



SHS H04: Allergy and Anaphylaxis Policy

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1. AIMS AND OBJECTIVES

- This policy outlines St Hugh's School's approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an Allergy Aware School.
- The school will also make reasonable arrangements to support staff with significant allergies and ensure emergency procedures are known where appropriate.
- This policy applies to all staff, pupils, parents, and visitors to the school including contractors, visiting staff and external organisations working with pupils who must be informed of relevant allergy risks and emergency arrangements where necessary.
- and should be read alongside these other policies:

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- [B01 Safeguarding Policy.pdf](#)
- [B13 Pupil Mental Health and Wellbeing Policy.pdf](#)
- [H03 Asthma Policy.pdf](#)
- 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.

2. WHAT IS AN ALLERGY?

- Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.
- People can be allergic to anything, but serious allergic reactions are commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

3. 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 venom are less common allergens.
 - 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, pistachio, almond, walnut, pecan, brazil, macadamia etc), sesame, fish, shellfish, soya and wheat.
 - There are 14 allergens required by 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.
- **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. Adrenaline auto-injectors are commonly referred to as AAIs, adrenaline pens or by the brand name EpiPen. There are three brands licensed for use in the UK: EpiPen, Jext Pen and Emerade. Emerade is currently not available as it has been recalled due to misfiring incidences. St Hughs currently purchases EpiPen.
- **ALLERGY ACTION PLAN:** This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

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- **INDIVIDUAL HEALTHCARE PLAN:** A detailed document outlining an individual pupil's condition, 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.
- **RISK ASSESSMENT:** A detailed document outlining the risks the allergy poses, and any actions taken to mitigate those risks.
- **SPARE PENS:** From 2017 schools have been able to purchase spare adrenaline pens. These should be held as a back-up in case pupils' own adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline. St Hugh's school holds the following:
 - Medical centre: x two child's 0.15mg and x two adult 0.30mg spare Epi-pen.
 - Hayes centre: x two adult 0.30mgs spare EpiPen
 - Pre Prep: x two child's 0.15mgs spare EpiPen

4. ROLES AND RESPONSIBILITIES

St Hugh's School takes a whole-school approach to allergy management.

4.1 Designated Allergy Lead

- The Designated Allergy Lead is Richard Clarke and supported by the Head Nurse Donna Sharp
- They are responsible for:
 - Ensuring the safety, inclusion, and wellbeing of pupils with allergy.
 - Taking decisions on allergy management across the school
 - Championing and practising allergy awareness 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 (including what activities need an allergy risk assessment) New guidelines 2026 'Benedict's Law', require all staff to have allergy/anaphylaxis training.
 - Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures.

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- Reviewing the stock of the school's spare adrenaline pens (check the school has enough and the locations are correct) and ensuring staff know where they are.
- Keep a record of any allergic reactions or near-misses. All allergic reactions, anaphylaxis incidents and allergy-related near misses will be documented and reviewed. Learning points and actions will be communicated to relevant staff and incorporated into risk assessments where appropriate.
- Review annually the Allergy and Anaphylaxis Policy
- Maintain Allergy Risk Assessment
- Ensuring there is an Anaphylaxis Update for all staff once a year. (New guidelines 2026 'Benedict's Law ', require all staff to have anaphylaxis training)
- At regular intervals the Designated Allergy Lead will check procedures and conduct an annual allergy safety audit reviewing policies, training records, medication storage, incident reports and compliance, to be reported to SLT

4.2 School nurse/ Healthcare team

- Donna Sharp and the medical Team are responsible for:
 - Collecting and coordinating the paperwork (including Allergy Action Plans and information from families (this is likely to involve liaising with the Admissions Team for new joiners)
 - Produce an IHP for all pupils with an allergy
 - Support the Designated Allergy Lead on how this information is disseminated to all school staff, including the Catering Team, occasional staff and staff running clubs.
 - Ensuring the information from families is up-to-date and reviewed annually (as a minimum).
 - Coordinating medication with families. Whilst it's the parents and carers responsibility to ensure medication is up to date, the medical team have systems in place to check this and notify the parents when they see the expiry date is approaching.
 - Keeping an adrenaline pen register to include Adrenaline Pens prescribed to pupils and Spare Pens, including brand, dose, and expiry date. The location of Spare Pens should also be documented.
 - Regularly checking spare pens are where they should be, and that they are in date.
 - Replacing the spare pens when necessary.
 - Providing on-site adrenaline pen training for members of staff and pupils and refresher training as required e.g. before school trips.

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- Add any other responsibilities delegated by Designated Allergy Lead

4.3 Admissions Team

- The admissions team is likely to be the first to learn of a pupil or visitor's allergy.
- They should work with the Designated Allergy Lead and medical centre team to ensure that:
- They will send the school's medical form via a link that all parents who must fill in before their child comes on to the school site including taster days. The medical form, once completed comes to the medical team
- There is a clear method to capture allergy information or special dietary information at the earliest opportunity. This should be in place before a school visit, an Open Day, or Taster Days. (see above re the school's medical online form)
- There is a clear structure in place to communicate this information to the relevant parties (i.e. medical centre team, catering team).
- Visitors (for example at Open Days and events) are aware of the catering set up and if food is to be offered and plans for medication if the child is to be left without parental supervision.

Role	Key Responsibilities
Governor Allergy Lead	Oversight, monitoring, and policy review.
SLT Allergy Lead	Whole-school coordination and control - Policy, Risk Assessment owner, compliance, training, and incident review.
Admissions	To send the online medical form to parents. Once completed by parents the information is automatically sent to the medical centre for review and admissions for their checklist
Head Nurse	To review all medical information from the online medical form. Authoritative holder of pupil allergy information - Log any medical, dietary/allergy information Share dietary/allergy information with the catering manager. Maintain dietary/allergy registers, care plans, supervise staff training, and medication oversight.
Catering Team	Manage allergens, ingredient information, and cross-contamination controls.

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Form Tutors / Staff	On boarding and monitoring of pupils and familiarisation - Daily awareness, implementation of allergy lanyard systems, care plans, and reporting concerns.
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Allergy Flow Chart

Admissions send the online medical form to parents and must receive the completed form before a child attends a taster day, visit or other pupil-facing activity on site.



Head Nurse receives online medical information and updates dietary/allergy register.

(All staff – welfare – medical- dietary Register) Admissions will also receive notification of the receipt of form for the admission check list.



The Head Nurse shares the current dietary/allergy register and any relevant individual controls with Catering, Form Teachers and other staff who will supervise the pupil.



The recipients confirm that they have received and understood the updated allergy information before the pupil attends the relevant session, meal, club, visit or activity.

The Catering Manager checks the register, ensures relevant dietary controls are in place, and briefs catering staff before food is prepared or served to the pupil.



If ingredients, menu items or food provision change, Catering checks the dietary/allergy register again and informs the Head Nurse of any concern before service.



The Form Tutor ensures that relevant pupils understand the lanyard system, when it must be used, where lanyards are collected and returned, and who to speak to if they are unsure.

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4.4 All staff

- All school staff, to include teaching staff, support staff, domestic staff, occasional staff (for example sports coaches, music teachers are responsible for:
 - Championing and practising allergy awareness across the school.
 - Understanding and putting into practice the Allergy and Anaphylaxis 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.
 - Ensuring pupils always have access to their medication or carrying it on their behalf.
 - Being able to recognise and respond to an allergic reaction, including anaphylaxis.
 - Taking part in anaphylaxis training, (now a requirement – Benedict's Law') and to tell a manager if you have not received any in the last 12 months.
 - Considering the safety, inclusion, and wellbeing of pupils with allergies at all times.
 - Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy.

4.5 All parents

- All parents and carers (whether their child have an allergy or not) are responsible for:
 - Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of pupils with allergies
 - Providing the Medical Centre with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis, or eczema.
 - Considering and adhering to any food restrictions or guidance St Hugh's has in place when providing food, for example in packed lunches, as snacks or for fundraising events
 - Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice.
 - Encouraging their child to be allergy aware.

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- In addition to point 4.5, the parents and carers of children with allergies should:

4.6 Parents of children with allergies

- Work with the school to fill out a personalised anaphylactic risk assessment and provide an accompanying Allergy Action Plan
- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, i.e. spoon or syringe), inhalers with spacer.
- Ensure medication is in-date and replaced at the appropriate time.
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too.
- Sign the associated permission for it to be shared appropriately as part of their allergy management.
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food, they are allergic to.

4.7 All pupils

- All pupils at the St Hugh's should:
 - Be allergy aware.
 - Understand the risks allergens might pose to their peers.
 - Learn how they can support their peers and be alert to allergy-related bullying.
 - Learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency (older pupils).

4.8 Pupils with allergies

- In addition to point 4.7, pupils with allergies are responsible for:
 - Knowing what their allergies are and how to mitigate personal risk. For Nursery to Year 2 children this will be the responsibility of staff.
 - Avoiding their allergen as best as they can.
 - The school's allergy identification system has been risk assessed to balance pupil safety, confidentiality and inclusion.
 - Understand that they should notify a member of staff if they are not feeling well or suspect they might be having an allergic reaction.

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- They must only use the auto injector for their intended purpose.
- Understand how and when to use their adrenaline auto-injector age appropriate
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy.
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.

5. INFORMATION 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 an auto injector, as well as pupils with an allergy where no adrenaline pens have been prescribed.
- Each pupil with an allergy has an Individual Healthcare 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 in case of suspected anaphylaxis.
 - A photograph of each pupil.
 - A copy of their Allergy Action Plan. See definitions for the BSACI templates.

6. ASSESSING AND MANAGING RISK

- Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:
 - Classroom activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking.
 - Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk.

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- Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all pupils.
- Planning special events, such as cultural days and celebrations
- Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity.

7. CATERING IN SCHOOL FOOD, INCLUDING MEALTIMES & SNACKS

- For a special diet to be provided by the school’s catering department a diagnosis of an allergy or an intolerance needs to be written by a Consultant/GP, and an accompanying letter must be supplied to the medical centre. The medical centre will liaise with the catering department to ensure they are fully informed. The school is committed to providing a safe meal for all students, including those with food allergies.
- Due diligence is carried out regarding allergen management when appointing catering staff.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training. (New guidelines 2026 ‘Benedict’s Law ’, require all staff to have anaphylaxis training)
- Anyone preparing food for pupils with allergies will follow good hygiene practices, food safety and allergen management procedures.
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are supported by all school staff. Any new pupils that start school will be introduced to the catering team and shown where the lanyards are kept and how to use, if applicable.
- In nursery and pre-prep children with food allergies are given their meals covered and labelled with their name and allergen, to avoid cross contamination.
- In nursery and pre-prep children with food allergies will have a wipe clean green placemat to identify they have an allergy. No second helpings are to be given without the form teacher permission first.
- In all other years the children must collect a school lanyard to wear during lunch time only and replace when finished
- The school has robust procedures in place to identify pupils with food allergies. The medical centre staff have a list with the name of child, date of birth, year group,

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photo and known allergies. This list is distributed to all staff at the beginning of each academic year and again if there are any changes. It is displayed in all staff rooms, and the Medical Centre with a cover sheet for confidentiality. It is stored on

Microsoft Teams-All Staff –Welfare-Medical-Children with Auto Injectors.

- Allergens are listed for each meal on a matrix, people with allergens are directed to counter one during regular meals where the catering staff will be happy to help and advise. Other ingredient information will be available on request. St Hugh's school is an Allergy Aware school.
- Information regarding 'May Contain'. In line with PAL (Precautionary Allergen Labelling) the advice is that it is acceptable to have 'may contain'. When pupils come to the school and parents fill out the admissions form, they will be asked if their child has an allergy and if yes, will require to give this information and consent to having foods with 'may contain'.
- Food packaged to go will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging.
- Where changes are made to the ingredients this will be communicated to pupils with dietary needs by the catering staff.

7.1 FOOD BROUGHT INTO SCHOOL

- All food brought into school for sharing with pupils must have its ingredients, use by dates and storage information available and be checked against the school's Special Dietary Requirements List. Food with unknown ingredients must not be shared with pupils.
- Homemade food may only be shared where ingredient information has been provided and checked against known allergies. Where this is not possible, commercially packaged alternatives should be used.
- In pre-prep and middle school, ingredients for birthday cakes brought in by parents are checked by the form teacher. The Assistant Head Lower School cross-checks ingredients with the Special Dietary Requirements list.
- For trips offsite the Trip Leader and Catering Manager are responsible for ensuring the snacks adhere to the school Allergy and Anaphylaxis Policy.
- For Fund raising events the External Relations and Events co-ordinator will check with the medical centre staff and use the Special Dietary requirements list.
- In Boarding the boarding staff will use the Special Dietary requirements list on Teams.

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- Staff must not distribute food to pupils unless the ingredients have been checked with the Medical Centre to be checked against the Special Dietary Requirements List.
- Visiting organisations, external providers and parents supplying food for school events must comply with the school's Allergy and Anaphylaxis Policy.
- Food brought into school must not be shared between pupils except under staff supervision.

7.2 FOOD BANS OR RESTRICTIONS

- This school is an Allergen Aware school. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.
- We restrict all nuts as much as possible on the site and check all foods coming into the school.
- All food coming onto school premises or taken on a school trip or to a match should be checked to ensure any nuts are not an ingredient in another product. Please check the label on all foods brought in. Common foods that contain these goods as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces.

Pupils will wash their hands before and after eating.

7.3 FOOD HYGIENE FOR PUPILS

- Sharing, swapping, or throwing food is not allowed.
- Water bottles and packed lunches should be clearly labelled.
- The boarder's kitchen only has foods that comply with our Allergy Aware status. For other food allergies special snacks will be ordered from the catering department and kept separately from other foods.

8. SCHOOL TRIPS AND SPORTS FIXTURES

- Staff leading the trip will have a register of pupils with allergies with medication details.
- Allergies will be considered on the risk assessment and catering provision put in place.
- Parents will be consulted if the trip requires an overnight stay.

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- Staff accompanying the trip will be trained to recognise and respond to an allergic reaction.
- Any child with a known allergy is given their packed lunch in a named bag to ensure they always receive a safe meal.
- If attending Match Tea at another school, details of their dietary requirements will be sent ahead by the medical team to ensure they have a safe meal.
- See Adrenaline Pens section for School Trips and Sports Fixtures

9. INSECT STINGS

- Pupils with a known insect venom allergy should:
- Avoid walking around in bare feet or sandals when outside and when possible, keep arms and legs covered.
- Avoid wearing strong perfumes or cosmetics.
- Keep food and drink covered.
- The Estates Manager will monitor the grounds for wasp or bee nests. Pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

10. ANIMALS

- It is normally the dander that causes a person with an animal allergy to react.
- Precautions to limit the risk of an allergic reaction include:
- A pupil with a known animal allergy should avoid the animal they are allergic to
- If an animal comes on site a risk assessment will be done prior to the visit.
- Areas visited by animals will be cleaned thoroughly.
- Anyone in contact with an animal will wash their hands after contact.
- If an animal lives on site, for example in a Boarding House, consideration and adaptations will be made.
- School trips that include visits to animals will be carefully risk assessed.

11. ALLERGIC RHINITIS/ HAYFEVER

- Children with known hay fever or persistent nasal allergy with parental consent can be given antihistamines from the medical centre or in boarding.
- Antihistamine medication is sent on all residential trips for children.

12. INCLUSION AND MENTAL HEALTH

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- Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying.
- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip.
- Pupils with allergies may require additional pastoral support including regular check-ins from their form teacher or tutor.
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives.
- Bullying related to allergy will be treated in line with the school's anti-bullying policy.

13. ADRENALINE PENS

- [See the government guidance on Adrenaline Pens in Schools.](#)

13.1 Storage of pupil's adrenaline pens

- Pupils prescribed with adrenaline pens will have easy access to two in-date pens always.
- Adrenaline pens are stored in an Orange Medpac with the child's name and photograph, in the medical centre on a shelf. This is near the dining rooms. Exceptions are made if it deems sensible for the pupil's Medpac bag to be stored near their classroom. or the pupil carries on themselves.
- Spot checks will be made to ensure adrenaline pens are where they should be and in date.
- Adrenaline pens must not be kept locked away.
- Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator).
- Used or out of date pens will be disposed of as sharps.

13.2 Spare pens

- The school has 8 spare adrenaline pens (x 4 child and x 4 adult) to be used in accordance with government guidance.
- Spare adrenaline auto-injectors should be accessible within five minutes from any part of the school site.
- The adrenaline pens are clearly signposted and are stored in the medical centre on the shelf next to the named children's Medpacs, and stored in the Hayes centre and Pre Prep.
- The Head Nurse is responsible for:

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- Deciding how many spare pens are required.
- What dosage is required, based on the Resuscitation Council UK's age-based guidance (see page 11)
- Which brand(s) to buy. Schools are recommended to buy a single brand, if possible, to avoid confusion.
- The purchasing of spare adrenaline pens which can be obtained at low cost from a local pharmacy. See government guidance above.
- Distribution around the site and clear signage

13.3 Adrenaline pens on school trips and match days

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own pens.
- The orange Medpac will be carried by the member of staff. Nursery-Year 7. Year 8 and above, if assessed as competent will carry their own Medpac.,
- Adrenaline pens will be always kept close to the pupils e.g. not stored in the hold of the coach when travelling or left in changing rooms.
- Adrenaline pens will be protected from extreme temperatures.
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction.

14. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

- If a pupil has an allergic reaction, they will be treated in accordance with their Allergy Action Plan, and a member of staff will instigate the actions set out in the pupil's anaphylactic risk assessment
- If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised. They will be treated where they are, and medication brought to them.
- A pupil's own prescribed medication will be used to treat allergic reactions if immediately available.
- This will be administered by the pupil themselves [if age appropriate] or by a member of staff. All members of staff are trained to administer adrenaline, and, in an emergency, **anyone** will administer.
- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used.
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their

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legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to **anyone** for the purposes of saving their life.

- The pupil will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better.
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of SLT and one other appropriate member of staff will accompany the pupil in an ambulance and stay until a parent or guardian arrives.

15. TRAINING

The school is committed to training all staff annually to give them a good understanding of allergy. This includes:

- Understanding what an allergy is.
- How to reduce the risk of an allergic reaction occurring.
- How to recognise and treat an allergic reaction, including anaphylaxis.
- How the school manages allergy, documentation, communication etc.
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them.
- The importance of inclusion of pupils with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying
- Understanding food labelling

16. ASTHMA

- It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. See Asthma Policy.

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