



ALLERGY AND ANAPHYLAXIS POLICY

Last Review Date: September 2026

Policy Owner: Will Rush & Pippa Rich

Approved by: Dr E Waites

Next Review Date: September 2027

1. AIMS AND OBJECTIVES	3
2. WHAT IS AN ALLERGY?	3
3. DEFINITIONS	3
4. ROLES AND RESPONSIBILITIES	4
4.1 Designated Allergy Lead	4
4.2 School Office Team	5
4.3 Admissions Registrar	5
4.4 All staff	5
4.5 All parents	6
4.6 Parents of children with allergies	6
4.7 All students	7
4.8 students with allergies	7
5. INFORMATION AND DOCUMENTATION	7
5.1 Register of students with an allergy	7
5.2 Individual Healthcare Plans	8
6. ASSESSING RISK	8
7. FOOD, INCLUDING MEALTIMES & SNACKS	8
7.1 Catering in School	8
7.2 Food brought into school	8
7.3 Food bans or restrictions	9
7.4 Food hygiene for students	9
8. SCHOOL TRIPS AND SPORTS FIXTURES	9
9. INSECT STINGS	9
10. ANIMALS	10
11. ALLERGIC RHINITIS/ HAY FEVER	10
12. INCLUSION AND MENTAL HEALTH	10
13. ADRENALINE PENS	11
13.1 Storage of adrenaline pens	11
13.2 Spare pens	11
13.3 Adrenaline pens on school trips and match days	12
14. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS	12
15. TRAINING	13
16. ASTHMA	13
17. REPORTING ALLERGIC REACTIONS	13

1. AIMS AND OBJECTIVES

This policy outlines Canbury School's approach to allergy management, including how the whole school community works to reduce the risk of an allergic reaction and the procedures in

place to respond if one does. It also sets out how we support our students with allergies to ensure their well-being and inclusion and demonstrate our commitment to being an Allergy-Aware School.

This policy applies to all staff, students, parents and visitors to the school and should be read alongside these other policies: Administration of Medicines Policy, First Aid Policy, Safeguarding Policy and Procedures.

This policy adheres to the following guidance:

- *Department of Health's Guidance on the use of adrenaline auto-injectors in schools*
- *Department for Education's Supporting pupils at school with medical conditions*

2. WHAT IS AN ALLERGY?

An 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 include 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: A single-use device that 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. Two brands are licensed for use in the UK: EpiPen and Jext Pen. For 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.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual student's condition, history, treatment, risks and action plan. This document will be created by Canbury school in collaboration with parents/carers and, where appropriate, students. All students 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. **Allergies should be included on all risk assessments for events on and off the school site.**

SPARE PENS: The School holds spare adrenaline auto-injector pens in case students' prescribed adrenaline pens are not available or to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

4. ROLES AND RESPONSIBILITIES

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

4.1 Designated Allergy Lead

The Designated Allergy Lead is the Assistant Head Pastoral (Mr W Rush). They report to the Head. They are responsible for:

- Ensuring the safety, inclusion and well-being of students and staff with allergies.
- Taking decisions on allergy management across the school
- Championing and practising allergy awareness across the school
- Being the overarching point of contact for staff, students 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, students and parents have a good awareness of the school's Allergy and Anaphylaxis Policy and other related procedures
- Reviewing the stock of the school's spare adrenaline pens (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
- Ensuring there is an Anaphylaxis Drill once a year

The Designated Allergy Lead will regularly check procedures and report to the SLT.

4.2 School Office Team

The school office (reception) team 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)
- Support the Designated Allergy Lead in disseminating this information to all school staff.
- Ensuring the information from families is up-to-date and reviewed at least annually.
- Coordinating medication with families and ensuring medication is in date.
- Keep an adrenaline pen register to include adrenaline Pen prescriptions for students and spare pen prescriptions, including brand, dose, and expiration date. The location of Spare Pens should also be documented.
- Regularly checking that spare adrenaline pens are where they should be and that they are in date
- Replace the spare adrenaline pens when necessary

4.3 Admissions Registrar

The admission registrar is likely to be the first to learn of a student or visitor's allergy. They should work with the Designated Allergy Lead to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity [this should be in place before a school visit, an Open Day or Taster Days if food is offered or likely to be eaten]
- There is a clear structure in place to communicate this information to the relevant parties (i.e. school office team, SLT)
- Visitors (for example, at Open Days and events) are aware of the catering set-up if food is to be offered and plans for medication if the child is to be left without parental supervision

4.4 All staff

All school staff, including teaching staff, support staff, administration staff, and peripatetic staff, are responsible for the following:

- 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 any activity is necessary and/or appropriate
- Ensuring students always have access to their medication or carry it on their behalf
- Being able to recognise and respond to an allergic reaction, including anaphylaxis
- Take part in training and anaphylaxis drills as required
- Considering the safety, inclusion and well-being of students with allergies at all times
- Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy

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 well-being of students with allergies
- Providing the school with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, and any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example, asthma, hay fever, rhinitis or eczema
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example, in packed lunches, as snacks or for fundraising events
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice
- Encouraging their child to be allergy-aware.

4.6 Parents of children with allergies

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

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan
- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example, antihistamine (with a dispenser, i.e. spoon or syringe), inhalers or creams
- Ensure medication is in date and replaced at the appropriate time
- 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.

- Parents should support their children in understanding their allergy diagnosis, advocating for themselves, and taking reasonable steps to reduce the risk of an allergic reaction occurring, e.g., not eating the food they are allergic to.

4.7 All students

All students at the school should:

- Be allergy aware
- Understand the risks allergens might pose to their peers
- Learn how they can support their peers and be alert to allergy-related bullying
- 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.
- Check food restrictions or guidance about food being brought in
- Not share food with others

4.8 students with allergies

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

- Knowing what their allergies are and how to mitigate personal risk
- Avoiding their allergen as best as they can
- Understand that they should notify a staff member if they are not feeling well or suspect they might be having an allergic reaction.
- If deemed age-appropriate and sufficiently competent by staff and parents, a minimum of two prescribed adrenaline auto-injectors must be carried on their person at all times. They must understand how and when to use them and only utilise them for their intended medical purpose.
- Understand how and when to use their adrenaline auto-injector
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.

5. INFORMATION AND DOCUMENTATION

5.1 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 pens, as well as students with an allergy where no adrenaline pens have been prescribed.

5.2 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
- Details of the medication the student has been prescribed, including dose; this should include adrenaline pens, antihistamines, 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 student
- 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 them in risk assessments. Some examples include:

- Classroom activities, for example, craft using food packaging, science experiments where allergens are present, food tech 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 students.
- Planning special events, such as cultural days and celebrations

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

7. FOOD, INCLUDING MEALTIMES & SNACKS

7.1 Catering in School

Canbury School does not provide food for students or staff. The School community brings their own packed lunches.

7.2 Food brought into school

The only time food is sold on-site is for charity and fundraising events. From time to time, families may wish to send in sweets and treats for students' birthdays. Lastly, food may be available at parent-teacher events.

To support students and staff to avoid their allergens, we ask that:

- Homemade food items have the ingredients listed
- Store-bought food is sent in its original packaging with the ingredients listed
- Peanuts and tree nut products are not sent in or provided.

Before any event when communicating home we will remind families of the above stipulations.

7.3 Food bans or restrictions

Canbury 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 peanuts and tree nuts as much as possible on the site.

All food coming onto school premises or taken on a school trip or to a match should be checked before sending it in 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 butter, chocolate spread and sauces.

7.4 Food hygiene for students

- We encourage students to wash their hands before and after eating
- Sharing, swapping or throwing food is not allowed
- Water bottles and packed lunches should be clearly labelled.

8. 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 staff members with allergies accompanying the trip.
- Allergies will be considered in 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 (and some students, 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. Those students and staff with allergies outside the “main 14” should always receive a safe meal. Information must be passed on to the provider, and these lunches must be flagged to ensure they are given to the correct person.
- If attending Match Tea at another school, details of their dietary requirements will be sent ahead to ensure they have a safe meal.
- See the Adrenaline Pens 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
- Keep food and drink covered
- The school [Mr Fairbrass - Site Manager] will monitor the grounds for wasp or bee nests. Students (with or without allergies) should notify a staff member if they find a wasp or bee nest in the school grounds and avoid them.

10. ANIMALS

It is normally the dander that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A student with a known animal allergy should avoid the animal they are allergic to
- If an animal comes on-site, a risk assessment will be done before the visit
- Areas visited by animals will be cleaned thoroughly
- Anyone in contact with an animal will wash their hands after contact
- School trips that include visits to animals will be carefully risk-assessed

11. ALLERGIC RHINITIS/ HAY FEVER

The School aims to support those students and adults on site who may have allergic rhinitis/ hay fever by:

- Prioritising regular cleaning routines, the school aims to significantly reduce the presence of allergens and create a cleaner indoor air environment.
- Parents and carers are able to send in to reception any required medication, such as a non-sedating antihistamine, to support their child in school.
- Where possible, keep windows closed to avoid classroom pollen exposure (but bear in mind that the needs of the entire class need to be considered, and if the room doesn't have air-con to keep temperatures down, this might not be feasible).

12. INCLUSION AND MENTAL HEALTH

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

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

- Students with allergies may require additional pastoral support, including regular check-ins from their Tutor/ Head of KS/ Pastoral Team.
- Affected students will be considered in advance of wider school discussions about allergy and school Allergy Awareness initiatives.
- Bullying related to allergies will be treated in line with the school's anti-bullying policy.

13. ADRENALINE PENS

See the government guidance on Adrenaline Pens in Schools.

13.1 Storage of adrenaline pens

- Students prescribed with adrenaline pens will have easy access to two in-date pens at all times.
- Prescribed adrenaline pens are safely stored in the reception area, clearly labelled alongside the student's Individual Healthcare Plan.
- Parents are strictly required to ensure their child has two in-date adrenaline pens available at school. For students who self-carry, both prescribed pens must remain together on their person throughout the school day, during travel, and on all off-site school activities, as a second dose may be required if symptoms do not improve within 5 minutes
- The school office staff carry out monthly spot checks 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.

13.2 Spare pens

This school has at least two spare adrenaline pens to be used following government guidance.

The adrenaline pens are clearly signposted and are stored in the medical cupboard in the Reception area.

The Bursar is responsible for:

- Deciding how many spare pens are required
- What dosage is required, based on the Resuscitation Council UK's age-based guidance
- Which brand(s) to buy
- The purchase of spare adrenaline pens

- Distribution around the site and clear signage

13.3 Adrenaline pens on school trips and match days

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own pens. It is the trip leader's responsibility to check they have them.
- Adrenaline pens will be kept close to the students at all times eg. 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 students will be aware of students with allergies and be trained to recognise and respond to an allergic reaction
- Consider whether to take Spare pens to sporting fixtures and on trips

14. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

See the appendix on recognising and responding to an allergic reaction

- If a student has an allergic reaction, they will be treated in accordance with their Individual Health Care Plan
- If anaphylaxis is suspected, an adrenaline auto injector will be administered without delay, lying the student down with their legs raised as described in the Appendix. They will be treated where they are, and medication will be brought to them.
- A student's own prescribed medication will be used to treat allergic reactions if immediately available.
- This will be administered by the student themselves [if age appropriate] 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 pen is not available or misfires, then a spare adrenaline pen will be used.
- If anaphylaxis is suspected but the student does not have a diagnosed allergy, an individual healthcare plan, or a pre-prescribed adrenaline pen, staff will immediately call 999, place the student in the correct recovery position, and clearly inform the emergency operator that school spare adrenaline pens are on-site. In strict accordance with UK human medicines regulations, the school's emergency spare adrenaline pens will only be administered to an undiagnosed individual if explicitly directed to do so by the emergency services operator during the 999 call to safeguard the individual's life.
- If, after 5 minutes, there is no improvement, use a second adrenaline pen 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 the 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.

15. TRAINING

The school is committed to providing all staff with comprehensive allergy and anaphylaxis training at induction, with mandatory practical refreshers delivered at least annually. This ensures that all members of the school workforce remain fully capable of recognising the early indicators of an allergic reaction, understand internal emergency protocols, and are confident in administering an adrenaline pen without delay.

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 pens are kept (both prescribed pens and spare pens,) 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

The first aiders will carry out an anaphylaxis practice regularly.

The school maintains a central register of staff who have received training and their training dates.

16. ASTHMA

It is vital that students with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. Please also refer to [Appendix 7 on the First Aid Policy](#)

17. REPORTING ALLERGIC REACTIONS

The school will log allergic reaction incidents and near-misses. These are logged via an incident report form in reception. These logs are reviewed by the Head, Bursar and the H&S Governor.