



BEDFORD
GIRLS'
SCHOOL

Allergy and Anaphylaxis Policy

March 2026

Next review date: September 2027

Reviewed by: Deputy Head Student Engagement and Welfare

Introduction

The school's Designated Allergy Lead is: Matt Gracie (Deputy Head- Student Engagement and Welfare).

Matt.Gracie@bedfordgirlsschool.co.uk

The symptoms of anaphylaxis, how to treat it and how to use an adrenaline pen can be found here:

<https://theallergyteam.com/adrenaline-pen/>

Table of Contents

1. Accompanying Policies and Guidance3

2. AIMS AND OBJECTIVES3

3. DEFINING ALLERGY3

4. ROLES AND RESPONSIBILITIES3

 4.1 Designated Allergy Lead4

 4.2 School Nurse/ Healthcare Team4

 4.3 Admissions Team4

 4.4 All staff5

 4.5 All parents5

 4.6 Parents of children with allergies5

 4.7 All pupils6

 4.8 Pupils with allergies6

5. INFORMATION AND DOCUMENTATION6

 5.1 Register of pupils with an allergy6

 5.2 Individual Healthcare Plans6

6. ASSESSING RISK7

7. FOOD, INCLUDING MEALTIMES AND SNACKS7

 7.1 CATERING IN SCHOOL7

 7.2 FOOD BROUGHT INTO SCHOOL8

 7.3 FOOD HYGIENCE FOR PUPILS8

8. SCHOOL TRIPS AND SPORTS FIXTURES8

9. Approaches to Specific Allergies9

 9.1 INSECT STINGS9

 9.2 ANIMALS9

 9.3 ALLERGIC RHINITIS/HAYFEVER9

10. INCLUSION AND MENTAL HEALTH9

11. ADRENALINE PENS10

 11.1 Storage of adrenaline pens10

 11.2 Spare pens10

 11.3 Adrenaline pens on school trips and match days10

12. RESPONDING TO AN ALLERGIC REACTION/ANAPHYLAXIS10

13. TRAINING11

 13.1 Staff Training11

 13.2 Anaphylaxis Drill11

14. ASTHMA11

Appendix A- Useful Definitions12

Appendix B- Delivering Adrenaline13

1. Accompanying Policies and Guidance

This policy is written in accordance with our obligations under the following statutory requirements:

[Supporting pupils at school with medical conditions](#)

This policy is created in line with the following government guidance;

[Allergy Guidance for Schools](#)

This policy should be read in conjunction with the following policies:

- Medical Policy
- Pastoral Care Policy
- Health and Safety Policy.

This policy leans on guidance from [The Allergy Team](#) who publish guidance through their work with [ISBA](#). The school follows their guidance for being an allergy aware school.

2. AIMS AND OBJECTIVES

The policy outlines the 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.

This policy applies to all staff, pupils, parents and visitors to the school.

We adopt the following principles of good practice for allergies

1. We take every allergy seriously
2. Every child matters
3. Prioritise safety and inclusion over the status quo

3. DEFINING ALLERGY

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.

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 most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

Further definitions of key terms related to allergies and found in Appendix 2.

4. ROLES AND RESPONSIBILITIES

Bedford Girls School takes a whole-school approach to allergy management. The specific roles of some

of the key staff are outlined below.

4.1 Designated Allergy Lead

The Designated Allergy Lead is the Deputy Head- Student Engagement and Welfare. They report to the Headmistress. They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils with allergies.
- Taking decisions on allergy management across the school in conjunction with the Nursing Manager and Health and Safety lead.
- Championing and practicing 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).
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy Policy, and other related procedures.
- Ensuring a regular review of the stock of the school's spare adrenaline pens (checking the school has enough and the locations are correct) and ensuring staff know where they are.
- Ensuring records are kept of any allergic reactions or near-misses and ensuring an investigation is held as to the cause and any learnings are put in place.
- Regularly reviewing and updating the Allergy Policy.
- Ensuring there is an Anaphylaxis Drill annually.

At regular intervals the Designated Allergy Lead will check procedures and report to the SLT.

4.2 School Nurse/ Healthcare Team

The Nursing Manager is responsible for:

- Collecting and coordinating the necessary paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families. This includes liaising with the Admissions Team for new joiners.
- 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 (at a minimum).
- Coordinating medication with families. Whilst it is the parents and carers responsibility to ensure medication is up to date, the nursing team should also 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 other members of staff and pupils and refresher training as required. For example, before school trips.

4.3 Admissions Team

The Admissions team is likely to be the first point of contact to learn of a pupil or visitor's allergy. They work with the Designated Allergy Lead, Nursing team and Catering team to ensure that:

- Allergy information or special dietary information is captured and shared at the earliest opportunity.
- There is a clear structure in place to communicate this information to the relevant parties (eg school nursing 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.

4.4 All staff

All school staff, including teaching staff, support staff, domestic staff, occasional staff (for example sports coaches, music teachers and those running breakfast and afterschool clubs) are responsible for:

- Championing and practicing 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 if required to.
- Being able to recognize and respond to an allergic reaction, including anaphylaxis.
- Taking part in training and anaphylaxis drills as required (at least once a year) and to tell a manager if you have not received any in the last 12 months.
- Considering the safety, including 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 has 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 school 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. This should happen on admission to the school. If and when any updates are needed they should be communicated with their child's Form Tutor and the Nursing Manager.
- Considering and adhering to any food restrictions or guidance the school 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.

4.6 Parents of children with allergies

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

- Work with the school to fill out an Individual Healthcare Plan 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, ie. Spoon or syringe), inhalers

- or creams.
- 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.
- Provide the school with an up-to-date photograph of their child, if requested, and 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, for example not eating the food they are allergic to.

4.7 All pupils

All pupils at the school (in an age-appropriate way) 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.
- Older pupils will learn how to recognize and respond to an allergic reaction and to support their peers and staff in case of an emergency.
- Should consider allergens in any food they bring in. Younger students should be supported by their parents with this.

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 in line with age-appropriate expectations and other factors that may influence this.
- Avoiding their allergen as best as they can.
- Understanding how they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction.
- If age-appropriate, to carry two adrenaline auto-injectors with them at all times. They must only use them for their intended purpose.
- Understand how and when to use their adrenaline auto-injector.
- Talking to the Designated Allergy Lead or a trusted 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.

This also applies to sixth formers who leave the site during the school day and students who may be further than usual from school support, for example on trips.

5. INFORMATION AND DOCUMENTATION

5.1 Register of pupils with an allergy

The school has a register of pupils with 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. This is linked on the Learning Support dashboard and other physical copies may be created when needed for staff without computer access, for example in the catering team.

5.2 Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan or a hospital provided anaphylaxis plan.

The information on the Individual Healthcare Plan includes:

- Known allergens and risk factors for allergic reactions
- A history of their allergic reactions
- Details of the medication the pupils 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
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies

6. ASSESSING 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.
- 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.

Annual staff training supports awareness for risk assessing activities.

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, activities will be adapted.

7. FOOD, INCLUDING MEALTIMES AND SNACKS

7.1 CATERING IN SCHOOL

The school is committed to providing a safe meal for all students who order it, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering staff.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training.
- Anyone preparing food for pupils with allergies will follow good hygiene practices, food safety and allergen management procedures.
- The catering team will endeavor to get to know the pupils with allergies and what their allergies are, supported by all school staff. The catering team's allergy champion and their deputy will be the main point of contact for students with allergies at mealtimes.
- The school has robust procedures in place to identify pupils with food allergies. They are identified and shared on a photo list with all staff and a copy of this is also kept in the catering department. The catering team's allergy champion will also make themselves known to all students with allergies when they arrive and promote awareness of their needs amongst catering staff. Staff supporting students with allergies will also encourage them to form positive relationships such that they feel able to ask for help and support when needed and in an age appropriate way.

- Food containing the main 14 allergens (see Allergens definition) will be clearly identified for pupils, staff and visitors to see. Other ingredient information will be available on request. Where a student has an allergy to food that is not one of the 14 main allergens, this will be shared with the catering team and the student will be identified to support communication with them directly and provision of safe foods.
- Food packaged to go will comply with the 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 Manager or Catering Allergy Champion.
- Food provided at breakfast club will follow these procedures.
- For core catering we will not use products containing or that 'may contain' nuts. Allergens are all listed per dish including any 'may contain' allergens on the menus displayed on the lunch counters daily. The Catering Allergy Champion or a suitable trained member of the catering team, serves our allergen students and communicated any changes in ingredients to them.
- If the product remains in its original packaging at point of sale, eg a chocolate bar at the tuck shop or in Chequers, we may sell products that state 'may contain traces of nuts'. All allergens will be communicated for dishes assembled at school.

7.2 FOOD BROUGHT INTO SCHOOL

Many students bring in a packed lunch and being allergy aware is the key approach here. Allergens should be avoided where possible and being aware of their friends and taking care when sharing food is of great importance. It is a school rule that we do not allow nuts to be brought onto the site.

There may be other opportunities to bring in food, for example snacks for a school trip or for an event. These should always be for personal consumption with an allergy aware approach. Where food is to be shared for an organized event, this must contain a list of ingredients to identify allergens.

Students have termly reminders of school rules and expectations and updates on allergy awareness at least annually.

7.3 FOOD HYGIENCE FOR PUPILS

- Pupils are reminded of the importance of washing their hands before and after eating.
- Sharing, swapping or throwing food is not allowed.
- Water bottles and packed lunches should be clearly labelled.
- In the Sixth Form Hub, where students may keep food and prepare basic snacks, we expect an allergy aware approach to be maintained and the area is regularly cleaned to maintain hygiene standards.

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.
- Consultations with the parents will happen if the trip requires an overnight stay and any information will be gathered and shared in line with our trips policy.
- Staff, and some pupils if appropriate, accompanying the trip will be trained to recognize and respond to an allergic reaction as required.
- Allergens will be clearly labelled on catered packed lunches. Specific dietary needs will be catered for and food will be labelled specifically for that student if required due to a specified allergen outside the main 14 food allergens.

- If attending a match tea at another school, details of their dietary requirements will be sent ahead to ensure they have a safe meal. This will be reciprocated when we host students from other schools.

9. Approaches to Specific Allergies

9.1 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 school maintenance and grounds team 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.

9.2 ANIMALS

It is normally the dander that causes a person with an animal allergy to react. It is not normally the case that there are any animals on site at the school, except the therapy dog in the Junior School.

If required, 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 they might come into contact with it
- 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
- School trips that include visits to animals will be carefully risk assessed

9.3 ALLERGIC RHINITIS/HAYFEVER

Students are reminded when seasonal pollen counts are likely to rise of the need to manage any hayfever or similar allergies personally and to seek help if required.

10. INCLUSION AND MENTAL HEALTH

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 will 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 and this is most likely to come from regular check ins with their form tutor or a designated member of staff if on a school trip.
- 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.

11. ADRENALINE PENS

11.1 Storage of adrenaline pens

- Students will carry their own pen as soon as it is felt appropriate for them to do so. Some younger students may have a pen stored in a safe and accessible location until they are felt to be old enough, in consultation with them and their parents, to manage their own one.
- Spot checks will be made to ensure adrenaline pens are where they should be and are 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.

11.2 Spare pens

This school has spare adrenaline pens to be used in accordance with government guidance.

The adrenaline pens are clearly signposted and are stored in named and published locations.

The Allergy Lead and Lead Nurse are responsible for:

- Deciding how many spare pens are required.
- What dosage is required, based on the Resuscitation Council UK's age-based guidance.
- Which brand(s) to buy, we will aim to buy a single brand if possible to avoid confusion.
- The purchasing of spare adrenaline pens.
- Distribution around the site and clear signage.

11.3 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.
- Adrenaline pens will be kept close to the pupils at all times. For example, not being 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 recognize and respond to an allergic reaction.
- Consideration will be given in risk planning whether to take extra spare pens to sporting fixtures and on trips.

12. RESPONDING TO AN ALLERGIC REACTION/ANAPHYLAXIS

See appendix on recognising and responding to an allergic reaction

- If a pupil has an allergic reaction they will be treated in accordance with their Allergy Action Plan. In case of a medical emergency, staff may instigate the school's emergency response plan.
- **If anaphylaxis is suspected for any student, adrenaline will be administered without delay,** lying the pupil down with their legs raised as described in the Appendix. 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. Ideally the member of staff will be trained, but in an emergency **anyone** will administer adrenaline.

- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used.
- The pupil will not be moved until a medical professional/paramedic has arrived, even if they are feeling better.
- Anyone who has had a suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff will accompany the pupil in an ambulance and stay until a parent or guardian arrives.

13. TRAINING

13.1 Staff 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 recognize and treat an allergic reaction, including anaphylaxis.
- How the school manages allergy, for example Emergency Response Plan, documentation, communication and other relevant points as required.
- Where adrenaline pens are kept (both prescribed 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.
- Taking part in an anaphylaxis drill.

13.2 Anaphylaxis Drill

The school will carry out an anaphylaxis drill annually. This includes:

- An exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the whole school response.

14. ASTHMA

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

Appendix A- Useful 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 stings 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 nut, pistachio, almond, walnut, pecan, Brazil nut, 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 AAI, 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. For the purposes of this Policy we will refer to them as Adrenaline Pens.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

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 an activity, the risks it poses and any actions taken to mitigate those risk. Allergy should be included on all risk assessments for events on and off the school site.

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.

Appendix B- Delivering Adrenaline

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

- 1.** Take the medication to the patient, rather than moving them.
- 2.** The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
- 3.** It is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket.
- 4.** Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
- 5.** Make a note of the time you gave the first dose and call 999 (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
- 6.** Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
- 7.** Call the pupil's emergency contact.
- 8.** If their condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
- 9.** Start CPR if necessary.
- 10.** Hand over used devices to paramedics and remember to get replacements.