

# **Nightingale Community Academy**

## **ALLERGEN AND ANAPHYLAXIS**

### **POLICY**

|                                  |                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------|
| <i>Written by:</i>               | Suzanna Challenger                                                                  |
| <i>Reviewed by:</i>              | Simon McBride, Connect catering,<br>Kate Chimen, Wandsworth School<br>Nurse service |
| <i>Approved by governors on:</i> | [pending Autumn 2026 approval]                                                      |
| <i>Due for review:</i>           | September 2027                                                                      |



## Statement of intent

Nightingale Community Academy strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils/students, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

To effectively implement this policy and ensure the necessary control measures are in place, parents/carers 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 will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

### 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Children's Wellbeing and Schools Act 2026
- Department of Health Guidance on the use of adrenaline auto-injectors in schools
- DfE Supporting pupils at school with medical conditions
- DfE Allergy safety in schools
- DfE Benedict's Law Benedict's Law - Benedict Blythe Foundation -

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- Administering Medication Policy
- Supporting Students with Medical Conditions in Education Policy
- Educational Visits and School Trips Policy
- Allergen and Anaphylaxis Risk Assessment
- Tom's Farm Risk Assessment

### 2. Definitions

For the purpose of this policy:

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

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

**Allergic reaction** – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- 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
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

**Anaphylaxis** – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

### **3. Roles and responsibilities**

The Local Governing Body (LGB) is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils/students with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil/student.
- Ensuring that staff are properly trained to provide the support that pupils/students need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil/student experiences an allergic reaction.

The designated senior leader with responsibility for allergy safety is responsible for:

- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents/carers are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all designated first aiders and as many staff as possible are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis. Provisions should at a minimum ensure that in addition to First Aiders at least two staff member in each class and one on every educational visit are trained in the use of AAIs.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that catering staff are aware of pupils'/students' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy.

The senior leader with responsibility for allergy safety is Yasmin O'Connor.

The school nurse (Sammita Williams, Wandsworth School Nursing Team is responsible for:

- Ensuring that there are effective training and other processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil/student via a medical form sent to parents/carers on an annual basis, including information regarding any allergies.
- Contacting parents/carers for required medical documentation regarding a pupil/student's allergy.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils'/students individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to pupils/students by both the school and parents/carers.
- Ensuring that pupils/students do not share personal food and drink in order to prevent accidental contact with an allergen.
- Where food is being prepared and used for a group event, adherence to all allergen advice and any individual known allergies should be clearly identified and avoided.

The kitchen manager is responsible for:

- Monitoring the food and animal allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Kitchen staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils/students with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens (see section 5), as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

All parents/carers are responsible for:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

All pupils/students with the capability of doing so are responsible for:

- Ensuring that they do not share food with other friends, pupils/students with known allergies.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

#### **4. Food allergies**

Parents/carers will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils'/students' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service.

When making changes to menus or substituting food products, the school will ensure that pupils'/students' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- Asking caterers to read labels and product information before use
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable.

Kitchen staff will have a full list of allergens and will avoid using them within the menu where possible.

Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.

The school will ensure that there are always dairy- and gluten-free options available for pupils/students with allergies and intolerances.

To ensure that catering staff can appropriately identify pupils/students with dietary needs, the kitchen will keep a laminated list of learners' photos and related allergies. The kitchen manager will make it part of their role to get to know each learner with allergies.

All food tables will be disinfected before and after being used.

Virucidal cleaning fluid will be used with warm soapy water.

Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives to remind kitchen staff to keep them separate.

Any sponges or cloths that are used for cleaning will be separated according to the areas that they are used to clean, e.g. for an area which has been used for raw meat, to prevent cross-contamination. Cloths are either disposed of or washed the same day.

There will be a set of kitchen utensils that are only for use with the food and drink of the pupils/students at risk.

There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.

Food items containing bread and wheat will be stored separately.

The chosen catering service of the school is Connect, and is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils'/students' IHPs, taking into account any known allergies of the pupils/students involved.

## **5. Food allergen labelling**

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

### Food labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food & animal allergen log stored in the kitchen
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving
- The food & animal allergen log will be monitored for completeness on a weekly basis by the kitchen manager
- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager

### Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts

- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

#### Changes to ingredients and food packaging

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

## **6. Animal allergies**

Tom's Farm risk assessment will be adhered to at all times.

Pupils/students with known allergies to specific animals will have restricted access to those that may trigger a response.

All learners accessing the farm complete a Farm Survey 3 times per year which asks them to identify any animal related allergies. These are added to the food & animal allergy log.

The school will ensure that any pupil/student or staff member who comes into contact with animals washes their hands thoroughly to minimise the risk of the allergen spreading.

A supply of antihistamine tablets is kept in the kitchen and in the main school office in case of an allergic reaction.

## **7. Seasonal allergies**

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils/students are outside. In rooms near to the field, staff will close windows during mowing if learners with severe allergies are present.

Pupils/students with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.

Pupils/students will be encouraged to wash their hands after playing outside.

For those with severe allergies, the school will make spare clothing available for learners to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.

Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the site manager.

The site manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

Where a pupil/student with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

## **8. Adrenaline auto-injectors (AAIs)**

Pupils/students who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils/students who are at risk of anaphylaxis, but whose device is not available or is not working.

The Procurement Team will submit a request to the agreed supplier when purchasing AAIs, which outlines:

- The name of the school.
- The purposes for which the product is required.

- The total quantity required.

St George's Hospital also supplies the school with 2 packs of 2 AAls for emergency use.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils/students are prescribed, the school may decide to purchase multiple brands.

The school, with OHCAT support, will obtain AAls in accordance with age-based criteria, relevant to the age of pupils/students at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils/students under age 6: 0.15 milligrams of adrenaline
- For pupils/students aged 6-12: 0.3 milligrams of adrenaline
- For pupils/students aged 12+: 0.3 or 0.5 milligrams of adrenaline

Spare AAls are stored as part of an emergency anaphylaxis kit, which includes the following:

- At least one pair of AAls
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors
- A list of pupils/students to whom the AAI can be administered
- An administration record

Secondary pupils/students who have prescribed AAI devices are able to keep their device in their possession. This is a flexibility to the rule to lock bags away in lockers.

For pupils/students in Primary who have prescribed AAI devices, and/or those who do not have capacity who have prescribed AAI devices, these are stored in a suitably safe and easily accessible location.

Spare AAls are not located more than five minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the following locations:

- Primary Office
- Main school office
- Farm office
- NPL Office

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils/students – AAI devices are not locked away where access is restricted.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil/student.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- Emily Jones, Primary Office
- Sharon Smith, Main School Office
- Kate Chimen, Farm Office
- Rich Brown, NPL Office

The above staff members conduct a logged monthly check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs: Sharon Smith.

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.

Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

## **9. Access to spare AAIs**

A spare AAI can be administered as a substitute for a pupil/student's own prescribed AAI, if this cannot be administered correctly, without delay.

Spare AAIs are only accessible to pupils/students for whom medical authorisation and written parental consent has been provided – this includes pupils/students at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.

Consent will be obtained as part of the introduction or development of a pupil/student's IHP.

If consent has been given to administer a spare AAI to a pupil/student, this will be recorded in their IHP.

The school uses a register of pupils/students (Register of AAls) to whom spare AAls can be administered – this includes the following:

- Name of pupil/student
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up to date.

Parents can withdraw their consent at any time. To do so, they must write to the Principal.

Yasmin O'Connor checks the register is up to date on a termly basis. Yasmin O'Connor will also update the register relevant to any changes in consent or a pupil/student's requirements.

Copies of the register are held in the main school office, which are accessible to all staff members.

## **10. School trips**

The Senior Leadership Team will ensure a risk assessment is conducted for each school trip to address pupils/students with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils/students with allergies and alternative activities will be planned where necessary to ensure the pupils/students are included.

The school will speak to the parents of pupils/students with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil/student at all times during a school trip.

If the pupil/student has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil/student's medication will be taken on the trip and stored securely – if the pupil/student forgets to bring their medication, an additional spare one from the school educational visit supply may be taken where possible or they will not be allowed to attend the trip.

A member of staff will be assigned responsibility for ensuring that the pupil/student's medication is carried at all times throughout the trip.

Two AAls will be taken on the trip and will be easily accessible at all times.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils'/students' allergies, the pupil/student will take their own food or the school will provide a suitable packed lunch.

Please refer to the Educational Visits Policy for further information.

## **11. Medical attention and required support**

Once a pupil/student's allergies have been identified, a meeting will be set up between the pupil/student's parents, the relevant classroom teacher, the school nurse and any other relevant staff members, in which the pupil/student's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Supporting Students with Medical Conditions in Education Policy.

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil/student's name, class, expiration date and instructions for administering it.

Pupils/students will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAI's.

All members of staff involved with a pupil/student with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil/student may require will be outlined in their IHP. All staff members providing support to a pupil/student with a known medical condition, including those in relation to allergens, will be familiar with the pupil/student's IHP.

Yasmin O'Connor is responsible for working alongside relevant staff members, the school nurse, other health care professionals and parents in order to develop IHPs for pupils/students with low level allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken. IHPs for those with prescribed AAI's are supplied by GPs or hospitals.

Yasmin O'Connor has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

## **12. Staff training**

All staff present during times when pupils/students are present will receive allergy awareness and emergency response training. This training will ensure that staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;

- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
  - calling emergency services and informing parents; o how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
  - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

The school will ensure that this training is delivered to all new staff as part of induction, and that refreshers are delivered termly for all staff.

The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

### **13. Mild to moderate allergic reaction**

Mild to moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a pupil/student, the nearest adult will stay with the pupil/student and refer to their IHP to determine appropriate next steps.

The pupil/student's parents will be contacted immediately if a pupil/student suffers a mild to moderate allergic reaction, and if any medication has been administered.

In the event that a pupil/student without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to

whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services unless symptoms of anaphylaxis develop.

For mild to moderate allergy symptoms, the pupil/student's IHP will be followed and the pupil/student will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil/student is required to go to the hospital, an ambulance will be called.

#### **14. Managing anaphylaxis**

In the event of suspected or actual anaphylaxis, the nearest adult will lay the pupil/student flat on the floor with their legs raised if the pupil is feeling weak, faint, dizzy or sweating and try to ensure the pupil/student suffering an allergic reaction remains as still as possible. If they are breathless they will be sat with their back against a wall and legs bent. They should be discouraged from standing and walking even if they feel better until seen by emergency services.

A designated staff member will be called for help and the emergency services contacted immediately. The designated staff member will administer an AAI to the pupil/student. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAIs.

A member of staff will stay with the pupil/student until the emergency services arrive – the pupil/student will remain lying flat and still, or sat against a wall (see above). If the pupil/student's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The designated SLT member for allergy safety will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil/student stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available, to the opposite leg from the first dose.

In the event that a pupil/student without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these

situations without contacting the emergency services unless symptoms of anaphylaxis develop.

A designated staff member will contact the pupil/student's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil/student has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil/student is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil/student feels comfortable and is appropriately supported.

A member of staff will accompany the pupil/student to hospital in the absence of their parents.

If a pupil/student is taken to hospital by ambulance, two members of staff will accompany them.

A copy of the Register of AAIs will be held in the main school office for easy access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

## **15. Pupil/student wellbeing**

As a specialist school, Nightingale's provision makes it explicit that a range of different needs are reflected in our school community. Therefore allergies are part of our awareness raising in our curriculum through PSHE, and support for those with allergies, via ensuring that allergies are regularly discussed and shared, and learners are encouraged to talk to their friends about their allergies and how they manage them.

## **16. Monitoring and review**

The Principal is responsible for reviewing this policy annually.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Principal immediately.

Following each occurrence of an allergic reaction, this policy and pupils'/student's IHPs will be updated and amended as necessary.

### **Related policies and documentation**

Child Protection Adult Protection & Safeguarding Policy  
Data Protection Policy  
Educational Visits Policy  
Supporting Students with Medical Needs in Education Policy

**APPENDIX 1: Pupil/student allergy declaration form**

|                                   |  |                   |  |
|-----------------------------------|--|-------------------|--|
| <b>Name of pupil/<br/>student</b> |  |                   |  |
| <b>Date of birth</b>              |  | <b>Year group</b> |  |
| <b>Name of GP</b>                 |  |                   |  |
| <b>Address of GP</b>              |  |                   |  |

|                                        |  |
|----------------------------------------|--|
| <b>Nature of allergy</b>               |  |
| <b>Severity of allergy</b>             |  |
| <b>Symptoms of an adverse reaction</b> |  |

|                                                             |  |
|-------------------------------------------------------------|--|
| <p><b>Details of required medical attention</b></p>         |  |
| <p><b>Instructions for administering medication</b></p>     |  |
| <p><b>Control measures to avoid an adverse reaction</b></p> |  |

## Spare AAls

I understand that the school may purchase spare AAls to be used in the event of an emergency allergic reaction. I also understand that, in the event of my child's prescribed AAI not working, it may be necessary for the school to administer a spare AAI, but this is only possible with medical authorisation and my written consent.

In light of the above, I provide consent for the school to administer a spare AAI to my child.

|            |                          |           |                          |
|------------|--------------------------|-----------|--------------------------|
| <b>Yes</b> | <input type="checkbox"/> | <b>No</b> | <input type="checkbox"/> |
|------------|--------------------------|-----------|--------------------------|

|                                  |  |
|----------------------------------|--|
| <b>Name of parent</b>            |  |
| <b>Relationship to child</b>     |  |
| <b>Contact details of parent</b> |  |
| <b>Parental signature</b>        |  |