dietary requirements. This document is circulated to all members of staff and displayed in appropriate areas of the school to ensure

that dietary information is readily available to those responsible for the care and supervision of children. Staff are required to familiarise themselves with this information.

Nursery children are seated safely on high-backed chairs in the dining hall alongside teachers and Teaching Assistants (TAs), who provide appropriate support and supervision during mealtimes. Where possible, staff sit facing the children while they eat to enable them to closely monitor children's eating. Staff encourage children to eat safely and appropriately, including discouraging food sharing and remaining alert to any signs of an unexpected allergic reaction. Children will be supervised throughout mealtimes in accordance with the school's food safety, allergy and safeguarding procedures.

At least one member of staff present will hold a valid Paediatric First Aid certificate. All EY staff complete allergy and anaphylaxis training and are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of new foods.

Prep School (Years 3-8) Meal Verification and Double-Check Procedure

For the rest of the school, a robust two-part verification protocol is strictly enforced to ensure meal safety. This procedure creates a secure chain of custody between kitchen production and pupil delivery:

Part One (Preparation & Bulk Separation): The cook who prepares the allergen-safe food will keep it strictly separated from the standard menu items throughout the preparation and cooking process. Rather than pre-plating, the cook will securely transport this separate batch of food directly to the server at the service counter, explicitly communicating its specific allergen-free profile.

Part Two (Service Verification & Individual Plating): At the point of service, the serving assistant will perform the secondary safety check. As the student arrives, the serving assistant will visually cross-check the student's identity against the Allergy Identification Posters. The serving assistant will then plate the portion directly from the segregated allergen-safe batch and hand it safely to the pupil.

When a child attends an after-school club, school trip, snack time, or other school event, such as the Kindness Café, all individually packed lunches and snacks are clearly labelled with the child's name.

All Pupils

Highly visible Allergy Notice Posters containing photographs, names, and precise dietary requirements for pupils with allergies are clearly displayed in the food preparation and service areas for kitchen staff reference.

Catering staff will be fully trained to provide immediate, verified verbal information regarding any dish's ingredients upon request by pupils, staff, or visitors. In addition, the Executive Chef Manager prepares a class dietary information sheet for each class. This is displayed on the

relevant class table and identifies children with allergies or intolerances, together with the relevant dietary information. Staff are required to familiarise themselves with this information and remain vigilant when supervising children during mealtimes.

- The school will provide allergen information clearly and accessible: All menus displayed in the dining hall, on the school website, and those communicated to parents clearly highlight the presence of any of the 14 major food allergens.
- Information on allergens will be available for the pupils to check independently; All menus displayed in the dining hall, on the school website clearly highlight the presence of any of the 14 major food allergens.
- Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging;
- Where changes are made to the ingredients which involve the introduction of a known allergen this will be communicated to pupils with dietary needs by the Executive Chef Manager. Catering and lunchtime supervision staff will proactively verbally inform any pupil with an identified dietary need at the point of service before any food is placed on their tray.
- The school operates a strict nut-aware environment. Nuts, peanuts, sesame seeds, and their derived products (such as peanut butter, hazelnut spreads, or satay sauces) are strictly banned as ingredients in all school-prepared meals, snacks, and baking activities.
- No On-Site Food Sales: The school does not operate a tuck shop, vending machines, or any commercial retail food outlets on the premises. This explicitly eliminates the risk of pupils independently purchasing unmonitored snacks or allergen-containing items during the school day.
- Tuck in Boarding: Tuck is purchased and prepared for distribution in line with the above procedures.
- The School recognises that precautionary allergen labelling (PAL), such as "may contain" or "may contain traces of", indicates a potential risk of unintended allergen presence due to cross-contact during manufacturing or preparation. Where products carry precautionary allergen labelling, these products are managed consistently across the School and may be used for all students, including students with declared food allergies. The Catering Team does not assume that a "may contain" statement is safe for an allergic student simply because the allergen is not listed as an ingredient. All ingredients and allergen information are checked against the School's allergy records and menus. Where a pupil has a declared allergy, the staff follow the School's individual allergy management procedures and provide suitable alternatives where required.

7.2 Food brought into school

The School does not accept any food brought into school by parents/carers for distribution to the pupils on the school site. This includes for birthdays and other celebrations. Food provided to pupils by staff must be shop-bought and pre-screened against individual allergy records. Food-based activities require prior Risk Assessment, and suitable alternative arrangements must be made to ensure full inclusion for pupils with dietary restrictions.
Staff only events which see food being brought into school for sale such as for fundraising activities requires staff to provide a list of every ingredient as well as highlighting any of the 14 major allergens to comply with Natasha's Law.
School Events such as the Christmas Fair, which see food being brought into school for sale will ensure that all ingredients and the 14 major allergens are fully declared to comply with Natasha's Law.

7.3 Food hygiene for pupils

- The school will encourage pupils to wash their hands with soap and warm water before and after eating;
- Parents/carers and pupils will be advised that water bottles should be clearly labelled and food should not be shared or swapped; and
- Throwing food is not allowed.
- Pupils who take part in food preparation as part of SKILLS and Boarding will follow clear hygiene guidelines including thorough hand washing. Ingredients will be individually prepared by the Catering Team and clearly labelled.

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 if they themselves have 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 (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. For School Trips and off-site visits, food items and packed lunches are clearly labeled with the child's name or staff members name on it, alongside the following specific safety procedures: We treat all allergies the same in and outside the 14 allergens.

  Individual Allocation: All packed lunches, snacks, or pre-prepared Food Bags provided by the school kitchen for the trip will be individually portioned and explicitly labeled

with the child's or Staff members full name and their specific allergen profile (e.g., “John Smith – Dairy Free”).

Cross-Contamination Prevention: Food items will remain sealed or covered in individual bags until the point of consumption. During meal breaks, children with severe allergies will be seated strategically and monitored closely to prevent the accidental swapping, sharing, or trading of food items.

Staff Verification at Service: The designated trip leader or supervising staff member will physically check the name label on the food bag against the trip's master medical register before handing any food item directly to the child

- If attending Match Tea at another school, the team taker responsible for that child will ensure that the host school is made aware of the pupil(s) allergies, on arrival at the school/tea, and that any relevant adjustments are made.
- See Adrenaline Devices section for School Trips and Sports Fixtures.

9 INSECT STINGS

- Those with a known insect venom allergy should:
- Avoid walking around in bare feet or sandals when outside and when possible keep arms and legs covered;
- Avoid wearing strong perfumes or cosmetics; and
- Keep food and drink covered.
- The school grounds team will monitor the grounds for wasp or bee nests. Other staff or pupils (with or without allergies) should notify the Operations Manager if they find a wasp or bee nest in the school grounds and avoid them.]

10 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; Dog Policy and
- School trips that include visits to animals will be carefully risk assessed.

11 ASTHMA

The school understands that it is vital that pupils with asthma keep it well- controlled. As well as increasing the risk of asthma attacks, poor asthma control can exacerbate allergic reactions and poorly managed asthma increases the severity of an allergic reaction. Asthma Policy

- Staff will be made aware through training of common asthma triggers which may include airborne allergens such as pollen, house dust mite, mould spores or pet dander and food allergens.
- Pupils with asthma should have an Asthma Action Plan. Where relevant, an Asthma Action Plan will be in addition to an Allergy Action Plan.
- The Asthma Action Plan will be included in the pupil's Individual Healthcare Plan, and will include medical and parental consent for staff to administer medicines, including an emergency reliever inhaler in the event of an asthma attack.
- Children and young people known to have asthma should have their own reliever inhaler at school at all times and on the journey to and from school.
- Where a pupil is able to manage their asthma themselves, they should keep their inhaler on them. If they cannot, it should be stored in a clearly labelled, easily accessible location; and
- The school will consider air quality and ventilation as part of its wider health and safety arrangements.]
- The school holds a number of spare emergency inhalers which are located in key areas around the site. These are checked monthly for their expiry dates and to ensure they are working. Sports staff are also provided with a spare emergency inhaler in their first aid kit. These are checked termly to ensure they are in date and working. All spare inhaler kits contain a list of those pupils who have written parental consent for their use. Any pupil given an emergency inhaler will be notified to Surgery following the situation.

12 ALLERGIC RHINITIS, HAY FEVER AND ECZEMA

- Pupils with more serious hay fever will be supported through reasonable adjustments where needed, for example wearing sunglasses during sport, having a window closed during high-pollen periods, or receiving additional medication during the school day;
- Most pupils with allergic rhinitis or eczema manage their condition at home and will not need an Individual Healthcare Plan; pupils with more severe or harder-to-manage symptoms will be considered for one;
- Pupils with eczema may be supported by staff, if needed, to apply moisturiser or emollient during the school day;
- Staff will be mindful that allergic rhinitis or eczema-related sleep disruption can affect a pupil's concentration and behaviour, and will make reasonable adjustments.

13 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.

- Staff are alert to the possibility of allergy-related bullying and are proactive in safeguarding the wellbeing and inclusion of pupils with allergies;
- Bullying related to allergy will be treated in line with the school's anti-bullying policy Anti-Bullying
- No child should be excluded from taking part in a school activity, whether on the school premises or a school trip because of their allergies;
- Pupils with allergies may require additional pastoral support including regular check-ins from their Form Tutor and/or School Nurse.
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives; and
- Uniform policies take into account that children may need emergency medication near them at all times.

14 ADRENALINE DEVICES

See the government guidance on Adrenaline Devices in Schools.

14.1 Storage of adrenaline devices

- Pupils prescribed with adrenaline devices will have rapid access to two, in-date devices at all times;
- Pupils from Early Years, Years 1-4 will have their prescribed adrenaline devices stored in the Staff Room for that section of the school (ie: Pre-Prep or Lower School). Any activities/trips/matches off site will mean a relevant member of staff from that section will collect both prescribed epi-pens (and any further medication such as inhalers or antihistamine prescribed as part of the child's IHCP) and ensure they stay with the pupil for the duration of the activity/trip/match. They should be immediately returned to the relevant Staff Room on return to school. Pupils from Years 5-8 will carry their own prescribed adrenaline devices in a rucksack/cross-body bag which they will keep with them at all times. Staff taking activities/trips/matches off site will need to ensure the pupil has brought both of their adrenaline devices with them.
- Spot checks will be made to ensure adrenaline devices are where they should be and in date;
- Adrenaline devices must not be kept locked away or in rooms with restricted access;
- Adrenaline devices should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator); and
- Used or out of date devices should be disposed of as sharps.

14.2 Spare adrenaline devices

This school has four sets of spare adrenaline devices. These can be used on someone presenting with anaphylaxis for the purpose of saving a life if they do not have their own prescribed adrenaline devices, or if their prescribed adrenaline devices are not available

The locations of spare adrenaline devices are clearly signposted. These are indicated in the table below. Each set contains two doses of the junior and two doses of the adult.

Spare adrenaline pens	Location
Spare adrenaline set 1	Pre-Prep Admin Office
Spare adrenaline set 2	Prep School Staff Common Room
Spare adrenaline set 3	Hoyland Building: at the bottom of the Everest steps on the wall by the Exit Door.
Spare adrenaline set 4	Surgery

The Allergy Lead and School Nurses are responsible for:

- Deciding how many spare devices 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 devices. See government guidance above; and
- Distribution around the school site and clear signage.

14.3 Adrenaline devices on off-site activities

- No child with prescribed adrenaline devices 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 devices 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;
- Staff should carry out checks during the course of the day/trip to ensure the pupil is still carrying their adrenaline devices.
- Adrenaline devices 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; and
- Consider whether to take spare adrenaline devices to off-site activities. This should be recorded as part of the risk assessment process.

15 RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

See the appendix to this policy for details of how to recognise and respond to an allergic reaction.

In all cases:

- A pupil with a known allergy should be treated in accordance with their Allergy Action Plan and/or Individual Healthcare Plan.
- If anaphylaxis is suspected adrenaline should be administered without delay, using the school's spare devices if needed.
- 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 the pupil in an ambulance until a parent or guardian arrives.

Depending on the circumstances, it may be necessary to instigate the school's Business Continuity Plan.
W GUIDANCE ON WHEN TO CALL AN AMBULANCE.docx

16 TRAINING

The school is committed to ensuring that all staff receive regular (at least annual) allergy awareness training. This training should include all staff (as outlined in section 4.5).

This training will cover:

- Understanding allergy and that it includes multiple conditions (food allergy, asthma, eczema, allergic rhinitis etc) is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis;
- How to treat an asthma attack using a reliever inhaler;
- How the school manages allergy, for example understanding the school's Allergy Safety Policy, emergency response, documentation, communication etc;
- How to check who has an allergy, and how to use an IHP and Allergy or Asthma Action Plan (including knowing where to find information on allergy triggers);
- Where adrenaline devices are kept (both prescribed devices and spare devices) 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; and
- How to report an allergic reaction or "near miss".

New staff, including cover staff, will receive allergy awareness training to complete before they commence employment.

All staff in the school will take part in an anaphylaxis drill once a year. This involves an exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the school response.

17 SERIOUS INCIDENTS, "NEAR MISSES" AND REPORTING ALLERGIC REACTIONS

The school will log all allergic reaction incidents and "near misses" on the Accident Log form as soon as is feasible after they occur.

- Each record should include: Who was affected, what happened, when and where, why the incident occurred (as far as is known), how staff and the pupil responded; what was done to support the individual; whether emergency services were called and how the incident concluded.
- All incident reports should be shared with the pupil's parents or carers(and where appropriate, the pupil themselves), who will be given the opportunity to discuss the incident and contribute their views to the review.
- Periodically reports of incidents and near misses should be shared with the governing body.
- The Allergy Safety Policy and any relevant procedures will be considered in light of the incident and will be updated if needed. Any learning from an incident should be shared appropriately with staff so they can act on it.
- It may be necessary to share the report with other agencies, for example:
- schools that operate as food businesses must report any allergen-related food safety incidents to their local authority;
- incidents arising directly from a work activity that result in death or immediate hospitalisation must be reported to the Health and Safety Executive under RIDDOR.
- the relevant healthcare professional or team where an incident related to the delivery of an action plan they issued.
- Following any incident or "near miss", the school will meet with the child or young person and their parents/ carers to ensure they are confident the setting remains safe.
- The school recognises the impact of an incident or "near miss" not just on the individual and their family, but also on staff who responded and children who witnessed it and will offer appropriate support.
- The school's complaints procedure allows concerns about how a serious incident or "near miss" was handled to be raised and investigated, including where there has been a prolonged failure to put agreed arrangements in place.

ISBA INDEPENDENT SCHOOLS' BURSARS ASSOCIATION

MANAGING ALLERGIC REACTIONS

ALLERGIC REACTIONS VARY

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations. You cannot assume someone will react the same way twice, even to the same allergen. Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

MILD TO MODERATE ALLERGIC REACTIONS

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

Response:

- Stay with pupil
- Call for help
- Locate adrenaline devices
- Give antihistamine. Note: if any signs of anaphylaxis are present, give adrenaline without delay.
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the pupil for at least 60 minutes in case the reaction gets worse

SERIOUS ALLERGIC REACTIONS / ANAPHYLAXIS

The most serious type of reaction is called **ANAPHYLAXIS**. Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later. People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis.

RESPONDING TO ANAPHYLAXIS

SYMPTOMS OF ANAPHYLAXIS

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen Tongue

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

C – Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

DELIVERING ADRENALINE

1. Treat the patient where they are. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit up with legs outstretched and give adrenaline.
3. Pupils may be able to administer adrenaline themselves, but some will require or want adult support. Whilst all members of staff should be trained, in an emergency, anyone can administer adrenaline.
4. If you are using an adrenaline auto-injector it is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
5. If you are using an adrenaline nasal spray (EURneffy). Hold the device with two fingers on the sides and thumb underneath, place into nostril and press firmly with your thumb until the dose is delivered.
6. Make a note of the time you gave the first dose.

7. Call 999 for an ambulance (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
8. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
9. Call the pupil's emergency contact.
10. If their condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes (into the **other thigh** if using an adrenaline pen, or into the **same nostril** if using a nasal spray) using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
11. Start CPR if necessary.
12. Hand over used devices to paramedics and remember to get replacements.
13. 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.

For more information see the Government's Guidance for the use of adrenaline auto-injectors in schools.

Created by: Nicola Bailey (Designated Allergy Lead) September 2026
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