



Allergy Policy

Policy Owner:	Principal
Formally Endorsed By:	Board of Trustees
Endorsement Date:	September 2026
Next Review Date:	September 2027

Human connection in all we do

MICHAEL HALL SCHOOL

ALLERGY SAFETY POLICY

Approved by: Governing Body

Date: September 2026

Review Date: September 2027

Responsible Lead: Principal

Delegated Operational Lead: School Nurse (Blanca Rey)

1. Policy Statement

Michael Hall School is committed to safeguarding the health, safety and wellbeing of all pupils, staff and visitors with allergies.

We adopt a **whole-school, risk-managed approach** to:

- Reduce the likelihood of allergic reactions
- Ensure rapid and effective emergency response
- Promote inclusion and wellbeing

This policy applies to all members of the school community.

2. Aims

- To maintain a safe environment for individuals with allergies
- To ensure all staff can recognise and respond to allergic reactions
- To ensure pupils with allergies are fully included in school life
- To comply with statutory guidance and best practice

3. Definitions (Summary)

- **Allergy:** reaction 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, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.
- **Anaphylaxis:** Severe, life-threatening allergic reaction and must be treated as a medical emergency.
- **Allergen:** Substance that triggers a reaction. 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.
- **AAI (Adrenaline Auto-Injector):** 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. (e.g. EpiPen, Jext)
- **AAP (Allergy Action Plan):** document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. We recommend the BSACI

Allergy Action Plan paediatric templates which include versions for: people without a prescribed adrenaline pen, and people prescribed with different brands of adrenaline pen. <https://www.bsaci.org/wp-content/uploads/2025/07/BSACI-AllergyActionPlan-OCT-24.pdf>

- **IHCP (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.

4. Governance and Responsibilities

4.1 Governing Body

- Ensure this policy is in place and reviewed annually
- Monitors compliance and risk

4.2 Designated Allergy Lead (SLT)

The Designated Allergy Lead is Stuart McWilliams, the school Principal. They are responsible for:

- Taking decisions on allergy management across the school
- Ensuring the safety, inclusion and wellbeing of pupils, staff and visitors with an allergy
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment)
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures. [Consider obtaining and recording confirmation from staff that they have read and understood the policy]
- Oversees incident review and policy updates
- Check procedures and report to the SLT.

4.3 School Nurse (Delegated Operational Lead)

The Trustees and Designated Allergy Lead have delegated to our School Nurse, Blanca Rey, to be the main point of contact for staff, pupils and parents with concerns or questions about allergy management and the following tasks:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families.
- Liaising with the admissions team for new joiners/taster days.
- Ensuring allergy information is recorded, up-to-date and communicated to all staff
- Ensuring the information from families is up-to-date, and reviewed annually
- Coordinating medication with families and ensuring medication is in date.
- Maintaining a pupil allergy register and an adrenaline pen register to include adrenaline pens prescribed to pupils and the school's stock of spare adrenaline pens, including brand, dose, expiry date and location.

- Managing medication systems and expiry checks and coordinating the replacing of spare adrenalin pens when necessary
- Providing on-site annual training for staff and re-fresher training as required.

4.4 Admissions Team

The Admissions Team is responsible for collecting allergy and dietary information for all new pupils through the Medical Admission Form. Where an allergy is identified, parents are required to complete and submit an Allergy Action Plan (AAP) alongside the form.

All Admission Medical Forms are reviewed by the School Nurse, who will follow up with parents where further information is required.

Arrangements are in place to collect relevant allergy information for all school-related events where food may be present, including Open Days, Taster Days and visits. Responsibility for gathering this information sits with the event organiser, who must ensure it is shared with the First Aid Team and, where appropriate, the catering team.

4.5 Staff

All staff (including teaching, support and occasional staff) are expected to understand and implement this policy, be aware of pupils with allergies and their triggers, and follow relevant AAPs and IHCPs in their daily practice. They must support a safe, inclusive environment and maintain effective communication with the School Nurse/First Aid Team.

Key responsibilities are to:

- Assess and minimise allergy risks in all school activities including trips and ensure these are clearly reflected in risk assessments.
- Ensure pupils have access to their medication at all times
- Recognise and respond promptly to allergic reactions, including anaphylaxis
- Participate in annual allergy training
- Prevent and respond to allergy-related bullying
- Ensure emergency medication and care plans accompany pupils on outdoor lessons and off-site activities/trips.

4.6 All Parents/Carers

All parents and carers are expected to understand and follow this policy, support the safety and wellbeing of all pupils, and contribute to an allergy-aware school environment.

Key responsibilities include:

- Providing accurate and up-to-date information about their child's medical needs, including allergies, reactions and related conditions such as asthma, hay fever or eczema.
- Following all school guidance on food brought into school.
- Supporting their child in developing an appropriate understanding of allergy awareness.

4.7 Parents/Carers of Children with Allergies

Parents and carers of children with allergies are expected to work in partnership with the school to support effective allergy management and minimise risk.

Key responsibilities include:

- Completing and regularly updating an Individual Healthcare Plan (IHP) and providing an Allergy Action Plan (AAP) signed by their Health Care Professional.
- Supplying two in-date, clearly labelled adrenaline pens (where prescribed) and any other required medication (antihistamine medication and inhaler)
- Ensuring their child has access to medication at all times, including to and from school
- Informing the school promptly of any changes to their child's condition and updating documentation
- Providing an up-to-date photograph and relevant consent for allergy management
- Supporting their child in understanding their allergy and developing safe self-management behaviours

4.8 Pupils

All pupils are expected to contribute to an allergy-aware and supportive school environment, in a way that is appropriate to their age and understanding.

Key responsibilities include:

- Understanding allergy awareness and respecting measures put in place to protect others
- Avoiding sharing food and following school guidance on food brought into school
- Being aware of how to support peers and report any concerns, including allergy-related bullying
- Older pupils recognising signs of allergic reactions and seeking help in an emergency

Pupils with allergies are expected to take increasing responsibility for managing their condition, in line with their age and capability.

Key responsibilities include:

- Knowing their allergens and taking reasonable steps to avoid them
- Following school procedures for food and risk reduction
- Informing a member of staff immediately if they feel unwell or suspect a reaction
- Carrying and appropriately using their medication, including adrenaline auto-injectors where prescribed
- Raising any concerns about their allergy management or treatment by others
- Understanding how to respond in an emergency, including when off site
- Ensuring medication is with them to and from school, where appropriate

5. Identification and Documentation

The school has a 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.

Individual Health Care Plans

Each pupil with an allergy in need of active management during school hours (emergency medication or adjustments) has an individual health care plan. The information on this plan includes:

- Known allergens and risk factors for allergic reactions;
- A history of their allergic reactions;
- Detail of the medication the pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc;
- A copy of parental consent to administer medication, including the use of spare adrenaline pens, antihistamine and inhaler in case of suspected anaphylaxis;
- A photograph
- A copy of their Allergy Action Plan. See definitions for the BSACI templates.

This information is shared with relevant staff.

6. Risk Management

All school activities will be planned with consideration for pupils with allergies, and any identified risks will be included within the relevant risk assessments.

Examples of activities that may require specific consideration include:

- Classroom activities involving potential allergens, such as food technology lessons, cooking activities, science experiments, or the use of food packaging in craft projects.
- The presence of animals on site, including visiting pets, farm animals, or activities such as hatching chicks, where exposure may present a risk to some pupils.
- After school clubs, enrichment activities, and events where food, snacks or treats may be provided. Where food is involved, suitable alternatives should be made available and non-food rewards should be considered wherever possible.
- School celebrations, cultural events, fundraising activities and other special occasions where food may be brought into school or shared.

Staff must take reasonable steps to reduce the risk of allergen exposure while ensuring that pupils with allergies are able to participate fully in school life. Wherever practical, activities should be adapted to enable safe participation rather than excluding pupils.

7. Food Management

7.1 Catering Provision

The school is committed to providing safe meals for all pupils, staff and visitors, including those with food allergies.

The school's menu is available for parents to view on the school website and on Rafyo (school lunch ordering system). All ingredients are listed and allergens are highlighted on the Rafyo system.

The Pupils Allergy Report with photos is shared termly by the Medical Team to all staff, including the canteen staff. Departments are asked to display the list in a visible place for staff, out of sight of pupils.

Any member of staff that is preparing or covering lunches, follows the same procedure of checking the lunch list on Rafyo for allergies. If a pupil is added to the list manually, then they would be checked against the Pupils Allergy Report to ensure no allergens are given.

Rafyo pulls across allergy information from the iSams system and parents and staff are also asked to clarify allergies the first time that they log-in to the Rafyo system. This information is highlighted in red on the daily lunch list and kitchen staff make a note of it and adapt accordingly. The staff member who checks which pupils are on the lunch list during service, also checks the list to ensure that the correct food is given to pupils and staff with allergies. If a pupil is not on the lunch list and requires lunch, the Pupil Allergy Report is checked by the staff member before lunch is given.

7.2 Food Brought into School

Any drinks, water bottles and lunchboxes provided by parents/carers for pupils with food allergies should be clearly labelled with the pupil's name to prevent accidental sharing or confusion.

Where a food allergy has been identified within a class or group, the class teacher will inform parents/carers of the allergen(s) concerned. Parents/carers will be asked to avoid including the identified allergen in any food brought into school for sharing, including birthday treats, class celebrations and special events, to help reduce the risk of accidental exposure.

Food intended for sharing must be clearly labelled with its ingredients.

Food sharing or swapping between pupils is not permitted. Pupils will be regularly reminded not to share food, drinks, utensils or containers, as this can increase the risk of accidental allergen exposure.

Pupils will be encouraged to wash their hands before and after eating to help reduce the risk of allergen transfer and to promote good hygiene practices throughout the school.

8. Educational Visits and Off-Site Activities

When planning and undertaking educational visits, school staff will ensure that appropriate arrangements are in place to support pupils with allergies and minimise risks.

- Trip leaders will be provided with details of pupils' allergies, prescribed medication and emergency treatment requirements, together with a copy of the pupil's Individual Healthcare Plan (IHCP) and Allergy Action Plan (AAP).
- Pupils who normally self-manage their condition will be expected to carry their emergency medication during the visit. For younger pupils, or those who are unable to manage their own medication safely, staff will collect and carry the required medication from the First Aid Room before departure.
- The trip leader will confirm that all necessary medication is available and accessible before the visit begins.
- Allergy risks will be considered as part of the trip risk assessment. Activities, venues and catering arrangements will be reviewed to identify potential hazards and implement suitable control measures.
- Where necessary, reasonable adjustments or alternative arrangements will be made to enable pupils with allergies to participate safely and fully in all aspects of the visit.
- Parents/carers, and pupils where appropriate, may be consulted where additional planning is required, particularly for residential visits.
- Staff accompanying the trip must be familiar with the signs and symptoms of allergic reactions and anaphylaxis and understand the school's emergency response procedures.
- Where food is provided, allergen information will be obtained and communicated in advance to ensure safe meal options are available. Allergy and dietary requirements will also be shared with external venues, host schools and catering providers as appropriate.
- Residential visits require additional planning. A meeting may be arranged with parents/carers before departure, and accommodation providers will be advised in advance of any pupils with allergies to ensure suitable food and risk management arrangements are in place.

9. Medication and Adrenaline Pens

9.1 Storage

Where appropriate and based on their age, understanding and level of competence, pupils will be encouraged to take responsibility for carrying their own prescribed medication, including two adrenaline auto-injectors (AAIs), in a suitable bag or container at all times. Any arrangements for self-carrying medication will be agreed with parents/carers and documented within the pupil's Individual Healthcare Plan (IHP).

For younger pupils, or those who are not yet able to manage their own medication safely, emergency medication must be stored no more than five minutes away from the child, remain readily accessible, and must never be locked away.

Medication that is not carried by the pupil will be stored in the medication cupboard located in the First Aid Room. The cupboard remains unlocked and accessible throughout the school day to ensure immediate access in an emergency and is secured at the end of the school day. Where pupils are participating in outdoor lessons, sporting activities, or other activities that

take place more than five minutes away from the First Aid Room, the class teacher or subject teacher is responsible for collecting the relevant medication before the activity and ensuring that it is returned promptly afterwards.

All medication must be kept in an appropriate storage container and clearly labelled with the pupil's name. Where applicable, the medication container should include:

- Two prescribed AAls (e.g. EpiPen® or Jext®)
- A current Individual Healthcare Care Plan (IHCP)
- A current Allergy Action Plan (AAP)
- Prescribed antihistamine medication (tablet or liquid form), where indicated on the IHCP and AAP
- A measuring spoon or syringe, where required
- A prescribed asthma inhaler, where indicated on the Allergy Action Plan.

Parents/carers are responsible for ensuring that all medication supplied to the school is clearly labelled, in date, and replaced before its expiry date. The Medical Team will undertake termly checks of all medication held on site and will notify parents/carers when replacement medication is required.

AAls must be stored at room temperature and protected from direct sunlight and extreme heat or cold.

AAls are single-use devices and must be disposed of as clinical sharps after use. Whenever possible, used AAls should be handed to ambulance personnel upon their arrival. Expired AAls and any other out-of-date medication will be returned to parents/carers for safe disposal.

10.2 Spare AAls

The school keeps spare AAI for use in the event of an emergency, which will be checked monthly by the school nurse or medical officer to ensure that it remains in date and will be replaced when the expiry date approaches:

- 2x EpiPen Jr 0.15 mcg: for children age under 6 years (1 Kept in the Kindergarten building and the other one in First Aid Room)
- 2x EpiPen 0.3 mcg: for children age 6-12 years (Both kept in the First Aid Room)

The spare AAI in the First Aid Room are stored in the red emergency medication bag located in First Aid, ensuring that it is protected from direct sunlight and extreme temperatures.

The School Nurse is responsible for checking the spare medication is in date on a monthly basis and to replace as needed.

Written parental permission for use of the spare AAls is included in the pupil's allergy action plan, individual health care plan and/or in the parental consent to administer medication.

11. Emergency Procedures

If a pupil experiences an allergic reaction, staff must respond promptly and follow the procedures outlined in the pupil's Allergy Action Plan.

- Follow the pupil's Allergy Action Plan (AAP) and activate the school's emergency procedures.
- If anaphylaxis is suspected, administer adrenaline immediately and call 999.
- Keep the pupil where they are, lying flat with their legs raised where possible, and bring the medication to them.
- Use the pupil's prescribed AAI if available. If unavailable, faulty, or expired, use a spare AAI.
- The pupil may self-administer if able; otherwise, a member of staff should administer the AAI. In an emergency, any person may administer adrenaline to save a life.
- If a pupil without a prescribed AAI is suspected of having anaphylaxis, call 999 immediately, explain that anaphylaxis is suspected, and follow the instructions of the emergency call handler regarding the use of a spare AAI.
- If symptoms do not improve after 5 minutes, administer a second AAI and update the emergency services.
- Do not leave the pupil unattended or move them unnecessarily until paramedics arrive.
- Any pupil who receives adrenaline must be taken to hospital. If a parent/carer is not present, a member of staff should accompany the pupil until they arrive.

12. Training

The School Nurse is responsible for coordinating and delivering annual anaphylaxis training for all staff during the September INSET programme prior to the start of the academic year.

All staff are required to complete anaphylaxis training on an annual basis. Newly appointed staff will receive appropriate training as part of their induction programme and before assuming responsibility for pupils. Refresher training will also be provided whenever necessary.

Training covers:

- Common allergens and the factors that may trigger allergic reactions.
- Recognition of the signs and symptoms of allergic reactions and anaphylaxis, including the importance of early identification and knowing when to summon emergency medical assistance.
- The safe and effective administration of emergency medication, including adrenaline auto-injectors (AAIs), and understanding when adrenaline should be administered.
- Strategies to minimise the risk of accidental allergen exposure, including allergen avoidance measures and staff responsibilities for risk management.

- Understanding, implementing and maintaining Allergy Action Plans (AAPs) and Individual Healthcare Plans (IHPs).

As part of the training programme, staff participate in practical sessions using AAI trainer devices to develop confidence and competence in administering emergency medication.

Trainer devices are available throughout the year, and members of the Medical Team are available to provide additional guidance, refresher training and support whenever required. Staff are encouraged to contact the Medical Team at any time if they have questions or wish to practise using the trainer devices.

13. Inclusion and Wellbeing

Michael Hall School is committed to ensuring that all pupils with medical conditions, including allergies, are fully supported in relation to both their physical health and emotional wellbeing. The school recognises that allergies can have a significant impact on a pupil's confidence, participation, social experiences and mental health.

The school will take reasonable steps to ensure that pupils with allergies are able to participate fully and safely in all aspects of school life, including lessons, extracurricular activities, educational visits, residential trips and special events. Wherever possible, appropriate adjustments will be made to enable inclusion while maintaining the safety of all pupils.

Staff will foster an allergy-aware culture that promotes understanding, respect and support. Allergy-related bullying, teasing or exclusion will not be tolerated and will be treated as a safeguarding concern.

14. Monitoring and Review

All allergy-related incidents, allergic reactions, administration of emergency medication, and near-misses will be recorded and reviewed to identify any lessons learned and opportunities to improve practice.

The Designated Allergy Lead is responsible for reviewing reported incidents and ensuring that appropriate follow-up actions are taken. Where necessary, Individual Healthcare Plans (IHCs), Allergy Action Plans (AAPs), risk assessments and control measures will be updated to reflect any changes identified through the review process.

Following a significant allergic reaction or serious incident, a debrief will be conducted involving relevant staff to consider:

- The circumstances leading to the incident.
- Whether policies and procedures were followed appropriately.
- The effectiveness of the emergency response.
- Any additional control measures, training or communication required to reduce future risk.

- Lessons learned from incidents and near-misses will be shared with relevant staff where appropriate to promote continuous improvement in allergy management across the school.

