Blythe Bridge High School & Sixth Form

Student Allergy & Anaphylaxis Procedure 2026/2027

Procedure Owner: Mrs S Hayes

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Person Responsible for Review and Day-to Day Management: Mrs S Hayes

Student Allergy & Anaphylaxis Procedure

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1. AIMS AND OBJECTIVES

Blythe Bridge High School & Sixth Form is committed to providing a safe, inclusive and supportive environment for all students, including those living with allergies and those at risk of anaphylaxis.

We recognise that allergic reactions can range from mild symptoms to severe, life-threatening reactions requiring immediate medical intervention.

The purpose of this procedure is to:

- Set out the school's approach to identifying, managing and reducing the risks associated with allergies.
- Ensure appropriate arrangements are in place to support students with diagnosed allergies.
- Reduce the risk of accidental exposure to known allergens.
- Ensure staff understand how to recognise an allergic reaction and respond appropriately.
- Establish clear procedures for the storage, accessibility and administration of adrenaline auto-injectors.
- Ensure students with allergies can participate fully in lessons, extracurricular activities, educational visits and wider school life.
- Promote awareness and understanding of allergies across the school community.
- Provide reassurance to parents and carers that appropriate arrangements are in place to safeguard their children.

The school recognises that it is not possible to guarantee an entirely allergen free environment. However, reasonable and proportionate steps will be taken to minimise risks and respond effectively to emergencies.

This procedure applies to all staff, students, volunteers, visitors and contractors working within or visiting the school.

2. LEGISLATION AND STATUTORY GUIDANCE

This procedure has been developed with reference to relevant legislation and guidance, including:

- Children and Families Act 2014, including the statutory duties relating to supporting students with medical conditions and allergy safety.
- Children's Wellbeing and Schools Act 2026.
- Department for Education: Allergy Safety in Schools – Statutory Guidance (July 2026).
- Department for Education: Supporting students with medical conditions at school.
- Equality Act 2010.
- Food Information Regulations 2014.
- Food Information (Amendment) (England) Regulations 2019.
- Health and Safety at Work etc. Act 1974.
- Food Standards Agency guidance on food allergens and allergen labelling.
- NHS guidance on anaphylaxis and emergency treatment.
- Resuscitation Council UK guidance on emergency treatment of anaphylaxis.
- Anaphylaxis UK guidance for schools.

3. ROLES AND RESPONSIBILITIES

Blythe Bridge High School & Sixth Form adopts a whole school approach to allergy safety. Effective management requires cooperation between school leaders, staff, students, parents and carers, catering providers and external organisations.

3.1 Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership Team are responsible for:

- Ensuring this procedure is implemented consistently throughout the school.
- Ensuring appropriate arrangements and resources are available to support students with allergies.
- Ensuring staff understand their responsibilities.
- Supporting the Allergy Lead in implementing and reviewing procedures.
- Ensuring appropriate arrangements are in place for staff training.
- Ensuring allergy risks are considered when planning school activities and educational visits.
- Ensuring incidents are appropriately investigated and reported.
- Ensuring the procedure is published and communicated to the school community.
- Ensuring appropriate arrangements are maintained during staff absence and changes in personnel.

3.2 Allergy Lead

The nominated Allergy Lead is:

Samantha Hayes – Business & Operations Manager.

The Allergy Lead is responsible for:

- Promoting and maintaining allergy awareness throughout the school.
- Overseeing the collection and maintenance of allergy and special dietary information.
- Ensuring information about students with allergies is accurate and accessible to relevant staff.
- Ensuring Individual Healthcare Plans are obtained and reviewed where required.
- Coordinating allergy risk assessments.
- Ensuring staff are aware of students with allergies and understand the appropriate precautions.
- Ensuring staff receive appropriate allergy awareness and emergency response training.
- Maintaining oversight of the school's spare adrenaline auto-injectors.
- Ensuring appropriate storage, accessibility, maintenance and replacement arrangements are in place.
- Liaising with parents and carers, the First Aid Team, catering providers and other relevant professionals.
- Reviewing incidents and identifying any improvements required.
- Reviewing this procedure at least annually and following significant changes or incidents.

The Allergy Lead may delegate appropriate administrative tasks to the First Aid Team or other relevant staff but retains overall responsibility for overseeing the school's allergy arrangements.

3.3 First Aid Team

The First Aid Team is responsible for:

- Coordinating medical information and paperwork received from parents and carers.
- Liaising with families regarding prescribed medication and replacement devices.
- Supporting the maintenance of Individual Healthcare Plans and relevant medical records.
- Checking that spare AAIs are present, in date and in good condition.
- Arranging replacement medication before expiry or following use.
- Ensuring emergency treatment is accurately recorded.
- Supporting staff during medical emergencies.
- Ensuring relevant incident records are completed.
- Providing appropriate information to the Allergy Lead.

First Aid contact extension:

- 25042

In an emergency, staff must not delay calling 999 while attempting to contact the First Aid Team.

3.4 Teaching and Support Staff

All teaching and support staff are responsible for:

- Reading and understanding this procedure.
- Completion of the allergy awareness training.

- Being familiar with the signs and symptoms of allergic reactions and anaphylaxis.
- Knowing how to access emergency medication.
- Being aware of students with allergies in their care.
- Following relevant Individual Healthcare Plans and risk assessments.
- Considering potential allergens when planning lessons and activities.
- Taking appropriate precautions during practical lessons, food technology, science experiments and extracurricular activities.
- Ensuring students with allergies are not unnecessarily excluded from activities.
- Reporting any concerns, incidents or changes in a student's condition to the First Aid Team.
- Ensuring appropriate arrangements are made before taking students off-site.

Staff should never assume that another colleague is aware of a student's allergy or that a student can independently manage their condition.

3.5 Catering Staff and Catering Provider

Aspens (school catering provider) and Catering Manager are responsible for:

- Maintaining appropriate allergen information for food and drink provided.
- Providing accurate ingredient and allergen information.
- Ensuring allergen information is accessible to students, parents and relevant staff.
- Following appropriate food hygiene and allergen management procedures.
- Taking reasonable steps to prevent cross contamination.
- Ensuring catering staff receive appropriate allergen training.
- Informing the school of any changes to ingredients, menus or food preparation procedures that may affect students with allergies.
- Following agreed procedures when preparing and serving food for students with special dietary requirements.

The Catering Manager must liaise with the Allergy Lead regarding students with identified food allergies.

3.6 Parents and Carers

Parents and carers are responsible for:

- Informing the school of any diagnosed allergies or suspected allergic reactions.
- Providing accurate and up-to-date medical information.
- Providing a current allergy action plan completed by an appropriate healthcare professional.
- Providing prescribed medication, including adrenaline auto-injectors, where required.
- Ensuring prescribed medication is in date and replaced when necessary.
- Informing the school of any changes to their child's condition, medication or treatment.
- Attending meetings where required to review their child's healthcare arrangements.
- Working with the school to ensure their child can participate safely in school activities.

Parents and carers should ensure their child understands their allergy and knows how to seek help when necessary.

3.7 Students with Allergies

Students will be encouraged, according to their age and level of understanding, to:

- Understand their allergy and known triggers.
- Recognise the signs and symptoms of an allergic reaction.
- Avoid known allergens where reasonably possible.
- Understand how and when to seek help.
- Know where their medication is stored or carry it themselves where appropriate.
- Understand how to use their adrenaline auto-injector where developmentally appropriate.
- Inform a member of staff immediately if they feel unwell or suspect an allergic reaction.
- Avoid sharing food, drinks or eating utensils.

The school recognises that students may require different levels of support depending on their age, maturity and individual medical needs.

3.8 Students Without Allergies

Students will be encouraged to:

- Understand that allergies can be serious and potentially life-threatening.
- Avoid sharing food and drinks with other students or staff.
- Respect the needs of students with allergies.
- Follow school guidance regarding food and allergen awareness.
- Inform a member of staff if they believe someone is experiencing an allergic reaction.
- Treat students with allergies respectfully and without discrimination.

4. IDENTIFYING STUDENTS AND ASSESSING RISK

4.1 Identification of Students

The school will identify students with diagnosed allergies through information provided by parents and carers, healthcare professionals and relevant school records.

Information will be collected when students join the school and updated throughout their time at Blythe Bridge High School & Sixth Form.

Parents and carers must notify the school if a student receives a new allergy diagnosis or experiences a significant change in their condition.

The school will maintain an up-to-date register of students with allergies and those at risk of anaphylaxis.

Relevant information may include:

- Student’s name and photograph.
- Known allergens.
- Previous allergic reactions.
- Whether the student is at risk of anaphylaxis.
- Prescribed medication and dosage.
- Type and location of prescribed adrenaline auto-injectors.

- Individual Healthcare Plan and allergy action plan.
- Emergency contacts.
- Any additional support or reasonable adjustments required.

4.2 Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be prepared for students who require one in accordance with current Department for Education guidance.

The plan should be developed in partnership with the student, parents or carers, the school and relevant healthcare professionals.

Where appropriate, it will include:

- Details of the student's allergy.
- Known allergens and triggers.
- Symptoms and signs of an allergic reaction.
- Previous reaction history where relevant.
- Medication and treatment requirements.
- Instructions for administering prescribed AAIs.
- Arrangements for spare school AAIs.
- Emergency contact details.
- Support required during lessons, breaks and lunchtime.
- Arrangements for PE, practical lessons and extracurricular activities.
- Arrangements for educational visits and residential trips.
- Any reasonable adjustments required.

The plan will be reviewed at least annually and whenever there is a significant change in the student's medical needs.

4.3 Risk Assessments

An individual risk assessment will be undertaken where appropriate to identify and manage risks associated with a student's allergy.

Risk assessments will consider:

- The nature and severity of the allergy.
- Known triggers and possible exposure routes.
- The student's age and ability to manage their allergy.
- The location and accessibility of medication.
- Staff awareness and training.
- The activities the student participates in.
- Any additional reasonable adjustments required.

Specific risk assessments will be considered for:

- Food technology and practical cooking lessons.
- Science experiments involving food, chemicals or other potential allergens.
- Art and craft activities involving food packaging or other materials.
- PE lessons and sporting activities.
- Educational visits and school trips.
- Residential and overnight visits.

- Extracurricular activities and school events.
- Activities involving animals.
- Events involving external catering.
- Any other activity presenting a potential risk of exposure.

Risk assessments will be reviewed following any incident or significant change in circumstances.

5. MANAGING AND REDUCING THE RISK OF ALLERGIC REACTIONS

5.1 General Hygiene Procedures

The school will promote good hygiene practices to minimise the risk of accidental exposure to allergens.

These include:

- Students being encouraged to wash their hands before and after eating.
- Students not sharing food, drinks or eating utensils.
- Appropriate cleaning of tables and surfaces after food has been consumed.
- Ensuring food waste is disposed of appropriately.
- Encouraging students to use their own named water bottles.
- Ensuring staff supervise relevant activities where there is a known allergy risk.

Hand sanitiser should not be regarded as a substitute for appropriate handwashing when removing food allergens.

5.2 Catering and Food Provision

Blythe Bridge High School & Sixth Form is committed to providing safe food choices for students with allergies.

The school will work with Aspens (catering provider) to ensure that food allergen information is accurate and available.

The 14 regulated allergens must be identified and communicated in accordance with applicable food information legislation.

The 14 allergens are:

1. Celery.
2. Cereals containing gluten.
3. Crustaceans.
4. Eggs.
5. Fish.
6. Lupin.
7. Milk.
8. Molluscs.
9. Mustard.
10. Tree nuts.
11. Peanuts.
12. Sesame seeds.
13. Soybeans.

14. Sulphur dioxide and sulphites.

The school will ensure that:

- Catering staff receive appropriate allergen training.
- Ingredient information is available for food served.
- Menu information is available to parents and carers in advance where possible.
- Changes to ingredients and menus are communicated.
- Food preparation arrangements minimise the risk of cross-contamination.
- Students are not expected to rely solely on visual identification of food to determine whether it is safe.
- Students with allergies can obtain appropriate information before making food choices.

The school's menu is available for parents and carers to view on the school website.

For a full ingredient list, parents and carers may contact the School Catering Manager on:

01782 392519

The Business & Operations Manager will ensure the Catering Manager is informed of relevant student food allergies through an agreed secure process.

The school recognises that it cannot guarantee an entirely allergen free catering environment. Aspens must take appropriate steps to manage allergen risks, provide accurate information and prevent cross-contamination wherever reasonably practicable.

5.3 Food Restrictions and Allergen Awareness

Blythe Bridge High School & Sixth Form is **not a nut-free school**. The school recognises that it is not possible to guarantee an entirely allergen-free environment and does not operate a blanket ban on nuts or other specific allergens across the school site.

However, the school is committed to promoting allergy awareness and taking reasonable and proportionate steps to minimise the risk of accidental exposure to allergens.

The school encourages students, parents and staff to be considerate of others and to understand the potential risks associated with food allergies.

In particular:

- Students must not share food, drinks or eating utensils.
- Students should be encouraged to wash their hands before and after eating.
- Food should not be shared with students who have known allergies.
- Staff must consider the use of food and potential allergens during lessons and activities.
- Appropriate cleaning procedures must be followed after food-related activities.
- Students with known allergies must be supported through individual healthcare plans and risk assessments.
- Parents and carers are encouraged to discuss any concerns about food brought into school with the Allergy Lead.

Although the school does not prohibit nuts or other allergens across the school site, Aspens (catering provider) will be made aware of students with identified food allergies and must follow appropriate allergen management, food labelling and cross contamination procedures.

The school will continue to promote a whole-school approach to allergy awareness, ensuring students and staff understand the importance of recognising allergies, avoiding known allergens where reasonably possible and responding appropriately to an allergic reaction.

The school's approach is based on individual risk assessment, awareness, education and effective emergency procedures rather than a blanket ban on foods.

5.4 Insect Bites and Stings

Where students have a known allergy to insect stings, appropriate precautions will be considered.

These may include:

- Encouraging students to wear suitable footwear outdoors.
- Keeping food and drinks covered when appropriate.
- Avoiding areas where insects are congregating where reasonably practicable.
- Ensuring prescribed medication is accessible.
- Making staff aware of the student’s allergy and emergency arrangements.

5.5 Animals

Where animals are involved in school activities, staff must consider the potential risks to students with animal allergies.

Students with known animal allergies will be supported through individual risk assessments and appropriate adjustments.

All students should wash their hands after handling or coming into contact with animals.

Alternative arrangements will be considered where necessary to ensure students are not unnecessarily excluded from educational activities.

5.6 Mental Health and Pastoral Support

The school recognises that living with a serious allergy can affect a student’s confidence, wellbeing and mental health.

Students may experience anxiety about accidental exposure or participating in social activities.

Support may include:

- Pastoral support.
- Regular check-ins with their form tutor.
- Support from the safeguarding or wellbeing team.
- Reassurance and education for peers.
- Appropriate involvement of parents and carers.
- Reasonable adjustments to reduce anxiety and support inclusion.

Any concerns about bullying, exclusion or discrimination relating to a student's allergy will be addressed in accordance with school procedures.

5.7 School Events and Educational Visits

Students with allergies must be given the opportunity to participate fully in school activities, including educational visits, sporting fixtures, performances and extracurricular events.

Staff organising activities must:

- Identify students with relevant allergies.
- Review Individual Healthcare Plans.
- Complete appropriate risk assessments.
- Ensure emergency medication is available.
- Confirm that staff understand their responsibilities.
- Check that appropriate trained staff are accompanying the group.
- Consider food and catering arrangements.
- Ensure emergency contact information is available.

Trip leaders must check that students have their prescribed medication and that appropriate spare medication is available in accordance with school procedures.

A portable first aid kit and relevant emergency supplies should be requested from the First Aid Team where required.

Overnight and Residential Visits

Residential visits require additional planning.

The lead member of staff will arrange a meeting with parents and carers before any overnight or residential visit.

The school will:

- Discuss the student's individual requirements.
- Obtain relevant medical and emergency information.
- Liaise with the accommodation provider regarding food and allergen management.
- Confirm arrangements for storing and accessing medication.
- Ensure staff understand the student's allergy action plan.
- Ensure appropriate emergency cover is available throughout the visit.

Sporting Fixtures

Students with allergies should have every opportunity to attend sporting fixtures and represent the school.

The PE department will ensure:

- Relevant staff are aware of students' allergies.
- Emergency medication accompanies the team.
- Appropriate trained staff are present.
- The host school is informed of relevant medical and dietary requirements where necessary.

- Food arrangements are considered.
- Any identified risks are addressed before the fixture.

Where a host venue cannot safely meet a student's dietary requirements, appropriate alternative arrangements will be discussed with the family and student. The student should not be excluded unnecessarily.

6. PROCEDURES FOR RESPONDING TO AN ALLERGIC REACTION

6.1 Recognition of an Allergic Reaction

All staff must be aware that allergic reactions can develop rapidly and may become life-threatening.

Symptoms can include:

Mild to moderate reactions:

- Itching or tingling in the mouth.
- Hives or an itchy rash.
- Swelling of the lips, face or eyes.
- Abdominal pain.
- Nausea or vomiting.
- Sneezing or a runny nose.

Signs of possible anaphylaxis:

- Swelling of the tongue or throat.
- Difficulty swallowing.
- Tightness in the throat.
- Hoarse voice.
- Wheezing or difficulty breathing.
- Persistent coughing.
- Dizziness or feeling faint.
- Confusion or sudden drowsiness.
- Pale, clammy skin.
- Collapse or loss of consciousness.

A severe allergic reaction can occur without a skin rash.

Staff must not wait for symptoms to become more severe before responding.

6.2 Immediate Emergency Response

If anaphylaxis is suspected, staff must act immediately.

The student's prescribed allergy action plan should be followed wherever available.

The emergency response is:

1. **Administer adrenaline immediately.** Use the student's prescribed adrenaline auto-injector. Where this is unavailable or unsuitable, an appropriate spare school AAI may be used in accordance with current legislation and guidance.

2. **Call 999 immediately.** State clearly that the student is experiencing suspected anaphylaxis and requires an ambulance.
3. **Position the student appropriately.** Follow current NHS emergency positioning guidance. The student should generally lie flat with their legs raised. If they are struggling to breathe, they may need to sit up with their legs stretched out. Avoid sudden changes in position.
4. **Do not allow the student to stand or walk**, even if they begin to feel better.
5. **Record the time of administration** of the adrenaline auto-injector.
6. **Administer a second AAI if required.** If symptoms have not improved after five minutes, or the student deteriorates, administer a second available injector in accordance with the emergency guidance.
7. **Stay with the student** and monitor their condition continuously until emergency services arrive.
8. Arrange for a member of staff to inform the Headteacher & Business & Operations Manager who will meet the ambulance and direct paramedics to the student.
9. Inform the First Aid Team and contact parents or carers as soon as practicable.
10. Ensure the student receives hospital assessment following anaphylaxis.

Antihistamines must never be used as a substitute for adrenaline in suspected anaphylaxis.

Staff must not delay emergency treatment while attempting to locate paperwork, contact parents or obtain medical advice.

6.3 Where the Student Does Not Have an Allergy Action Plan

If a student experiences symptoms suggestive of anaphylaxis but does not have an individual allergy action plan, staff must:

- Treat the situation as a medical emergency.
- Administer an appropriate available school AAI.
- Call 999 immediately.
- Follow the emergency call handler's instructions.
- Keep the student under continuous observation.
- Inform the Headteacher & Business & Operations Manager.
- Inform the First Aid Team and parents or carers.
- Complete an incident report.

6.4 Use of a School Spare AAI

A spare school AAI may be used where:

- A student has been prescribed an AAI but their own device is not immediately available; or
- A student who has not previously been diagnosed with an allergy experiences symptoms of anaphylaxis and the relevant emergency use conditions are met.

The school will ensure that the use of spare AAIs complies with regulations.

6.5 Mild Allergic Reactions

Where a student experiences symptoms that appear mild, staff must:

- Follow the student’s individual allergy action plan.

- Inform the First Aid Team.
- Monitor the student closely.
- Inform parents or carers.
- Seek appropriate medical advice where required.

If symptoms progress or signs of anaphylaxis develop, the emergency procedure in section 6.2 must be followed immediately.

Staff must not assume that an initially mild reaction cannot become severe.

6.6 After an Allergic Reaction

Following any significant allergic reaction:

- Parents or carers must be informed.
- The incident must be recorded.
- Medication administered must be documented.
- The student's Individual Healthcare Plan must be reviewed where appropriate.
- Relevant risk assessments must be reconsidered.
- The Allergy Lead must review whether any changes to school arrangements are required.
- Appropriate support must be offered to the student and any staff or students affected by the incident.

7. ADRENALINE AUTO-INJECTORS (AAIs)

7.1 School Spare AAIs

Blythe Bridge High School & Sixth Form will maintain a supply of spare adrenaline auto-injectors for emergency use in accordance with current statutory guidance.

The Allergy Lead is responsible for overseeing their purchase, storage, maintenance and replacement.

Current school arrangements:

- Supplier: Blythe Bridge Pharmacy
- Proposed school stock: Four spare AAIs.
- Current selected device: EpiPen.
- Proposed stock strength: 300 micrograms.

Spare devices do not replace a student's own prescribed medication.

7.2 Storage of AAIs

The Allergy Lead will ensure that spare AAIs are stored:

- In a designated and clearly identifiable emergency medication cabinet.
- At room temperature and in accordance with manufacturer instructions.
- Away from direct sunlight and extremes of temperature.
- In a central and accessible location.
- In a location known to staff.
- In a location accessible to staff at all times.

- Unlocked where necessary to ensure immediate emergency access.

The school's current designated storage location is the SLT kitchen, in a dedicated cabinet.

The school will regularly review whether this location remains suitable, particularly regarding access during lessons, breaks, PE, extracurricular activities and off-site visits.

AAIs must never be stored in a location that causes unnecessary delay in an emergency.

Prescribed student medication must be clearly identifiable and stored in accordance with the student's Individual Healthcare Plan.

7.3 Maintenance and Expiry Checks

Julie Willott & Hayley Reynolds are currently responsible for undertaking monthly checks of the school's spare AAIs.

Checks will confirm:

- All expected devices are present.
- Devices are within their expiry dates.
- Devices are undamaged.
- Devices are stored correctly.
- The solution is clear and colourless, where visible through the device viewing window.
- Replacement arrangements are in place.

Checks must be recorded in a medication monitoring log.

Replacement devices should be obtained before expiry wherever possible.

Any device that has been used, damaged or is no longer suitable must be replaced promptly.

7.4 Disposal

Adrenaline auto-injectors are single-use devices.

Following use, the device must be handled safely and disposed of in accordance with manufacturer guidance and local arrangements for clinical waste or sharps disposal.

Used devices must be retained safely for handover to emergency services where appropriate.

A replacement device must be obtained as soon as possible following use.

7.5 Use of AAIs Off School Premises

Students at risk of anaphylaxis should carry their prescribed AAIs when participating in school activities outside the school site, in accordance with their Individual Healthcare Plan.

Staff leading educational visits and off-site activities must:

- Check relevant medical information.
- Confirm that prescribed medication is available.
- Ensure appropriate spare AAIs are available where required.
- Ensure staff understand how to access and administer emergency medication.
- Carry relevant emergency contact information.
- Ensure medication remains accessible throughout the activity.

A portable first aid kit and appropriate spare medication should be requested from the First Aid Team.

Emergency medication must not be left behind on school premises when it is required for an off-site activity.

7.6 Emergency Anaphylaxis Kit

The school will maintain an emergency anaphylaxis kit.

The kit should contain:

- Spare adrenaline auto-injectors of the appropriate strengths.
- Instructions for using the relevant devices.
- Manufacturer information.
- Storage instructions.
- A record of device batch numbers and expiry dates.
- A medication checking log.
- Arrangements for replacing used or expired devices.
- A record of AAIs administered.

The contents of the kit will be reviewed regularly by the designated member of staff.

8. STAFF TRAINING AND ALLERGY AWARENESS

Blythe Bridge High School & Sixth Form recognises that effective staff training is essential to student safety.

All staff, including teaching, support, administrative, catering and relevant premises staff, will receive appropriate allergy awareness training.

Training will include:

- Understanding allergies and anaphylaxis.
- Recognising common allergens.
- Understanding the potential severity of allergic reactions.
- Recognising signs and symptoms of anaphylaxis.
- Understanding the importance of immediate action.
- Knowing how to respond to a suspected allergic reaction.
- Knowing where emergency medication is stored.
- Understanding how to use adrenaline auto-injectors.
- Understanding the arrangements for spare school AAIs.
- Understanding individual student healthcare plans.
- Promoting inclusion and supporting students' emotional wellbeing.

- Understanding the risks of cross-contamination.

Training will be:

- Provided as part of staff induction.
- Refreshed annually.
- Updated following significant changes to national guidance or school procedures.

The Allergy Lead will maintain an appropriate training record, including the date, training provider, staff attendance and refresher dates.

Staff must know where to access this procedure and how to obtain further advice.

9. MONITORING, RECORDING AND REVIEWING INCIDENTS

9.1 Recording Allergic Reactions

Any suspected allergic reaction occurring in school or during a school activity must be recorded on the first aid log.

Records should include:

- Student's name.
- Date, time and location.
- Description of symptoms.
- Known or suspected allergen exposure.
- Actions taken.
- Medication administered.
- Time of medication administration.
- Whether emergency services were contacted.
- Parent or carer notification.
- Outcome and any follow-up arrangements.

All medication administration must be recorded in accordance with school procedures.

9.2 Recording Near Misses

The school will also record relevant allergy-related near misses.

Examples include:

- Accidental exposure to a known allergen without a reaction.
- Incorrect food labelling.
- Potential cross-contamination.
- Medication being unavailable or inaccessible.
- A delay in identifying a student's allergy.
- A failure to follow an agreed risk assessment.

Near misses will be reviewed to identify opportunities to improve safety.

9.3 Reviewing Incidents

The Allergy Lead and the Headteacher will review significant incidents and near misses.

The review will consider:

- Whether existing procedures were followed.
- Whether staff had appropriate training.
- Whether emergency medication was accessible.
- Whether the Individual Healthcare Plan was accurate.
- Whether risk assessments were adequate.
- Whether catering or food arrangements contributed to the incident.
- Whether further action or training is required.

Any necessary changes will be implemented and communicated to relevant staff.

Serious incidents will be reported and escalated in accordance with statutory guidance and Trust procedures.

9.4 Procedure Review

This procedure will be reviewed at least annually by the Allergy Lead in consultation with the Senior Leadership Team.

It will also be reviewed following:

- Significant changes to legislation or national guidance.
- A serious allergic reaction.
- A significant near miss.
- Changes to school medication arrangements.
- Changes to the school's catering arrangements.
- Changes to key responsibilities or personnel.

The procedure will be approved through the appropriate governance arrangements and published on the school website.

10. LINKS TO OTHER POLICIES

This procedure should be read alongside:

- Supporting Students with Medical Conditions Procedure.
- Health, Safety & Wellbeing Procedure.
- Educational Visits Procedure.
- Food and Catering Procedure.

APPENDIX 1 – EMERGENCY ANAPHYLAXIS RESPONSE

SUSPECTED ANAPHYLAXIS – ACT IMMEDIATELY

1. GIVE ADRENALINE

Administer the student's prescribed adrenaline auto-injector immediately, or an appropriate school spare AAI.

2. CALL 999

State clearly: "This is suspected anaphylaxis."

3. POSITION THE STUDENT

Follow NHS guidance. Generally, lie the student flat with legs raised. If breathing is difficult, they may need to sit up with legs stretched out.

4. SECOND DOSE

If there is no improvement after five minutes, or the student deteriorates, administer a second available AAI.

5. DO NOT ALLOW THE STUDENT TO STAND OR WALK

Keep the student under continuous observation.

6. STAY WITH THE STUDENT

Remain with them until the ambulance arrives.

7. CONTACT PARENTS AND CARERS

Inform the family as soon as practicable.

8. RECORD THE INCIDENT

Record symptoms, medication, administration times and actions taken.

IMPORTANT

- Do not delay adrenaline administration.
- Do not rely on antihistamines to treat anaphylaxis.
- Do not allow the student to walk, even if they feel better.
- Ensure hospital assessment following anaphylaxis.

All staff should know the location of the emergency AAI cabinet and the procedure for obtaining emergency assistance.

APPENDIX 2 – INDIVIDUAL HEALTHCARE PLAN INFORMATION

The following information should be obtained and maintained for students who require an Individual Healthcare Plan.

Information required	Details
Student's full name	
Date of birth	
Form group	
Photograph	
Parent/carer contact details	
Known allergies	
Known triggers	
Previous allergic reactions	
Risk of anaphylaxis	
Prescribed medication	
AAI type and strength	
Location of prescribed medication	
Spare AAI arrangements	
Allergy action plan attached	Yes / No
Relevant medical advice	
Emergency contact details	
Review date	

The plan should be agreed with parents/carers and relevant healthcare professionals as appropriate.

APPENDIX 3 – SCHOOL ALLERGY MANAGEMENT CHECKLIST

The Allergy Lead will use the following checklist to monitor the school's arrangements.

Requirement	Complete / Action required
Current allergy register maintained	
Individual Healthcare Plans in place where required	
Allergy action plans available	
Relevant staff informed of student allergies	
Allergy risk assessments completed	
Spare AAIs available	
AAIs stored appropriately	
Monthly expiry and condition checks completed	
Replacement arrangements confirmed	
Staff training completed	
New staff included in induction training	
Catering arrangements reviewed	
School trip procedures reviewed	
Emergency procedures communicated	
Incidents and near misses recorded	
Procedure published and communicated	
Annual review completed	

APPENDIX 4 – USEFUL GUIDANCE AND CONTACTS

Department for Education

Allergy Safety in Schools – Statutory Guidance

https://www.gov.uk/government/publications/allergy-safety-in-schools

NHS

Anaphylaxis – Symptoms and emergency treatment

https://www.nhs.uk/conditions/anaphylaxis/

Anaphylaxis UK

Emergency advice and allergy support

https://www.anaphylaxis.org.uk/

Food Standards Agency

Food allergen information and labelling

https://www.food.gov.uk/

APPROVAL

This procedure has been prepared for consideration and approval by the Local Governing Body.

Approval information	Details
Approved by	Local Governing Body
Date of approval	September 2026
Chair of Governors	
Signature	
Next review date	August 2027

Blythe Bridge High School & Sixth Form is committed to ensuring that students with allergies are safe, supported and able to participate fully in all aspects of school life.