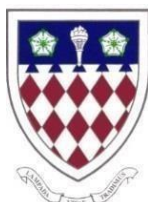


SPALDING HIGH SCHOOL



ALLERGY AND ANAPHYLAXIS POLICY

HEADMISTRESS:	Mrs M K ANDERSON
SCHOOL MEDICAL OFFICER:	Mrs E LAMBE
SENDCO:	Mrs V HICKMAN
LINK GOVERNOR:	Mrs F HAUNCH
(SAFEGUARDING)	
(ALLERGY & ANAPHYLAXIS)	
(HEALTH & SAFETY)	Mr J SMITH
(SEND)	Mrs D MULLEY
DESIGNATED ALLERGY LEAD:	MRS L RAY
DATE AGREED:	6 th October 2026
REVIEW FREQUENCY:	Biennial

Executive Summary:

Spalding High School is committed to creating a safe environment for all students, staff and visitors. Although we cannot guarantee a completely allergen-free school, we can implement robust procedures to minimise the risk of exposure to allergens, therefore minimising the risk of a person suffering from anaphylaxis – a life-threatening medical condition. This policy has due regard for all relevant legislation, regulations and statutory guidance including but not limited to:

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

Related Policies:

- Health & Safety Policy
- Spalding High School Food Statement
- First Aid & Administration of Drugs/Medicine in School Policy
- Policy for Supporting Students with Medical Needs in School

Chair of Governors

Date

Headmistress

Date

Contents

Definitions.....	3
AAI – Adrenaline Auto-Injector.....	3
Allergy	3
Allergen.....	3
Allergic reaction	3
Anaphylaxis.....	3
Roles and responsibilities	4
Board of Governors.....	4
Headteacher	4
Medical Officer	4
Catering Manager	4
Staff.....	5
PE Staff.....	5
Parents.....	5
Students	5
School trips	5
Storage of AAls.....	5
Training and information.....	6
Allergy Action Plans	6
Monitoring and review	6
Emergency procedures	6
Anaphylaxis emergency	7
Reception procedure	7
First aider procedure	8

Definitions

AAI – Adrenaline Auto-Injector

A critical, device used for emergency treatment of severe allergic reactions (anaphylaxis). Generally, prescription-only specific to patient, however due to Human Medicines (Amendment) Regulations 2017, schools can purchase spare AAIs. Common brands such as Epi-pen or Jext are often used.

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 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, vomiting and/or diarrhoea;
- Alterations in heart rate;
- Feeling of weakness.

Anaphylaxis (Anaphylactic Shock)

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.

Roles and responsibilities

Board of Governors

The governing board is responsible for ensuring the School has a suitable allergy and anaphylaxis policy and robust procedures in place to safeguard those at risk from exposure to allergens and potential anaphylaxis. This includes:

- Ensuring the School's arrangements meet statutory requirements;
- Ensuring all relevant staff receive training to support colleagues and students with allergies;
- Monitoring the policy and procedures through the health and safety management system.

Headteacher

The Headteacher is responsible for:

- Ensuring parents are informed of their responsibilities;
- Ensuring this policy is implemented;
- Ensuring all allergy and anaphylaxis risk assessments are completed and reviewed as necessary;
- Ensuring all allergy action plans are in place and kept up to date;
- Ensuring staff receive suitable information regarding allergic reactions and anaphylaxis;
- Ensuring all catering staff are trained in food hygiene and aware of students' allergies;
- Ensuring there is an AAI-trained member of staff present on all school trips and sport fixtures, when necessary.

Medical Officer

The Medical Officer is responsible for:

- Conducting allergy and anaphylaxis risk assessments;
- Ensuring the School's AAls are in date;
- Ensuring the online form is completed when an AAI is used;
- Investigating near misses and incidents relating to allergies and anaphylaxis;
- Ensuring the School's allergy and anaphylaxis information is kept up to date;
- Monitoring the School's procedures;
- Ensuring all relevant staff receive training;
- Update the Catering Manager with any changes.

Catering Manager

The catering manager is responsible for:

- Ensuring all catering staff can identify students with allergies via the Canteen system;
- Communicating a daily allergy briefing with all catering staff before service;
- Ensuring all pre-packed food is labelled in line with regulations;
- Ensuring allergen information for the "Top 14" allergens is available for all food products;
- Ensuring all school menus are available to parents online with reference to any allergens;
- Ensuring ingredients are available when requested by a student;
- Ensuring allergens are listed on counter labels;
- Reporting all near misses and incidents relating to allergies and anaphylaxis;
- Supporting the Medical Officer in investigating near misses and incidents;
- Ensuring proper procedures are in place to avoid cross contamination during food preparation.

All Staff

Staff are responsible for:

- Completing the anaphylaxis training as directed by the Medical Officer.
- Ensuring they are aware of any allergies that students have.
- Ensuring food-related activities are properly risk assessed for students with allergies (being exposed to, touching, and consuming).

PE Staff

The Head of PE is responsible for:

- Ensuring all PE staff are trained to manage students with allergies;
- Ensuring all PE staff are aware of all students with allergies;
- Ensuring there is access to an AAI on the main school site;
- Ensuring there is a member of PE staff trained to administer an AAI, during lesson and on fixtures;
- Ensuring all students with prescribed AAIs have them with them in the hall or outside, or on fixtures.

Parents

Parents are responsible for:

- Ensuring they inform the Medical Officer of any allergies, how they present, and how to treat them.
- Ensuring that information held on school records and an individual's Allergy Action Plan (AAP) is correct and updated as and when needed;
- Co-operate with any allergy and anaphylaxis risk assessments;
- Ensuring all medication is supplied in line with 'First Aid & Administration of Drugs/Medicine in School Policy';
- Ensuring any prescribed AAIs are in date;
- Checking ingredients on the School's website.

Students

Students are responsible for:

- Ensuring they are aware of their symptoms;
- Alerting a member of staff if they suspect they are having an allergic reaction;
- Always carrying their own AAI on their person (including PE lessons, school trips and fixtures);
- Asking canteen staff about ingredients.

School trips

Trip leaders are responsible for:

- Ensuring all trip staff are fully aware of all students who have allergies, what they are, and how to treat reactions;
- Ensuring they carry all the relevant emergency supplies;
- Ensuring students with prescribed AAIs always have them on their person for the duration of the trip;
- Ensuring all food-related activities are properly risk assessed (being exposed to, touching, and consuming);
- Copies of all relevant allergy action plans are available for the duration of the trip;
- Ensuring there is always an anaphylaxis-trained member of staff available.

Storage of AAIs

Students with prescribed AAIs must always carry them. Those that are not kept on the person, are stored in the medical room and are always fully accessible.

Training and information

- **All** staff to undertake “Certificate in Allergy & Anaphylaxis Awareness” (41 mins) and “How to Use Emergency Adrenaline Auto-Injectors for Anaphylaxis” (20 mins) via The National College website.
- Allergy information, AAPs and risk assessments will be available to all staff via School Information Management System (SIMS);
- Catering staff have access to all students’ allergy information via the Canteen system which links to SIMS.
- The tills alert catering staff to any allergies when a student uses the biometric system.
- General allergy information will be posted on the School’s community noticeboards.
- During New Intake Information Evening, the Medical Officer will meet with parents whose children have allergies to discuss the policy and procedures in place, conduct risk assessments and gather all pertinent information.
- All menus are posted on the School’s website.

Allergy Action Plans

The School uses the British Allergy Society’s action plans. If one has not been provided through the student’s medical professional, the Medical Officer will ask the parent/carer to complete one.

Monitoring and review

Effectiveness of this policy and all associated procedures will be monitored through the health and safety management system by the Headteacher and the health and safety officer. This policy will be reviewed annually by the health and safety officer, catering manager and Headteacher.

Emergency procedures - Anaphylaxis emergency

Act fast - Do not wait for a first aider - Remain calm - You will be calling 999.

If the person has an AAI on their person:

1. Lay the person down (if they are struggling to breath help them sit up but stay on the floor);
2. Clear the immediate area around the person;
3. Send a responsible student to reception to get help. They must say “**ana-fill-axis**” and the **room number**;
4. Send a student to the **nearest classroom** and ask the teacher for urgent help;
5. Evacuate the classroom;
6. Reassure the person;
7. Retrieve the AAI;
8. Kneel next to the person;
9. Bring their heels towards their bottom so their knees are bent;
10. Check to make sure there is nothing between their clothes and skin (e.g., wallet, phone, keys);
11. Remove the safety cap;
12. Grasp the AAI in a fist **without** your thumbs at the ends;
13. Hold the person’s leg securely so the needle doesn’t slip;
14. Push the needle tip into their outer thigh;
15. **Hold until it clicks for 10 seconds;**
16. Call 999 – state “ana-fill-axis” and follow their instructions;
17. If the person does not improve after 5 minutes, use the second AAI;
18. Remain with the person until help arrives;
19. Give the used AAI’s to the paramedics.

If the person does not have an AAI on their person.

1. Lay the person down (if they are struggling to breath help them sit up but stay on the floor);
2. Clear the immediate area around the person;
3. Send a responsible student to reception to get help. They must say “**ana-fill-axis**” and the **room number**;
4. Send a student to the **nearest classroom** and ask the teacher for urgent help;
5. **Instruct the teacher to retrieve the AAI from the nearest kit location;**
6. Kneel next to the person;
7. Bring their heels towards their bottom so their knees are bent;
8. Check to make sure there is nothing between their clothes and skin (e.g., wallet, phone, keys);
9. Remove the safety cap;
10. Grasp the AAI in a fist **without** your thumbs at the ends;
11. Hold the person’s leg securely so the needle doesn’t slip;
12. Push the needle tip into their outer thigh;
13. **Hold until it clicks for 10 seconds;**
14. Call 999 – state “ana-fill-axis” and follow their instructions;
15. If the person does not improve after 5 minutes, use the second AAI;
16. Remain with the person until help arrives;
17. Give the used AAI’s to the paramedics.

Reception procedure

When a student comes to report anaphylaxis:

1. Get the room number (and student name if known);
2. Call for urgent first aid – stating “**ANA-FILL-AXIS in room ...**”;
3. **Wait on radio channel for confirmation of call;**

4. Call on-call SLT and PA to Headteacher to support the class (and that of the supporting teacher);
5. Await information from the staff in situ/first aider;
6. Call parents when informed by first aider.

First aider procedure

When called for anaphylaxis:

1. Confirm call and repeat room number;
2. Check to see if anaphylaxis kit has been collected from nearest location;
3. If still in situ, collect kit;
4. Make your way to the room;
5. Support where needed;
6. If not already done, call 999;
7. Alert reception to call parents and give information of condition;
8. Be ready to escort paramedics to room.