



BERKHAMPSTEAD SCHOOL

Allergy and Anaphylaxis Policy

This policy applies to all staff and pupils at Berkhamstead School. It sets out the procedures for the management of allergies and anaphylaxis, ensuring the health, safety and welfare of all pupils, staff, and visitors.

This policy should be read in conjunction with the **Accident, First Aid and Medical Conditions Policy**, which outlines wider medical and first aid procedures.

The School recognises that allergies are a significant and increasing health concern affecting many children. Allergies can range from mild conditions to severe, life-threatening reactions. The School is committed to providing a safe environment in which pupils with allergies are supported to participate fully in school life, while ensuring that staff are well-informed and able to respond appropriately in the event of an allergic reaction.

Aims

The School aims to ensure that pupils with allergies are identified and supported appropriately, that exposure to allergens is minimised where reasonably possible, and that all staff are aware of how to recognise and respond to allergic reactions, including anaphylaxis. The School also aims to work in partnership with parents, carers and relevant professionals to maintain a consistent and effective approach to allergy management in line with the DfE guidance *Supporting Pupils with Medical Conditions at School*.

Responsibilities

The members of the Senior Leadership Team have overall responsibility for the implementation, monitoring and review of this policy. This includes ensuring that appropriate systems are in place for recording medical information, that training is provided, and that staff are supported in carrying out their responsibilities in line with the *Education (Independent School Standards) Regulations 2014*.

All staff have a responsibility to be aware of pupils with allergies, to follow Allergy Care Plans and Individual Healthcare Plans, and to act promptly and appropriately in the event of an allergic reaction. Staff must ensure that information relating to allergies is treated sensitively and shared appropriately to support pupil safety, in accordance with safeguarding expectations set out in *Keeping Children Safe in Education (KCSIE) 2026*.

Parents and carers are responsible for informing the School of any allergies, providing up-to-date medical information, ensuring that required medication is supplied and kept within its expiry date, and working with the School to develop and review care plans where necessary.

Designated Staff Member: **Jackie Addis**

Designated School Governor: **Allan Roberts**

Identification and Record Keeping

Parents are required to provide details of any allergies on entry to the School and to update this information as necessary. Medical and health records are maintained securely in pupil files and relevant information is shared with staff to ensure pupil safety. This approach supports the School's duties under the *Children and Families Act 2014*.

The School maintains records of pupils with allergies and ensures that this information is accessible to staff in a controlled and appropriate manner. Where necessary, information is also displayed in areas where food is prepared and served, taking into account confidentiality considerations.

The School uses Individual Healthcare Plans and Allergy Care Plans to record and support pupils' specific medical needs. These plans are developed in partnership with parents and, where appropriate, healthcare professionals, and are reviewed regularly.

Allergy Care Plans and Individual Healthcare Plans

An Allergy Care Plan will be prepared for pupils with significant allergies. This plan sets out clear details of the allergen, the symptoms to be observed, and the actions to be taken in the event of an allergic reaction. Where necessary, this will be supported by an Individual Healthcare Plan in accordance with DfE guidance.

These plans are reviewed regularly and updated whenever there is a change in a pupil's condition or treatment. They provide clear guidance to staff and ensure a consistent approach to supporting pupils across all aspects of school life, including educational visits and activities.

Understanding Allergies

An allergy occurs when the body reacts to a substance, known as an allergen, which is usually harmless to most people. Common allergens include foods such as nuts, milk, eggs and wheat, as well as insect stings, pollen and certain medications. Allergic reactions can affect the skin, respiratory system, digestive system and circulation, and may vary in severity.

In some cases, exposure to an allergen can lead to anaphylaxis, which is a severe and potentially life-threatening reaction. Symptoms may develop rapidly and require immediate medical attention. The School recognises the importance of early identification, prevention and prompt treatment.

Prevention and Risk Management

The School will take reasonable steps to minimise exposure to known allergens and create an environment that supports pupils with allergies. This includes ensuring that staff are aware of allergy information, that food is appropriately labelled, and that cross-contamination is avoided wherever possible. These arrangements support the School's responsibilities under the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999*.

The School will provide suitable alternatives where necessary and will liaise with parents and catering providers to support pupils with dietary needs. While the School may adopt allergen-aware practices, such as restricting certain foods, it is recognised that it is not possible to guarantee an allergen-free environment. Therefore, vigilance from all members of the school community is essential.

Staff are expected to be mindful of allergies during all activities, including lessons, food preparation, celebrations and educational visits

Medication

Medication required for the management of allergies, including adrenaline auto-injectors, must be provided by parents and clearly labelled with the pupil's name. Medication will be stored safely and in a manner that ensures it is readily accessible in an emergency.

It is the responsibility of parents to ensure that medication is in date and replaced as necessary. Staff administering medication will follow the School's procedures, ensuring that medicines are handled in accordance with DfE guidance on supporting pupils with medical conditions.

Spare Adrenaline Auto-Injectors (AAIs)

The School recognises the importance of having access to emergency medication and may maintain arrangements for holding spare adrenaline auto-injectors. These are stored securely and made accessible to trained staff, with regular checks undertaken to ensure they remain in date and ready for use, in line with national guidance and emerging statutory expectations.

Recognising Allergic Reactions

Allergic reactions can present in a variety of ways, including itching, rash, swelling, gastrointestinal symptoms, breathing difficulties, or changes in consciousness. Staff are expected to be familiar with the symptoms outlined in a pupil's care plan and to act promptly if a reaction is suspected.

Anaphylaxis (Severe Allergic Reaction)

Anaphylaxis is a severe and potentially life-threatening allergic reaction which requires immediate medical attention. It may occur within seconds or minutes of exposure to an allergen and can involve difficulty breathing, swelling of the face and throat, a rapid drop in blood pressure and loss of consciousness.

In the event of suspected anaphylaxis, staff must act immediately. The pupil should be placed in an appropriate position, and an adrenaline auto-injector should be administered without delay. Emergency medical assistance must be sought by calling 999, and parents should be informed as soon as possible. The pupil must be monitored continuously until the arrival of emergency services.

Educational Visits and Activities

Allergy information must be considered as part of risk assessments for educational visits and activities, in accordance with DfE guidance *Health and Safety on Educational Visits (2018)*. Appropriate medication and care plans must accompany the pupil, and staff must be aware of their responsibilities in managing allergies outside the school environment

Training

The School is committed to ensuring that all staff feel confident in supporting pupils with allergies. Training is provided to enable staff to recognise allergic reactions and respond appropriately in an emergency. Additional training is provided for staff who may be required to administer medication. These arrangements support the School's obligations under health and safety legislation and safeguarding requirements.

Monitoring and Review

The School will monitor the effectiveness of this policy through the review of incidents, staff feedback and ongoing evaluation of procedures. The policy will be reviewed annually, or sooner if required, to ensure that it reflects current guidance and best practice.

Legal and Regulatory Compliance

- Children and Families Act 2014
- DfE Health and Safety on Educational Visits (2018)
- DfE Supporting Pupils with Medical Conditions at School (2017)
- Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education (KCSIE) 2025
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

All staff must follow this policy to ensure that allergy management, medical care and emergency response are carried out safely, consistently and in accordance with statutory guidance.