

Allergy and Anaphylaxis Policy

This policy is applicable to all Governors, Staff, Associates, Volunteers, All Pupils, Parents/Guardians, Staff, and Visitors.

Statement of Intention

We are committed to fostering an environment that promotes **our vision** 'To continue to be recognised as a leading Prep school, providing unforgettable learning experiences which inspire our pupils to **Believe** in themselves, to **Persevere** and **Succeed** in all they do'.

Our policies are designed to support the diverse needs of all our pupils, our staff, and our community. This policy and its procedures have been developed with due regard for our duties and obligations, for the safeguarding and wellbeing of all our pupils.

Principles of the policy

This policy sets out the procedures and responsibilities that support the prevention and management of allergic reactions, including anaphylaxis.

The safety, wellbeing and inclusion of pupils with allergies are central to our approach. We recognise allergy awareness as a shared responsibility across the whole school community and are committed to making reasonable adjustments to enable pupils with allergies and coeliac disease to participate fully in school life.

Effective communication between pupils, parents, staff, healthcare professionals and catering providers underpins our allergy management procedures. Allergy-related risks will be identified and reduced through appropriate risk assessments, while regular staff training and annual anaphylaxis drills help ensure a prompt and effective response in the event of an emergency.

As an Allergy Aware School, we adopt a whole-school approach to allergy management. Through effective communication, individual healthcare planning, risk assessment, staff training and emergency response procedures, we seek to minimise risks and enable pupils with allergies and dietary medical needs to participate safely in all aspects of school life.

The school is committed to complying with the requirements of Benedict's Law and associated statutory guidance relating to allergy management in schools. This includes maintaining Individual Healthcare Plans, emergency adrenaline auto-injectors, staff training and effective systems for communication, record keeping and incident reporting.

Objectives of the policy

The objectives of this policy are to:

- Reduce the risk of allergic reactions within the school environment.
- Ensure effective procedures are in place to recognise and respond to allergic reactions and anaphylaxis.
- Support pupils with allergies and medically prescribed dietary conditions to participate fully in school life.
- Promote allergy awareness and understanding throughout the school community.
- Ensure staff understand their responsibilities in relation to allergy management.
- Maintain accurate records, Individual Healthcare Plans/ Allergy Action Plans where appropriate.
- Minimise the risk of allergen and gluten cross-contamination through effective food safety, hygiene and supervision practices.
- Ensure appropriate training, emergency medication and reporting procedures are in place.
- Meet all legal, safeguarding, health and safety, and Benedict's Law requirements relating to allergy management.
- Foster an environment in which pupils with allergies feel safe, supported and able to thrive.

Contents

Introduction	4
Definitions	4
Roles and Responsibilities	5
Information and Documentation	7
Assessing Risk	8
Food, Mealtimes and Snacks	8
School Trips and Sports Fixtures	10
Insect Stings	10
Animals	11
Allergic Rhinitis/Hay Fever	11
Inclusion and Mental Health	11
Adrenaline Pens	11
Responding to Allergic Reactions and Anaphylaxis	12
Training	13
Asthma	13
Reporting Allergic Reactions	13
Related Policies	14
Appendix	14

Introduction

Allergies occur when the body's immune system reacts to a substance that is usually harmless. Whilst many reactions are mild, some can result in anaphylaxis, a severe and potentially life-threatening allergic reaction. This policy outlines Bowdon Preparatory School's approach to managing allergies. It details how risks are reduced across the school environment, how allergic reactions are managed, and how pupils with allergies are supported.

Definitions

Anaphylaxis

A severe allergic reaction that is potentially life-threatening and must be treated as a medical emergency.

Allergen

A normally harmless substance that triggers an allergic reaction in susceptible individuals.

Common allergens include:

- Food
- Medication
- Animal dander
- Pollen
- Latex
- Wasp and bee venom

The most common foods associated with severe allergic reactions are:

- Eggs
- Milk
- Peanuts
- Tree nuts
- Sesame

- Fish
- Shellfish
- Soya
- Wheat

Adrenaline Auto-Injector (AAI)

A single-use device containing a pre-measured dose of adrenaline used to treat anaphylaxis eg EpiPen

Individual Healthcare Plan (IHP)

A document detailing a pupil's allergy history, treatment requirements, known triggers and emergency action plan.

Risk Assessment

A process used to identify allergy-related risks associated with activities, visits, events and educational provision.

Spare Pens

Emergency adrenaline auto-injectors held by the school for use in accordance with Government guidance.

Roles and Responsibilities

Mrs F McGrath is the Designated Allergy Lead.

Responsibilities include:

- Ensuring the safety, inclusion and wellbeing of pupils with allergies.
- Acting as the main point of contact for allergy-related matters.
- Ensuring allergy information is recorded and communicated.
- Monitoring staff training.
- Reviewing the policy.
- Conducting annual anaphylaxis drills.

The Designated Allergy Lead will act as the named senior leader responsible for ensuring the school's compliance with Benedict's Law, including oversight of training, health care plans,

emergency medication, policy review and reporting arrangements. Mrs McGrath reports to **Mrs Anne Creely (H&S, Operations Manager) and Mrs Sara Makepeace-Taylor, Headteacher.**

Mrs Karen Sharkey (Head of First Aid/Healthcare team) is responsible for:

- Maintaining healthcare records and individual health care plans.
- Reviewing allergy information annually.
- Maintaining medication records.
- Monitoring expiry dates of medication.
- Maintaining the adrenaline pen register.
- Supporting staff training.

Mrs Anne Creely (Health and Safety Officer) is responsible for:

- Recording allergic reactions and near misses.
- Investigating incidents.
- Maintaining records relating to staff allergies.
- Liaising with and supporting the First Aid team.

Admissions Team is responsible for:

- Identifying allergy information at the earliest opportunity.
- Communicating allergy information to relevant staff.
- Ensuring arrangements are in place for visitors and prospective pupils with allergies.

All Staff must:

- Promote allergy awareness.
- Follow this policy and associated procedures.
- Be aware of pupils with allergies.
- Carry out allergy risk assessments where appropriate.
- Ensure access to medication.
- Recognise and respond to allergic reactions.
- Attend training and drills.
- Prevent allergy-related bullying.

Parents and Carers must:

- Provide accurate and up-to-date medical information.
- Inform school of any changes to their child's condition.
- Supply required medication.
- Ensure medication is in date.
- Support allergy awareness and management.

Pupils are expected to:

- Develop allergy awareness.
- Support peers with allergies.
- Adhere to food safety expectations.
- Inform staff if they experience symptoms or concerns.

Pupils with allergies should additionally:

- Understand their condition where age-appropriate.
- Avoid known allergens.
- Carry medication when appropriate.
- Report symptoms immediately.

Information and Documentation

Register of Pupils with Allergies

The school maintains a register of all pupils with diagnosed allergies, including pupils prescribed adrenaline pens and those managing allergies without prescribed adrenaline.

Individual Healthcare Plans

Each pupil with an allergy will have an Individual Healthcare Plan containing:

- Allergy details
- Known triggers
- Medical history
- Medication requirements
- Parental consent
- Photograph

- Allergy Action Plan where applicable

Plans are reviewed annually and following any allergic reaction or near miss.

Assessing Risk

Allergy risks must be considered in:

- Classroom activities
- Science experiments
- Food technology and cooking activities
- Animal visits
- Clubs and enrichment activities
- Special events and celebrations
- Educational visits

Inclusion should always be considered alongside safety, with reasonable adaptations made where required.

Consideration must be given to pupils with coeliac disease and other medically prescribed dietary needs when planning activities involving food, including baking, celebrations, cultural events, fundraising activities and educational visits.

Allergy Records and Incident Monitoring

In line with Benedict's Law requirements, the school will maintain accurate and up-to-date records of:

Pupils with diagnosed allergies
Individual Healthcare Plans
Prescribed and spare adrenaline auto-injectors
Staff allergy training
Allergic reactions and near misses

Records will be reviewed annually and following any significant allergy incident.

Food, Mealtimes and Snacks

Catering Provision

The school is committed to providing safe food for pupils, staff and visitors.

This includes:

- Allergen awareness training for catering staff
- Clear identification of allergens
- Compliance with Natasha's Law
- Individual arrangements for pupils with dietary requirements
- Maintenance of allergen information and photograph registers

Provision for Pupils with Coeliac Disease and Gluten-Related Medical Conditions

The school recognises that coeliac disease is a serious autoimmune condition requiring a strict gluten-free diet. Pupils with diagnosed coeliac disease or other medically confirmed gluten-related conditions will be supported to participate fully and safely in school life.

The Catering Team will:

- Provide suitable gluten-free meal options wherever school meals are offered
- Ensure ingredient information is available for staff and pupils with coeliac disease
- Take reasonable steps to avoid cross-contamination during food preparation, storage and serving
- Use separate utensils, chopping boards, serving equipment and preparation areas for gluten-free foods where practical
- Clearly identify gluten-free meals before service
- Liaise with parents regarding individual dietary requirements and any changes to menus
- Ensure staff involved in food preparation understand the importance of strict gluten avoidance

Food Brought into School

Bowdon Preparatory School operates a:

No Nut Policy

No Sesame Policy

Parents, pupils, staff and visitors are regularly reminded of these restrictions.

Food Hygiene Expectations

Pupils should:

- Wash hands before and after eating
- Not share food
- Clearly label lunch boxes and water bottles
- Follow good hygiene practices during cooking activities

Cross-Contamination Prevention

To reduce the risk of allergen and gluten cross-contamination:

- Pupils and staff must wash their hands before and after eating
- Food must not be shared, swapped or traded
- Bread, baked goods and other foods containing allergens should not be passed directly over another pupil's plate or eating area
- Serving utensils must remain with the correct dish and not be transferred between foods
- Tables used for meals and snack times will be cleaned before and after use
- Staff will supervise younger pupils during meal and snack times to minimise cross-contamination risks
- Pupils with allergies or coeliac disease should be seated and supported in a manner that promotes both safety and inclusion

School Trips and Sports Fixtures

Allergies will be considered within visit risk assessments. Trip leaders will:

- Carry allergy information and medication details.
- Ensure medication accompanies pupils.
- Ensure staff are trained to respond to allergic reactions.
- Consult parents where necessary.

Insect Stings

Pupils with insect venom allergies should:

- Avoid walking barefoot outdoors
- Keep food and drinks covered

- Avoid strong perfumes where possible

The school caretaker monitors the grounds for wasp and bee nests.

Animals

To reduce allergy risks:

- Risk assessments are completed before animal visits
- Contact areas are cleaned thoroughly
- Hand washing takes place after animal contact
- Trips involving animals are carefully assessed

Allergic Rhinitis and Hay Fever

Pupils with hay fever or seasonal pollen allergies may require medication.

Parents are responsible for supplying medication and school staff will administer medication in accordance with care plans.

Inclusion and Mental Health

The school recognises the emotional impact allergies can have on pupils. Therefore:

- Pupils with allergies will not be excluded from activities unnecessarily
- Additional pastoral support may be provided
- Allergy-related bullying will be addressed through the Anti-Bullying Policy
- Allergy awareness initiatives will be managed sensitively
- Pupils with coeliac disease, food allergies and other medically prescribed dietary requirements should not be excluded from activities because of their condition
Reasonable adjustments will be made, including the provision of suitable alternative foods where appropriate, to ensure equitable participation in all aspects of school life.

Adrenaline Pens

Storage

Pupils prescribed adrenaline pens must have access to two in-date pens:

- One carried in their red allergy bag

- One stored securely in the school office

Medication must be clearly labelled and stored in accordance with manufacturer guidance.

In accordance with **Benedict's Law**, the school maintains emergency spare adrenaline auto-injectors on site and ensures that suitably trained staff can access and administer them without delay during an allergy emergency.

Spare Adrenaline Pens

The school maintains an emergency spare EpiPen stored in a clearly marked red emergency bag in the school office.

Mrs F McGrath and Mrs K Sharkey oversee:

- Procurement
- Monitoring
- Storage
- Provision for trips and visits

School Trips and Match Days

- Pupils prescribed adrenaline pens must take two pens on every trip
- Medication must be readily accessible
- Medication must be protected from extreme temperatures
- Accompanying staff must be trained and aware of pupil needs

Responding to Allergic Reactions and Anaphylaxis

Staff will follow the pupil's Allergy Action Plan wherever possible.

In cases of suspected anaphylaxis:

- Administer adrenaline immediately
- Call 999
- Keep the pupil lying down with legs raised unless breathing difficulties require a seated position
- Administer a second adrenaline pen after five minutes if symptoms do not improve
- Ensure the pupil is assessed in hospital after receiving adrenaline

If in doubt, staff should treat as anaphylaxis and administer adrenaline without delay.

Training

The school provides annual allergy training for all staff, including:

- Understanding allergies
- Risk reduction strategies
- Recognition and treatment of allergic reactions
- Use of adrenaline auto-injectors
- Food allergen awareness
- Inclusion and wellbeing considerations

Staff participate in an annual anaphylaxis drill which covers:

- Symptom recognition
- Emergency procedures
- Medication location and access

In accordance with Benedict's Law, all staff, including teaching staff, support staff, catering staff, office staff, lunchtime supervisors, club leaders, supply staff and volunteers, will receive annual allergy awareness and anaphylaxis training appropriate to their role. Training records will be maintained by the school.

Asthma

The school recognises that poorly controlled asthma can increase the severity of allergic reactions.

The school maintains an emergency spare inhaler and 'spacer unit' stored in a clearly marked red emergency bag in the school office.

Asthma management is addressed further within the **Supporting Medical Needs Policy**.

Reporting Allergic Reactions

All allergic reactions and near misses will be:

- Recorded
- Investigated where necessary

- Reviewed to identify lessons learned and improve future practice

The school will record all allergic reactions and near misses. Incidents will be reviewed by the Designated Allergy Lead and Health & Safety Officer to identify any lessons learned and any changes required to policy, procedures, training or risk assessments. Where appropriate, information will be shared with governors as part of the school's monitoring of compliance with Benedict's Law.

Related Policies

This policy should be read alongside:

- Health and Safety Policy
- Infection and Communicable Disease Policy
- Risk Assessment Policy
- School Visits and Educational Visits Policy
- Supporting Medical Needs Policy
- First Aid Policy
- Working with Parents Policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy

Appendix

The following documents form part of this policy:

- Pupil Individual Healthcare Plan Template
- Allergy Action Plan (BSACI Templates)
- Anaphylaxis Recognition and Response Guidance
- Emergency Adrenaline Auto-Injector Procedures
- Annual Training and Drill Records

All members of staff and governors will receive a copy of this policy (via TEAMS link).

The policy will be available for parents on our website. A paper copy can be requested via the School Office office@bowdonprep.org.uk



Bowdon
Preparatory School
A REPTON SCHOOL

SLT member responsible	Mrs F McGrath
Governor / Board Responsible	Academic and Pastoral
Date of review	September 2026
Date of next review	September 2027