

*‘Growing together in the spirit of Christ’s love’*

# All Hallows Catholic High School



## Allergens & Anaphylaxis Policy

Signed by:

Headteacher: Mrs A Cooper

Chair of Governors: Mrs L Kitto

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## **1. Statement of Intent**

All Hallows Catholic High School strives to ensure the safety and wellbeing of all members of the school community. This policy is adhered to by staff, parents and pupils to minimise the risk of allergic reactions and anaphylaxis occurring whilst in school.

Parents are responsible for working alongside the school in identifying allergens and potential risks in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy aims to:

- Minimise the risk of allergen exposure.
- Encourage pupil self-management where appropriate.
- Ensure effective planning for medical emergencies.
- Promote inclusion and participation in all aspects of school life.

The school recognises that severe allergies may impact a pupil's emotional wellbeing, confidence and participation in school life. Appropriate pastoral support will be provided where required.

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## **2. Legal Framework**

This policy has due regard to:

- Children and Families Act 2014.
- Human Medicines (Amendment) Regulations 2017.
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law).
- Department of Health (2017) Guidance on the Use of Adrenaline Auto-Injectors in Schools.
- DfE Supporting Pupils at School with Medical Conditions.
- DfE Allergy Guidance for Schools (2023).
- Benedict's Law

This policy should be read alongside:

- Medicines Policy.
- Health and Safety Policy.
- First Aid Policy.

- Educational Visits Policy.
  - Animals in School Policy.
  - Data Protection Policy.
  - Allergen and Anaphylaxis Risk Assessment.
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### **3. Definitions**

**Allergy** – A condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

**Allergen** – A normally harmless substance that triggers an allergic reaction for a susceptible person.

**Allergic Reaction** – The body's reaction to an allergen and may include:

- Hives.
- Generalised flushing of the skin.
- Itching and tingling of the skin.
- Tingling in and around the mouth.
- Burning sensation in the mouth.
- Swelling of the throat, mouth or face.
- Wheezing.
- Abdominal pain.
- Rising anxiety.
- Nausea and vomiting.
- Alterations in heart rate.
- Feeling of weakness.

**Anaphylaxis** – A sudden, severe and potentially life-threatening allergic reaction which may include:

- Persistent cough.
- Throat tightness.
- Change in voice.
- Wheeze.

- Difficulty swallowing or speaking.
  - Swollen tongue.
  - Difficult or noisy breathing.
  - Chest tightness.
  - Feeling dizzy or faint.
  - Suddenly becoming sleepy, unconscious or collapsing.
  - Becoming pale or floppy.
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#### **4. Roles and Responsibilities**

##### **Governing Board**

The Governing Board is responsible for:

- Ensuring suitable arrangements are in place to support pupils with allergies and those at risk of anaphylaxis.
- Ensuring the school's approach takes account of the needs of individual pupils.
- Ensuring staff receive annual allergy and anaphylaxis training.
- Monitoring the effectiveness of this policy.
- Reviewing significant allergy incidents and any resulting procedural changes where appropriate.

##### **Headteacher**

The Headteacher is responsible for:

- Developing, implementing and monitoring this policy.
- Ensuring parents understand their responsibilities.
- Ensuring appropriate risk assessments are completed.
- Ensuring designated first aiders receive suitable training.
- Ensuring staff are made aware of pupils' allergies and appropriate responses.
- Ensuring catering arrangements reflect pupils' allergy needs.
- Supporting the Lead Adult in implementation of this policy.

## **Lead Adult**

The Lead Adult at All Hallows Catholic High School is Mr D Finch.

The Lead Adult will:

- Coordinate allergy management arrangements.
- Maintain systems for collecting and sharing allergy information.
- Work alongside the School Nursing Service and healthcare professionals where appropriate.
- Ensure Individual Healthcare Plans (IHPs) are developed, reviewed and updated.
- Ensure relevant information is shared with staff, including supply, agency and temporary staff where necessary.
- Oversee implementation of this policy.
- Monitor allergy incidents and near misses.

## **Staff**

All staff are responsible for:

- Attending relevant allergy and anaphylaxis training.
- Being familiar with and implementing pupils' Individual Healthcare Plans.
- Responding immediately and appropriately during medical emergencies.
- Reinforcing safe food practices.
- Ensuring pupils do not share food or drink.

## **Catering Manager**

The Catering Manager is responsible for:

- Monitoring food allergen logs and allergen tracking systems.
- Reporting food labelling concerns to suppliers where necessary.
- Ensuring kitchen staff comply with food allergen legislation.
- Recording allergen-related incidents.
- Reviewing incidents and implementing corrective actions.

## **Kitchen Staff**

Kitchen staff are responsible for:

- Understanding food allergen requirements.

- Identifying pupils with dietary requirements.
- Ensuring allergen information is available.
- Ensuring food labelling complies with legal requirements.
- Reporting concerns immediately.

### **Parents**

Parents are responsible for:

- Informing the school of allergens and allergy severity.
- Keeping medical information up to date.
- Providing written consent for spare AAI use.
- Providing medical documentation and medication.
- Raising concerns with the school promptly.

### **Pupils**

Pupils are responsible for:

- Not sharing food.
- Avoiding known allergens.
- Reporting allergy symptoms immediately.
- Following agreed safety measures.

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## **5. Food Allergies**

Parents will provide the school with details of any allergies and the action required in the event of an allergic reaction.

Information regarding pupils' food allergies will be maintained centrally and shared with catering services where appropriate.

The school will:

- Check product changes with suppliers.
- Ensure allergen information is accurate.
- Use Food Standards Agency allergen information appropriately.
- Ensure allergen ingredients remain identifiable.
- Clearly label foods containing allergens.

- Maintain dairy-free and gluten-free options where required.
- Record allergy information within catering systems.
- Promote effective cleaning and cross-contamination controls.

Learning activities involving food will be planned with reference to pupils' Individual Healthcare Plans.

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## **6. Food Allergen Labelling**

The school will comply fully with Natasha's Law and all relevant food information regulations.

All food classed as pre-packed for direct sale (PPDS) will contain:

- The name of the food.
- A complete ingredients list.
- Clearly identified allergens.

Kitchen staff will receive annual training and updates where guidance changes.

The school will maintain allergen traceability procedures that include:

- Recording allergen information from suppliers.
- Monitoring allergen information during storage, preparation and serving.
- Maintaining allergen logs.
- Recording and reviewing allergen-related incidents.

Food with incorrect or incomplete labelling will be removed immediately.

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## **7. Animal Allergies**

The Animals in School Policy will be followed at all times.

Pupils with known animal allergies will be protected from unnecessary exposure and staff will ensure suitable arrangements are in place whenever animals are present on site.

Handwashing procedures will be followed following contact with animals.

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## **8. Seasonal Allergies**

The school will take reasonable measures to reduce allergen exposure associated with seasonal allergies.

These measures may include:

- Monitoring pollen conditions.
- Adjusting outdoor activities where appropriate.
- Providing supervised indoor spaces where required.
- Encouraging handwashing after outdoor activities.
- Supporting pupils with severe allergies to reduce exposure.

The School Premises Manager will ensure concerns regarding wasp, bee and ant nests are addressed promptly.

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## **9. Adrenaline Auto-Injectors (AIs)**

The school will maintain spare AIs in accordance with statutory guidance.

AIs will be:

- Stored within emergency anaphylaxis kits.
- Clearly labelled.
- Kept accessible at all times.
- Stored in accordance with manufacturer guidance.

### **Emergency Anaphylaxis Kit Location:**

- **Medical Room – Orange Box**

Responsible Staff Member:

- Leslie Horton

Protocol Lead:

- David Finch

Emergency anaphylaxis kits will be checked monthly to ensure:

- AIs are present.
- AIs have not expired.
- Replacement devices are available where required.

- Records remain accurate.
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## **10. Access to Spare AAls**

Spare AAls may be administered:

- Where parental consent has been obtained.
- Where appropriate medical authorisation exists.
- Where a pupil's prescribed AAI is unavailable, faulty or inaccessible.

Consent arrangements will be recorded within Individual Healthcare Plans.

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## **11. School Trips and Educational Visits**

The Headteacher will ensure suitable risk assessments are completed for all visits involving pupils with allergies.

The school will work with parents to ensure appropriate arrangements are in place.

A trained adult will be available throughout visits involving pupils at risk of anaphylaxis.

The pupil's medication will accompany the trip and be readily accessible.

Where necessary:

- Two AAls will be carried.
- Suitable food arrangements will be made.
- Additional support arrangements will be implemented.

No pupil will automatically be excluded from an educational visit due to an allergy.

Individual risk assessments and reasonable adjustments will be considered to support participation wherever reasonably practicable.

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## **12. Medical Attention and Required Support**

Where a pupil's allergy has been identified, arrangements will be agreed between:

- Parents.
- Relevant staff.
- Healthcare professionals where appropriate.

All medical support will be delivered in accordance with the school's Medicines Policy.

Parents must ensure required medication is supplied and appropriately labelled.

Individual Healthcare Plans will specify:

- Emergency arrangements.
- Support requirements.
- Medication requirements.
- Educational visit arrangements.
- Sporting activity considerations.
- Staff responsibilities.

The Headteacher and Lead Adult have overall responsibility for ensuring that Individual Healthcare Plans are implemented, monitored and communicated to relevant staff.

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### **13. Staff Training**

Designated staff will receive training in:

- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Administration of AAls.
- Emergency response procedures.
- Record keeping.

Annual allergy training will be provided where pupils are known to be at risk of anaphylaxis.

All staff will understand:

- Signs and symptoms of allergic reactions.
  - Signs and symptoms of anaphylaxis.
  - How to access AAls.
  - Their responsibilities under this policy.
  - The importance of rapid intervention.
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## **14. Mild to Moderate Allergic Reactions**

Symptoms may include:

- Swollen lips, face or eyes.
- Itchy or tingling mouth.
- Itchy skin rash.
- Abdominal pain.
- Vomiting.
- Sudden behavioural changes.

Where symptoms occur:

- The pupil will be supervised at all times.
- Individual Healthcare Plan procedures will be followed.
- Parents will be informed.
- The pupil will be monitored for deterioration.

Emergency procedures will be implemented if symptoms progress.

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## **15. Managing Anaphylaxis**

In the event of anaphylaxis:

- The nearest adult will remain with the pupil.
- A designated trained member of staff will be called immediately.
- Emergency services will be contacted immediately.
- An AAI will be administered without delay.
- The pupil will remain lying flat where appropriate.

If there is any delay, another suitably trained member of staff may administer the AAI.

If there is no improvement after five minutes, a second AAI may be administered if available.

A member of staff will remain with the pupil until emergency services arrive.

Parents will be contacted as soon as possible.

Where a pupil is transported by ambulance, appropriate staff will accompany the pupil until parents arrive.

Following an incident, the school's response and any relevant Individual Healthcare Plans will be reviewed.

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## **16. Allergy Incidents and Near Misses**

The school will maintain records of:

- Allergic reactions.
- Anaphylaxis incidents.
- Administration of AAls.
- Food contamination incidents.
- Food labelling errors.
- Catering-related incidents.
- Near misses involving allergen exposure.

Following significant incidents, the Headteacher and Lead Adult will review:

- The effectiveness of the school's response.
- Any procedural improvements required.
- Any further training needs.
- Amendments required to Individual Healthcare Plans.

Significant incidents may be reported to the Governing Board through routine health and safety monitoring arrangements.

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## **17. Monitoring and Review**

The Headteacher is responsible for reviewing this policy annually.

The effectiveness of this policy will be monitored through:

- Incident reporting.
- Near-miss reporting.
- Staff feedback.
- Individual Healthcare Plan reviews.
- Governing Board oversight.

This policy will also be reviewed:

- Following a significant allergy incident.
- Following an anaphylaxis incident.
- Following legislative or guidance updates.
- Where improvements are identified through policy monitoring.