NORWICH SCHOOL

Allergy and Anaphylaxis Policy

This policy is new and was reviewed and approved by the Chief Operating Officer. This policy was agreed in Michaelmas 2026. It is due for review in Michaelmas 2027.

Confirmed by:

Georgina Valpied	Head of Welfare	Michaelmas 2026
Nicole Reynolds	Chief Operating officer	Michaelmas 2026

Version Control

The version control table should be updated each time:

- A **change** is made to an **agreed version** of a document; or
- A previously agreed document version is **reviewed with no changes** (i.e. at annual review no changes are required and the document continues to be live for the following year).

Use the following convention: version 1.0 (first version), version 2.0 (major change to version 1.0 and issued as a new version). Version 2.1 (second version with minor change)

Version number	Date issued	Author/key contact	Change(s) summary
			• Minor changes can be authorised by a senior staff member and do not need formal approval • Major revisions require approval through the confirming authority (typically a Committee)
1.0	Michaelmas 2026	Georgina Valpied	New policy ahead of upcoming changes to legislation

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1. Aims and Objectives

This policy outlines Norwich 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 ones 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:

First Aid and Medical Provision Policy

Safeguarding and Child Protection Policy

Health and Safety Policy

Antibullying Policy

Attendance Policy

Food Allergens Statement

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 UK 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 AAIs, adrenaline pens or by the brand name, EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. 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. Pupils at Norwich School who have been diagnosed as having a known allergy or anaphylaxis must provide a BSACI Allergy Action Plan to the school's Health Care Team, either on admission or when a diagnosis is confirmed whilst they are a pupil at the school.

DESIGNATED ALLERGY LEAD: The Head of Welfare is the member of staff responsible for overseeing allergy management across the school. Health Officers in both the Senior School and the Lower School act as the main point of contact for pupils, parents and staff.

NEFFY: Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector and approved for individuals who weigh 30kg or more.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's medical conditions, 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 risks. Allergy management should be included on all risk assessments for events on and off the school site.

SPARE ADRENALINE PENS: Norwich School has a supply of spare adrenaline pens, located around the school site.

These are held as a back-up, in case pupils' prescribed 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.

4. Roles and Responsibilities

Norwich School takes a whole-school approach to allergy management.

4.1 Designated Allergy Lead

The Designated Allergy Lead is Georgina Valpied, Head of Welfare. She reports to Nicky Fairweather, Principal Deputy Head. She is responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy;
- Taking decisions on allergy management across the school;
- 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;
- Providing on-site adrenaline pen training for staff and pupils and refresher training as required e.g. before school trips;

- 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 school's stock of spare adrenaline pens (check the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are;
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g.under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Organising periodic 'spot' checks' for Senior School pupils with allergies to ensure they are carrying their Epipens, medicines, equipment and Allergy Action Plan
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy; and
- Ensuring there is an annual anaphylaxis drill.

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

4.2 Health Officers

Senior School and Lower School Health Officers are responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (which involves liaising with the admissions team for new joiners);
- Ensuring allergy information is recorded onto the school's system, up-to-date and communicated to all staff;
- Supporting the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, occasional staff and those running clubs.
- Ensuring the information from families is up-to-date and reviewed annually (at a minimum) Coordinating medication with families and ensuring medication is in date.
- Keeping an adrenaline pen register to include adrenaline pens held by the school (Lower School) prescribed to pupils and the school's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens should also be documented;
- Termly checks that spare adrenaline pens are where they should be, and that they are in date; they will also be checked for any signs of discoloration or cloudiness that may indicate that the medication is no longer effective and the pen needs replacing;
- Replacing the spare adrenaline pens when necessary;
- Where food allergy is a major concern, the Health Officers will arrange a meeting with the Catering Manager to ensure catering staff are made aware of any new pupils with allergies to reduce potential exposure.

4.3 Admissions Team

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

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity, to ensure this is captured before a school visit, Taster Day or Open Day if food is likely to be eaten;
- Parents of potential pupils with a known allergy/anaphylaxis must provide Norwich School with an allergy action plan/care plan prior to their child attending the school site unchaperoned.
- There is a clear structure in place to communicate this information to the relevant parties (Health care team, catering team and senior staff involved in the event);
- Parents and applicants are informed of catering arrangements during admission events; and
- Plans are made for emergency medication if the child is to be left without parental supervision.

4.4 All staff

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

- Championing and practising allergy awareness across the school;
- Reading, 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, when necessary) 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 are carrying it on their behalf;
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;
- Considering the safety, inclusion 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;

- Forwarding any communication or information that comes directly to them from parents regarding allergens to the HealthcareTeam and adding the detail onto CPOMS; and
- Ensuring that pupils have their medication, their Allergy Action Plan and Individual Health Care Plan with them when leaving school site, for a match or an educational trip.
- Reporting any allergy incidents or near misses via the accident and incident reporting form on The Hub

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's Health Officers with information annually 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; and
- 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;
- 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;
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school;
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Ensure details of any allergic event outside school is communicated to the Health Officers in a timely manner.
- Allow the school to use their child's up-to-date school photograph and sign the associated permission for it to be shared appropriately as part of their allergy management; and

- 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 to which they are allergic.

4.7 All pupils

All pupils at the school should:

- Be allergy aware;
- Understand the risks allergens might pose to their peers and respect measures to support them;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Older pupils will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency; and
- Pupils at Norwich School are allowed to bring food into school, to eat onsite or to take on school trips and sports fixtures. This food should not be shared, swapped or given to other pupils.

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. Although Norwich School recognises that pupils in the Lower School may be familiar with their allergies and their symptoms, but this may not always be the case and could be dependent on the age of the pupil and the complexity of their allergy.
- Avoiding their allergen as best as they can;
- Understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they must notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- For Senior School Pupils, they must always carry two adrenaline auto-injectors on their person. They must only use them for their intended purpose;
- Understanding how and when to use their adrenaline auto-injector;
- Talking to the Designated Allergy Lead 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;
- Pupils permitted to leave the school site during the school day, should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and raise the alarm to get help; and
- If age and capability appropriate, ensuring they have their medication with them on the journey to and from school.

5. Information and Documentation

5.1 Register of pupils with an allergy

The school has a register of pupils who have 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.

5.2 Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan. The information on this 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 pens, antihistamine etc;
- Parental signature to confirm the details provided are correct and that they consent for Norwich School staff to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis;
- A photograph of each pupil; and
- A copy of their Allergy Action Plan. BSACI plans are outlined here: Paediatric Allergy Action Plans - BSACI

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 lessons 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; and
- 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. The School will ensure compliance with the Equality Act 2010.

7. Food, including Mealtimes & Snacks

7.1 Catering in school

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

- The food at Norwich School is provided by Thomas Franks.
- Please note that the school is not a nut-free environment. The school's aim is to keep the school as a controlled allergy zone.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- The Early Years settings at the Lower School adhere to the food and drink sections in Early Years Foundation Stage statutory guidance.
- Anyone preparing food for those 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 school staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The school has robust procedures in place to identify pupils with food allergies; these are monitored regularly. A photo log of all pupils with allergies is kept on The Hub. This is a live document, and any changes are communicated to the whole staff body as and when they are made. Staff and Pupils in the Senior School with allergies present to the allergy counter in the refectory, where their food is stored and given to individuals by a member of the catering staff.
- Pre-Reception-Upper 1 pupils eat lunch at the Lower School, the catering staff have a photo log of all pupils with allergies or dietary needs. The Thomas Franks catering staff are clearly briefed using the photo log of all pupils. The catering staff at Lower School communicate clearly with the health officer, teachers, supervisors and pupils to ensure that pupils individual dietary needs are met.
- An allergen matrix (see appendix A) containing the main 14 allergens (see Allergens definition) will be clearly on display. Other ingredient information will be available on request from the catering staff.
- Pupils with special dietary requirements will collect their meal from the dietary counter and need to clearly state their allergens when being served.
- Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring ingredients and 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 clear labelling on pre-packaged products and verbally when they collect their meal from the dietary counter.
- The Thomas Franks catering team, provide information on all items that "May Contain" allergens. This information is provided on labels on pre-packaged foods or on an allergen matrix on display.

- Food provided in the refectory/UKS at breakfast and after school will follow these procedures
- Neither Norwich School nor its catering suppliers buy nuts of any variety, or products that contain whole nuts, and no nuts are added to food which is prepared by Norwich School or its catering supplier. Some of the foods purchased by Norwich School or its catering suppliers state that "they may contain traces of nuts" and/or "have been produced in a factory which also uses nut products." When this is the case, it will be shown on labelling, menus or signage and on Norwich School's allergen matrix.
- No foods that "may contain nuts" or "have been produced in a factory which also uses nut products" are sent to the Lower School by the Catering team at any point.

7.2 Food brought into school

Pupils at Norwich School are allowed to bring food into school, to eat onsite or to take on school trips and sports fixtures. This food should not be shared, swapped or given to other pupils.

At times, pupils may bring food into school to share with their class. This food must adhere to Natasha's Law, be shop bought and not home baked.

At the Lower School, children bringing in food for their class must give this to a teacher to have it checked for allergens by the Health Officer. The teacher will oversee handing the food out at a suitable time and only to pupils with no known allergies to the ingredients.

7.3 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 considered approach to bringing in food;
- We try to restrict nuts as much as possible on the site and check all foods coming into the kitchen do not contain nuts. On the rare occasion they do, the catering team clearly communicate this on labelling, menus or signage and on an allergen matrix.
- All food coming onto school premises or taken on a school trip or to a match should adhere to this policy and ensure 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.

7.4 Food hygiene for pupils

- Pupils are encouraged to wash their hands before and after eating;
- Sharing, swapping or throwing food is not allowed;
- Water bottles and packed lunches should be clearly labelled.

8. Educational Visits and Sports Fixtures

- Staff leading the trip will have a register of pupils with allergies and details of their medication. This will be provided in the trip pack prepared by The Admin Hub or on SOCS for sport's fixtures.
- Sport's staff are responsible for ensuring they have the relevant paperwork for immediate reference whilst off site and this must have been reviewed prior to leaving school.
- All relevant medications for medical conditions must be checked by staff in charge of the trip/fixture to be present prior to leaving school.
- Allergies will be considered on the risk assessment and catering provision put in place;
- Parents, and pupils where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction;
- Allergens and ingredients will be clearly labelled on catered packed lunches as pre-packaged food will comply with PPDS legislation (Natasha's Law). Details of pupils who have specific dietary requirements and who require a packed lunch on a trip will be provided with clear notice to the catering team by the trip leader before the trip takes place.
- If attending Match Tea at another school, details of their dietary requirements will be sent ahead by the sport admin team/head of sport to ensure they have a safe meal; and
- See Adrenaline Pens section for School Trips and Sports Fixtures.
- Staff to use Anaphylaxis UK guidance on allergy considerations when planning a school trip. Guidance-trips-and-residentials.pdf

9. Insect Stings

Those 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; and
- Keep food and drink covered.

The school's estates 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.

10. Animals

It's normally the dander (flakes of skin) saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

1. A pupil with a known animal allergy should avoid the animal to which they are allergic;
2. Dogs are allowed to be brought on site by staff, and the school has a document with guidance around this.
3. Areas visited by animals will be cleaned regularly;
4. Anyone in contact with an animal will wash their hands after contact;
5. School trips that include visits to animals will be carefully risk assessed.

11. Allergic Rhinitis/Hay Fever

Pupils who suffer from seasonal pollen allergy and hayfever should ensure the school are aware. They should take their preventative medication before arriving at school, however if symptoms develop at school, pupils should attend the Health Centre for an assessment of their condition by the Health Officer, where medication can be given if parental consent has been given.

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.

- 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 pastoral staff.
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives; and
- Bullying related to allergy will be treated in line with the school's anti-bullying policy.

13. Adrenaline Pens

See the government guidance on Adrenaline Pens in Schools.

13.1 Storage of adrenaline pens

- Pupils prescribed with adrenaline pens will have easy access to two, in-date pens at all times;
- Spot checks will be made to ensure adrenaline pens are where they should be and in date

- Used or out of date pens will be disposed of as sharps.

Senior School

- All pupils in the Senior School are expected to always carry their two adrenaline pens with them, on their person both in school and over their journey to and from school and on any activities that take them off the school site. They should be stored in a suitable bag/ container that is clearly named and labelled as an allergy kit

Lower School

- Pupils' own emergency medication will be stored in the Lower School medical room
- Pupil medication will be stored in a see-through zip lock bag with their name and form displayed on the front.
- The pupil medication bag will contain their Allergy Action Plan, two adrenaline pens and any other emergency medication prescribed which is to be provided by parents. The adrenaline pens are to be stored in labelled insulated pouches within the zip lock bag.
- Pupil medication bags are stored in a box containing other pupil own medications from the same year group. This box is kept in the cupboard in the medical room. Lower School staff are aware of where to access medications and are reminded at least once annually. The medical room door and the cupboard door are never locked.
- Pupil own medications will be collected by a member of staff when they attend Games/PE sessions or leave the school site. These medications will be carried by a member of staff accompanying the pupils. The organiser of the activity/lesson/trip is responsible for ensuring pupil medications have been collected prior to departing and returned on arrival back at school.
- When pupil own medications are taken from the medical room, the person carrying the medications is responsible for ensuring they are stored correctly. This includes being out of direct sunlight, away from a heat source, always accompanied by an adult and easily accessible

13.2 Spare adrenaline pens

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

These spare pens are either provided to staff when necessary, going on an educational trip or they are found in locations around the school site.

The locations of spare adrenaline pens around the school site are clearly signposted. These are:

▪ Senior School Health Office, No. 71 The Close (2 x 0.3mg Epipens)

▪ Horsefair House, first floor, outside biology prep room (2 x 0.3mg Epipens)

▪ Daynes Sports Centre in the foyer (2 x 0.3mg Epipens)

▪ Refectory, on wall at entrance to kitchen (2 x 0.3mg Epipens and 1 x 0.15mg Epipens)

▪ Lower Close Pavillion at the top of the stairs, room on the left (2 x 0.3mg Epipens)

▪ Lower School trophy corner, near the staff room (1x 0.3mg Epipen and 1x 0.15mg Epipen)

▪ Infant kitchen in Lower School (1x 0.3mg Epipen and 1x 0.15mg Epipen)

▪ Bishops Palace OMR outside catering counter (2 x 0.3mg EpiPens)

▪ Redmayne Pavilion, upstairs, ahead of main entrance (2 x 0.3mg EpiPens and 2 x 0.15mg EpiPen)

▪ Upper King Street, ground floor, main entrance near lift (2 x 0.3mg EpiPens)

▪ Boat House, Whitlingham Lake (2 x 0.3mg EpiPens)

▪ Catering Van (2 x 0.3 mg EpiPens)

The Head of Welfare and Health Officers 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 to buy. Norwich School chooses to buy EpiPens as their spare adrenaline pens.
- The purchasing of spare adrenaline pens
- Distribution around the site and clear signage.

13.3 Adrenaline pens on off-site activities

- No child with a prescribed adrenaline pen will be able to go on a school trip or sporting fixture (including Redmayne and UEA) without two of their own devices. It is the trip leader's/sports teacher's responsibility to check they have them;
- Adrenaline pens will always be kept close to the pupils e.g. not 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 recognise and respond to an allergic reaction; and
- When deemed appropriate by the Health Officers, spare adrenaline pens will be provided to staff for off-site activities. This should be recorded as part of the risk assessment process.

14. Responding to an Allergic Reaction/Anaphylaxis

See appendix on recognising and responding to an allergic reaction

If a pupil has an allergic reaction:

- Treat the pupil in accordance with their Allergy Action Plan;
- Call 999 and a member of the School's Health Care Team;

- If anaphylaxis is suspected administer adrenaline without delay;
- Treat the pupil where they are. Lie them down with their legs raised and bring medication to them;
- Use pupil's own prescribed medication if immediately available;
- Pupil can administer the adrenaline pen themselves [if able to] or a member of staff can administer pen. Ideally the member of staff will be trained, but in an emergency, anyone can administer adrenaline;
- If the pupil's own adrenaline pen is not available or misfires, then use a spare adrenaline pen;
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, lie the pupil down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life;
- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given;
- Do not move the pupil until a medical professional/ paramedic has arrived, even if they are feeling better; and
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany them in an ambulance 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.

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 pens are kept (both prescribed pens 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; and
- Taking part in an anaphylaxis drill.

15.2 The school will carry out an anaphylaxis drill once a year.

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. Details of asthma management at Norwich School is found in our First Aid and Medical Provision Policy.

17. Reporting Allergic Reactions

The school will log allergic reaction incidents and near-misses using the accident and incident reporting form found under the same named tile on The Hub,

Thomas Franks catering team will also report allergic reaction incidents and near misses to the health and safety team within the company.

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.

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

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

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.

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

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

Appendix A - Allergen Matrix

Unit Name	Norwich School	Date	
		Menu	

Food	Allergens													
														
	Celery	Crustaceans	Eggs	Fish	Cereals with Gluten	Lupin	Milk	Molluscs	Mustards	Peanuts	Nuts from Trees	Sesame	Soybeans	Sulphur D02/ Sulphites

Allergy Advice:

- Food highlighted with ✓ are allergens that are present in this product / Food highlighted with **MC** indicate that this product **MAY CONTAIN** the stated allergen
- Our busy kitchens endeavour to take all reasonable steps to avoid any risk of cross contamination however we cannot guarantee that our food is 100% free from a specific allergen

Document control

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Other internal policies / documents referenced:	First Aid and Medical Provision Policy Safeguarding and Child Protection Policy Health & Safety Policy Anti-bullying Policy Attendance Policy Food Allergens Statement
External documents referenced:	Paediatric Allergy Action Plans - BSACI Equality Act 2010 Early Years Foundation Stage statutory guidance. PPDS legislation (Natasha's Law) Guidance-trips-and-residentials.pdf Government guidance on Adrenaline Pens in Schools.