



Millfield School

Name of Policy: Anaphylaxis and Allergy Management Policy (Secondary School)

Linked policies: Safeguarding Policy, Educational Visits Policy, Health & Safety Policy, Administering medicines

1. Purpose and Scope

Millfield School is committed to providing a safe, inclusive environment for students with allergies and those at risk of anaphylaxis. This policy sets out how the school will:

- Reduce the risk of allergen exposure
- Recognise and respond to allergic reactions and anaphylaxis
- Ensure staff are trained and confident to act in emergencies
- Support students to participate fully in school life without discrimination

This policy applies to **all staff**, students, volunteers and visitors and covers **all school activities**, including trips and off-site provision.

2. Definitions

- **Allergy:** An abnormal immune response to a normally harmless substance (e.g. food, insect venom, medication).
- **Anaphylaxis:** A severe, potentially life-threatening allergic reaction that requires an immediate emergency response.
- **AAI:** Adrenaline Auto-Injector (e.g. EpiPen®, Jext®, Emerade®).
- **EHCP:** A medical plan completed with a healthcare professional detailing symptoms and emergency treatment.

3. Roles and Responsibilities

Governing Body

- Ensures this policy is implemented and reviewed regularly.
- Ensures appropriate insurance and indemnity arrangements are in place.

Senior Assistant Headteacher – Health and Safety

- Ensures the policy is followed and staff receive appropriate training.

- Ensures arrangements are in place for students with allergies.
- Coordinate staff training.

Designated Allergy Leads – SEND team working with Reception Team

- Maintain the allergy register.
- Monitor storage, accessibility and expiry of AAls.
- Act as points of contact for parents and staff.
- SEND team review care plans and update reception on allergy needs.

All Staff

- Complete annual allergy and anaphylaxis training.
- Be familiar with students at risk in their care.
- Know how to recognise symptoms and summon emergency help.
- Act promptly in line with this policy in an emergency.

Parents/Carers

- Inform the school of allergies and provide medical evidence where required.
- Supply **two in-date AAls** and an up-to-date Allergy Action Plan.
- Replace medication before expiry and update the school on any changes.

Students

- Are encouraged to understand their allergies and report symptoms immediately.
- Where appropriate, carry their AAls on their person at all times.

4. Allergy Action Plans as part of the EHCP

- All students at risk of anaphylaxis must have an Health Care Plan which includes plan of action for their allergy.
- Plans are held centrally and made accessible to relevant staff.
- The school maintains an **allergy register** on SIMS including:
 - Pupil name and photograph (with consent)
 - Known allergens
 - Medication required and location
 - Consent for use of spare AAls
- Plans and consent are reviewed **at least annually**.

5. Prevention and Risk Reduction

Millfield School adopts a **whole-school awareness approach**, rather than blanket allergen bans.

General Measures

- Students encouraged to wash hands before and after eating.
- Food not to be given out as rewards.
- Allergy bullying is not tolerated and is dealt with under the Behaviour Policy.

Catering

- Catering staff comply with **Food Information Regulations**.
- The canteen is allergy aware and nuts are avoided in any of the foods provided.
- Cross-contamination controls are in place.

6. Responding to Allergic Reactions and Anaphylaxis

Signs of Anaphylaxis (ABC)

Airway:

- Swollen tongue, throat tightness, hoarse voice

Breathing:

- Difficulty or noisy breathing, wheeze, persistent cough

Circulation:

- Dizziness, collapse, pale or floppy appearance, loss of consciousness

Emergency Action (Any ONE sign = act immediately)

1. **Lie pupil flat with legs raised**
(Sit up if breathing is difficult)
2. **Administer adrenaline immediately**
– Use pupil's own AAI if available, otherwise the school's spare AAI
3. **Call 999 – state “ANAPHYLAXIS”**
4. Stay with the pupil and **do not stand them up**
5. If no improvement after **5 minutes**, give a second AAI
6. Inform parents/carers as soon as possible
7. Pupil must go to hospital even if symptoms resolve

IF IN DOUBT – GIVE ADRENALINE

7. Adrenaline Auto-Injectors (AAIs)

Millfield School ensures that emergency medication can be accessed rapidly in the event of an allergic reaction.

Spare adrenaline auto-injectors are held in Reception and all Reception staff are first aid trained.

Staff must ensure that a pupil experiencing anaphylaxis has access to adrenaline without delay. Emergency medication locations are communicated through staff training, induction procedures and visitor briefings.

The school aims to ensure that adrenaline can be brought to a pupil who requires it within five minutes, regardless of their location on site.

Students' Own AAIs

- Students prescribed AAIs should carry **two devices** with them at all times where appropriate.
- Where this is not possible, AAIs are stored securely in reception.

Spare AAIs

- Millfield School holds **spare AAIs** in line with UK legislation.
- Spare AAIs are:
 - Clearly labelled
 - Stored at room temperature
 - Accessible to all staff at all times
- Spare AAIs may only be used on students with medical authorisation and parental consent, except in exceptional, life-threatening circumstances.

Checks and Storage

- Monthly checks of expiry dates and condition.
- Used AAIs disposed of safely as sharps or handed to paramedics.

8. Staff Training

- All staff receive allergy and anaphylaxis training.
- Training includes:
 - Recognising allergic reactions
 - Practical AAI use
 - Emergency procedures
- Designated staff receive enhanced training.

9. Educational Visits and Off-Site Activities

- Risk assessments are completed for all trips involving students with allergies.
- Students must take their AAIs on all visits.
- Overnight and residential trips require advance planning with parents/carers.
- The visit leader will review allergy information prior to departure and ensure that medication accompanies the pupil, staff are aware of emergency procedures, food and accommodation providers are informed where necessary, and appropriate emergency arrangements are in place. Reasonable adjustments will be explored before restricting participation in any activity.

10. Inclusion and Safeguarding

Millfield School ensures that students with allergies:

- Are not excluded from activities unnecessarily
- Are supported to participate safely
- Are protected from bullying or discrimination related to their allergy

11. Monitoring and Review

- This policy is reviewed annually or sooner if guidance changes or following a serious incident.
- Incident records are reviewed to improve practice.

12. Information Sharing and Records

Millfield School maintains a secure allergy register and associated healthcare records.

Information held may include:

- Known allergens and triggers
- Symptoms and warning signs
- Medication requirements
- Emergency contacts
- Individual Healthcare Plans (IHPs)
- Consent for the use of emergency medication

Relevant information will be shared only with those who need it to safeguard students, including staff, volunteers, regular visitors, catering staff, educational visit providers and emergency services.

Health information is special category personal data and will be collected, stored, used and shared in accordance with the school's Data Protection Policy and UK GDPR requirements. Information will not be displayed or circulated more widely than is necessary to keep students safe.

13. Regular Visitors, Volunteers and Contractors

Regular pupil-facing visitors, including careers advisers, counsellors, healthcare professionals, agency staff and volunteers, will receive relevant allergy information and emergency procedures before working with students.

Information shared will be limited to what is necessary for individuals to carry out their role safely and support students effectively.

All visitors are expected to follow school procedures relating to allergy management and emergency response.

Contractors and external organisations whose work may introduce allergen risks will be provided with relevant safety information where appropriate.

14. Incident and Near Miss Reporting

All allergic reactions, administration of emergency medication, emergency service call-outs and allergy-related near misses must be reported to the Senior Assistant Headteacher (Health and Safety) as soon as practicable.

All incidents will be reviewed to identify:

- Contributing factors
- Effectiveness of the response
- Access to medication
- Staff training needs
- Opportunities for improvement

Appropriate actions will be recorded and monitored to reduce the likelihood of future incidents. Parents/carers will be informed where appropriate.

15. Raising Awareness

The school will promote age-appropriate allergy awareness amongst staff and students.

Awareness activities may include:

- Staff training
- Assemblies
- Tutor programme activities
- Educational resources
- Visitor briefings

These activities are intended to improve understanding and inclusion but do not replace the need for trained staff to respond appropriately in an emergency.

Appendix:

Useful Resources

- Anaphylaxis UK – www.anaphylaxis.org.uk
- Allergy UK – www.allergyuk.org
- BSACI Allergy Action Plans – www.bsaci.org
- Government Guidance: *Adrenaline Auto-Injectors in Schools*

Allergy Management Arrangements at Millfield School

- **Designated Allergy Leads:** SEND Team and Reception Team
- **Location of Spare AAI:** Reception
- **Location of Emergency Inhaler:** Reception
- **Storage of Pupil Medication:** Reception or carried by pupil where agreed in their healthcare plan
- **Frequency of Medication Checks:** Monthly
- **Person Responsible for Medication Checks:** Reception Team
- **Emergency Access Point for Ambulances:** Reception Entrance
- **Incident Reporting System:** School reception log incidents
- **Staff Training Renewal Cycle:** Annual
- **Visitor Allergy Card:** Provided to all regular pupil-facing visitors
- **Educational Visits:** Individual risk assessments completed where required

Reviewed by TGN Sept 2026