STAHS PREP

Prep Allergy & Anaphlaxis Management Procedures

Pupil Mental & Physical Health Policy
Related Document

September 2026

THINK BEYOND

P02: PUPIL MENTAL AND PHYSICAL HEALTH (Related Document)

STAHS PREP ALLERGY & ANAPHYLAXIS MANAGEMENT PROCEDURES

The following are detailed within the Allergy & Anaphylaxis policy, which can be found on the school website:

- What is an allergy?
- Definitions
- Roles & Responsibilities
- Inclusion and Mental Health

INFORMATION AND DOCUMENTATION

Register of pupils with an allergy

The School stores information of pupils who have a diagnosed allergy on its Management Information System. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.

This register is shared with all the staff during INSET days every term. Updates are shared throughout the term as and when this is required. Hard copies are shared with the Catering team. Hard copies are displayed in the medical room, staff room, all classrooms (on the back of cupboard doors) and behind the servery in the kitchen and where the prep lanyards are stored. Hard copies are also in the school's AAI boxes in the 4 locations around the school.

The process or adding new pupils or making changes to allergy information is documented below.

1. Parent informs school of daughter's medical/dietary change by completing form on the Parent Portal or the form shared with them by the Admissions team at the point of enrolment.
2. Once the form is completed on the portal, a notification is automatically sent to the Prep School Nurse. If it is a new pupil the admission team will share this information with the school nurse.
3. The Prep School Nurse checks the change(s) and adds/amends the information on the student's profile on our management system. When the parent completes the form on the parent Portal, there is no automatic update to our management system. The only person who updates this information is the School Nurse. For new pupils this information is added to the management system for the first time by the School Nurse.
4. In addition, the information from the form and or any emails received by a member of staff in the case of changing from pre-plated to plated meals is recorded on CPOMS and the relevant staff alerted.

5. Once the change or entry has been made on our management system, the Prep School Nurse notifies the Head's PA and the relevant lanyard is created and the allergy report is run and shared with the catering team.
6. The Prep Nurse flags the information to the class teacher and the Allergy Lead.
7. Catering sends any information linked to Dietary Changes to the Prep Nurse who can then support the parent with the process.

Each pupil with an allergy has an Allergy Action Plan The information on this plan includes:

- Known allergens and risk factors for allergic reactions
- Signs of a mild to moderate reaction and what action to take
- Signs of Anaphylaxis and what action to take
- Detail of the medication the pupil has been prescribed including dose
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis
- A photograph of each pupil
- Additional information which may include the action to take depending on how the child is presenting, specific to the individual child.

Each pupil with an allergy has an IHCP. The information on this plan includes:

- Childs details, including school/DOB/NOK
- Medical diagnosis or condition/allergic reactions
- Clinic or hospital contact details
- GP name and telephone number
- Who is responsible for providing support in school
- Name of any medication/dose/route of administration when to be taken/side effects. Contraindications administered by/self-administered with/without supervision
- Signs of a mild to moderate reaction and what action to take
- Signs of Anaphylaxis and what action to take
- Daily care requirements
- Specific support for the pupil's educational, social and emotional needs
- Arrangements for school visits/trips
- Emergency information
- Staff training
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis

ASSESSING RISK

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking
- Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk.
- 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.

FOOD, INCLUDING MEALTIMES & SNACKS

CATERING IN SCHOOL

The school is committed to providing a safe meal for all pupils, including those with food allergies.

- Catering provision at STAHS Prep is provided by an external company who follow their own strict allergen control protocol. All food that comes on to site is sourced through them, including food for clubs, such as Cookery and Wild Woodland Adventure.
- 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 are:
    - Red Wrist Bands
        - All pupils with an allergy are required to wear a red wrist band while at School and undertaking School-related activities off-site. This includes sporting activities where they will be covered by a sweatband.
    - Lanyards
        - All pupils with an allergy, intolerance or special dietary requirement are required to wear a different coloured lanyard when entering the Dining Hall. The catering team have been asked not to serve girls who they know have dietary requirements and are not wearing their lanyard in the dining hall. The same procedure is in place if they eat meal offsite using an alternative canteen.
        - Red – Anaphylaxis
        - Orange – Allergy or intolerance
        - Purple – Dietary Requirement (e.g. no pork)
        - Green – Pre-Prep only – No known issues
    - Visual check from Catering Staff (Breakfast Club, Lunch, After School Care) or Teacher (Break Time Snack)
    - Photos of pupils with allergies are available in the staff room, classrooms, Lodge office, medical room and kitchen. These are not on display.
- Menus (snack and Lunch) and allergens are clearly displayed and shared with the whole community in advance.
- Pupils with an allergy are offered the opportunity to have a pre-plated menu which is agreed at the start of each term between the Chef Manager, parents and child (if appropriate)
- 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.
- Where changes are made to the ingredients this will be communicated to pupils with dietary needs by the Chef Manager
- The school does not permit products with the Precautionary Allergen Labelling or "May Contain' labelling for nuts to be used in school. If a product has a 'may contain' label for another allergen, the catering team treat it as if it contains that product
- Food provided at breakfast club follow these procedures.

- Sandwiches and snacks produced by the catering team for after school care and for girls staying late for clubs are wrapped and clearly labelled with the 14 allergens. Where girls cannot eat a particular snack a separate snack to prepared and labelled appropriately with the girl's name on it.
- Packed lunches and snacks from home are not permitted unless there is a specific agreement put in place between the parents and the Deputy Head Pastoral (Prep).

FOOD FOR CELEBRATORY OCCASIONS

Food from home to celebrate pupil birthdays and other special occasions (e.g. a Birthday Cake and party bags) will not be served or shared with pupils as it has not been sourced through our catering provider.

FOOD RESTRICTIONS

STAHS Prep is an Allergen Aware school. We have pupils 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 on the site and check all foods coming into the kitchen.
- All food coming onto school premises (e.g. an after-school snack) or taken to a weekend sports tournament should be checked by parents to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all foods brought in. Common foods that contain these goods as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces

FOOD HYGIENE FOR PUPILS

We discuss safety and hygiene with our pupils in their Skills for Life lessons and other necessary times:

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

SCHOOL TRIPS AND SPORTS FIXTURES

When undertaking School Trips and Fixtures:

- Staff leading the trip will have a register of all pupils and this will include information regarding allergies with medication details
- Allergy information is reviewed and shared with trip staff. Events specific notes are added to the Evolve form to ensure children with allergies/intolerances/requirements are planned for.
- School AAIs and first aid kits are taken on all trips. Details of who is responsible for them are added to events specific notes on evolve
- Allergies will be considered on the risk assessment and catering provision put in place. Information about the management of the pupil’s emergency medication, activities and mealtimes will be documented.
- Pupils with allergies/intolerances/dietary requirements wear their school lanyards and are served first and supervised during mealtimes
- Staff accompanying the trip are trained to recognise and respond to an allergic reaction
- Clearly labelled packed lunches are provided by the School (Pupils and adults) which cater for children’s allergies. These labels are produced using information stored on our

managements system. The are printed no more than two days before the trip to ensure the most up to date allergy information is captured.

- Sandwich choices- All Prep girls (including those with allergies) and Pre-Prep girls (without food allergies) choose their sandwich filling supported by their class teacher who has allergy information for their class. This information is saved on our management system and reviewed at the start of every term. For those Pre-Prep students with allergies, the parents will be consulted about their sandwich choice, and this will be inputted by an appropriate member of staff.

INSECT STINGS

When a pupil with a known insect venom allergy, we ask that they:

- Avoid walking around in bare feet or sandals when outside and when possible, keep their arms and legs covered.
- Avoid wearing strong perfumes or cosmetics
- Keep their food and drink covered (especially when eating outside, for example, on a School Trip)

The Supervising Caretaker monitors the grounds for wasp or bee nests. Staff and/or pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

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
- If an animal comes on site a risk assessment will be done prior to the visit
- Areas visited by animals will be cleaned thoroughly
- Anyone in contact with an animal will wash their hands after contact
- School trips that include visits to animals will be carefully risk assessed

ALLERGIC RHINITIS/ HAYFEVER

Known allergies to seasonal pollen allergy and hay fever and persistent nasal allergy due to house dust mites or other allergens are recorded in the same way as other known allergies and medical conditions. Parents specify if their child will need regular medications and they would complete a parental agreement administration of medication form to enable us to give them their medication. It is much harder to avoid contact with these allergens.
Precautions to limit the risk of an allergic reaction include:

- Daily cleaning regimes
- Girls permitted to wear sunglasses to help prevent pollen getting into their eyes
- Hands washed after playing and learning outside.

When pupils present with symptoms, but their allergy is not known to us, communication with the parents is made by the school nurse and the appropriate actions put in place. School has a stock of antihistamine that can be given with parental consent.

ADRENALINE AUTO-INJECTORS (AAIs)

Storage of adrenaline pens

- Pupils prescribed with adrenaline pens must have easy access to two, in-date pens at all times.
- The majority of AAIs for pupils are stored centrally in the medical room. They are stored in clearly labelled boxes with photos and a copy of their Allergy Action Plan.
- For those girls that, on request of the parents, keep their AAI's in their bags, they place their school bag on the hook near the door (containing the AAI's). It remains in their classrooms on this peg when they are on site. They have a box in the medical room which has their photo, Allergy action plan and information about the location of their AAI's.
- Staff are trained in administering AAIs and spotting symptoms.
- Spot checks will be made to ensure adrenaline pens are where they should be and in date
- Adrenaline pens are always accessible from the medical room/classrooms. These room are not locked.
- Adrenaline pens are stored in a cupboard so therefore not in direct sunlight or above a heat source. Used or out of date pens are disposed of as sharps by the school nurse.

Spare AAIs
The School has a number of spare adrenaline pens (both 0.15mg and 0.3mg dosage) to be used in accordance with government guidance.
The adrenaline pens are clearly signposted and are stored in the following locations:

- The Medical Room
- The Lodge
- The Dining Hall
- The School Hall

We also have a portable thermal bag of spare pens which accompany children to the Forest, and on School Trips

The Allergy Lead and Prep School Nurse are responsible for:

- Deciding how many spare pens are required
- What dosage is required, based on the Resuscitation Council UK's age-based guidance
- Which brand(s) to buy.
- The purchasing of spare adrenaline pens which can be obtained at low cost from a local pharmacy.
- Distribution around the site and clear signage

Adrenaline pens on school trips and match days

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own pens
- Adrenaline pens will be kept close to the pupils at all times (for example, not stored in the hold of the coach when travelling or left in changing rooms)
- Adrenaline pens will be protected from extreme temperatures
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction
- Spare pens taken to sporting fixtures and on trips.

RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

- If a pupil has an allergic reaction they will be treated in accordance with their Allergy Action Plan
- Staff are trained in administering AAIs and spotting symptoms.
- If anaphylaxis is suspected adrenaline will be administered without delay, and an ambulance will be called. Ensure that the individual is lying down with their legs raised. They will be treated where they are and medication brought to them. Pupils' emergency contacts will be notified.
- A pupil's own prescribed medication will be used to treat allergic reactions if immediately available.
- This will be administered by a member of staff or the child themselves if they have been trained and are comfortable doing it for themselves. Ideally the member of staff will be trained, but in an emergency, **anyone** will administer adrenaline.
- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used.
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to **anyone** for the purposes of saving their life.
- The pupil 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.

ASTHMA

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. The link to our Asthma Management Procedures is here.