



Halliford
School
SHEPPERTON

Allergy and Anaphylaxis Policy

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Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

Aims and Objectives

This policy outlines Halliford 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 students with allergies to ensure their wellbeing and inclusion.

This policy applies to all staff, students, parents and visitors to the school and should be read alongside the First Aid 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 commonly 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 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 (AAI):

Single-use device which carries a pre-measured dose of adrenaline. Adrenaline Auto-Injectors (AAI) are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI, 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 Auto-Injectors (AAI).

Spare pens:

Schools are able to purchase spare Adrenaline Auto-Injectors (AAI). These should be held as a back-up, in case students' prescribed Adrenaline Auto-Injectors (AAI) are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

Allergy action plan:

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

Individual healthcare plan:

A detailed document outlining an individual student's condition, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, students. All students with an allergy have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

Risk assessment:

Allergy should be included on all risk assessments for events on and off the school site.

Roles And Responsibilities

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

Designated Allergy Lead (DAL)

The Designated Allergy Lead is the Headmaster, supported by the Bursar and Matrons. They report into the Governing Body.

They are responsible for:

- Ensuring the safety, inclusion and wellbeing of students and staff with an allergy.
- Taking decisions on allergy management across the school
- Championing and practicing allergy awareness across the school
- Being the overarching point of contact for staff, students and parents with concerns or questions about allergy management
- In conjunction with Matron, 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, students and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures
- Ensuring Matron regularly reviews the stock of the school's spare Adrenaline Auto-Injectors (AAI) (check the school has enough and the locations are correct) and ensuring staff know where they are
- Keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy

Matron

Matron 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)
- Disseminated having reviewed it with the DAL in advance to all school staff, including the Catering Team, occasional staff and staff 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.
- Keeping an Adrenaline Auto-Injectors register to include Adrenaline Auto-Injectors (AAI) prescribed to students and Spare Pens, including brand, dose and expiry date. The location of Spare Pens is in the hall way as you enter the Cottage.
- Regularly checking spare Adrenaline Auto-Injectors are where they should be, and that they are in date
- Replacing & ordering the spare Adrenaline Auto-Injectors when necessary

Registrar and Admissions Assistant

The Registrar and Admissions Assistant are responsible for:

- They are likely to be the first to learn of a student or visitor's allergy. They should work with the Designated Allergy Lead and school nursing team to ensure that:
- There is a clear method to capture allergy information or special dietary information at the earliest opportunity where students are provided with catering.
- There is a clear structure in place to communicate this information to the relevant parties (i.e. Matron & catering team)
- Visitors (for example at Open Days and events) are aware of the catering arrangement and if food is to be offered. Allergy notices are on display in all areas where food is served.

All Staff Responsibility

All staff are responsible for:

- All school staff including teaching staff, support staff including catering, occasional staff (for example sports coaches, peripatetic music / LAMDA teachers and those running breakfast and after-school clubs are responsible for:
- Championing and practising allergy awareness across the school
- Understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed
- Being aware of students (and staff, when necessary) with allergies and what they are allergic to.
- Considering the risk to students with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate.
- Ensuring students always have access to their medication.
- Being able to recognise and respond to an allergic reaction, including anaphylaxis.
- Taking part in online training (iHasco)
- Considering the safety, inclusion and wellbeing of students with allergies at all times
- Undertaking training on how to use an Adrenaline Auto-Injector (AAI) if working alongside a student who may need to use one. Training is provided via Matron.

Parents responsibility

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 students with allergies.
- Providing Matron 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
- Encouraging their child to be allergy aware

Parents of children with allergies

In addition to above, 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 a spare labelled Adrenaline Auto-Injectors and any other medication, for example antihistamine (with a dispenser, i.e.. spoon or syringe), inhalers or creams
- Ensure medication is in-date and replaced at the appropriate time
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too
- 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 e.g. not eating the food they are allergic to.

Students

All students at the school should:

- Be allergy aware
- Understand the risks allergens might pose to their peers
- Older students will learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency

Students with allergies

In addition to the above, students with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk.
- Avoiding their allergens as best as they can
- Understand that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction
- Carry a labelled Adrenaline Auto-Injectors with them at all times. They must only use them for their intended purpose
- Understand how and when to use their Adrenaline Auto-Injector
- Talking to Matron 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

Information And Documentation

Register of students with an allergy

The school has a register of students who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed Adrenaline Auto-Injectors, as well as students with an allergy where no adrenaline pens have been prescribed. This register is managed and updated by Matron.

Individual Healthcare Plans

Each student 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 student has been prescribed including dose, this should include Adrenaline Auto-Injectors, antihistamine etc.
- A copy of parental consent to administer medication, including the use of spare Adrenaline Auto-Injectors in case of suspected anaphylaxis

Assessing And Managing Risk

Allergens can occur 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.

Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk.

Planning special events, such as cultural days and celebrations

Inclusion of students with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity.

Catering in school

Food, Including Breakfast, Tuck and Lunch

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. All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training annually.

Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures.

The catering team will endeavour to get to know the students with allergies and what their allergies are, supported by school staff. They will also will provide varied meal options to students and staff with allergies.

The school has robust procedures in place to identify students & staff with food allergies, these are a visual check from a member of staff familiar with the students who have allergies, photos of students & staff with allergies and lists of students by year group are also available.

Food containing the main 14 allergens (see Allergens definition) will be clearly identified for students, staff and visitors to see. Other ingredient information will be available on request such as kiwi, bananas and chocolate.

Food packaged to go 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 this will be communicated to students with dietary needs by Chef Manager.

Any food provided at breakfast and after school will follow the same procedures as lunch and tuck.

Food brought into school

Any food brought into school for students must be brought to the attention of Chef.

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.

We try to restrict all 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 or to a match should be checked to ensure there are no nuts. 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.

School Trips and Sports Fixtures

Staff leading the trip will have a register of students with allergies with medication details. They should also be aware of any members of staff with allergies who are accompanying the trip. The trip organiser will check before leaving site that all students who have an Adrenaline Auto Injector have it with them and that there is a backup provided in the medical bag.

Allergies will be considered on the risk assessment and catering provision put in place.

Parents 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 and allergies will be discussed at parents briefings ahead of the trip.

Allergens will be clearly labelled on catered packed lunches or lunches will be labelled with the students name.

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
- Keep food and drink covered where possible

The school Premise team will monitor the grounds for wasp or bee nests. Students should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

Allergic Rhinitis/ Hay Fever

Matron keeps an allergy register for all students who suffer with Allergic Rhinitis and Hay Fever. We keep a supply of over the counter antihistamines for all students and staff who may need to take one during the school day. For students with more severe Allergic Rhinitis or Hay Fever, parents are asked to send in written consent with a small supply of prescribed antihistamines clearly labelled in original packaging for Matron to administer as required and as per the recommended dosage.

Inclusion And Mental Health

Allergies can have a significant impact on mental health and wellbeing. Students may experience anxiety and depression and are more susceptible to bullying.

No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip. Students with allergies may require additional pastoral support including regular check-ins from their Tutor.

Adrenaline Auto-Injectors (AAIs)

[See the government guidance on Adrenaline Pens in Schools.](#)

Storage of Adrenaline Auto-Injectors

Students prescribed with adrenaline pens will have easy access to two, in-date Adrenaline Auto-Injectors at all times. Students will carry one Adrenaline Auto-Injectors and Matron will hold a named spare in their office.

Spot checks will be made to ensure adrenaline auto injectors are where they should be and in date. Adrenaline Auto-Injectors must not be kept locked away.

Adrenaline Auto-Injectors 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

Spare pens

This school has 9 spare adrenaline auto injectors to be used in accordance with government guidance.

6 in allergy kits, 1 with matron, 1 in red emergency grab bag and 1 in PE allergy kit

The adrenaline pens are clearly signposted and are stored outside Matron's Office.

Adrenaline pens on school trips and fixture

No child with a prescribed Adrenaline Auto-Injectors will be able to go on a school trip without two of their own pens. One pen remains with the student and the other pen is kept with the medical bag. It is the trip leader's responsibility to check they have them.

Adrenaline Auto-Injectors will be kept close to the students at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms

Adrenaline Auto-Injectors will be protected from extreme temperatures

Staff accompanying the students will be aware of students with allergies.

Responding To An Allergic Reaction /Anaphylaxis

If a student has an allergic reaction they will be treated in accordance with their Allergy Action Plan and a member of staff will instigate the school's Emergency Response Plan.

If anaphylaxis is suspected adrenaline will be administered without delay, lying the student down with their legs raised. They will be treated where they are and medication brought to them.

A student's own prescribed medication must be used to treat allergic reactions if immediately available.

This will be administered by the student themselves where possible or by a member of staff. Ideally the member of staff will be trained, but in an emergency anyone will administer adrenaline.

If the student's own Adrenaline Auto-Injector is not available or misfires, then a spare Adrenaline Auto-Injector will be used.

If anaphylaxis is suspected but the student does not have a prescribed Adrenaline Auto-Injector or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will 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 Auto-Injector can be administered to anyone for the purposes of saving their life.

If, after 5 minutes, there is no improvement, use a second Adrenaline Auto-Injector and call the emergency services to tell them you have done so.

The student will not be moved 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 the student in an ambulance and stay until a parent or guardian arrives. An entry will be recorded in the Accident Book.

Training

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

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
- How the school manages allergy, for example Emergency Response Plan, documentation, communication etc
- Where Adrenaline Auto-Injectors are kept (both prescribed Adrenaline Auto-Injector and spare) and how to access them
- The importance of inclusion of students with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying
- Understanding food labelling and ensuring all catering staff have annual allergy training.