SHREWSBURY HOUSE SCHOOL
FOUNDED 1865

ALLERGY AND ANAPHYLAXIS POLICY

Policy owner:	Deputy Head Pastoral / Matron
Approved by:	Executive Head
Date of last review:	September 2026
Next review:	September 2027

Why Is An Allergy Policy Important?

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.

Most allergic reactions are mild, causing minor symptoms but some can be very serious and cause anaphylaxis which is a life-threatening medical emergency. People can be allergic to almost anything, but serious allergic reactions are caused most commonly by food, insect venom (such as a wasp or bee stings), latex and medication.

Allergic disease is the most common chronic condition in childhood. On average, one or two children in every class will have a food allergy so it's vital the whole School community understands about allergies, risk prevention and knows what to do in an emergency.

A severe allergic reaction can cause risk to life but even a mild to moderate reaction or near-miss can have widespread consequences.

Having a robust Allergy and Anaphylaxis Policy ensures everyone:

- is clear on procedures;
- understands their responsibility for reducing the risk of allergic reactions happening;
- knows how to respond appropriately if an allergic reaction occurs.

Responsibility for the School's Allergy and Anaphylaxis Policy lies with the Governing body and the Deputy Head Pastoral/DSL. The policy is a dynamic document and is regularly reviewed and monitored by the Designated Allergy Lead (DAL), the Matron and the School's Senior Leadership Team. This policy is publicly available and clearly communicated to all pupils, staff and parents.

1. Aims And Objectives

This policy outlines Shrewsbury House School's 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 volunteers at the School and should be read alongside Thomas Frank's 'Allergen and Dietary Requirements Policy' and the 'First Aid Policy'.

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.

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.

There are 14 allergens required by law to be highlighted on pre-packed food and therefore need to be monitored carefully. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, brazil nut, macadamia etc.), soya, sulphites (or sulphur dioxide), and sesame.

Adrenaline Auto-Injector (AAI): 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 or Jext pen.

Allergy Action Plan: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

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

SPARE PENS: Spare AAIs are held as a back - up, in case pupils' own AAIs are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed with their own pen.

2. Roles and Responsibilities

Shrewsbury House School takes a whole-School approach to allergy management.

2.1. Designated Allergy Lead (DAL)

The DAL reports to the SLT. The DAL is responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils with an allergy.
- Advising 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.
- Ensuring allergy information is recorded, up-to-date and communicated to all.
- 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.
- 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 the staff are updated on how to use an AAI if a child or adult has Anaphylaxis. This will be done during the first staff meeting of the new academic year before the boys return to School in September and then ongoing training will take place throughout the year.
- Reviewing the paperwork submitted by parents for their children. This includes Allergy Action Plans and Individual Healthcare Plans from previous settings.
- Making sure this information is disseminated to all School staff, including the Catering Team, occasional staff and staff running co-curricular activities.
- Ensuring the information from families is up-to-date, and is reviewed annually (at a minimum).
- Coordinating medication with families. Whilst it is the parents and carers responsibility to ensure medication is up to date, Matron also has systems in place to check this and notify the parents when they see the expiry date is approaching.
- Keeping an AAI register to include AAIs prescribed to pupils, including brand, dose and expiry date.
- Providing on-site AAI training for other members of staff and pupils and refresher training as required e.g. before School trips.

2.2. Admissions Team

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They work with the DAL to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity.
- There is a clear structure in place to communicate this information to the relevant parties (e.g. Matron, Catering Team).
- Visitors (for example at Open Days and events) are aware of the catering set up and if food is to be offered , they are aware of the plans for medication if the child is to be left without

parental supervision.

2.3. All staff

All School staff, to include teaching staff, support staff, catering staff, occasional staff (for example sports coaches, music teachers and those running breakfast and afterSchool clubs) 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 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.
- 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.

2.4. 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 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 as snacks or for fundraising events.
- Ensure that any food brought into school for sale or distribution (for example birthday cakes) is clearly labelled with the ingredients.
- Not provide products with nuts to pupils for taking into school.
- 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.

2.5. Parents of children with allergies

In addition to point 2.4, the parents and carers of children with allergies should:

- Where necessary, work with the School to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan (which is sufficient for the majority of pupils).
- If applicable, provide the School or their child with two labelled AAIs and any other medication, for example antihistamine (with a dispenser , iei.e.. 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.
- 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 e.g. not eating the food they are allergic to.

2.6. 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.

2.7. Pupils with allergies

In addition to point 2.6, we ask each pupil with a food allergy to be proactive in the care and management of their food allergies and reactions and, in particular to do the following:

- Not exchange food with others.
- Know what their allergies are and how to mitigate personal risk; this will depend on age and will not apply in the EYFS setting.
- Avoid 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.
- If age-appropriate, carry two AAI with them at all times. They must only use them for their intended purpose.
- Understand how and when to use their AAI.
- Talk to the Designated Allergy Lead or a member of staff if they are concerned by any School processes or systems related to their allergy.
- Raise concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.

3. Information and Documentation

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 AAIs, as well as pupils with an allergy where no AAIs have been prescribed. Each pupil with an allergy has an Allergy Action Plan. The information on this plan includes known allergens and risk factors for allergic reactions, along with their treatment plan.

4. 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 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.
- 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.

4.1 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 with regard to 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 include Black Trays for boys with known allergens and a full list of boys with allergies and intolerances displayed at the point of service. In addition each boy has an allergy or intolerance card that he collects and places onto his Black Tray.
- 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.
- 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 Wrap-Around Care will follow these procedures.

4.2 Food brought into School

Only Years 3-8 may bring in birthday treats - a different arrangement is in place for the Younger Years.

We welcome boys (in Y3-8) celebrating their birthdays to bring in birthday treats for the whole tutor group. However, we ask parents to follow this guidance:

- Examples of what would be appropriate treats include small bags of chocolates or sweets.
- Your son must ask permission from the tutor before handing treats out during his tutor period at the start of the day. They should not be taken to the School Office. Once handed out, the treats must remain in your son's School bag until such time as he is back in your care and you can then decide whether and when your son may have his treat.
- All treats must be in individually sealed bags.
- Once handed out to other boys, these treats must be taken home and not be consumed in School.
- Treats for any friends outside the tutor group should be enjoyed/shared outside of School.
- If a boy has a specific food allergy or intolerance, parents can provide their son's Tutor with an alternative treat that he can enjoy at home when birthday treats are being distributed to the group.
- If the packaging of treats sent in make any reference to known high risk allergies within the group, the School will not be able to distribute the treats on the boy's behalf and the treats will be returned to the parents.

- If treats arrive other than in sealed bags from home, they will also be returned to parents and not distributed by the Tutor.

4.3 Food bans or restrictions

Shrewsbury House is an Allergen Aware School. We have children with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.
We try to restrict peanuts and tree nuts as much as possible but are aware that a number of other items can cause anaphylaxis, along with any other allergen- inducing foods on site. Thomas Franks, our catering provider, checks all foods coming into the kitchen. However, we are not able to check the snacks that are brought in by the pupils and therefore parents are asked to follow the Schools' guidelines on providing healthy snacks, as highlighted in the parental handbook.

All food coming onto School premises, taken on a School trip or to a match should be checked to ensure that any allergens are clearly labelled. Please check the label on all foods brought in. Common foods that contain allergens as an ingredient (which should be highlighted in bold on the label) include: packaged nuts, cereal bars, chocolate bars, chocolate spread, sauces.

4.4 Food Hygiene For Pupils

- Sharing, swapping or throwing food is not allowed.
- Water bottles and packed lunches should be clearly labelled.

4.5 School Trips And Sports Fixtures

- Staff leading the trip will have a register of pupils with allergies with medication details.
- Allergies will be considered on the risk assessment and catering provision put in place.
- If needed for clarity, consult with parents if the trip requires an overnight stay and the medical information completed by parents is not clear.
- The majority of staff accompanying the trip will be trained to recognise and respond to an allergic reaction through their first aid training.
- 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. Individual packed lunches are prepared for all children with allergies and they are clearly labelled, 'does not contain allergens'.
- When attending match tea at another School, our sports staff ensure they are fully aware of all pupils' dietary requirements. This information is then communicated to the hosting School so that appropriate and safe meals can be provided.

5. 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.
- Try to stay calm if an insect that's venom may cause a reaction, is in the near vicinity
- Keep food and drink covered.

The School Facilities Team will monitor the grounds for wasp or bee nests. Staff and pupils (with or without allergies) should notify the School Office if they find a wasp or bee nest in the School grounds and avoid them.

6. Animals

It is normally the dander that causes a person with an animal allergy to react. Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal they are allergic to.
- A risk assessment is in place for bringing dogs onto the School premises. If another type of animal comes on site, a risk assessment will be done prior to the visit.
- Anyone in contact with an animal will wash their hands after contact.
- School trips that include visits to animals will be carefully risk assessed.

7. Allergic Rhinitis/Hayfever

Children who suffer from hayfever/rhinitis supply their own antihistamine which should be handed into the School office. The Matron, School office or the sports staff administers the medication as needed. The School has a supply of antihistamine for emergencies.

8. 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 their Tutor or Matron.
- 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.

9. AAI Pens See the government guidance on AAIs in Schools.

9.1 Storage of adrenaline pens:

- Pupils prescribed with AAIs must have easy access to two, in-date pens at all times.
- All medication is stored centrally in the School Office for Years 3-8. Pupils in Years 7 and 8 carry AAIs or inhalers in their School bags which will have been agreed with the SLT, Matron and School Office. All medications are placed into the boy's individual medical bags which contain their Allergy Action Plan. Medications for the Younger Years are stored in their individual classrooms.
- Matron checks that all AAIs and emergency medications, such as inhalers, have been returned to the Office each morning.

- Used or out of date pens will be sent home by the run-out date. Replacements should then be obtained and brought into School.

9.2 Spare pens:

- The School has four spare AAIs to be used in accordance with government guidance (see above).
- The AAIs in SHS are situated next to the defib outside the School Office. At TRS they are located in the First Aid room.
- There are also four spare AAIs in the medical room at SHSG.
- The DAL and SLT are responsible for:
    - Deciding how many pens are required.
    - What dosage is required.
    - Which brands to buy. Schools are recommended to buy a single brand if possible.
    - The purchasing of spare pens as well as distribution around the sites.

The spare AAIs are for use at the Schools and the sports ground only. The spare AAIs are not taken on School journeys, out of School activities or trips. Only prescribed AAIs are taken on trips.

9.3 AAIs on School trips and match days:

- No child without 2 prescribed AAIs will be able to go on a School trip. Their parents will be contacted to provide their AAI in order that the pupil does not miss out on the trip if possible.
- AAIs will be kept close to the pupils at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms.
- AAIs 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. The Risk Assessment for the trip or match day must include details of where the AAIs can be found.

10. Responding to an Allergic Reaction/Anaphylaxis

If a pupil or adult 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 critical incident plan. This can be found in the policies area on the G:drive.

They will be treated where they are and medication will be brought to them if they are at School as follows:

- A pupil's own prescribed medication will be used to treat allergic reactions if immediately available.
- This will be administered by the pupil themselves (if age appropriate) or by a member of staff. Ideally the member of staff will be trained, but in an emergency anyone will administer adrenaline.
- If anaphylaxis is suspected but the individual does not have a prescribed AAI or Allergy Action Plan, they will use the spare AAIs that are outside the School office, at TRS or at SHSG. A member of staff will ensure they are lying down with their legs raised, call 999 after

administering the first spare AAI and explain anaphylaxis is suspected. They will then follow instructions from the operator.

- The individual will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better.
- 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.

11. Training

The Trust is committed to training all staff annually through online training and Inset days 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 allergies, for example the Critical Incident Plan, documentation, communication, etc.
- Where AAIs 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.

12. Asthma

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. Supporting pupils with asthma follows the same procedures as AAIs i.e. in the Younger Years emergency medication is kept in the classrooms and in Year 3-8 in the School Office, or with the pupils themselves. There are spare inhalers in the School Office as well as the Medical Room.

13. Reporting Allergic Reactions

The School will log allergic reaction incidents and near misses.