



# **Pupil Allergy and Anaphylaxis Policy FALCONHURST SCHOOL**



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| <b>Reported to:</b>        | FGB       | <b>Date:</b> July 2026 |
| <b>Next review due by:</b> | July 2027 |                        |

## **1. Aims**

This policy aims to:

- Set out the school's approach to allergy management and reducing the risk of exposure to allergens.
  - Ensure pupils with allergies are supported, included and kept safe whilst attending school and participating in all school activities.
  - Promote allergy awareness amongst pupils, staff, parents and visitors.
  - Establish clear procedures for responding to allergic reactions and anaphylaxis.
  - Ensure compliance with current legislation and guidance regarding the use of adrenaline auto-injectors (AAIs).
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## **2. Legislation and Guidance**

This policy is based on:

- Department for Education (DfE) guidance: *Supporting Pupils with Medical Conditions at School*.
  - Department of Health guidance: *Guidance on the Use of Emergency Adrenaline Auto-Injectors in Schools*.
  - Human Medicines Regulations 2012.
  - Food Information Regulations 2014.
  - Food Information (Amendment) (England) Regulations 2019.
  - Anaphylaxis UK guidance.
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## **3. Roles and Responsibilities**

### **3.1 Allergy Leads**

The designated Allergy Leads are:

- Headteacher
- Assistant Headteachers

The Allergy Leads are responsible for:

- Promoting allergy awareness throughout the school community.
- Ensuring allergy information is accurate, current and accessible.
- Maintaining a register of pupils with allergies and those prescribed AAIs.
- Ensuring pupils at risk of anaphylaxis have an up-to-date Allergy Action Plan completed by a healthcare professional.
- Reviewing this policy annually.
- Ensuring staff receive appropriate training.
- Overseeing the management of spare AAIs and the school's Anaphylaxis Kitt.

Responsibility for day-to-day administration may be delegated to the School Office Team, SENDCo, School Nurse or designated First Aider.

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### **3.2 School Office Team**

The School Office Team will:

- Coordinate medical information received from families.
  - Maintain healthcare records.
  - Monitor expiry dates of prescribed and spare AAIs.
  - Liaise with parents regarding replacement medication.
  - Maintain records of training and emergency incidents.
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### **3.3 Teaching and Support Staff**

All staff are responsible for:

- Understanding this policy.
  - Maintaining awareness of pupils with allergies.
  - Recognising signs and symptoms of allergic reactions and anaphylaxis.
  - Attending allergy training.
  - Implementing Allergy Action Plans.
  - Considering allergens when planning activities.
  - Promoting inclusion and wellbeing.
  - Reporting incidents promptly.
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### **3.4 Parents and Carers**

Parents and carers are responsible for:

- Informing the school of any allergies or medical conditions.
  - Providing up-to-date medical information.
  - Supplying two in-date prescribed AAIs where required.
  - Providing an Allergy Action Plan.
  - Replacing expired medication promptly.
  - Informing the school of changes to their child's condition.
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### **3.5 Pupils**

Where age appropriate, pupils are expected to:

- Understand their allergies.
  - Avoid known allergens.
  - Carry their prescribed AAI where agreed.
  - Inform an adult immediately if they feel unwell.
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## **4. Allergy Action Plans**

All pupils identified as being at risk of anaphylaxis must have an Allergy Action Plan completed by a healthcare professional.

The plan must include:

- Known allergens.
- Symptoms of allergic reactions.

- Emergency procedures.
- Medication requirements.
- Emergency contact information.

Plans will be reviewed:

- Annually.
- Following any allergic reaction.
- Whenever medical advice changes.

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## **5. Assessing Risk**

Risk assessments will be completed for pupils with allergies participating in:

- Food technology activities.
- Cooking and baking activities.
- Science investigations involving food.
- Animal encounters.
- School trips and residential visits.
- Off-site activities.
- Visitors bringing animals into school.

Individual healthcare needs will be considered when planning activities.

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## **6. Managing Risk**

### **6.1 Hygiene Procedures**

The school promotes good hygiene practices including:

- Handwashing before and after eating.
- Washing hands with soap and water.
- No sharing of food.
- Use of named water bottles.
- Cleaning of tables and eating areas.

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### **6.2 Catering**

The school meal provider will:

- Provide allergen information where appropriate.
- Ensure catering staff receive allergy awareness training.
- Take reasonable steps to prevent cross-contamination.
- Communicate menu changes affecting pupils with allergies.

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### **6.3 Food Restrictions**

Although the school cannot guarantee an allergen-free environment, families are encouraged to avoid sending:

- Nuts and nut-containing products.

- Peanut butter products.
- Sesame-based products.
- Foods containing significant allergen risks.

Additional restrictions may be implemented where necessary.

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## **6.4 Animals and Insect Stings**

The school will:

- Risk assess activities involving animals.
  - Ensure handwashing after animal contact.
  - Monitor outdoor areas for insect hazards.
  - Take reasonable steps to minimise risks from stinging insects.
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## **6.5 Educational Visits**

No pupil will be excluded from trips because of allergies.

Risk assessments will ensure:

- Relevant staff are informed.
  - Emergency medication is available.
  - Staff accompanying trips are appropriately trained.
  - Spare AAIs accompany visits where appropriate.
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## **7. Procedures for Handling an Allergic Reaction**

### **7.1 Recognising Anaphylaxis**

Symptoms may include:

- Swelling of lips, tongue or throat.
- Difficulty breathing.
- Wheezing.
- Persistent coughing.
- Dizziness or collapse.
- Pale or floppy appearance.
- Sudden severe illness following allergen exposure.

Staff should always follow the pupil's Allergy Action Plan.

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### **7.2 Emergency Response**

If anaphylaxis is suspected:

1. Administer the pupil's prescribed AAI immediately.
2. If unavailable, administer a school spare AAI where appropriate.
3. Call 999 immediately and state "anaphylaxis is suspected".
4. Follow emergency services advice.
5. Administer a second AAI if instructed or symptoms persist after 5 minutes.

6. Keep the individual under constant supervision.
7. Do not allow the person to stand or walk.
8. Inform parents/carers immediately.

A member of staff will remain with the pupil until medical assistance arrives.

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### **7.3 Undiagnosed Individuals**

Where anaphylaxis is suspected in a person not previously diagnosed:

- Call 999 immediately.
  - State that anaphylaxis is suspected.
  - Follow advice provided by emergency services.
  - Administer a spare AAI if advised and appropriate.
  - Remain with the individual until emergency services arrive.
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## **8. Adrenaline Auto-Injectors (AAIs)**

### **8.1 Purchasing Spare AAIs**

The school maintains emergency AAIs in accordance with government guidance.

AAIs are maintained and replenished from a registered healthcare organisation (Kitt Medical) and stored for emergency use.

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### **8.2 Emergency Anaphylaxis Kitt**

The school maintains an Anaphylaxis Kitt supplied by Kitt Medical.

The Kitt contains:

- Spare AAIs.
  - Instructions for use.
  - Storage guidance.
  - Manufacturer information.
  - Expiry date records.
  - Usage records.
  - List of eligible pupils.
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### **8.3 Storage**

AAIs are:

- Stored at room temperature.
- Protected from direct sunlight.
- Kept in clearly labelled locations.
- Accessible at all times.
- Safety locked with break safe key access
- Stored separately from pupils' prescribed medication.

The Anaphylaxis Kitt is stored in a central, easily accessible location adjacent to the lift and above the staircase leading to the dining hall. The location is known to all staff and is not locked away, ensuring rapid access during an emergency.

The school currently holds:

- 2 x 150mcg AAIs
  - 2 x 300mcg AAIs
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#### **8.4 Maintenance**

The designated lead will:

- Check all AAIs at least half-termly.
- Check expiry dates.
- Inspect for cloudiness or discolouration.
- Arrange replacements where necessary.
- Maintain inspection records.

Where applicable, expiry monitoring will also be supported through the Kitt Medical Portal.

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#### **8.5 Disposal**

Used or expired AAIs will be disposed of safely in accordance with manufacturer guidance and local regulations.

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#### **8.6 Off-Site Use**

Spare AAIs and pupils' prescribed AAIs will accompany relevant off-site visits and educational activities.

Staff attending visits will be informed of:

- Pupils with allergies.
  - Emergency procedures.
  - Medication locations.
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### **9. Training**

The school is committed to ensuring all staff receive allergy awareness training.

Training will include:

- Common allergens.
- Signs and symptoms of allergic reactions.
- Recognition of anaphylaxis.
- Emergency procedures.
- Administration of AAIs.
- Use of spare AAIs.
- Inclusion and wellbeing considerations.

Training will be provided:

- Annually for all staff.

- During induction for new staff.
- Following significant updates.
- For staff supporting pupils with specific allergy needs.

Training may include online modules through Kitt Medical and practical demonstrations using trainer pens.

Training records will be maintained by the school.

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## **10. Record Keeping and Monitoring**

The school maintains:

- A register of pupils with allergies.
- Copies of Allergy Action Plans.
- Records of medication checks.
- Staff training records.
- Incident records relating to allergic reactions.
- Consent forms for emergency medication.

The policy will be reviewed annually or sooner if legislation or guidance changes.

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## **11. Linked Policies**

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Educational Visits Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- School Food Policy