



Archbishop Runcie CE First School

Allergy Safety Policy

Be courageous; be strong.

Do everything in love.

1 Corinthians 16:13-14

Introduction

Archbishop Runcie CE First School (ARFS) is an inclusive community that welcomes and supports all children, including those children with allergies. We work with families and healthcare professionals to ensure that all children have access to the same learning and experiences in school, regardless of medical needs.

In line with Benedict's Law, we are committed to providing a safe, inclusive, and welcoming environment for all children, young people, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

This policy sets out how Archbishop Runcie CE First School intends to include and support children already on roll and our readiness to welcome new children with allergy needs in the future. It also outlines expectations and routines to current and future staff working within our school.

Core Principles

An allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later (i.e. allergy to Mammalian meat). Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20-30 minute window of opportunity during which steps can be taken to prevent death – therefore giving emergency adrenaline immediately and calling Emergency Services (999) is crucial. Anaphylaxis always requires an emergency response

Anaphylaxis can occur without any other signs (such as a skin rash) being present. Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing. Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- insect stings (e.g. bee, wasp);
- medication (e.g. antibiotics, pain medicines such as ibuprofen);
- latex (e.g. rubber gloves, balloons, swimming caps).

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Students who have a skin reaction need to be monitored for at least an hour.

ARFS has a whole school awareness approach - we ensure all staff and students are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure.

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerance is managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Eczema, asthma and allergies sometimes occur together – known as the atopic triad. It is important that these are managed well in order to keep the individual healthy. Asthma training is needed by all staff and an individual's asthma care plan needs to be included with their individual healthcare plan. These conditions are not included in this allergy safety policy.

ARFS understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

Culture

Awareness training

All staff, including teaching staff, support staff, catering staff and others who may oversee students including at breakfast or after school clubs will be trained in allergy awareness and emergency response. The school is responsible for ensuring that supply, cover staff, external coaches and peripatetic staff have received allergy awareness training.

Training can be online or face to face. The content needs to include:

- Allergy awareness, the risks it poses, how allergic reactions occur and how to manage them
- Allergy includes multiple co-existing conditions: asthma, eczema, hay-fever
- Understand the difference between food allergy, intolerance and coeliac disease
- That a student can be allergic to any food, not just the top 14 allergens
- Know the symptoms of allergic reactions and how to treat
- Know the symptoms of anaphylaxis and how to treat
- How to locate and administer adrenaline or an asthma inhaler
- All adrenaline devices should be used to train with as the student may have different ones to the spare adrenaline
- How to report an allergic reaction including
 - Mild to moderate
 - Anaphylaxis
 - Near miss/incident
- Understand their responsibilities in risk reduction to ensure that students prevented from coming into contact with their allergens
- Understand the impact that allergy can have on a student's wellbeing
- Understand the school's allergy safety policy and
 - How to check if a student is on the record of those with a known allergy
 - How to use an allergy or asthma action plan

Wellbeing and Support

At ARFS, allergy safety is a priority and actions to ensure that students are included and safe are embedded into the school's culture. Students with allergy can become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

Minimising Risk and Exposure to Allergens

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and ARFS will only eliminate a food following a risk assessment supported by medical advice when necessary. Where a food is restricted, this will be to the smallest area for the time necessary; for example, in a specific classroom for the duration of a lesson when the child with the allergy is cooking.

Blanket bans, especially to nuts, create a false sense of security. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

ARFS is allergy aware ensuring that the staff and students are actively aware of the risk posed by allergens, take steps to minimise the risk of exposure and have robust emergency response plans in place.

ARFS completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptations to remove allergens that pose a risk for the whole group not just the student who has the allergy.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, students, staff).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school, college or setting
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens
- Identifying non-food allergens within the environment and making adaptations to remove/reduce allergens that pose a risk

ARFS will ensure that allergy is included in all school risk assessments to identify risks and plan control measures to minimise the risk of exposure.

ARFS will ensure that the risk of exposure is minimised by

- Providing staff allergy training every year
- Educating students through awareness assemblies and within PSHE
- Educating PTFA about school expectations for allergy management
- Communicating with all visitors, temporary staff and cover staff that they will be teaching a student with an allergy and ensuring that the member of staff has been trained in allergy and anaphylaxis emergency response
- Working closely with parents/carers and health professionals to understand the student's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst staff, students and visitors

Food allergy

When staff provide food for the students, they receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food.

Where food is not directly provided by the school (for example brought in as treats or to celebrate birthdays) these will be handed out at the end of the school day so parent/carers can give permission in advance of consumption. They will not be consumed within school time.

PTFA events, as best practice, follow FSA (Food Standards Agency) legislation for food labelling, creating allergen matrices as necessary, ensuring that PTA members who are serving food have a basic awareness of allergen management (signpost to free FSA training).

Wraparound staff receive food safety training as part of their induction to ARFS and follow FSA (Food Standards Agency) legislation for food labelling, creating allergen matrices as necessary.

Food Provision and Catering:

ARFS will manage the risk of food allergy and provide clear information on allergens in food provided by:

- Ensure the contract with the school catering company is compliant with the Food Standards Authority allergen management regulations
- Ensuring school caterers provide information on food allergens to parents/carers and have this available for the students to check independently
- Provide student's allergen information to the caterers in a timely manner to ensure that students can eat safely
- Enabling parents/carers to liaise with the catering company or school chef
- Identify students with allergies at point of service by displaying photos in the kitchen and children wearing dietary lanyards. Ensure that food is always labelled as unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling suggesting a risk of contamination with allergen. This applies to foods used within the classroom curriculum (e.g. cooking) as well as from the school kitchen or canteen.
- Teach students not to food share, trade food or share utensils or food containers with the reasons why (remind volunteers in school not to do the same).

Individual children and young people

Identification of Individuals with Allergies

Admissions Data Collection:

ARFS collects detailed medical information from parents/carers regarding known allergies, dietary restrictions, and treatment histories prior to admission through our essential information data collection form.

Information Sharing:

UK GDPR does not prevent the sharing of a student's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff, supply cover, and catering teams while maintaining appropriate data privacy.

This is done through:

- paper copies in each class medical box
- displayed to staff only in the school kitchen
- class supply teacher folder
- external coaches / peripatetic staff will be informed of allergies

Transition: Allergy information and existing care plans are shared as part of a student's transition. ARFS will request allergy information from the previous school or setting and will consider whether any of the arrangements are suitable to implement. ARFS work with parents/carers and the student if appropriate to write a new IHP. Staff will provide information about students for transition visits ahead of a formal move.

Staff: Pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment. This may include carrying out a risk assessment, identifying and removing or reducing exposure to allergens, informing relevant managers and colleagues where appropriate, making reasonable workplace adjustments, and ensuring that emergency procedures and any required medication are in place.

Visitors and regular volunteers: Visitors and regular volunteers will be asked about allergies ahead of their visit. If an allergy is declared, the allergy lead will be notified and this information will be communicated as necessary to ensure that the visitor or regular volunteer has a safe working environment. Appropriate control measures will be put in place, such as avoiding exposure to identified allergens, making any necessary adjustments to activities or environments, ensuring relevant staff are aware of the allergy, and agreeing emergency procedures where required.

Individual Healthcare Plans

Individual healthcare plans are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a student is fully included in the life of the school. It will identify exact risk-mitigation measures that need to be followed.

Individual Healthcare Plans are school owned documents that are co-created by school, parents/carers and pupils.

They should include any advice received from health professionals. If there is no advice from health professionals, information and support can be requested of the school nurses if this is needed. Where a child has an allergy action plan and or an asthma plan, this must be included with the IHP.

It is good practice to review IHPs annually or when staff change however they must be reviewed if an incident or near miss occurs. They need to be brought to the attention of supply or cover staff and be passed on during transition to a new school.

Allergy action plans

- These are clinical documents that are created by a GP / allergy nurse or allergy clinic. They detail the student's allergy and medication.
- These contain parent/carer contact details and must be signed by the parent/carer as this is the parental authority to administer medication including the administration of spare adrenaline devices.
- These will only be updated by the medical professional following a review of the student's allergy management, this could be annually or 5 yearly. Parents/carers or school need to update the photo of the student annually so that the student is recognisable.

Allergy action plans are issued for pupils who have an IgE food allergy and often a venom allergy that could lead to anaphylaxis. They are not issued for all allergies. Students with non-IgE allergies do not experience anaphylaxis and so an allergy action plan is not issued.

ARFS Medical Leaders/Class Teachers will ensure that:

- students with an allergy action plan and/or an asthma plan have an individual healthcare plan
- students without an allergy action plan or asthma plan but have an allergy that needs active management over and above what other students need will have an individual healthcare plan
- individual healthcare plans are created whilst students are waiting for a diagnosis

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy and
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school, college or early years setting for supporting the child or young person with their medical condition or allergy, including in emergency situations.

Where children and young people have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan should be reviewed to incorporate it.

Prescribed Medication and Adrenaline Devices (ADs)

The allergy safety policy should set out:

- Arrangements for children, young people and parents to take individually prescribed adrenaline devices home (for example at the end of the day for the journey home) and for checking that they remain in date;
- How records will be kept of which children and young people have been provided with prescribed adrenaline devices (and an Allergy Action Plan).

People at risk of anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times. This includes the journey to and from;

- school,
- the classroom
- lunch area
- playground
- sports field
- when on visits or trips

Serious anaphylaxis is a time critical situation; delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes so if the adrenaline device cannot be with them in the classroom, the adrenaline device should be stored in an appropriate central location that is always unlocked and accessible (including during wrap around care).

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

School-wide policies

“Spare” adrenaline devices

The [Human Medicines \(Amendment\) Regulations 2017](#) permit “spare” adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

ARFS holds spare adrenaline devices for use in emergency situations **ADD brand, doses and quantities**. These are not a replacement for a student's own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency. These are located in the staff corridor adjacent to the admin office (labelled 'Emergency Anaphylaxis Kit').

KS Medical Leaders are responsible for checking that adrenaline devices are in date and remain clear (not cloudy) on a monthly basis. They will secure replacements before the current adrenaline device expires.

Adrenaline devices that are used will be disposed of in a sharps box. Adrenaline devices that are out of date or where the adrenaline has degraded will be taken to a pharmacy to be disposed of.

Schools should ensure that no child or young person is more than five minutes from adrenaline devices. Adrenaline devices should always be stocked and stored in pairs.

When storing “spare” adrenaline devices:

- “Spare” adrenaline devices must be readily accessible and not locked away;
- In the event of an anaphylaxis, adrenaline should be administered as soon as possible. In practice, this should be no more than five minutes, i.e. adrenaline devices must be able to be brought to the person having anaphylaxis within 5 minutes. Schools should consider how to achieve this as part of their allergy safety policy. In larger schools, more than one set of “spare” adrenaline devices may be needed (for example one near the central dining area and another near the playground);
- “Spare” adrenaline devices should be stored in pairs, so that if a second one is necessary it is on hand rather than needing to be obtained from elsewhere on site;
- “Spare” adrenaline devices should be clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person. Some schools choose to have a clearly marked “emergency anaphylaxis kit” containing the spare adrenaline devices, any emergency asthma reliever inhaler and spacers and instructions for their use.

Pupil self-management:

Depending on their level of understanding and competence, children will be encouraged to begin to take responsibility for their allergy. However, given the young age of children at ARFS, medication will be stored in classrooms rather than carried by the child.

Symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication.

School Trips and External Visits

ARFS ensures that students with allergies are fully included in every trip, sporting event, or extracurricular activities. A risk assessment addressing allergen exposure in each activity, emergency medication, transport, and proximity to local emergency care will be undertaken with control measures identified. In order to ensure that the student is safe and included, alternative activities will be planned. This will include the safe storage adrenaline for the duration of the school trip.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all students have their medication including adrenaline devices with them before departure. Students unable to produce their required medication will not be able to attend the excursion.

In conjunction with the allergy lead, the trip leader will review the risk assessment to determine whether the school's spare adrenaline devices should be taken on the trip. ARFS will provide additional spare adrenaline devices should the risk assessment for the trip deem necessary to take them ensuring that students remaining in school still have access to spare adrenaline devices should the need arise.

ARFS will notify the host school, when arranging a sporting fixture, that a member of the team has an allergy. If a sports tea is provided, the students' school will ensure the students' allergies are communicated and appropriate food is provided.

Emergency preparedness

ARFS will annually hold a practice response to anaphylaxis, review how the practice went and update policy and procedures.

Throughout the year staff will be reminded of key aspects of the policy such as:

- how to find out who has an allergy
- the storage of spare adrenaline
- practice with adrenaline trainer devices

ARFS will communicate key messages regarding risk reduction leading up to festivals, trips and end of term celebrations.

During fire drills and lockdown practices, ARFS will ensure that a student's adrenaline device is with them. Should a real evacuation happen, the student may have to go home without adrenaline if this has not been taken out during a fire evacuation.

Serious Incidents and "Near Misses":

ARFS approaches serious incidents and "near misses" in a "no blame" spirit, seeking to learn lessons and address any issues which the incident identified, so that students are better protected in the future.

ARFS is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

ARFS uses Medical Tracker to record allergic reactions and near misses (e.g., accidental exposure without reaction, or labelling errors) immediately. The incident or near miss will be reviewed and a report written.

ARFS will share the report with the student's parents/carers, the student and the individual involved. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. ARFS will confirm what it has learned from the incident and outline any actions it is taking as a result. The student's IHP will be updated if necessary.

If unsafe food was supplied by the school operating as a food business, the incident must be reported to the local authority environmental health team.

Safeguarding

ARFS recognises that a safeguarding referral may be needed if an incident highlighted concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to a school, college or setting, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

Unacceptable practice

ARFS staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur the school will follow its own procedures to identify and address this using staff conduct policies.

Examples of unacceptable practice include (but are not limited to):

- preventing children and young people from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers) when and where necessary;
- assuming that every child with the same condition requires the same support;
- assuming that older children and young people do not require support related to their allergy, even if they are able to take increasing responsibility for its management;
- ignoring the views of the child or young person or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;
- assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an emergency or suspected emergency (for example anaphylaxis) help should come to the child or young person;
- penalising children or young people for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management. This includes excluding children and young people from rewards for 100% attendance where their non-attendance is the result of a medical condition. This should be reflected in attendance policies;
- requiring parents / carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child; or
- preventing children and young people from participating or creating unnecessary barriers to them participating in any aspect of school, college or setting life, including external visits and trips, e.g. by requiring parents to accompany the child.

Information sharing

A child or young person's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it should always be done in a controlled and respectful way, because unnecessary sharing can reduce children's confidence in practitioners and can be embarrassing for children and young people who may not want to be singled out.

Awareness of the allergy safety policy

ARFS has a whole school awareness approach – we ensure all staff and students are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure.

The allergy safety policy is published on the school website. All staff are aware of and understand the policy, as part of annual allergy awareness training.

Awareness of allergy safety is raised among children and young people. Where children and young people are prescribed adrenaline devices, it may be appropriate for their friends to be made aware of how to seek help in an emergency. Wider awareness training is considered within our PSHE policy.

Roles and Responsibilities:

School:

- regularly communicate to students, parents and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks
- includes allergy and anaphylaxis lessons in PSHE
- plans school celebrations, rewards, and communal events inclusively from the outset to eliminate social isolation
- involves students and staff with allergies in developing and reviewing the policy and procedures for allergy management
- understands that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints
- invites new joiners with allergies to meet staff and get used to the mealtime environment which may help to reduce anxiety and enable staff to identify students with allergies in the dining hall
- has proactive engagement with new joiners with known allergies, setting out the school policies and the support available

The Headteacher is responsible for:

- systems to collect allergy information during the enrolment process, ensuring that this information is shared with catering staff. Outside of the normal admission point, ensures that information is shared staff and catering teams as soon as possible but within two weeks of the student starting (delegated to School Business Manager)
- holding a register of students and staff with allergies including whether they hold adrenaline and whether they have an allergy action plan (delegated to School Business Manager)
- ensures that systems are robust for the identification of students at mealtimes via lanyards (delegated to School Business Manager).

Communication about:

- the policy
- the students who are on the register of those with allergies
- the importance of recording and reporting near misses and incidents

Communication with:

- governors to provide updates about the policy implementation
- Health and Safety and Designated Safeguarding Leads to keep allergy safety as part of their roles
- Outside agencies such as Health and Safety Executive (HSE) if a report under RIDDOR is needed
- Caterer; the procedures in the kitchen and the procedures for ensuring that the students with allergies are provided with a safe meal (delegated to Eve Matson, First Aid Lead)
- Parents/carers to enable them to input into IHPs (Individual Healthcare Plans) and to request allergy action plans when appropriate
- Students to develop an understanding of allergy through information assemblies and workshops, participating in awareness days and weeks
 - spare adrenaline devices and making sure these are checked and in date, with replacements being secured before the current ones expire (delegated to KS Medicine Leads)
 - that IHPs are created and communicated KS Medicine Leads Training
- ensuring that all staff attend annual training and that allergy is included in induction even for short term members of staff (via supply files)
- ensures that all staff have the opportunity to practice with trainer adrenaline devices

All Staff are responsible for:

- understanding their role in implementing this policy, recognising signs of allergic reactions, and acting swiftly in an emergency
- supporting the creation of the students IHP
- implementing the students IHP
- Creating an inclusive curriculum
- Curriculum adaptation to minimise risks
- Completing risk assessments for, curriculum activities involving food, trips and visits including sporting events
- Building proactive relationships with parents/carers
- Reporting near misses and incidents

Parents are responsible for:

- Adhering to this policy
- Providing school with the information they need to create individual health care plans
- Updating school when reactions happen outside of school or any changes to the student's allergy and its management.
- Ensuring that the student always has in date medication with them at school

Allergy lead and governing body:

The governing body are responsible for ensuring that the school's policy sets out the arrangements to reduce the risk of individuals coming into contact with their known allergens and sets out the emergency response plan for cases of anaphylaxis. The governing body monitor this policy via the termly Headteacher report. ARFS includes the risks pertaining to students and staff with allergy on the school's risk register.

The Headteacher is responsible for allergy safety which includes driving the implementation of the allergy safety policy and contributing to the review of the policy.

Policy Review and Publication

This policy is published openly on the school website and is reviewed at least annually, or more frequently in response to local incident trends or updated statutory guidelines.

Date	Action	By whom
10.8.26	New policy using DfE model template	KM
1.9.26	Issued to all staff for consultation	KM



Appendix 1

Child's name:

Allergen:

Activity with risk potential:		Date Section Amended:		
Child coming into contact with and reacting to allergen				
Significant risks arising from the activity:				
• Child exposed to known allergen • Child accidentally consumes allergenic food • Severe allergic reaction • Medication unavailable when needed • Staff unaware of child's allergy • Delayed emergency response • Exposure to insect stings or bites • Exposure to animals • Cross contamination during food preparation • Child unable to communicate symptoms (younger children and those with SEND)				
Control Measures:				
• Obtain up-to-date allergy information and healthcare plans; brief staff; avoid high-risk exposure. • Prohibit food sharing; reminder on trip information about nut aware packed lunch; monitor packed lunches provided by home; supervise meal times. • Carry prescribed auto-injectors • Check medication before departure; carry spares (piriton? Jext?); assign responsible staff member. • Staff member with child's medication to travel on same coach as child/children and be in same group • Provide medical briefing and allergy register for supervising adults. • Identify nearest medical facilities; (say here where they are) • Carry emergency contacts and phones (staff to carry personal mobiles).. • Identify procedure for raising alarm if mobile phone signal fails (e.g. Beamish – find member of Beamish staff who can call 999 directly and will alert Bemish reception. Vindolanda?) • Use appropriate clothing; avoid nests; carry emergency medication. • Assess activities with animals; avoid contact where necessary; encourage handwashing. • Do not accept (politely decline) any unplanned offers of food from venues such as hot chocolate/biscuits/treats as these have not been checked/risk assessed • Monitor closely and encourage immediate reporting of symptom (appropriate ratios to supervise children including over snack/meal breaks)				
Name of child	Allergy	Medication	Staff member	✓



Appendix 2:

Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting
- mild throat tightness
- sudden change in behaviour

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

Keep the individual where they are, call for help and do not leave them unattended.

- LIE individual FLAT WITH LEGS RAISED – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- USE ADRENALINE DEVICE WITHOUT DELAY and note the time given. AAls should be given into the muscle in the outer thigh or nasal into the nostril. Specific instructions vary by brand – always follow the instructions on the device.
- CALL 999 and state ANAPHYLAXIS (ana-fil-axis).
- If no improvement after 5 minutes, administer second adrenaline device
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the individual where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All individuals must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can recur after treatment.



Appendix 3:

Further reading:

- Anaphylaxis UK: for teachers by teachers, the one stop shop for all school allergy needs: <https://www.anaphylaxis.org.uk/education>
- Allergy UK: <https://www.allergyuk.org/about-allergy/types-of-allergies>
- Allergy Safety in Schools July 2026: <https://www.gov.uk/government/publications/allergy-safety-in-schools>
- Guidance on the use of adrenaline auto-injectors in schools
- Spare Pens in School: <https://www.sparepensinschools.uk>

Benedict's law:

<https://benedictblythe.com/benedicts-law>

<https://www.anaphylaxis.org.uk/education/benedicts-law>

Food:

Allergy Guidance for Schools: <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

Allergy Guidance for food businesses: <https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses>

Statutory Duties:

The duties under Section 34 of the Children's Wellbeing and Schools Act 2026 place a requirement on LA-maintained schools, Academies and PRUs to have allergy safety policies, publish them and keep them under review.

- The duty of care under section 3 of the Children Act 1989 for any person with the care of a child to do all that is reasonable for the purposes of safeguarding or promoting the welfare of the child;
- The duties to safeguard and promote the welfare of pupils and students under sections 20 and 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 (and associated statutory guidance Keeping Children Safe in Education) and the Non-Maintained Special Schools (England) Regulations 2015;
- The duty of the employer under section 2 of the Health and Safety at Work etc Act 1974 to take reasonable steps to ensure that employees are not exposed to risks to their health and safety;
- The duties under the Equality Act 2010 to provide equality of opportunity for all, including those who are disabled.
- The Special Educational Needs and Disability (SEND) SEND code of practice: 0 to 25 years.
- The Early Years Foundation Stage (EYFS) statutory framework.