WESTMINSTER SCHOOL

ALLERGY SAFETY POLICY

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INTRODUCTION

This policy sets out the School's approach to allergy management, including measures to minimise the risk of allergic reactions and the procedures for responding effectively when they occur. It also outlines how the School supports pupils with allergies to ensure their safety, wellbeing and inclusion, enabling them to participate fully in all aspects of School life.

STATEMENT OF INTENT

The School believes that ensuring the health, safety and wellbeing of pupils, staff and visitors is essential to the success of the School and is committed to ensuring those with medical conditions (including allergies) are supported in all aspects of life at School.

As part of this commitment, the School will:

- Comply with all relevant legislation and statutory guidance relating to supporting pupils with medical conditions, including the safe administration of allergy medication and adrenaline auto-injectors (AAIs).
- Ensure every member of staff is aware of this policy and trained on allergy awareness, and that sufficient numbers of trained personnel are available to implement and carry out all requirements of individual Care Plans, including during emergencies or contingency situations.
- Promote awareness of allergies and anaphylaxis across the entire school community, including pupils, staff, parents, members of the Governing Body and visitors.
- Conduct detailed risk assessments to help to identify any gaps in the School's systems and processes for keeping pupils with allergies safe
- Ensure processes are in place for identifying all new joining pupils with allergies and any newly diagnosed pupils.
- Work to minimise the risk of pupils, staff and visitors being exposed to allergens so far as is reasonably practicable.
- Ensure that the School is properly insured and that staff understand that they are covered when providing necessary support to pupils.
- Work closely with the School's catering provider to ensure that all pupils, staff and visitors are safely and suitably catered for.

DEFINITIONS

Allergy

A medical condition where the body reacts to normally harmless substances, such as food, medication, animal dander and stings, contact allergens and airborne allergens.

Allergen
A normally harmless substance that causes an allergic reaction. Whilst these substances that cause an allergic reaction can be anything, the most common allergens are food, medication, animal dander and stings, contact allergens and airborne allergens. There are currently 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.

Anaphylaxis
A severe and potentially fatal allergic reaction affecting the whole body, which must be treated as a medical emergency.

Adrenaline Auto-Injector (AAI)
A single-use device that carries a pre-measured dose of adrenaline, which is 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 their brand name (EpiPen and Jext).

Spare Adrenaline Auto-Injectors (AAIs)
Westminster School sites hold spare AAIs as a back-up, which can be used in case a pupil's prescribed AAIs are not available or functioning. These spare AAIs can also be used to treat a person who experiences anaphylaxis, but has not been prescribed their own AAIs.

Adrenaline Device (AD)
A collective term used to describe devices capable of delivering emergency adrenaline treatment for anaphylaxis, including Adrenaline Auto-Injectors (AAIs) and any future-approved alternatives such as nasal adrenaline devices. Unless otherwise specified, references to AAIs within this policy should be interpreted as including other clinically approved adrenaline delivery devices where appropriate.

Allergy Action Plan
A document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. It is recommended that https://www.bsaci.org/resources/resources/paediatric-allergy-action-plans/ templates are used, which include different versions for pupils prescribed with different brands of AAI and those without a prescribed AAI.

Asthma
Asthma is a chronic respiratory condition frequently associated with allergies. Exposure to allergens may trigger asthma symptoms or asthma attacks in susceptible individuals. Poorly controlled asthma is recognised as a significant risk factor in severe allergic reactions and anaphylaxis. Many children and young people with food allergies also have asthma and both conditions should be considered together when planning support and emergency response arrangements.

Designated Allergy Lead
A member of staff responsible for overseeing allergy management across a school and acting as the main point of contact for pupils, staff and parents.

Care Plan / Individual Healthcare Plan (IHCP)
A detailed document outlining an individual pupil's medical condition(s), associated risks and the arrangements the School will put in place to support them. A Care Plan is developed by the School in partnership with parents and, where appropriate, the pupil and relevant healthcare professionals. A Care Plan will be implemented where a pupil's allergy requires arrangements that are additional to or different from those generally available.

Food intolerance and coeliac disease
Food intolerance is a non-immune reaction where the body has difficulty processing certain foods and may cause symptoms such as abdominal pain, bloating, diarrhoea or headaches. Unlike allergies, intolerances do not cause anaphylaxis.

Coeliac disease is an autoimmune condition where gluten damages the small intestine. It is not an allergy and is not a food intolerance. Exposure to gluten may result in significant illness and prolonged absence from School and may have serious long-term health implications.

Whilst food intolerances and coeliac disease require appropriate support and dietary management, they do not fall within the scope of allergy management arrangements and are managed through the School's medical policies, protocols and associated dietary procedures.

Risk Assessment
A careful examination of what could cause harm to people, in order that a decision can be made as to whether sufficient precautions have been taken or whether more should be done to prevent harm occurring. Allergies should be included on all School risk assessments, where applicable, for example: activities or events on and off site.

ROLES AND RESPONSIBILITIES
The School takes a whole-School approach to allergy management.

Line management and oversight
There is a named Designated Allergy Lead (DAL) with responsibility for allergy management: each School will appoint a DAL with responsibility for allergy management. The DAL should be a member of staff with appropriate experience, knowledge and interest in promoting allergy safety and inclusion. The DAL will provide strategic oversight of allergy management arrangements and report through an identified member of SMC (WGS) / SMT (WUS) with pastoral responsibilities, who in turn reports to the Head Master (WGS) / Master (WUS).

SCHOOL	ROLE	NAMED PERSON	SMC OVERSIGHT
WGS	DAL	Eva Okoro (School Nursing Sister)	James Kazi (Under Master and DSL)
WUS	DAL	Andrea Gati (Day Matron)	Matthew Kerr (Assistant Master Extra Curricular)

Dr Sarah Anderson (Designated Safeguarding Governor), is the Governor with responsibility for oversight of allergy management.

Designated Allergy Lead (DAL)
The DAL is responsible for:

- Ensuring the inclusion, wellbeing and safety of pupils, staff and visitors with allergies.

- Making decisions on allergy management across the School.
- Championing and practising allergy awareness across the School.
- Acting as the point of contact for pupils, staff, parents and others with questions about allergy management.
- Ensuring allergy information is recorded, up-to-date and communicated to all staff. The collation of this information may be delegated to another member of staff.
- Ensuring all staff are appropriately trained, have good allergy awareness and understand their role in whole-school allergy management.
- Ensuring all staff understand which activities need an allergy risk assessment.
- Ensuring staff, pupils and parents have a good awareness of the School's Allergy Safety Policy, including other related procedures.
- Reviewing the School's stock of spare AAIs (ensuring an appropriate number for the setting, that correct dosages are held and that the AAIs are stored appropriately) and ensuring that staff are aware of their locations.
- Keeping incident records of any allergic reactions or near misses, and ensuring that the circumstances are investigated and learnings are shared. Where required, the Health and Safety Manager will report allergy-related incidents to the appropriate authority, e.g.: the Health and Safety Executive under RIDDOR.
- Reviewing and updating the Allergy Safety Policy, with support from other relevant stakeholders.
- Ensuring that anaphylaxis drills are completed at least once a year.
- Reviewing allergy management arrangements and provide an annual assurance report to SMC (WGS) / SMT (WUS), supported by incident data, compliance reviews and assurance activities.
- Ensuring that the Allergy Safety Policy is published on School websites, remains readily accessible to staff and parents, and is reviewed at least annually and following significant incidents where appropriate.

Surgery (WGS) / Day Matron (WUS)
The School Nursing Sister as lead of the WGS Surgery team and the Day Matron at WUS are responsible for:

- Collecting and coordinating the documentation (including Care Plans and Allergy Action Plans) and information from families of pupils with allergies. This includes liaising with parents of new joiners during the admissions process.
- Supporting the Designated Allergy Lead with disseminating relevant allergy information to all staff, including the catering provider and other staff.
- Ensuring the information from families is up-to-date and reviewed at least annually, and coordinating with families to ensure medication is present and in date. Although it is the responsibility of parents to ensure that medication is in date, the above roles must have systems to check and notify parents when medication expiry dates are approaching.
- Keeping an AAI register to include those AAIs prescribed to pupils and the School's stock of spare AAIs. This must include information on the brand, dose, expiry date and storage location.
- Regularly checking that the spare AAI kits are in the correct location and remain in date.
- Replacing the spare AAI kits when necessary.
- Providing on-site AAI training for staff and pupils, with refresher training provided as required.

Admissions staff
Staff involved in admissions are likely to be the first to learn of a prospective pupil's or visitor's allergies. They should work with the Designated Allergy Lead and Surgery staff (WGS) / Day Matron (WUS) 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 to communicate this information to the relevant parties.
- Parents and applicants are informed of catering arrangements during admissions events.
- Plans are made for emergency medication if the applicant is to be left without parental supervision.

Health and Safety Manager
The Health and Safety Manager will support the implementation of this policy and coordinate allergy management arrangements across both Schools. This includes:

- Coordinating annual policy reviews.
- Supporting the delivery of staff training and awareness initiatives.
- Monitoring allergy-related incidents and near misses.
- Coordinating annual compliance reviews.
- Liaising with the catering provider regarding allergy management and assurance activities.
- Reviewing spare AAI provision, locations and accessibility.
- Supporting the investigation of any allergy-related incidents and the implementation of any resulting actions.

The Health and Safety Manager will keep the Designated Allergy Leads informed of significant developments, findings, incidents and recommendations, whilst the Designated Allergy Leads retain strategic oversight of allergy management arrangements.

All staff
Staff across the entire School community (i.e.: teaching staff, support staff and occasional staff) are responsible for:

- Championing and practising allergy awareness across the School.
- Reading, understanding and implementing the Allergy Safety Policy and related procedures, including requesting support where required.
- Being aware of pupils (and staff, if applicable) with allergies and to what they are allergic.
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activities is necessary and / or appropriate, whilst ensuring that pupil involvement in these activities is not excluded.
- Ensuring pupils always have access to their medication or carrying it on their behalf, where required. This is dependent on the age of the pupils and the management of AAIs in the School.
- Recognising and knowing how to respond to an allergic reaction, including anaphylaxis, after the completion of appropriate training.
- Participating in training and anaphylaxis drills, as required. Whilst it is the School's responsibility to ensure that staff have received training, if the staff member is aware they have not received any initial or refresher allergy training, they should alert their line manager.
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times. This includes preventing and responding to allergy-related bullying, in line with the School's policies.
- Forwarding to the Designated Allergy Lead any communication or information that comes to them directly from parents regarding allergies.
- Ensuring that pupils have their medication and their Individual Healthcare Plan and / or Allergy Action Plan with them when leaving School sites for activities such as educational visits and fixtures.

All parents
All parents (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the School's Allergy Safety Policy, and considering the safety and wellbeing of pupils with allergies.
- Providing the School with information about their child's needs, including dietary requirements and allergies, history of their allergy and any previous allergic reactions or anaphylaxis. This should also include any related conditions such as asthma, hay fever, rhinitis, eczema, food intolerances or coeliac disease.
- Considering and adhering to any food restrictions or guidance the School has in place when providing food such as snacks and food for culture days or fundraising events.
- Refraining from informing the School that their child has an allergy or intolerance if this is only a preference or dietary choice.
- Encouraging their child to be allergy aware.

Parents of pupils with allergies
In addition to the requirements for all parents above, the parents of children with allergies are responsible for:

- Working with the School to complete a Care Plan and provide an accompanying Allergy Action Plan.
- If applicable, provide the School or their child with two labelled AAIs and other medication, for example antihistamines, inhalers or creams.
- Ensuring medication is in-date and replaced as appropriate.
- Ensuring their child has access to their allergy medication, including two AAIs if prescribed, on the journey to and from School, if applicable.
- Updating the School with any changes to their child's condition and ensuring relevant documentation is updated, as required.
- Providing the School with an up-to-date photo of their child and signing the associated permissions for it to be shared appropriately as part of their child's allergy management.
- Supporting their child to understand their allergy diagnosis, to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring.
- Ensuring that any food products provided for their child that are brought into School follow the requirements of this policy.

All pupils
All pupils must:

- Be allergy aware.
- Understand the risks allergens might pose to their peers and respect measures to support their peers.
- Learn how they can support their peers and be alert to allergy-related bullying.
- Learn how to recognise an allergic reaction and support their peers and staff in case of an emergency.
- Adhere to the School's allergy-related procedures, restrictions and guidance if they are likely to be buying or bringing in food from home or from outside School.

Applying, explaining and supporting pupils with the above must be done in an age- and capability-appropriate way.

Pupils with allergies
In addition to the requirements for all pupils above, pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk.
- Avoiding their allergens as best they can.
- Understanding the importance of following the School-specific processes for food service and how these mitigate risk.
- Understanding that they must notify a member of staff if they are not feeling well, or they suspect they are having an allergic reaction.

- Carrying two AAIs with them at all times, if age and capability appropriate, which must only be used for their intended purpose.
- Understanding how and when to use their AAI.
- Liaising with the Designated Allergy Lead or a member of staff if they are concerned by any of the School's 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.
- Knowing what to do if they have an allergic reaction off School premises, including how to treat themselves and how to raise the alarm to get help.
- If age and capability appropriate, ensuring that they have their medication with them on the journey to and from School.

Applying, explaining and supporting pupils with the above must be done in an age- and capability-appropriate way.

ARRANGEMENTS

Scope of policy

This policy applies to all pupils, staff, volunteers, visitors and to all activities taking place on School sites or under School supervision. This includes (but is not limited to) wrap-around provision, clubs and activities, peripatetic staff, contractors, visiting professionals, third-party providers, and external hirers or lettings.

Where pupils are present, the same allergy controls apply, including risk assessment, access to prescribed and spare AAIs, staff briefing, training requirements and incident reporting procedures. Third-party providers and hirers are required to comply with this policy and relevant School procedures as a condition of operating on site.

Register of pupils with allergies

The School has a register of pupils who have a diagnosed allergy, which includes:

- Pupils with a history of anaphylaxis
- Pupils who have been prescribed an AAI and
- Pupils with an allergy where no AAI has been prescribed.

This information is located on the School intranet website, which is accessible to all staff.

Transition between settings

Where a pupil with an allergy joins the School from another educational setting, the School will, wherever possible, seek in advance relevant healthcare information, Care Plans, Allergy Action Plans and other supporting documentation. Appropriate arrangements will be implemented as early as practicable and reviewed following admission to ensure the pupil can participate fully and safely in School life.

Safer eating and allergy management in EYFS (WUS Pre-Prep)

Westminster Under School's Pre-Prep provision operates in accordance with the Early Years Foundation Stage (EYFS) statutory framework and applies additional controls to support allergy management in younger children.

Prior to admission, parents are required to provide information regarding any allergies, dietary requirements, intolerances or relevant medical conditions. This information will be communicated to all staff involved in food preparation, food service and meal supervision.

At all meal and snack times, there will be a clearly identified member of staff responsible for ensuring that children receive food appropriate to their individual dietary and medical requirements.

Individual Healthcare Plans will be developed, implemented and reviewed for EYFS children where allergy-related support arrangements are required. These arrangements will be developed in partnership with parents and, where appropriate, healthcare professionals. The School will maintain ongoing communication with parents regarding allergy management, dietary requirements and any changes to a child's medical needs.

Staff working within EYFS will receive training appropriate to their role and will be aware that allergies can develop at any stage of early childhood, particularly during the introduction of new foods. Whenever EYFS children are eating, a member of staff holding a valid Paediatric First Aid qualification will be present, within sight and hearing, in accordance with EYFS requirements.

Care Plans / Individual Healthcare Plans (IHCPs)
Pupils whose allergy has a functional impact on them in School, places them at risk of harm, and requires arrangements that are additional to or different from those generally available, will have Care Plan. Decisions regarding the need for Care Plan will be made on an individual basis in consultation with parents and, where appropriate, healthcare professionals.

Where an Allergy Action Plan and / or Asthma Action Plan has been issued by a healthcare professional, it will be attached to the Care Plan and reviewed whenever updated versions are received. The information on a Care Plan includes:

- Known allergens and risk factors for allergic reactions.
- A history of the child's allergic reactions.
- Detail of the medication the child has been prescribed and the dose (this should include information about AAIs, antihistamines and any other relevant medication).
- A copy of the parental consent form in order to administer medication, including the use of the School's spare AAI kits in case of suspected anaphylaxis.
- A photograph of each pupil.
- A copy of the child's Allergy Action Plan, which outlines emergency treatment.

Risk Assessment
Staff will consider allergies in all activity planning and include it in risk assessments, where required, in line with the School's health and safety policies.

Some examples of relevant risk assessments include:

- Classroom activities: craft using food packaging, science experiments where allergens are involved, food lessons or cooking.
- Bringing animals into School: therapy dogs or hatching chick eggs.
- Running activities or clubs where food might be provided, or issued as rewards.
- Special events, such as cultural days and celebrations.

Inclusion of pupils with allergies is considered alongside safety, as part of the School's wider compliance with the Equality Act 2010. Where necessary, activities are adapted to ensure safety and inclusion of pupils and others with allergies.

Staff must be alert to allergens arising outside dining contexts, including within science, art, design technology and other curriculum activities. This includes food ingredients, food packaging, aerosols, animal products and shared equipment. Food should not be used as rewards, incentives or teaching materials unless explicitly risk assessed. Where allergens are unavoidable for curriculum reasons, alternative arrangements must be considered to ensure both safety and inclusion of pupils with allergies.

Catering providers
The School is committed to providing safe meals for pupils, staff and visitors, including those with food allergies. The School has clear arrangements with the current catering provider (Lodestone House) and systems are in place to manage and monitor the provision in respect of allergens and special dietary needs.

Where required, parents cooperate with Lodestone House and adhere to their Medical Diet Policy regarding any medical diet requests. Dependent on the complexity of the allergies, parents may be required to meet with Lodestone House to inform them fully of their child's dietary needs. School staff are required to support both the parents and Lodestone House through the process when special diet requests or pupils with allergies are identified.

Lodestone House has specific policies and procedures to manage the risk of allergies in catering, including allergy and food-safety training for those preparing food at the School's catering sites. Lodestone House supports the School by providing information on food allergens to parents and this information is available on display for pupils to check independently. Food containing the 14 main allergens (see Definitions section) is clearly displayed or labelled, via allergy reports. As a precaution, Lodestone House does not prepare any meals including peanut or tree nut products.

Other ingredient information is available on request. Lodestone House ensures that pre-packaged food complies with Pre-Packaged Food for Direct Sale (PPDS) legislation (Natasha's Law) requiring that the allergen information be displayed on the packaging. Where changes are made to the ingredients, this will be communicated to pupils with dietary needs.

There may be occasions where Lodestone House caters for School visitors, such as during an event or training course. Where practicable, visitors attending School events involving catering will be given the opportunity to notify the School in advance of any relevant allergies or dietary requirements. The arrangements for obtaining allergy information and managing allergy risks will be proportionate to the nature, scale and catering arrangements for the event. Where it is not reasonably practicable to obtain individual allergy information in advance, appropriate alternative controls will be implemented, including clear allergen information or labelling and access to catering staff who can provide further information.

The School is able to provide a copy of the Lodestone House Medical Diet Policy on request.

Arrangements during examinations
For pupils with allergies, examination arrangements must ensure that prescribed AAIs are immediately accessible at all times. This may include the pupil carrying their own devices or AAIs being held by an invigilator or kept in a clearly identified, unlocked location within the examination room.

Invigilators are briefed in advance on pupils with allergies, the location of AAIs and the actions to take in an emergency. Where spare AAIs are required, invigilators must know the nearest location and how to summon assistance promptly.

Food brought into School
The use of food in curriculum activities, including cooking, science, craft and special events, will be considered in advance and risk assessed where appropriate. Staff must consider the allergy needs of those participating and, where reasonably practicable, use suitable alternative materials or ingredients in order to minimise the risk of exposure to known allergens.

Where food is brought into School by pupils, parents, staff or other third parties for celebrations, cultural events, fundraising activities or similar occasions, consideration must be given to the safety and inclusion of those with allergies. Advance communication may be required, particularly where food will be shared with others.

Where practicable, ingredient and allergen information should be made available for food provided by third parties. The School reserves the right to restrict or refuse food items where allergy risks cannot be appropriately managed. Pupils must not share, swap or trade food, drinks, utensils or food containers.

The School promotes an allergy-aware approach and expects all members of the School community to consider the potential impact of food they bring onto School premises on those with allergies.

Food hygiene for pupils

Pupils are encouraged to follow good food hygiene practices, which include:

- Washing their hands before and after eating.
- Not sharing, swapping or throwing food and food-related utensils.
- Clearly labelling water bottles and other personal foods / drinks.
- Managing allergens in food preparation areas used by pupils and ensuring that these areas are cleaned and hygienic so as to limit cross-contamination.

In shared eating and activity spaces, appropriate cleaning routines are in place. This includes wiping tables and surfaces with warm soapy water after eating and reinforcing handwashing expectations for pupils and staff in order to reduce the risk of allergen transfer.

Food restrictions and bans

The School is committed to being allergy aware and recognises that pupils may have a wide range of food allergies. The School cannot guarantee an allergen-free environment and therefore does not describe itself as a ”nut-free” or allergen-free school.

Whilst the School may, where appropriate, discourage or restrict certain foods from being brought onto School premises as part of specific risk management arrangements, reliance on blanket bans alone is not considered an effective means of managing allergy risk.

The School instead promotes a culture of allergy awareness, education and shared responsibility. Staff, pupils, parents and visitors are expected to be aware of the risks posed by allergens, take reasonable steps to minimise the risk of exposure to known allergens and support the School's arrangements for managing allergies safely. This approach is supported by robust risk assessments, clear communication, effective allergen management procedures and emergency response arrangements.

Educational visits and offsite events

Staff leading educational visit trips, offsite events or fixtures must ensure allergy information, Care Plans and Allergy Action Plans are available throughout the activity. Relevant staff must review this information before departure and confirm that they understand any allergy-related control measures and emergency arrangements. Staff attending the trip should also notify the trip leader of any significant allergies or medical conditions that may require support during the visit. Allergies are considered on the risk assessment and appropriate catering provision is put in place, including considerations for access to medication and spare emergency AAI kits, where required. Staff accompanying the trip must be trained to recognise and respond to an allergic reaction. Where food is provided by a third-party caterer on a day or residential trip, they will be provided with all known allergies of the pupils attending the educational visit.

Allergy information must be reviewed during the planning of all educational visits and offsite events. The School's educational visits systems and processes are used to identify pupils with allergies, communicate medical information to relevant staff and ensure that accompanying staff have reviewed the details of pupils requiring allergy-related support. Trip leaders must ensure appropriate control measures are implemented, including safe catering arrangements, access to

emergency medication and communication of relevant allergy information to third-party providers where necessary.

Where activities are delivered by third-party providers, Trip leaders must ensure that relevant allergy information, emergency arrangements and medication requirements are communicated in advance, and that the provider confirms any reasonable adjustments or control measures required for safe participation.

The School adopts the same allergy-aware approach during educational visits and offsite activities as it does on School sites. Staff, pupils and parents should take reasonable steps to minimise the presence of foods and other products containing allergens that may present a significant risk to pupils with known allergies, whilst recognising that the School cannot guarantee an allergen-free environment. Allergy risks must instead be managed through planning, risk assessment, supervision, communication, catering controls and emergency preparedness.

Staff preparing food on educational visits are required to consider the dietary and allergy needs of all participants. Dietary requirements for pupils and staff on educational visits need to be planned well in advance to ensure that they are adequately accommodated during the trip. Parents are involved in the planning process in order to help to identify allergy risks and agree appropriate control measures so as to reduce the likelihood of allergen exposure. Pupils cannot be excluded from educational visits due to their dietary or medical needs.

When pupils with allergies are travelling in School minibuses, hired coaches, taxis under School supervision or other relevant forms of transport, arrangements must be in place to ensure the immediate availability of prescribed AAIs and, where applicable, spare AAI kits. A named member of staff, identified before departure, is responsible for holding or ensuring access to AAIs during the journey and for briefing accompanying staff and drivers on emergency procedures. AAIs must not be stored in vehicle holds or luggage compartments where they are inaccessible or exposed to extreme temperatures.

In the event of a suspected allergic reaction or anaphylaxis during transport, staff must stop the journey where safe to do so, administer adrenaline without delay if indicated, call 999 (or local emergency services if overseas) and follow emergency service instructions until assistance arrives.

Staff with allergies

The School recognises that staff may have allergies and that the measures intended to keep pupils with allergies safe may also be relevant to adults. Staff are encouraged to inform their line manager, first aiders and / or the Designated Allergy Lead of any significant allergy where this may assist the School in responding effectively in an emergency.

Staff remain responsible for carrying and maintaining their own prescribed medication and are encouraged to make colleagues aware of its location where appropriate. Where a member of staff has an allergy that may give rise to a significant risk in the workplace, the School may undertake an individual risk assessment and implement reasonable measures to minimise the risk of exposure to known allergens. All allergy-related information will be handled sensitively and in accordance with the School's Data Protection Policy.

Visitors with allergies

Where practicable, visitors attending School events involving catering will be given the opportunity to notify the School of any relevant allergies or dietary requirements in advance.

Animal-related allergies
The School is aware that insect bites and animal-related allergies can cause severe allergic reactions. To mitigate this, the School ensures diligent management of wasp and ant nests on all premises. Staff are aware of the need to report the significant presence of insects in outdoor areas.

If pets or other animals are visiting or kept in School, careful consideration is given as to where the animals are kept, where the feed is stored, hygiene and cleanliness when handling animals, and consideration of individual allergies are included on risk assessments, where required.

Communication of allergy Information, confidentiality and data protection
The School shares pupil allergy and medical information only where necessary in order to keep pupils safe, to make appropriate adjustments and to enable staff to respond effectively in an emergency. Information is shared on a strict need-to-know basis and proportionately, for example with relevant teachers, tutors, pastoral staff, sports and activities staff, trip leaders, supply / cover staff, catering staff and first aiders.

Allergy information is communicated via approved School systems and briefings, and refreshed:

- At the start of the academic year.
- When a pupil joins or receives a new diagnosis.
- In advance of trips, activities, examinations or special events.
- When there are material changes to a pupil's Care Plan

Staff who receive allergy information must familiarise themselves with the relevant Care Plans and Allergy Action Plans, apply any control measures within their remit, and keep the information confidential. Information must not be shared more widely (including with other parents / pupils) and must only be stored or transmitted using School-approved systems. Information will be shared only on a need-to-know basis. Where appropriate, and with the agreement of the pupil and / or parent, relevant allergy information may be shared with roommates, boarding buddies or others who may assist in recognising symptoms and obtaining help during an emergency.

Information about allergies and medical conditions is sensitive personal data and must be handled in accordance with data protection legislation and the School's Data Protection Policy (including requirements on security, access control, accuracy and retention). Where necessary to protect life and wellbeing, safety-critical staff must be able to access the pupil allergy register, Care Plans and Allergy Action Plans quickly and without delay. The School therefore ensures that essential medical information is readily available to those who may need it in an emergency, while limiting routine access to those who require it for their role.

Any suspected loss, unauthorised disclosure or misuse of allergy or medical information must be reported promptly in line with the School's data protection incident reporting process.

Monitoring and assurance
Allergy management arrangements are monitored through annual spot checks, including checks on signage, spare AAI locations, accessibility and expiry records.

Assurance reporting is provided at least annually to SMC (WGS) / SMT (WUS). The annual review will consider:

- Any allergic reactions, anaphylaxis incidents or near misses.
- Feedback from pupils, parents and staff.
- Outcomes of anaphylaxis drills.
- Changes to legislation, statutory guidance and good practice.
- Any required amendments to Care Plans or School procedures.

The School will seek to adopt a "no blame" approach when reviewing incidents and near misses, focusing on learning lessons and improving arrangements to support those with allergies.

The School also undertakes periodic review meetings with the catering provider to assure allergen controls, training arrangements and ingredient change-control processes remain effective. These reviews will be coordinated by the Health and Safety Manager, with findings shared with the Designated Allergy Leads and incorporated into annual assurance reporting. Awareness of this policy will be promoted through staff training, pupil education, parental communication and publication on School websites.

ADRENALINE AUTO-INJECTORS (AAIs)

Storage of Adrenaline Auto-Injectors (AAIs)

Pupils prescribed with AAIs will have easy access to two, in-date AAIs, at all times. If AAIs are stored centrally, the location is shared with all pupils and staff, and access is ensured at all times. Arrangements are also made to ensure that pupils have easy access to their AAIs overnight (if boarding), during all offsite activities and during examinations. Where a pupil's age and capability are considered suitable, pupils are encouraged to carry their own AAI and other associated medication. Spot checks are completed to ensure AAIs are where they should be and in date. AAIs must be stored at moderate temperatures (see manufacturer's guidelines), away from direct sunlight or heat sources, in a location that is not locked away but is available and accessible. Used or out-of-date AAIs are disposed of as sharps.

Spare Adrenaline Auto-Injectors (AAIs)

The School carries a number of spare AAI kits to be used in accordance with HMG guidance. These kits must be located no more than a five-minute walk away from where they may be needed. Spare AAIs must be stored in pairs. The locations of spare AAI kits are clearly signposted (see Appendix A).

Spare AAI kits must contain:

- At least two AAIs.
- Instructions on how to use the devices.
- Instructions on how to store the devices.
- Manufacturer's information.
- A note of the arrangements for replacing the injectors.

A central record will be held to identify the following:

- A checklist of injectors, identified by their batch number and expiry date with routine checks recorded.
- An administration record.

Any spare AAI held by the School is not considered a replacement for a pupil's own AAI. Pupils should have their prescribed AAI accessible at all times.

In line with HMG guidance, spare AAIs may be used in an emergency where anaphylaxis is suspected, including for a pupil or other person who is not previously known to be at risk, only for the purpose of saving life while awaiting emergency medical care.

Adrenaline Devices on off-site activities

Pupils prescribed Adrenaline Devices are expected to have two in-date prescribed ADs available for all educational visits and off-site activities. Trip Leaders must verify arrangements before departure.

AAIs will be always kept close to the pupils (e.g.: not stored in the hold of a coach or an aeroplane when travelling) and protected from extreme temperatures.

Staff accompanying pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction. Consideration of whether to take spare ADs to off-site activities should be recorded as part of the risk assessment process.

Unacceptable Practice
The School will not permit practices that may place individuals with allergies at unnecessary risk. Examples of unacceptable practice include:

- Preventing or restricting access to prescribed emergency medication.
- Ignoring the views of pupils, parents or advice provided by healthcare professionals.
- Assuming all pupils with allergies require the same level of support.
- Sending a pupil experiencing a suspected allergic reaction or anaphylaxis to seek help without appropriate supervision.
- Requiring parents to attend School routinely to administer medication or provide support that should reasonably be delivered by the School.
- Excluding pupils from educational visits, extracurricular activities or other aspects of School life solely because they have an allergy, where reasonable adjustments can be implemented.
- Creating unnecessary barriers to participation in any School activity due to allergy-related concerns.

In an emergency, assistance and medication will always be brought to the individual rather than requiring them to transit to obtain help.

RESPONDING TO AN ALLERGIC REACTION OR ANAPHYLAXIS
Features of a mild-moderate allergic reaction (not anaphylaxis):

- Swollen lips, face or eyes.
- Itchy or tingling mouth.
- Mild throat tightness.
- Hives or itchy skin rash.
- Abdominal pain or vomiting.
- Sudden change in behaviour.

Features of anaphylaxis (life-threatening allergic reaction)

- **A** – Airways: Swelling in the throat, tongue or upper airways (tightening in the throat, hoarse voice, difficulty swallowing).
- **B** – Breathing: Sudden onset wheezing, breathing difficulty, noisy breathing.
- **C** – Circulation: Dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

Mild to moderate reactions can worsen and become anaphylaxis:

- Always stay with someone having an allergic reaction for at least one hour.
- **If in doubt, always treat for anaphylaxis**.
- Treatment of anaphylaxis is with a dose of adrenaline, using an AAI.

Mild to moderate reactions which do not involve **A**irway / **B**reathing / **C**irculation can be treated with oral antihistamines or local treatments such as nose sprays or eye drops.

If a pupil has an allergic reaction, treat the pupil in accordance with their Allergy Action Plan, including:

- Raising the internal alarm and summoning trained support.
- Administering adrenaline without delay when indicated (see steps below).
- Ensuring a second person calls 999 and clearly states that anaphylaxis is suspected.

- Sending a runner or delegate to fetch spare AAIs, if required.
- Meeting and guiding the ambulance on arrival.
- Managing the safety and supervision of other pupils calmly and appropriately.
- If anaphylaxis is suspected, administer adrenaline without delay.
- Treat the pupil where they are and bring the medication to them.
- Position the pupil appropriately: lie flat with legs raised where possible. If breathing is difficult, allow the pupil to sit up. If unconscious but breathing, place them in the recovery position. Avoid sudden changes in posture.
- Use the pupil's own prescribed medication if immediately available. Pupils can administer their AAI themselves (if able to) or a member of staff can administer.
- If the pupil's own AAI is not available or misfires then use the spare AAI kit.
- If anaphylaxis is suspected but the pupil does not have recognised allergies, a prescribed AD or Allergy Action Plan, lie the pupil down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare AAIs are available and follow instructions from the operator. HMG guidance states that, in exceptional circumstances, a spare AAI can be administered to anyone for the purpose of saving their life.
- If after five minutes there is no improvement, use a second AAI and call the emergency services again and inform them that a second dose of adrenaline has been administered.
- Do not move the pupil until a medical professional has arrived, even if they are feeling better.
- Anyone who has suspected anaphylaxis and has received adrenaline must go to hospital, even if they appear to have recovered. A member of staff must accompany them in an ambulance until a parent or guardian arrives.

TRAINING

The School is committed to training all staff at least annually in order to provide them with a good understanding of allergy awareness. This training covers all staff, including teaching staff, support staff and other pupil-facing staff. The School will maintain a system to ensure that allergy awareness training is completed by all new starters as part of the induction process; his may include online training modules completed through the School's learning platform, supplemented by local School-specific allergy briefings and practical AAI familiarisation sessions.

New employees will receive allergy awareness information and emergency arrangements as part of their induction process. Appropriate arrangements will also be in place to ensure that supply teachers, agency workers, peripatetic staff, temporary staff, contractors with pupil-facing responsibilities and regular volunteers are made aware of relevant allergy risks, emergency response procedures, locations of emergency medication and pupils requiring specific support before supervising pupils.

This training will cover the following areas:

- 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. Staff should be given the opportunity to practise with a training AAI.
- Understanding the relationship between allergy, asthma, eczema and hay fever, and how these conditions may co-exist.
- Understanding the difference between food allergy, coeliac disease and food intolerance.
- Knowing how to identify and respond to both anaphylaxis and acute asthma attacks.
- How the School manages allergies, for example, the School's procedures, documentation, communication etc.
- Understanding how to access and use Care Plans, Allergy Action Plans and Asthma Action Plans.
- Where ADs are kept (both prescribed pens and spare pens) and how to access them.

- The importance of the inclusion of pupils with food allergies, the impact of allergies on both mental health and wellbeing, and the risk of allergy-related bullying.
- Understanding food labelling.
- Taking part in an anaphylaxis drill.
- Understanding how to report allergic reactions, anaphylaxis incidents and allergy-related near misses.
- Understanding the allergy policies set by the catering provider, relating to dining areas.

The Designated Allergy Leads, supported by the Health and Safety Manager and School Nursing Sister (WGS) / Day Matron (WUS), will coordinate annual allergy awareness updates, practical AAI instruction and briefing arrangements for temporary staff, agency workers, supply staff, contractors, peripatetic staff and volunteers where appropriate. The People Team will maintain the central training record.

Anaphylaxis drill
The School will undertake at least one anaphylaxis drill each academic year to test emergency response arrangements, staff awareness and access to emergency medication. Drills may simulate a range of realistic scenarios and locations across the School.

The purpose of the drill is to assess the effectiveness of communication, emergency response procedures, staff roles and responsibilities, medication access arrangements and the School's ability to respond promptly to a case of suspected anaphylaxis.

Where appropriate, pupils may be involved in a drill, provided this is carefully planned to avoid any adverse impact on wellbeing. The outcomes of all drills will be recorded using Appendix C and reviewed by the Designated Allergy Lead to identify lessons learned and any improvements required to School procedures, training or this policy. The School adopts a "no blame" approach to such reviews, using drills as an opportunity to strengthen allergy safety arrangements and emergency preparedness.

INCLUSION AND MENTAL HEALTH
Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety, depression or be more susceptible to bullying. No child with allergies is excluded from taking part in School activities. Pupils with allergies requiring additional pastoral support receive regular check-ins, as required. Pupils with allergies will be given consideration in advance of wider school discussions about allergy management and awareness initiatives. All bullying related to allergies is treated in line with the School's Anti-Bullying, -Abuse and -Discrimination Policy, as well as the School's Safeguarding Policy.

INCIDENT REPORTING
The School records all incidents relating to allergic reactions and near misses, the circumstances of which are investigated and learnings are shared. Where required, the Health and Safety Manager will report allergy-related incidents to the appropriate authority, e.g.: the Health and Safety Executive under RIDDOR.

Allergy-related incidents or near misses may only become apparent after a pupil has left School. The School therefore encourages reports from pupils, parents, healthcare professionals and other relevant parties. Such reports will be investigated appropriately and considered as part of ongoing review and improvement of allergy management arrangements.

Following any allergic reaction or anaphylaxis, the School will:

- Inform parents as soon as practicable.
- Record the incident, including times, symptoms, treatment given, device used and batch number.
- Replenish used or expired AAIs and review spare stock levels.
- Review circumstances, near misses and lessons learned.
- Update the pupil's Care Plan and any relevant risk assessments, as required.

APPENDIX A

LOCATIONS OF SPARE ADRENALINE AUTO-INJECTOR KITS.

SCHOOL	LOCATION	DETAIL
WGS	Houses	All houses have spare AAI kits.
WGS	Nenthead	Surgery carries an AAI kit which can be taken to Nenthead.
WGS	Common Room	In the refreshments area next to the kitchen.
WGS	Camden Room	Window side, next to the door leading to Ashburnham hallway / stairs to library.
WGS	Hooke	Alongside first aid bag and AED in the foyer cupboard.
WGS	MMC	Alongside the first aid box (underneath the stairs) inside entrance lobby.
WGS	MFH	Alongside the first aid bag, ground floor landing, at the top of the stairs leading down to the basement, next to the double doors leading to the auditorium, Tufton Street entrance.
WGS	Weston's	Alongside the first aid box, ground floor lobby.
WGS	Sutcliff's	Alongside the first aid box immediately inside the entrance lobby.
WGS	College Hall	Opposite the wall directly opposite the entrance to the dining room by the dining room telephone.
WGS	Grant's Dining Room	On the wall by entrance from the house.
WGS	St Edward's House	On the wall in the Refectory above the serving counter.
WGS	Boat House	Alongside the first aid box.
WUS	Chapter House	Inside Medical Room.
WUS	Adrian House	Inside reception area.
WUS	George House	Inside Dining Hall area.
Shared	Sports Hall	In the First Aid Room on the wall above the first aid kit.
Shared	Vincent Square	Inside the medical room.