



# Highlands

## School & Sixth Form

**Dare to  
flourish**

**Allergen and anaphylaxis policy**  
**APPROVED**

Governor Committee	School Standards and Performance
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*Sue Czupich and Nina Harrington are the named staff members responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.*

## Section 1: Introduction

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs.

**Definition:** *Anaphylaxis is a severe life threatening generalised or systemic hypersensitivity reaction.*

This is characterised by rapidly developing life-threatening airway / breathing / circulatory problems usually associated with skin or mucosal changes.

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but not limited to):-

Peanuts, tree nuts, sesame, milk, egg, fish, latex, insect venom, pollen and animal dander.

This policy sets out how Highlands School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

## Section 2: Role and responsibilities

### Parent responsibilities

- On entry to the school, it is the parent's responsibility to inform the welfare officer of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- The parent should contact the school to discuss any allergies so that an IHP can be put in place and parents are responsible for informing the school of any changes that may be required, as they happen.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management, including responding to any annual reminder surveys from the school about medical conditions. The allergy action plan will be kept updated accordingly.

- It is the parent's responsibility to ensure their child is trained and confident to administer their own auto-injectors as they are encouraged to take responsibility for carrying them on their person at all times.

### **Staff Responsibilities**

- All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- It is the parent's responsibility to ensure all medication is in date however the welfare officer will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- Welfare officer keeps a register of pupils who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given.

### **Pupil Responsibilities**

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils should have been trained by their parents or health professional on how to administer their own auto-injectors.

### **Section 3: Allergy action plans**

Allergy action plans are designed to function as individual healthcare plans (IHPs) for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto- injector.

Highlands school will refer to the child's IHP when necessary.

It is the parent/carer's responsibility to ensure that Highlands school has been given the correct and sufficient information to enable them to agree on an appropriate IHP.

## Section 4: Emergency treatment and management of anaphylaxis

What to look for.

- Swelling of the mouth or throat.
- Difficulty swallowing or speaking.
- Difficulty breathing.
- Sudden collapse / unconsciousness.
- Hives, rash anywhere on the body.
- Abdominal pain, nausea, vomiting.
- Sudden feeling of weakness.
- Strong feelings of impending doom.

Anaphylaxis is likely if all of the following three things happen:

- **sudden onset** (a reaction can start within minutes) and **rapid progression of symptoms**
- **life threatening airway and/or breathing difficulties** and/or **circulation problems** (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)
- **changes to the skin** e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.) Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all.

If the pupil has been **exposed to something they are known to be allergic to**, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment and it starts to work within seconds. Adrenaline should be administered by an **injection into the muscle** (intramuscular injection)

What does adrenaline do?

- It opens up the airways.
- It stops swelling
- It raises the blood pressure

Adrenaline must be administered with the **minimum of delay** as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

**ACTION:**

- Stay with the child and call for help. **DO NOT MOVE CHILD OR LEAVE UNATTENDED.**
- Remove triggers if possible (e.g. Insect stinger).
- Students should be encouraged to either lie down flat (with or without legs elevated) or in an upright sitting position whichever is more comfortable for their breathing.
- **USE ADRENALINE WITHOUT DELAY** and note time given. (inject at upper, outer thigh - through clothing if necessary).
- CALL **999** and state **ANAPHYLAXIS.**
- If no improvement after 5 minutes, administer a second adrenaline auto-injector.
- If no signs of life commence CPR - ensure that the school defibrillator is to hand in case required.
- Phone parent/carer as soon as possible.

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

### **Section 5: Supply, storage and care of medication**

For younger children or those assessed as not ready to take responsibility for their own education there should be an anaphylaxis kit which is kept safely, not locked away and **accessible to all staff.**

Medication should be stored in a clear container and clearly labelled with the pupil's name and a photograph.

The pupil's medication storage box should contain:

- Adrenaline injectors i.e. EpiPen® or Jext® (two of the same type being prescribed).
- Antihistamine as tablets or syrup (if included on allergy plan).
- A spoon if required.
- An asthma inhaler (if included on allergy plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date, however the Welfare Officer will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry, and ensure it is clearly labelled.

### **Storage**

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

## **Disposal**

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service/local authority. The sharps bin is kept in the medical room.

## **Section 6: Spare adrenaline auto injectors in school**

Highlands school has purchased spare **adrenaline auto-injector (AAI) devices for emergency use in children who are at risk of anaphylaxis**, but their own devices are not available or not working (e.g. because they are out of date).

These are stored in a cupboard in the medical room (above the fridge in a container), and in the main office, clearly labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and **accessible and known to all staff**.

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

Written parent permission is given by completing an online consent form.

If anaphylaxis is suspected **in an undiagnosed individual**, call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare AAI is appropriate.

## **Section 7: Staff training**

Sue Czupich and Nina Harrington are the named staff members responsible for coordinating all staff anaphylaxis training and the upkeep of the school's anaphylaxis policy. The school will organise for a practical anaphylaxis training session annually.

Training is also available on an ad-hoc basis for any new members of staff.

Training includes:

- Knowing the common allergens and triggers of allergy.
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services.

- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device.
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance  
Knowing who is responsible for what.
- Associated conditions e.g. asthma.
- Managing allergy action plans and ensuring these are up to date.

## **Section 8: Inclusion and safeguarding**

Highlands school is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## **Section 9: Catering**

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents to view termly on the school website, with all ingredients listed and allergens highlighted.

The school manager/welfare officer will inform the catering manager of pupils with food allergies by providing appropriate information/photos.

The school adheres to the following [Department of Health guidance](#) recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school canteen, parents should check the appropriateness of foods by speaking directly to the School manager who will liaise with the catering manager. At times the school may run charity bake sales, or other events where food is available, and it is the student's responsibility to ensure they do not eat anything that may contain a known allergen. Signage will always be on display reminding students of this.
- The pupil should be taught to also check with catering staff, before purchasing food or selecting their lunch choice.

- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.
- Foods containing nuts are discouraged from being brought into school.
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

### **Section 10: School trips**

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders should carry a copy of students' IHPS and will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips may be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

### **Section 11: Sporting excursions**

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. A member of staff trained in administering adrenaline will accompany the team. Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their cooperation with any special arrangements required.

## Section 12: Allergy awareness

Highlands School supports the approach advocated by The Anaphylaxis Campaign and Allergy UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff aware of what allergies are, the importance of avoiding the pupils' allergens, the signs and symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

## Section 13: Risk assessment

Highlands School will conduct a detailed risk assessment to help identify any gaps in our systems and processes for keeping allergic children safe for all new joining pupils with allergies and any pupils newly diagnosed. The school holds its own template risk assessment documents for this purpose.

## Section 14: Links with other policies

Other policies that should be referred to are

- [Medical and first aid policy](#)
- [Safeguarding policy](#)

## Section 15: Useful Links

- Anaphylaxis Campaign - <https://www.anaphylaxis.org.uk>
- AllergyWise training for schools - <https://www.anaphylaxis.org.uk/information-training/allergywise-training/for-schools/>
- AllergyWise training for Healthcare Professionals  
<https://www.anaphylaxis.org.uk/information-training/allergywise-training/for-healthcare-professionals/>
- Allergy UK - <https://www.allergyuk.org>
- Whole school allergy and awareness management (Allergy UK)  
<https://www.allergyuk.org>
- Spare Pens in Schools - <http://www.sparepensinschools.uk>

- Official guidance relating to supporting pupils with medical needs in schools:  
<http://medicalconditionsatschool.org.uk/documents/Legal-Situation-in-Schools.pdf>
- Education for Health <http://www.educationforhealth.org>
- Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>
- Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020)  
<https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>
- Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)