

Allergen Management Policy

(Reviewer: Amanda Mills June 2026)

Approved by SMT: June 2026

1. Purpose

Hurstpierpoint College recognises that members of its community may suffer from potentially life-threatening allergies or intolerances.

This policy aims to:

- Minimise the risk of allergen exposure
- Ensure safe management of allergies
- Promote awareness and personal responsibility
- Ensure rapid and effective emergency response
- Ensure pupils with allergies are fully included in school life

The College cannot guarantee an allergen free environment but adopts a risk reduction, education and awareness approach.

This policy supports compliance with:

- Children and Families Act 2014
- Food Information Regulations 2014
- DfE Supporting Pupils with Medical Conditions Guidance
- Department of Health AAI (Adrenaline Auto-Injector) Guidance
- NICE Guidance
- Benedict's Law allergy safety expectations

2. Scope

This policy applies to:

- Pupils including EYFS
- Staff
- Parents/carers
- Visitors
- Governors
- Contractors
- Sodexo catering teams
- All on-site and off-site activities

3. Introduction

An allergy is a reaction of the body's immune system to substances that are normally harmless. Symptoms may be mild or may progress rapidly, often within minutes of exposure to the

allergen, but sometimes it can be hours later, leading to a severe life-threatening reaction called anaphylaxis.

Most healthcare professionals define anaphylaxis as a severe allergic reaction affecting:

- Airway
- Breathing
- Circulation

Common allergens include:

- Peanuts
- Tree nuts
- Sesame
- Milk
- Eggs
- Fish
- Shellfish
- Gluten
- Soya
- Latex
- Insect venom
- Pollen
- Animal dander

4. Benedict's Law

The College recognises Benedict's Law and associated allergy safety guidance for schools in England.

The College will:

- Maintain a whole-school allergy policy
- Ensure annual allergy and anaphylaxis training for all staff
- Hold spare AAls (Adrenaline Auto-injectors) on site
- Maintain BSACI-compliant allergy action plans
- Ensure appropriate record keeping and communication
- Review incidents and near misses – Health and Safety Policy

5. Roles and Responsibilities

Parents/Carers

Parents must:

- Inform the College of allergies on admission by completing a medical questionnaire and food allergy/intolerance form on the Parent Portal

- Provide full allergy history and details of previous reactions
- Supply two in-date AAI with prescription labels
- Provide a current BSACI Allergy Action Plan if available or work alongside the medical centre to develop one
- Inform the College of changes to allergy management
- Replace expired medication promptly

Parents are encouraged to subscribe to AAI expiry reminder services.

The College

The College will:

- Maintain accurate healthcare records on iSAMS
- Share relevant allergy information appropriately
- Undertake individual risk assessments
- Ensure safe food processes
- Support staff training
- Maintain emergency procedures
- Promote allergy awareness and inclusion

Medical Centre

The Medical Centre will:

- Maintain allergy registers
- Maintain Allergy Action Plans
- Undertake half-termly spare AAI medication checks
- Coordinate staff training
- Maintain records of AAI usage

The Health and Safety management will:

- Record and investigate incidents and near misses
- Report under RIDDOR where applicable

Staff Responsibilities

All staff, including temporary and cover staff, must:

- Complete annual anaphylaxis training on Educare (training packs are allocated by HR during the induction process - training must be completed annually)
- Complete Hurst specific training on Allergen management within the school environment
- Be aware of pupils with allergies (iSAMS)
- Recognise symptoms of allergic reactions
- Know emergency procedures

- Exercise caution during food activities
- Report all allergy incidents
- Always support safe inclusion

Named staff members responsible for coordinating allergy training and policy oversight are:

- Caty Jacques (Deputy Head Pastoral)
- Fran Hampton (Governor)
- Amanda Mills (Medical Centre Manager)

Pupil Responsibilities

Pupils are encouraged to:

- Be aware of their allergens and symptoms
- Inform staff if they feel unwell
- Carry prescribed medication where appropriate
- Take increasing responsibility for allergy management

6. Identification and Information Sharing

- Allergy information is collected on admission, reviewed annually and as required
- BSACI Allergy Action Plans are used to produce individual healthcare plans
- Information is shared through iSAMS and relevant staff systems
- Catering team (Sodexo) receives relevant allergen information
- Photo identification lists stored with all spare emergency AAls.

7. Allergy Action Plans

BSACI Allergy Action Plans:

- Must be completed by a healthcare professional
- Include parental consent for administration of medication, including spare AAls
- Must accompany the pupil's medication during trips and activities

8. Risk Assessment

The medical centre undertakes individual allergy risk assessments for:

- Newly admitted allergic pupils
- Newly diagnosed allergic pupils

All staff are responsible for undertaking allergy risk assessments for:

- Educational visits

- Residential trips
- Sporting fixtures
- Charity events
- Food activities
- Science, cookery and craft lessons

School and individual risk assessments can be downloaded free from:
<https://www.anaphylaxis.org.uk/downloads-form/safer-schools-download/>

All off-site visits must include review of allergy requirements.

Staff organising visits must:

- Physically check pupils have medication before departure
- Ensure allergy plans accompany medication
- Inform Sodexo of special dietary needs
- Ensure all food is clearly labelled
- Monitor risks posed by external food sources

Pupils without required medication may not attend visits.

Information on this will be covered in the Hurst specific training which will be completed annually.

9. Catering Arrangements

Sodexo and all catering providers must comply with Food Information Regulations 2014.

The College catering team will ensure:

- Allergen information is clearly available
- Menus identify allergens
- Catering staff are appropriately trained
- Cross-contamination controls are implemented
- Allergy-aware serving processes are followed

The school menu is available for parents to review in advance.

Pupils with allergies should identify themselves to catering staff before food is served, where they are competent to do so. Where they are not competent, staff must identify them. All pupils with allergies should attend the allergy counter where required.

All parents are required to complete a Food Allergy/Intolerance form for their child via Parent Portal before joining the College. This information is collated and lists are generated as required and shared with relevant staff. Annual updates of this form are requested alongside any changes in a pupil's diet or condition.

Staff members are also required to complete these forms.

The information submitted is sent directly to the catering and medical teams for review. Allergy and intolerance lists are then generated, together with photographs, for use at the allergy counter and for inclusion in all emergency allergy kits across the College.

Parents are encouraged to meet with catering staff to discuss individual dietary requirements as necessary.

10. Supply, Storage and Care of Medication

Pupil-Carried Medication

Depending on age and competence, pupils are encouraged to carry two AAls at all times in a clearly identifiable container such as a drawstring medication bag to ensure consistency and rapid identification across the College.

Older pupils should increasingly assume responsibility for carrying and managing medication.

Central Medication Storage

For younger pupils or those unable to self-manage (*Appendix 1 - Prep Protocol*)

- Medication must be accessible within 5 minutes
- Medication must not be locked away
- All staff should know locations

Each pupil's anaphylaxis kit should contain:

- Two AAls (Adrenaline Auto-Injector)
- Up-to-date Allergy Action Plan
- Antihistamine if prescribed
- Spoon if needed
- Asthma inhaler if prescribed

Storage Conditions

AAls should:

- Be stored at room temperature
- Be protected from sunlight
- Be protected from temperature extremes

Monitoring Medication

It is the parents' responsibility to ensure medication remains in date.

Prep reception and House staff will:

- Check medication half-termly
- Issue reminders for expiring medication
- Maintain medication logs (*Appendix 2 - Log template*)

Disposal

AAIs are single-use sharps and must be disposed of safely.

Sharps bins are in the Medical Centre.

11. Spare (AAI's) Adrenaline Auto-Injectors (*Appendix 3 - Locations map*)

The College maintains spare AAIs for emergency situations including:

- Device failure
- Missing medication
- Expired devices
- First-time anaphylaxis

These are stored in clearly labelled emergency anaphylaxis containers and are:

- Accessible
- Not locked away
- Known to staff

Spare AAIs are checked half-termly by the Medical Centre and replaced as required to ensure they remain in date and available for emergency use.

Written parental consent for the administration of spare AAIs is obtained through the medical questionnaire completed as part of the pupil onboarding process.

12. Emergency Treatment and Management of Anaphylaxis

Mild to Moderate Symptoms

1. Rash or hives
2. Tingling mouth
3. Lip or facial swelling
4. Stomach pain
5. Vomiting

Severe Symptoms (ABC)

AIRWAY

- Swelling to throat or tongue
- Hoarse voice
- Difficulty swallowing

BREATHING

- Wheezing
- Sudden breathing difficulty
- Noisy breathing

CIRCULATION

- Dizziness
- Collapse
- Pale clammy skin
- Loss of consciousness

Emergency Action (*Appendix 4 - Anaphylaxis protocol*)

Parents/carers must be informed immediately.

All pupils who receive adrenaline must attend hospital for observation.

Key rule: **If in doubt, give adrenaline immediately.**

13. Staff Training

All staff complete annual anaphylaxis and allergy awareness training.

Training includes:

- Common allergens
- Recognising symptoms
- Emergency response
- AAI (Adrenaline Auto-Injector) administration
- Risk reduction strategies
- Action plan familiarisation
- Cross-contamination awareness
- Management and risk assessments of any school activities that might involve allergens, e.g. charity events, educational visits, science, cookery lessons.
- Hurst specific information

It is strongly recommended that all staff complete allergy and anaphylaxis training to ensure that any member of staff can react quickly and accurately when a child has a reaction. When the training is limited to one or only a few members of staff, children with allergies are left in a potentially life-threatening situation if that member of staff is absent or deployed elsewhere.

New staff also receive induction training and where possible, practical trainer pen sessions will also be completed.

14. School Trips and Sporting Excursions

Trip leaders must ensure that all pupils with medical conditions, including allergies, have their emergency medication and allergy action plans available before going off-site.

They must also make sure they have an up-to-date risk assessment for all activities and have informed visiting venues and host schools of any allergies.

Residential providers must be informed in advance.

A trained member of staff will accompany relevant trips and sporting fixtures.

15. EYFS (Early years foundation stage)

The College ensures:

- Close supervision during eating
- Safe dietary provision
- Allergy-aware care planning
- Paediatric first aid provision
- Appropriate risk management

16. Inclusion and Safeguarding (Safeguarding policy)

The College is committed to ensuring pupils with allergies:

- Can participate fully in school life
- Are supported medically and emotionally
- Are protected from discrimination
- Are always safeguarded

17. Allergy Awareness and Nut Bans

The College supports the approach promoted by Anaphylaxis UK and does not support blanket allergen bans. However, pupils and staff are discouraged from bringing in products containing nuts into the school environment.

Instead, the College promotes:

- Whole-school allergy awareness
- Education
- Shared responsibility
- Safe risk reduction strategies

No school can guarantee a completely allergen-free environment. A whole-school awareness approach is therefore essential to ensure that teachers, pupils and all staff understand allergies, the importance of avoiding known allergens, recognising the signs and symptoms of an allergic reaction, and knowing how to respond appropriately in an emergency.

This approach also ensures that effective policies, procedures and practical measures are in place across the College to minimise risk and support the safety and wellbeing of all pupils and staff with allergies

18. Monitoring and Review

The College will:

- Review this policy annually
- Monitor incidents and near misses
- Audit compliance
- Review training records
- Update procedures in line with legislation and guidance

19. Useful Resources

- Anaphylaxis UK
- Allergy UK
- BSACI Allergy Action Plans
- AllergyWise for Schools
- Spare Pens in Schools
- Department for Education Guidance
- NICE Guidance on Food Allergy and Anaphylaxis
- Department of health guidance

EMERGENCY MEDICATION

PREP SCHOOL

REQUIRED LEVELS

 All pupils prescribed emergency medication must have:

- **At least 2 personal inhalers**
- **At least 2 Adrenaline Auto-Injectors (AAIs)**

STORAGE-

Reception – Year 2

- 1 inhaler /and 1 AAI kept at Prep Reception
- Remaining emergency medication should be kept with class teachers

Junior Prep

- 1 AAI and 1 inhaler kept at Prep Reception
- Pupil carries the other prescribed device(s) *(if assessed as competent)*

Senior Prep

- 1 AAI and 1 inhaler kept at Prep Reception
- Pupil carries the other prescribed device(s) *(if assessed as competent)*

OFF-SITE ACTIVITIES *(trips, fixtures, visits)*

 At least 1 inhaler and 2 AAIs **MUST** be carried off site

Staff must check emergency medication is:

-  Present
-  In date
-  Easily accessible
- A copy of the pupil's IHP / Emergency Care Plan must be taken off site

Appendix 2 - Log Template

[illegible]



 ANAPHYLAXIS PROTOCOL	
GIVE ADRENALINE If you suspect someone is having a severe allergic reaction, give adrenaline WITHOUT DELAY if available. IF IN DOUBT, GIVE ADRENALINE	
	DO NOT STAND THE CHILD UP Keep the child where they are Lie the child flat with legs raised If breathing is difficult allow to sit with legs raised Note the time Commence CPR if required Parents/carers must be informed immediately
	CALL FOR HELP Dial 999 for an ambulance and state anaphylaxis (ana-fill-axis) Alert the medical centre on 07766 132444 / ext 911 Stay with the person having the allergic reaction until medical help arrives If there is no improvement after five minutes a second dose of adrenaline can be given, ideally in the other leg All pupils who receive adrenaline must attend hospital for observation