



Allergy Policy

To realise – in mind, body and spirit – the full potential of every member of the St Edmund's Family, through Catholic values, learning, service and leadership.

Avita Pro Fide

St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

The SLT Allergy Leads with responsibility for Allergies and implementation of the Allergy policy are:

College: Deputy Head Pastoral – Charlie Upton (cupton@stedmundscollege.org)

Prep: Head of Prep – Steven Cartwright (scartwright@stedmundscollege.org)

The name of our linked Governor with responsibility for Allergy and its governance at the School is:

Jane Ranzetta (jranzetta@stedmundscollege.org)

This policy will be reviewed annually and following the review of any incident or near miss where suggested improvements are recommended.

Background

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency. Allergic reactions are most often caused by certain foods, insect venom and medication.

Section 34 of the Children's Wellbeing and Schools Act 2026 requires schools to have allergy safety policies and this has been added to following Benedict's Law with the publication of Allergy safety in schools (DFE July 2026).

St Edmund's is committed to reducing the risks of a serious allergic reaction and potential anaphylaxis. The school is not in a position to guarantee a completely allergen free environment and it is important that there is a whole-school approach and shared responsibility from all members of the community to work together to ensure that risks are minimized and that an effective response can be given in the event of an emergency. We also recognize that all pupils with allergies may need support to ensure their wellbeing and inclusion.

Further information can be found on Allergy safety in schools (DFE July 2026) using the following link; <https://www.gov.uk/government/publications/allergy-safety-in-schools>

Definitions

Anaphylaxis: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

Allergen: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Food allergy: A food allergy is a reaction by the body's immune system (the body's defence against infection). The immune system mistakenly treats proteins found in food as a threat. It can trigger allergy symptoms, such as a rash, wheezing and itching, after eating just a small amount of the food (these symptoms usually happen quickly).

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

Food intolerance: A food intolerance is not the same as a food allergy. A food intolerance is difficulty digesting certain foods and having an unpleasant physical reaction to them. It affects the digestive system and causes symptoms, such as bloating and stomach pain, which usually happen a few hours after eating the food.

Adrenaline auto-injector (AAI): Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAIs, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy, we will refer to them as Adrenaline Pens.

Allergy action plan: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

Individual Health Care Plan: A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

Responsibilities

Senior Leadership Team (SLT) Allergy Lead

Senior Leadership Team Allergy Lead/s has responsibility for oversight and implementation of the Allergies policy and ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy. This includes:

- Championing allergy awareness across the school;
- Taking decisions on allergy management across the school;
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff;
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management;
- Liaising with HR to ensure a record is kept of staff allergy training so this can be monitored;
- Ensuring staff, pupils and parents have a good awareness of the school's Allergies Policy, and other related procedures;
- Ensuring any allergic reactions or near-misses are recorded and working with the Health & Safety Officer to ensure the circumstances are investigated and learnings shared and reported to the appropriate authority (eg under RIDDOR) where necessary;
- Reporting to the SLT at regular intervals on Allergy procedures;
- Regularly updating the linked Governor with responsibility for Allergies on records of any allergic reactions or near-misses and allergy related issues;
- Reviewing and updating the Allergy and Anaphylaxis Policy (annually).

Health Centre

The Health Centre Manager is responsible for:

- Coordinating and collecting the relevant paperwork and information from parents of food allergies and intolerance (including Allergy Action Plans and Individual Healthcare Plans), in liaison with the Admissions team;
- Ensuring the information from families is up-to-date, and reviewed annually (at a minimum);
- Supporting the SLT Allergy Lead with disseminating allergy information relating to pupils to all school staff (including College caterers) and ensuring this is the most up-to-date

information available;

- Supporting the SLT Allergy Lead in raising pupil and staff awareness of Allergies;
- Working with pupils and their parents to ensure any related medication is in date;
- Keeping a record of the School's "spare" adrenaline pens and their location, and maintaining these including ensuring these are stored appropriately, regularly checked, safely disposed of and replaced when necessary;
- Responding as a priority to any occurrence of allergic reaction or anaphylaxis;
- Delivering annual training to staff on the use of epi-pens and refresher training as required.

Health & Safety Officer

The Health & Safety Officer is responsible for reviewing any allergic reaction or anaphylaxis that has been reported, informing the SLT Allergy Leads (if they are not already aware), and working with them to identify and prioritise any follow-up actions that may need to be implemented.

Admissions & Marketing

The Admissions team will work with the SLT Allergy Lead and the Health Centre to ensure that there is a clear method to capture allergy information or special dietary information for new joiners at the earliest opportunity.

For internal and external events and external hires, the Admissions and Marketing teams will ensure that provision for Allergy is included in risk assessments and any relevant Allergy information is shared with visitors and internally with relevant staff in the College, for instance with the College caterer where an event involves catering.

College caterer

The College Contract Caterer (or catering staff employed by the College) is responsible for ensuring that any food provided for College members or visitors with a food allergy is appropriate for their needs. The College Caterer will;

- Liaise with the College at regular intervals to obtain up to date information on those students with food allergies and intolerances and where they keep separate records ensure these are kept update and consistent with those kept by the Health Centre;
- Inform the College Health Centre if a parent contacts the catering team directly to update a student's allergy or intolerance information;
- Ensure all catering staff (including casual staff) are adequately trained on allergen management, identifying symptoms and signs of allergic reactions and anaphylaxis and how to respond in an emergency;
- Maintain all allergy training records of Contract Catering staff, including annual training.
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
- Provide an appropriate pre-plated meal to those students with allergies as required.
- Ensure that an Allergy Champion is available at every service to provide allergy information to pupils;
- Encourage the catering and serving team to identify and engage pupils with allergies (and where appropriate their parents) to ensure they have clarity of how their food allergies will be supported;
- Provide accurate allergy information regarding any foods that are produced.
- Meets the requirements of all relevant allergen legislation.

All staff

All school staff, including teaching staff, administrative staff and occasional staff (for example peripatetic music teachers) are responsible for:

- Reading, understanding and putting into practice the Allergy Policy and related procedures, and asking for support if needed;
- Being aware of pupils with allergies and what they are allergic to;
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate and that allergy management is included within risk assessments where necessary;
- Ensuring pupils always have access to their medication;
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis as required (at least once a year). Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times and supporting any pupils who have anxieties related to allergies. Any allergy-related bullying, will be addressed following the school's prevention of bullying policy;
- Sharing any communication or information that comes directly to them from parents regarding allergens to the School Health Centre; and
- Ensuring that pupils have their medication and a copy of their Allergy Action Plan or Individual Health Care Plan with them when participating in a visit, trip or sports fixture.

All parents

All parents must:

- Inform the Health Centre of their child's food allergy / intolerance prior to the beginning of the school year (or as soon as possible) after diagnosis or symptoms. Be clear in any communication about allergies or intolerances and what may be a dietary choice. Dietary choices can be catered for, but a distinction must be made between these and diagnosed medical conditions.
- Inform the Health Centre (healthcentre@stedmundscollege.org) of any changes to their child's allergy or intolerances in writing as soon as possible.
- Ensure their child always carries their medication (if required) with them to School.
- Adhere to any food restrictions or guidance the school has in place, for example in packed lunches, or supporting fundraising events.

Parents of pupils with allergies

In addition, parents and carers of children with allergies are expected to:

- Support their child to understand their allergy diagnosis and encourage them to take reasonable steps to reduce and manage the risk of an allergic reaction e.g. not sharing food with others, and using good food hygiene;
- Provide the school with their child's Allergy Action Plan from their healthcare provider and work with the Health Centre to complete an Individual Healthcare Plan as necessary;

- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine, inhalers or creams;
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school;
- Ensure medication (including adrenaline pens if prescribed) is in-date and replaced at the appropriate time;
- Update school with any changes to their child's condition and copies of any updated Allergy Action Plan.

All pupils

All pupils (according to age) are expected to;

- Be allergy aware;
- Understand the risks allergens might pose to other pupils;
- Support other pupils with allergies, and particularly alive to those within their peer groups;
- Adhere to any guidance or measures designed to support them and minimise overall allergy risk;
- Be alive to the possible signs and symptoms of an allergic reaction or anaphylaxis and provide support in an emergency.

Pupils with allergies

In addition, pupils with allergies are responsible for;

- Knowing their own allergies and how they can mitigate the risk of exposure to these themselves, including any guidance within their IHP and Allergy plan
- Following school processes and guidance that is intended to mitigate risk, for instance at meal times;
- Notifying a member of staff if they suspect they may be having an allergic reaction;
- Following the guidance below on Adrenaline Pens so that they have easy access to their two, in-date pens at all times where these have been prescribed
- Understanding how and when to use their Adrenaline Pens
- Talking to the Health Centre or a member of staff if they are concerned about any school processes or experience any inappropriate behaviour related to their allergies
- Pupils permitted to leave the school site, for instance Boarders, should know what to do if they have an allergic reaction off school premises, how to raise the alarm and to treat themselves

Information and documentation

Identification: When a pupil joins the School, parents are asked to provide any history of allergies and to update the Health Centre with any changes as soon as these are known.

The School uses this information to maintain an Allergy register of pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.

Any child on this register is flagged to staff on their class registers on the registration platform. Access to more detailed information including Individual Healthcare plans and Allergy Action plans are available in a central folder on Teams.

Individual Healthcare plans: The school will work with parents to ensure each pupil has an Individual Healthcare Plan. This details;

- Known allergens and risk factors for allergic reactions;
- A history of their allergic reactions;
- Any prescribed medication including dose, eg adrenaline pens, antihistamine etc;
- and a copy of their Allergy Action Plan.

Assessing and minimising risk

St Edmund's is committed to reducing the risks of a serious allergic reaction and potential anaphylaxis. The school is not in a position to guarantee a completely allergen free environment and it is important that there is a whole-school approach and shared responsibility from all members of the community to work together to ensure that risks are minimized.

Inclusion of pupils with allergies is considered alongside safety and if necessary, the activity adapted. The School will ensure compliance with the Equality Act 2010.

Staff (including visiting staff) will consider allergies in all activity planning whether it is on or off-site and include it in their planning and risk assessments. This includes:

- Classroom activities, for example food technology and science experiments where allergens are present;
- Co-curricular activities, for example clubs or events where animals are brought into school or where these are held in an environment where there is an increased risk of exposure for example Forest school;
- Special events or cultural days, where staff or pupils may bring food into school.

Food allergy, food intolerance and dietary requirements

There is a distinction between food intolerance and food allergy.

A food allergy involves your immune system and can be life-threatening, while a food intolerance only affects your digestive system and causes general discomfort.

The School recognizes that individual pupils and staff may also have other dietary requirements (for instance for religious reasons or strong dislikes of certain foods). The nutritional requirements of children also vary with age and is different to those of adults.

The School is committed to providing a safe meal for all students, staff and visitors, and that menus support a healthy, balanced diet.

In addition to informing the College of any dietary requirements, food intolerances and food allergies, parents are encouraged to discuss these with the College Caterers so that appropriate provision can be made and they and the pupil are clear on the arrangements in place.

Common food allergies

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food;

- Cereals containing gluten, (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and associated products including cakes, breads and sauces;
- Crustaceans including prawns, shrimps, crabs, lobsters, scampi, shrimp paste and Chinese oyster sauces;
- Eggs used in egg based dishes such as mayonnaise, cakes, custards and sauces and any food glazed with eggs;
- Milk (including lactose) and derived dairy products such as cream and cheeses and food glazed with milk;
- Fish and fish based products for example, fish sauces, relishes, and dressings, some soy and Worcester sauces;
- Peanuts (also known as groundnuts) used, for example, in a wide variety of Asian dishes and cooking oils, sauces, cakes, desserts, ground nut oil, peanut flour;
- Nuts i.e. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts, Queensland nuts, nut oils, marzipan and all products containing these as ingredients
- Soybeans used in soy sauces, tofu bean curd, soya flour;
- Celery including stalks, leaves, seeds, celery salt and roots called celeriac
- Mustard including liquid, powder and seeds
- Sesame seeds used, for example as toppings for breads, bread sticks and rolls, tahini and humous and also as sesame oil;
- Sulphur dioxide and sulphites used in wines, dried fruits and fruit juice drinks;
- Lupin including seeds and flour;
- Molluscs including mussels, land snails, squid, whelks and oyster sauce.

People may report allergies to other foods not on the above list, kiwi, peas, other legumes (beans etc). In some cases, people only need to avoid these when raw and can eat them cooked.

Catering and food provision

- The School has robust procedures in place to identify pupils with food allergies, these are: The Health Centre Manager provides a list to all staff (with photos) of all pupils with dietary requirements and a clearly identifiable list of pupils that have severe allergies that require Adrenaline pens.
- There is clear communication between the Catering staff and Health Centre Manager if any new pupils are identified as having a dietary requirement of any kind.
- Pupils from Year 7 upwards are encouraged to make themselves known to catering staff when they enter the dining space and individual pre-plated food is served from a designated counter
- New pupils with allergies (and where appropriate their parents) are asked meet with catering staff to discuss their allergies, ideally before or as close to the start of term as possible
- Food containing the main 14 allergens (see Allergens definition) will be clearly labelled. Other ingredient information will be available on request.
- Pupils with allergies and intolerances other than the main 14 are made known to the catering team as above and individual arrangements are put in place where necessary (including the use of individual pre-plated meal).
- Each child's allergy record is cross-referenced with the allergen folder before food service
- The School acknowledges that many foods carry labels such as 'may have been produced in a factory handling nuts and cannot be guaranteed to be nut-free' and denotes items with *MAY CONTAIN: where this may be the case.

- However, the kitchen is managed as a nut-free environment. There is explicit agreement between the College and the Contract Caterer that the Catering Contractor does not use nuts in any of the food it prepares and serves and follows strict procedures to keep everyone safe;
- All items are bought pre-packaged and comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging;
- Pre-packed food made and then provided by the Contract Caterer such as packed lunches will have the appropriate labelling as required by legislation.

Kitchen including Food Technology Department & Boarding kitchens

The College Contract Caterer (or relevant staff employed by the College) should ensure that.

- Common allergenic ingredients are stored separately to reduce the risk of cross contamination.
- Equipment/utensils used in the preparation of food for people with a food allergy are cleaned in the conventional way, this under normal circumstances should be sufficient.
- When cooking food for people with a food allergy or intolerance, gloves are worn and hands washed before food preparation.
- All food produced for people with food allergy or intolerance is placed away from other food and covered in cling film. It should be clearly marked with the person's name and diet.
- Where items on the menu contain common allergens these are clearly labelled at the entrance to the dining area.

Food brought into School

We have pupils with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.

- Any food brought in should be for the individual's own consumption.
- Where School or staff request food to be brought in, for instance for a charity event or themed day, this must be subject to the instructions given which in turn must reflect the risk assessment and guidance within this policy (eg food labelling).
- The School's policy is for no food to be consumed on School transport.

Food brought into Boarding

The School recognises that boarding environments present additional allergy risks through the storage, preparation, and consumption of food brought onto site by pupils.

The School will take reasonable and proportionate steps to minimise these risks through allergen awareness, supervision, risk assessment, safe food storage and preparation procedures, and effective communication between pupils, parents, boarding staff, catering staff, and the Health Centre, while promoting pupils' independence and responsibility within a safe environment.

- Pupils must declare any food brought onto site that contains one of the 14 major allergens where this may present a risk to other pupils;
- The school reserves the right to prohibit or restrict specific food items where these present a significant risk to individuals with diagnosed allergies;
- Unlabelled food items or food items identified as presenting a significant allergy risk may be removed and disposed of by boarding staff;
- Pupils must not share food, drinks, cooking ingredients with other students;

- Pupils must follow food hygiene as instructed and ensure any utensils, crockery, or cutlery are thoroughly cleaned after use;
- Food brought onto site must be stored in designated areas and clearly labelled with the pupil's name;
- Boarding staff will communicate any specific allergen restrictions to pupils, parents, and house teams where necessary to safeguard identified individuals.

Food hygiene for pupils

Pupils should wash their hands before and after eating or in the preparation of food for instance in Food Technology.

Notices are displayed for pupils in Boarding Houses regarding the preparation and storage of food.

Other allergies

Insect bites

Those with a known insect venom allergy should take reasonable precautions when outside particularly at times of year where wasps and bees are more prevalent.

The School's Grounds, Maintenance and Domestic Services teams monitor for wasp and bee nests. Where these are found they will cordon off the area where possible and alert the Health Centre and Staff, until the nest can be removed.

All pupils and staff should notify the SLT Allergy Lead or a member of the Grounds team if they find a wasp or bee nest and avoid them.

Hayfever

Treatment for Hayfever is available in school if needed. However, parents are encouraged to be pro-active and ensure their child takes medication at home before coming to school where there is a high pollen count and their child is suffering with symptoms.

Prescribed Adrenaline Auto-Injectors (AAIs)

Pupils prescribed with Adrenalin Auto-Injectors will have easy access to two, in-date AAIs at all times. This includes at break and lunchtime, on the sports fields and when on visits or trips.

Prep: For pupils in Nursery to Year 4, the classroom teacher will store the AAIs in their classroom and ensure access at break, lunch and during sports sessions.

Pupils in Year 5 and 6 must carry their AAIs on their person at all times, either in their blazer pockets or school bags.

College: Pupils must carry their AAIs on their person at all times, either in their blazer pockets or school bags.

Boarding: Pupils must carry their adrenaline pens on their person at all times.

“Spare” Adrenaline Auto-Injectors (AAIs)

The School has spare AAIs which may be used in the event of anaphylaxis where the pupil's own adrenaline device is unavailable or misfires. These are stocked and stored in pairs and can be found at the following locations;

- Refectory
- Prep staff room
- College Staff Common room
- The Health Centre

Consideration will be given as part of any risk assessment as to whether “spare” adrenaline devices should be taken on any trips or visits and the Health Centre will keep a small stock of additional “spare” adrenaline devices for this eventuality. However, this should not cause a lack of “spare” adrenaline devices on school premises. All “spare” adrenaline devices will be clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person.

The Health Centre will monitor the “spare” adrenaline devices and ensure these are stored at moderate temperatures (in line with manufacturer’s guidelines), remain serviceable and are safely disposed of and replaced when they are used or go out of date.

Allergic reactions/Anaphylaxis

Identifying and responding to Allergic reactions

Although allergic reactions are often mild, they can be very serious. Symptoms can affect different areas of the body at the same time. Some common symptoms include:

- an itchy sensation inside the mouth, throat or ears
- a raised itchy red rash (urticaria, or "hives")
- swelling of the face, around the eyes, lips, tongue and roof of the mouth (angioedema)
- difficulty swallowing
- wheezing or shortness of breath
- feeling dizzy and lightheaded
- feeling sick (nausea) or vomiting
- abdominal pain or diarrhoea
- hay fever-like symptoms, such as sneezing or itchy eyes (allergic conjunctivitis)

If a pupil has an allergic reaction:

- Stay with the child and call the Health Centre for help;
- Treat the pupil in accordance with their Allergy Action Plan.

Identifying and responding to Anaphylaxis

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

The current DfE guidance “Management of anaphylaxis” (DfE July 2026) is outlined below and provided as a printable poster in Appendix 1;

Recognise the signs of anaphylaxis

A AIRWAYS	• Tightening of the throat • Hoarse voice • Difficulty swallowing • Swollen tongue	B BREATHING	• Sudden wheezing • Difficult or noisy breathing • Persistent cough	C CIRCULATION	• Persistent dizziness • Pale or floppy • Suddenly sleepy • Collapse/unconscious
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If any one (or more) of these signs are present: Don't delay

- 1 Lie flat with legs raised** (if breathing is difficult, allow to sit)
  
- 2 Give adrenaline device without delay** (use the school's spare device if needed)
 Scan this code for instructions on how to use adrenaline devices
- 3 Immediately dial 999** for ambulance and say ANAPHYLAXIS (ana-fill-axis)


After giving adrenaline:

- Stay with person until ambulance arrives, do NOT stand them up.
 - Keep them lying down, even if things seem to be getting better.
- Phone parent/emergency contact.

  **If no improvement after 5 minutes, give another dose of adrenaline using a second device, if available.**

Commence CPR at any time if there are no signs of life 

ALWAYS GIVE ADRENALINE DEVICE FIRST if someone has **SEVERE AND SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice). **THEN SEEK MEDICAL HELP. Anaphylaxis can occur without skin symptoms**

The following should also be noted;

- Use the pupil's own adrenaline device first. The “spare” school adrenaline devices may be used in the event of theirs not being available for any reason or a misfire.
- “Spare” adrenaline devices can be found in the Refectory, College Common Room, Prep Staff Room and in the Health Centre.
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered.
- Following any incident of an allergic reaction or case of anaphylaxis (whether an incident or a “near miss”) the member of staff present must report this using the Accident form. If a “spare” adrenaline device has been used this should also be reported to the Health Centre so it can be replaced.
- The Health Centre telephone number is 01920 824234

Training

The school is committed to ensuring all staff have a good awareness and understanding of allergy, the risks it poses, how allergic reactions can occur and how to manage it. Training will take place annually so that they;

- Understand what an allergy is;
- Know how to reduce the risk of an allergic reaction occurring;
- Can identify the range of symptoms of allergic reactions and recognise anaphylaxis;
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - 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;
- Know how to check whether an individual is on the record of those with known allergy;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Allergy awareness training does not replace any separate training requirements that may be required by specific job holders, eg Health Centre Managers or to support a pupil who requires individual healthcare support beyond school-level allergy safety arrangements.

Visits and trips

Prior to a visit or trip the trip leader will identify any pupils with allergies and details of their medication and consult with the Health Centre and/or the parents of the pupil to ensure that catering provision and an individual risk assessment is put in place as necessary.

Allergies (for both pupils and staff) will be considered as part of the overall trip risk assessment and catering plans and provision. Allergens will be clearly labelled on any catered packed lunches.

Staff (and some pupils, if appropriate) accompanying the trip will be made aware of any pupils with allergies and reminded of how to recognise and respond to an allergic reaction;

The trip leader must ensure that:

- Any pupil with a prescribed adrenaline device has two of their own devices before they can depart on the trip;
- Adrenaline devices will be kept close to the pupils at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms;
- Adrenaline devices will be protected from extreme temperatures;
- Consideration is given to taking "spare" adrenaline devices on the trip as part of any risk assessment and where taking them would not compromise coverage at the School.

Serious incidents and “near misses”

Any serious incidents or “near misses” involving allergy safety must be reported using the Accidents form. This will be logged and initially reviewed by the Health & Safety Officer with those involved and the SLT Allergy Leads to identify any actions that may need to be implemented, prioritising these accordingly.

A pupil or their parents (or other healthcare professionals) may report an incident, for instance if the reaction to an allergen is not recognised until they have returned home, by contacting the Health Centre who will then complete the Accidents form.

The Governing Body will receive appropriate monitoring information to enable effective oversight of any incidents and “near misses”

Inclusion and Wellbeing

St Edmund’s recognises the risk posed by allergy (and the possibility of anaphylaxis) can be a significant cause of anxiety to some pupils and feeling excluded.

- Allergy awareness is promoted to all members of the community to increase understanding and the need for an inclusive approach.
- No child with allergies should be excluded from taking part in any school activity. Risk assessments and if necessary reasonable adjustments will be used where necessary to ensure a child is included.
- Pupils with allergies will be known to the pastoral support team and regular support such as check-ins with their tutor, Housemaster / Housemistress or Head of Year will be provided where it is felt necessary.
- Any bullying related to allergy will be treated in line with the school’s Prevention of bullying policy.

Owner of policy:	Deputy Head Pastoral				
Reviewed by:	Head of Prep	Health Centre Manager	Catering Manager	Health & Safety Officer	Head of Boarding
Frequency of review:	Annually				
Policy last reviewed:	Michaelmas 2026				
Next review date:	Michaelmas 2027				
Sub-Committee reviewed at:	Education Sub-Committee				

Appendix 1 - Management of anaphylaxis (DfE July 2026)

Recognise the signs of anaphylaxis

A
AIRWAYS

- Tightening of the throat
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B
BREATHING

- Sudden wheezing
- Difficult or noisy breathing
- Persistent cough

C
CIRCULATION

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

If any one (or more) of these signs are present: Don't delay

① Lie flat with legs raised (if breathing is difficult, allow to sit)
  

② Give adrenaline device without delay
(use the school's spare device if needed)
 Scan this code for instructions on how to use adrenaline devices

③ Immediately dial 999 for ambulance
and say **ANAPHYLAXIS** (ana-fill-axis) 

After giving adrenaline:

- Stay with person until ambulance arrives, do NOT stand them up.
 - Keep them lying down, even if things seem to be getting better.
- Phone parent/emergency contact.





If no improvement after 5 minutes, give another dose of adrenaline using a second device, if available.

Commence CPR at any time if there are no signs of life 

ALWAYS GIVE ADRENALINE DEVICE FIRST if someone has **SEVERE AND SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice).
THEN SEEK MEDICAL HELP. Anaphylaxis can occur without skin symptoms

The following should also be noted;

- Use the pupil's own adrenaline device first. The "spare" school adrenaline devices may be used in the event of theirs not being available for any reason or a misfire.
- "Spare" adrenaline devices can be found in the Refectory, College Common Room, Prep Staff Room and in the Health Centre.
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered.
- Following any incident of an allergic reaction or case of anaphylaxis (whether an incident or a "near miss") the member of staff present must report this using the Accident form. If a "spare" adrenaline device has been used this should also be reported to the Health Centre so it can be replaced.
- The Health Centre telephone number is **01920 824234**