

 HOLYPORT COLLEGE	Allergy and Anaphylaxis Policy	
	Effective Date: 01.09.2026	Version No: 1.0

Title	Allergy and Anaphylaxis Policy
Person responsible for policy formulation, implementation, maintenance and evaluation	Lead Health Practitioner: College Nurse
Persons consulted	Link Governor: Wellbeing Director of Finance & Operations (DFO) Head
Status	New Policy
Date of current review	17 September 2026
Date of future review	1 September 2027

REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed by	Date
v 1.0	1 Sept 2026	New Policy	LWA	12 July 2026

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POLICY DOCUMENT ANNUAL REVIEW

This Policy document is subject to an annual review by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. It will be reviewed annually and as a result of any:

- significant change to the Management Structure and/or responsibilities
- significant change to the function of the College
- critical incident

Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.

INTRODUCTION

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but are not limited to):

- Peanuts
- Tree Nuts
- Sesame
- Milk
- Egg
- Fish
- Latex
- Insect Venom
- Pollen
- Animal Dander

Holyport College is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their full potential.

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This policy sets out how Holyport College will support students with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in College life.

Role and responsibilities

Governor Responsibilities

- Appoint a named allergy governor
- Sign off and periodically review a standalone allergy policy
- Monitor staff training compliance
- Ensure spare emergency medication and Individual Healthcare Plans (IHPs) are in place
- Review incidents, near-misses, and safety drills

Staff Responsibilities

- **All staff** will complete anaphylaxis training
- Training is provided for all existing staff on an annual basis, and on an ad-hoc basis for any new members of staff as part of their induction on joining the College
- All staff, whether employed or agency, or visiting teachers must be aware of the students in their care who have known allergies, as an allergic reaction could occur at any time and not just at mealtimes
- Any food-related activities must be supervised with due caution
- Staff leading **school trips** will ensure they carry all relevant emergency supplies.
 - Trip and event leaders should check that all students with medical conditions, including allergies, carry their medication
 - **Students unable to produce their required medication should not be able to attend the excursion or event**
- The College Nurse and/or Health Care Assistant (HCA) will ensure that the up-to-date Allergy Action Plan is kept with the student's medication.
- The College Nurse keeps a register of students who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given whilst the student is under the direct care of the College
- The College Nurse & HCA ensure that any reaction or "near misses" are recorded and reported internally, and, where relevant, in accordance with RIDDOR

Parent Responsibilities

- Prior to a student being enrolled at Holyport College, it is the Parent's responsibility to inform Holyport College and the College Nurse of any allergies.

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- This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (British Society of Allergy and Clinical Immunology [BSACI] plans preferred) to the College
 - If they do not currently have an Allergy Action Plan, this should be developed as soon as possible in collaboration with a healthcare professional, for example their previous school's nurse / current GP / an allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date, and replaced as necessary.
- Parents are requested to be responsible for keeping the school up to date with any changes in allergy management.
 - The Allergy Action Plan will be kept updated accordingly by the College Nurse.
- It is the Parent's responsibility to ensure all medication is in date
 - The College Nurse or Healthcare Assistant will check medication kept at College on a termly basis and send a reminder to Parents if medication is approaching expiry

Student Responsibilities

- Students are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction
- Students who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times

Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and Parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto-injector.

BSACI Allergy Action Plans are to be produced by a medical professional and are not to be created by the College. This is a national scheme that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK.

Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

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Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting

More serious symptoms are often referred to as the **ABC** symptoms and can include:

- **AIRWAY**
 - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing)
- **BREATHING**
 - sudden onset wheezing, breathing difficulty, noisy breathing
- **CIRCULATION**
 - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become limp and weak and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the student has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the child where they are, call for help and do not leave them unattended
- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible

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- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAI's should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- **CALL 999** and state **ANAPHYLAXIS (ana-fil-axis)**
- If no improvement after **5 minutes**, administer second AAI
- If no signs of life, commence CPR
- Call Parent/carer as soon as possible

Whilst you are waiting for the ambulance, keep the child where they are. **Do not stand them up, or sit them in a chair, even if they are feeling better.** This could lower their blood pressure drastically, causing their heart to stop.

All students **must** go to hospital for observation after anaphylaxis, even if they appear to have recovered, as a reaction can reoccur after treatment.

Supply, storage and care of medication

Medication will be stored in a suitable container and clearly labelled with the student's name. The student's medication storage container should contain:

- Two AAI's i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the student's Parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the College Nurse will check medication kept at school on a termly basis and send a reminder to Parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant AAI's their child is prescribed, to make sure they can get replacement devices in good time.

Students self-administering

College students are of an age where they should, whenever possible, assume responsibility for their emergency kit under the guidance of their Parents. However, symptoms of anaphylaxis can come on **very suddenly**, so College staff need to be prepared to administer medication if the student cannot.

Storage

AAI's should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAI's are single use only and must be disposed of as sharps. Used AAI's can be given to ambulance paramedics on arrival or can be disposed of in a dedicated sharps bin.

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The College's **sharps bin** is kept in the Medical Centre.

‘Spare’ adrenaline auto-injectors (AAIs) in school

Holyport College has purchased spare AAIs for emergency use by students who are at risk of anaphylaxis, where their own devices are not available or not working (e.g. because the device is out of date or the student does not have them with them) or where they are experiencing anaphylaxis for the first time.

The spare AAIs are stored in yellow bags or a green box, clearly labelled **‘Emergency Anaphylaxis Adrenaline Pen’**, kept safely, not locked away, and are **accessible to all staff**.

The College Nurse has responsibility for ensuring that staff, including **agency staff and visiting teachers**, are aware of where the College's spare AAIs are kept.

Holyport College holds spare pens which are kept in the following locations:

- Both BT & JF boarding houses - 2nd floor common room, behind the staff desk
- Both BT & JF classroom areas - ground floor common rooms by the staff office / printer
- Medical Centre
- Refectory / Dining Hall - behind the serving counter
- Sports Centre - in the hallway, on the left hand wall (on entering from outside)
- Winton Reception - to the left of the reception desk

The College Nurse is responsible for checking the spare medication is in date on a monthly basis and to replace as needed.

Written Parental permission for use of the spare AAIs is included in the student's allergy action plan. Should no consent be explicitly provided, the Lead Health Practitioner will contact the Parent(s) directly, to ascertain why not, or to get the consent. The College puts the wellbeing of students at the top of its priorities and will endeavour to deliver on this in line with its statutory duties and obligations.

Staff Training

The staff members responsible for coordinating staff anaphylaxis training and the upkeep of the College's Allergy & Anaphylaxis Policy are: -

- Deputy Headmaster (Boarding & Pastoral)
- Lead Health Practitioner

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All staff will complete allergy and anaphylaxis training annually, and on an ad-hoc basis during induction for new staff.

Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis
 - Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance
- Knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date

Holyport College ensures that staff undertake a practical session using trainer devices.

Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products. The school adheres to Government guidance on the use of adrenaline auto-injectors in schools.

The College's menu is available for Parents to view half-termly in advance with all ingredients listed and allergens highlighted on the College's website at <https://www.holyportcollege.org.uk/about-us/catering/>.

The College Nurse will inform the Catering Manager and Chef of students with food allergies. The Red List is shared with the Catering Manager, Head Chef and Allergy Lead so catering staff can identify students with allergies e.g. a list with photographs, names and allergies.

Parents are encouraged to meet with the Catering Manager/Chef to discuss their child's needs.

- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) will be reviewed and may need to be restricted pending a risk assessment which will consider the allergies of students who may be attending
- The College does not allow students to bring in their own lunches. All students eat together in the Refectory, where a range of foods is provided to cater for a wide range of diets.

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The College safeguarding team works with students who have special needs to identify how they might have a balanced nutritional diet whilst at College, and the Catering team change menus and options wherever feasible.

Where students do bring in drinks or snacks, it is the students' responsibility to ensure that these are suitable and do not contain nuts.

- On their first day at College, all students with allergies will have it explained to them that they can check with catering staff, before purchasing food or selecting their lunch choice, if they are unsure of whether they can safely eat a particular offering
- Staff, in particular the catering team, are educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. For further information, Parents are encouraged to liaise with the Catering Manager

School trips & fixtures

All the activities on a school trip will be risk assessed to see if they pose a threat to allergic students and alternative activities planned to ensure inclusion. The needs of students with allergies, and in particular with anaphylaxis, will be individually considered.

Staff leading school trips will ensure they carry all relevant emergency supplies, as noted on the trip risk assessment. Trip leaders will check that all students with medical conditions, including allergies, carry their medication.

Students unable to produce their required medication will **not** be able to participate.

Staff at the venue for an overnight school trip will be briefed prior to the school party that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions

Allergic children will be given every opportunity to attend fixtures. For away fixtures, College Sports & P.E. staff will ensure that the school being visited is aware as appropriate of any College students participating who are at risk of anaphylaxis or an allergic reaction.

Where food is being provided by the College for students to take on the sports excursion, items will be clearly marked with allergen information. Food for students at risk of anaphylaxis will be clearly marked with their name and kept separate from other food if there is a risk of cross-contamination.

Where food is being provided by the other team, the College's Sports staff will inform the other team of any Holyport College students present who have an allergy when arranging the fixture or in advance of any food being served.

A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the College will arrange for the child to be provided with alternative food.

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The College may need the co-operation of Parents with any special arrangements required.

Allergy awareness and nut bans

Nuts are only one of many allergens that could affect students, and no school can guarantee a truly allergen free environment for a child living with food allergy. Holyport College supports the approach advocated by Anaphylaxis UK who advocate for schools to adopt a culture of allergy awareness and education. For this reason, Holyport College is not a “nut-free school”, but, as set out in this policy, strives to create an environment where all students can realise their full potential, part of which involves minimising the risk of severe allergic reactions.

Accordingly, the College adopts a 'whole school awareness of allergies', as it ensures teachers, students and all other staff are aware of what allergies are, the importance of avoiding students' allergens, signs & symptoms, how to deal with allergic reactions and how to ensure policies and procedures are in place to minimise risk.

Staff, Parents, students, volunteers and visitors are requested to respect the needs of the whole College community and not bring any food or drink which contains nuts of any type onto the College site. This request does not extend to private staff accommodation.

Risk Assessment

Holyport College will conduct an individual risk assessment for all new joining students with allergies and any students newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

The College will use school and individual risk assessments and individual healthcare plan templates from the following website or similar to complete these risk assessments:
<https://www.anaphylaxis.org.uk/downloads-form/safer-schools-download/>.

Other types of risk assessments (e.g. trips, events and fixtures) will take into account the needs of students who are participating.

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APPENDIX 1

Further Information

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

Safer Schools Programme

<https://www.anaphylaxis.org.uk/education/safer-schools-programme/>

AllergyWise for Schools online training

<https://www.anaphylaxis.org.uk/education/allergywise-for-schools-information/>

Allergy UK - <https://www.allergyuk.org>

Whole school allergy and awareness management

<https://www.allergyuk.org/for-industry-and-education/schools-early-years/whole-school-allergy-awareness-management-2/>

BSACI Allergy Action Plans

<https://www.bsaci.org/resources/resources/paediatric-allergy-action-plans/>

Spare Pens in Schools

<http://www.sparepensinschools.uk>

Department for Education Supporting students at school with medical conditions

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-students-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools:

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

Food allergy quality standards

(The National Institute for Health and Care Excellence, March 2016)
<https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment

(The National Institute for Health and Care Excellence, 2020)
<https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>