



West House School

Allergy and Anaphylaxis Policy

Policy Title:	Allergy and Anaphylaxis Policy
Last Review:	January 2026
Next Review:	August 2026
Responsibility:	Matron Bursar, Headmaster
Other relevant policies:	First Aid Policy Food Safety Policy Health and Safety Policy

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1. AIMS AND OBJECTIVES

This policy outlines West House 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 and should be read alongside these other policies:

- Children with Medical Needs policy
- Whole School Safeguarding Policy
- Supervision of Pupils Policy

2. WHAT IS AN 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.

3. 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 AAls, adrenaline pens or by the brand name EpiPen.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. West House School use the school nurse to complete a **BSACI Allergy Action Plan and Personal Alert Card**. This includes versions for: people without a prescribed adrenaline device, people prescribed with different brands of adrenaline device. [BSACI-AllergyActionPlan-EpiPen-OCTOBER-24.pdf](#)

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

SPARE DEVICES: West House School has 18 spare adrenaline devices to be used in accordance with government guidance. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

4. ROLES AND RESPONSIBILITIES

West House School takes a whole-school approach to allergy management.

4.1 Designated Allergy Lead

The Designated Allergy Lead is Ellie Lette, Matron. The Matron reports into the Bursar for Health and Safety. They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with allergies.
- Taking decisions on allergy management across the school with assistance from the School Nurse
- Championing and practising 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 and Anaphylaxis Policy, and other related procedures
- Reviewing the stock of the school's spare adrenaline device (check the school has enough and the locations are correct) and ensuring staff know where they are
- Keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy
- Ensuring there is an Anaphylaxis training once a year which is recorded and kept as a record with the Matron

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

4.2 School nurse/ Healthcare team

Ellie Lette (Matron) and Louise Proudlock (School Nurse) are responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Personal Alert Cards) and information from families and will involve liaising with the Head of Admissions 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
- Update information on the Engage MIS system for all staff to access
- Ensuring the information from families is up-to-date, and reviewed annually (at a minimum)

- Coordinating medication with families. Whilst it's the parents and carers responsibility to ensure medication is up to date, the nursing team will 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 Devices prescribed to pupils and Spare Devices, including brand, dose and expiry date. The location of Spare Devices should also be documented.
- Regularly checking spare devices are where they should be, and that they are in date
- Replacing the spare device when necessary
- Providing on-site adrenaline device training for other members of staff and pupils and refresher training as required eg. before school trips

4.3 Admissions

The Head of Admissions is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Designated Allergy Lead and school nursing team to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity via initial interest in the school
- There is a clear structure in place to communicate this information to the relevant parties (i.e. 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, to include teaching staff, support staff, domestic staff, occasional staff (including Peripatetic Music teachers) are responsible for:

- Championing and practising 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 and staff 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
- Being able to recognise 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, inclusion and wellbeing of pupils with allergies always
- 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 have 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 Matron 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
- 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 a Personal Alert Card Plan and provide an accompanying Allergy Action Plan
- If applicable, provide the school or their child with two labelled adrenaline devices 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 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 eg. not eating the food, they are allergic to.

4.7 All pupils

All pupils at the school 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 recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency

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, this will depend on age and may not be appropriate with our very young children.
- Avoiding their allergen as best as they can
- Understand that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction
- Understand how and when to use their adrenaline auto-injector
- Talking to the Matron or a 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
- **Collect and wear a lanyard in the dining room, to enable staff to identify them.**
- **EYFS staff will support younger children.**

5 INFORMATION AND DOCUMENTATION

5.1 Register of pupils with an allergy

Allergy Action Plan: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan, if a pupil does not have a prescribed adrenaline pen, but has a known allergy we will complete a Paediatric Allergy Action Plan.

Personal Alert Card: This is WHS version of an Individual Healthcare Plan. A detailed document outlining an individual pupil's condition, treatment, risks and action plan. This document is created by school in collaboration with parents/carers and pupils. All pupils with an allergy should have a Personal Alert Card, it should be read in conjunction with Allergy Action Plan.

The school has a register of pupils who have a diagnosed allergy on our Engage system and with the Matron. This includes children who have a history of anaphylaxis or have been prescribed adrenaline devices, as well as pupils with an allergy where no adrenaline device have been prescribed.

5.2 Each pupil with an allergy has an Allergy Action Plan and Personal Alert Card. The plan is coordinated by the School Nurse.

The information on the plan includes:

- Known allergens and risk factors for allergic reactions
- A history of their allergic reactions

- Detail of the medication the pupil has been prescribed including dose, this should include adrenaline device, antihistamine etc.
- A copy of parental consent to administer medication, including the use of spare adrenaline device in case of suspected anaphylaxis
- A photograph of each pupil
- A copy of their Allergy Action Plan. See definitions for the BSACI templates.

5.3 **Personal alert card** gives information about the child's needs and wellbeing. This document is in collaboration with parents/carers and pupils.

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, cooking
- Bringing animals into the school, for 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

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity.

7. FOOD, INCLUDING MEALTIMES & SNACKS

8.1 CATERING IN SCHOOL

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

- Due diligence is carried out about 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 endeavour to get to know the pupils with allergies and what their allergies are supported by all school staff.
- The school has robust procedures in place to identify pupils with food allergies; these are on the Engage system. Matron ensures Catering team are aware of allergens. Photos of pupils with an allergy are on the wall in the kitchen. The Class teachers in Pre-Prep and Early Years supervise at lunch to ensure the food choice is safe and ensure pupils do not encounter their allergen.
- **Where changes are made to the ingredients this will be communicated to pupils with dietary needs by catering staff.**
- Our school menu ensures that we provide varied meal options which meet the Food standards. 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.
- **The lunch menu lists the allergen in the food for that week. A list of all 14 common allergens is on display in the dining room.**
- Food packaged to go will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging.
- Food provided at breakfast club and after school club will follow these procedures

- The school is allergen aware and have made a commitment to discouraging nuts in school.
- **Pupils with allergies are identified by a lanyard with their specific allergies listed.**

a. FOOD BROUGHT INTO SCHOOL

The school does not permit Birthday and Celebration treats to be consumed during the day. Food brought into school for Birthdays **and** celebrations is kept in the school office and distributed at the end of the day and handed directly to parents.

Food brought into school for Enterprise or Charity cake sales is clearly labelled.

8.3 FOOD BANS OR RESTRICTIONS

- This school is an Allergen Aware school. We have students with a wide range of allergies to different foods, so we encourage a considerate approach to bringing in food.
- West House is a allergen aware school.
- All food coming onto school premises or taken on a school trip or to a match should be checked to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all foods brought in. Common foods that contain these goods as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces

8.4 FOOD HYGIENE FOR PUPILS

- Pupils will wash their hands before and after eating
- Sharing, swapping or throwing food is not allowed
- Water bottles are clearly labelled

8. SCHOOL TRIPS AND SPORTS FIXTURES

- Staff leading the trip will have a register of pupils with allergies with medication details.
- **Trip leader must meet with matron1:1 to run through the first aid and emergency allergy kit – matron can provide a refresh on how to administer AAI during this.**
- Allergies will be considered on the risk assessment and catering provision put in place
- Consult with the parents if the trip requires an overnight stay
- Staff accompanying the trip will be trained to recognise and respond to an allergic reaction
- Allergens will be clearly labelled on catered packed lunches. If you have a pupil with an allergy to a food outside the “main 14” you should have a clear system in place to ensure they always receive a safe meal.
- If attending Match Tea at another school, details of their dietary requirements will be sent ahead to ensure they have a safe meal.
- See Adrenaline Device Section for School Trips and Sports Fixtures

9. 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 Caretaker 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.

10. ANIMALS

- Animals are not allowed onsite unless prior arrangement (Eg chicks in EYFS)
- Dogs are not allowed on the Playing field for home matches.

- Anyone in contact with an animal will wash their hands after contact
- School trips that include visits to animals will be carefully risk assessed

11. ALLERGIC RHINITIS/ HAYFEVER

Pupils with seasonal pollen allergy and hay fever and persistent nasal allergy are allowed relevant medicine in school, kept securely with Matron.

12. 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.

Matron will talk to pupils about how they feel about their allergies and record the information on the Personal Alert Card and school MIS Engage.

- No child with allergies should 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 including regular check-ins from their teacher or DSL
- 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
- **The Personal Alert card** gives information about pupils wellbeing

13. ADRENALINE DEVICE

[See the government guidance on Adrenaline Pens in Schools.](#)

13.1 Storage of adrenaline device

- Pupils prescribed with a device will have easy access to two, in-date devices at all times.
- **Devices are stored with Matron in the medical room for years 3 and above, reception, year 1 and year 2 keep their device in the classroom. All devices are clearly labelled, with the pupil's Allergy Action Plan.**
- Spot checks will be made to ensure devices are where they should be and in date. This is completed by the Matron.
- Devices are accessible at all times. They are not locked away or in a room that is locked.
- **Adrenaline kits can be found in big school reception, Field House reception, Woodbourne music room 4, the kitchen, and medical room.**
- Devices 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

13.2 Spare devices

This school has 18 spare devices to be used in accordance with government guidance.

The adrenaline devices are clearly signposted and are stored in the Matron office.

The Matron is responsible for:

- Deciding how many spare devices are required
- What dosage is required, based on the Resuscitation Council UK's age-based guidance (see page 11)
- Which brand(s) to buy. Schools are recommended to buy a single brand if possible to avoid confusion.
- The purchasing of spare adrenaline devices which can be obtained at low cost from a local pharmacy. See government guidance above
- Distribution around the site and clear signage
- **Updating care plan folders in classroom.**

13.3 Adrenaline device on school trips and match days

- No child with a prescribed adrenaline device will be able to go on a school trip without two of their own devices. Party leader is responsible for checking this.
- Adrenaline device will be kept close to the pupils at all times eg. not stored in the hold of the coach when travelling or left in changing rooms
- Adrenaline devices will be protected from extreme temperatures
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction
- **WHS Spare devices are taken to sporting fixtures and on trips**

14. 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 and a member of staff will instigate the school's Emergency Response Plan.
- If anaphylaxis is suspected 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 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 device is not available or misfires, then a spare adrenaline device will be used.
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline device or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline device are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline device can be administered to **anyone** for the purposes of saving their life.
- The pupil will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better. If after 5 minutes there is no improvements, use a second adrenaline device and call the emergency services to tell them you have done so.
- Anyone who has had 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.

15. TRAINING

15.1 The school is committed to training all staff annually to give them a good understanding of allergy. **Training is provided by the School Nurse and outside company First Response. Matron offers 1:1 training session to staff that requires a refresher or have missed out on the original training session.**

This includes:

- Understanding what an allergy is
- How to reduce the risk of an allergic reaction occurring
- How to recognise and treat an allergic reaction, including anaphylaxis
- How the school manages allergy, for example Emergency Response Plan, documentation, communication etc
- Where adrenaline device is kept (both prescribed and spare devices) 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
- **WHS staff uses training devices for anaphylaxis training**

WEST HOUSE SCHOOL	ADRENALINE DIVICE LOCATIONS
Kitchen	2 x device + salbutamol + antihistamine
EYFS Fieldhouse reception	2 x device + salbutamol + antihistamine
Woodbourne building (music room)	2 x device + salbutamol + antihistamine

Big school (reception)	2 x device + salbutamol + antihistamine
Medical room (first aid bag)	2 x device + salbutamol + antihistamine
Medical room (first aid bag)	2 x device + salbutamol + antihistamine
Medical room (cabinet)	6 x device + salbutamol + antihistamine

15.2 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.

16. ASTHMA

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. Please refer to the school Asthma policy.

If a pupil with an allergy has an inhaler this will be written on the BSACI Allergy Action Plan.

17. REPORTING ALLERGIC RECTIONS

Staff are responsible for reporting allergic reactions to the designated Lead Ellie Lette who records any incidents on the school management system Engage.

The incidents will be fully investigated at the time they take place by a member of the Senior Leadership Team any changes to policy and protocols will be discussed with the Allergy Team Lead and wider team in school.

An anaphylaxis drill is carried out once a year

Date: November 2025

Review Date: September 2026



MANAGING ALLERGIC REACTIONS

ALLERGIC REACTIONS VARY

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations.

You cannot assume someone will react the same way twice, even to the same allergen.

Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

MILD TO MODERATE ALLERGIC REACTIONS

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

SERIOUS ALLERGIC REACTIONS / ANAPHYLAXIS

The most serious type of reaction is called **ANAPHYLAXIS**.

Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis.

Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later.

Response:

- Stay with pupil
- Call for help
- Locate adrenaline pens
- Give antihistamine
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the pupil



RESPONDING TO ANAPHYLAXIS

SYMPTOMS OF ANAPHYLAXIS

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen Tongue

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

C - Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

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

DELIVERING ADRENALINE

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.

For more information see the Government's [Guidance for the use of adrenaline auto-injectors in schools.](#)