



Allergy and Anaphylaxis Procedures

1. Identification of Pupils with Allergies

School Office - for all new starters:

- Obtain allergy and medical information during admission.
- Request copies of allergy action plans and prescribed medication details.
- Inform the Allergy Lead, SENDCo and Class Teacher.
- Record information on the school's MIS.

Parents must inform the school immediately of:

- New diagnoses.
- Changes to treatment or medication.
- Changes to emergency contacts.
- Any allergic reaction occurring outside school that may affect risk management in school.

2. Individual Healthcare Plans (IHPs)

Allergy Lead:

- Create an IHP for any pupil requiring specific allergy management, with the input from health care professionals and parents (HCPs must be involved).
- Include allergens, control measures, medication arrangements and emergency actions.
- Share the plan with relevant staff.
- Arrange any suitable training.
- Review annually and after any incident or near miss.

Class Teachers:

- Read and follow all relevant IHPs.
- Ensure regular adults working with the pupil are aware of key controls.

3. Medication Management

Parents:

- Provide prescribed medication in date and clearly labelled.
- Replace medication before expiry.

Allergy Lead - monthly:

- Check pupil medication and spare AAls.
- Record expiry dates.
- Obtain replacements before expiry.
- Ensure emergency medication remains accessible at all times.

Educational Visits:

- Visit leaders must confirm required medication is present before departure.
- Read and follow all relevant IHPs.
- Ensure the visit risk assessment details needs and this is shared with relevant staff.

4. Communication

Start of Each Academic Year - the Allergy Lead will:

- Update the allergy register.
- Share relevant information with staff.
- Brief catering staff.

- Ensure supply staff arrangements are in place.

Supply Staff - must be informed of:

- Pupils with severe allergies.
- Emergency medication locations.
- Emergency procedures.

5. Catering and Food Provision

School Catering Team:

- Maintain allergen information for all menu items.
- Notify the school of recipe changes.
- Operate agreed allergy identification procedures at service.

Staff:

- Check allergy requirements before providing food.
- Ensure all food used in lessons and events is clearly labelled.
- Prevent food sharing.

Celebrations and Events:

- Food brought into school must be agreed in advance with the class teacher and considered against known allergies.

6. Curriculum Activities

Before activities involving food, ingredients or animals.

Class Teacher:

- Check the allergy register and relevant IHPs.
- Complete any required risk assessment.
- Adapt resources or materials where necessary.
- Inform parents where appropriate.

This includes cooking, DT, science, enrichment activities and school events. You can do this by finding alternative ingredients or materials that can be used by the whole class or group. For example:

- Modelling dough that's wheat-free, and using wheat-free flour for cooking.
- Glue that doesn't contain milk, wheat or soya.
- Packaging that isn't from food containers for art and design (when allergens are identified).

7. Educational Visits and Sporting Events

Visit Leader:

- Review allergy needs during planning.
- Include allergy arrangements within the risk assessment.
- Ensure medication is available throughout the visit.
- Ensure accompanying staff know emergency procedures.
- Notify host venues of relevant allergies where necessary.

Pupils with allergies are not to be excluded from visits where reasonable adjustments can be made.

8. Responding to a Mild or Moderate Allergic Reaction

Supervising Adult:

- Stay with the pupil.
- Seek assistance from a first aider / colleague.
- Follow the pupil's healthcare plan.
- Monitor for deterioration.
- Inform SLT and parents.

- SLT to record the incident on EEC Live and look at lessons to be learnt.

9. Responding to Suspected Anaphylaxis

Any Member of Staff - if a pupil develops airway, breathing or circulation symptoms:

- Send for help.
- Administer adrenaline immediately.
- Call 999 stating "Anaphylaxis".
- Keep the pupil lying flat where possible – never stand them up.
- Do not leave the pupil unattended.
- Give a second AAI after 5 minutes if symptoms persist.
- Contact SLT and parents.
- Handover to ambulance staff.

Where there is doubt whether symptoms are asthma or anaphylaxis, administer adrenaline first.

10. Incident and Near Miss Reporting

Allergy Lead - following any reaction or near miss:

- Complete an incident record.
- Inform parents.
- Inform SLT.
- Review control measures.
- Update the IHP where required.

Examples of near misses include:

- Wrong meal served.
- Incorrect labelling.
- Exposure to an allergen without reaction.
- Missing medication discovered before an incident.

The school operates a learning rather than blame approach to incidents and near misses.

11. Staff Training

Allergy Lead - will ensure:

- Annual allergy awareness training for all staff.
- Training for new staff during induction.
- Training records are maintained.
- Staff practise the use of trainer AAIs annually.

Training includes:

- Recognising allergic reactions.
- Recognising anaphylaxis.
- Use of AAIs.
- Emergency procedures.
- Risk reduction strategies.

12. Emergency Preparedness

Allergy Lead - annually:

- Conduct an anaphylaxis response drill.
- Review outcomes and actions.
- Update procedures where necessary.

During Evacuations and Lockdowns staff must ensure pupils have access to their emergency medication, wherever reasonably practicable.