STAHS
PREP SENIOR SIXTH

Senior Allergy & Anaphlaxis Management Procedures

Pupil Mental & Physical Health Policy
Related Document

September 2026

THINK BEYOND

STAHS
PREP SENIOR SIXTH

P02: PUPIL MENTAL AND PHYSICAL HEALTH (Related Document)

STAHS SENIOR 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 iSAMS. 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 the Catering team, and students who are new to the school or with new allergies are discussed at September inset with all staff. Updates are shared throughout the term as and when this is required. Hard copies are shared with the trip leads for all school trips.

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

- 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.
- Once the form is completed on the portal, a notification is automatically sent to the School Nurse's. If it is a new pupil the admission team will share this information with the school nurse.
- The School Nurse checks the change(s) and adds/amends the information on the student's profile on iSAMS. 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.
- 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. Documents such as IHCP's and Allergy Action Plans to be uploaded to iSAMS and CPOMS document vault.

- Once the change or entry has been made on our management system, the School Nurse notifies the catering team, and provides an up to date password protected document to Culinera.
- The Nurse flags the information to the students teachers and Allergy Lead via Round Robin.
- 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 and ensure the student has consent for 'Emergency Treatment or advise', 'Adrenaline' and 'Salbutamol' on iSAMS.
- 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 schools uses the template designed by the Department of Education. 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

Catering provision at STAHS 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. Please see Culinera's policy, available on the school website.

- 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.
- All pupils and staff with an allergy are expected to communicate with the catering team to discuss what items they can eat today according to the allergy matrix. If the student is not confident in this, they must be supported by a member of school staff.
- Students who are considered to have a high – risk complex allergy may be declined by Culinera to be served food through the school (See Culinera Policy)
- 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 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 FOR CELEBRATORY OCCASIONS

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

FOOD RESTRICTIONS

STAHS 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 restrict peanuts and tree nuts 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. 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 encouraged to wash their hands before and after eating
- Sharing, swapping or throwing food is not permitted
- 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.
- Allergies will be considered on the risk assessment and have its own category and catering provision put in place. Information about the management of the pupil's emergency medication, activities and mealtimes will be documented.
- Separate school Risk Assessment on Anaphylaxis in place
- Pupils with allergies/intolerances/dietary required communicate with Trip Lead regarding food plan.
- 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.

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 school 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 kept on their person. Students and their parents are reminded that AAI's should not be left in lockers. If student is going off site, they must bring their own 2 AAI's.
- For those girls that also have a pair of AAI's in the medical room, the are kept on their own box or bag which is labelled and contains Allergy action plan and further treatment such as inhalers or antihistamines.
- 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. These room are not locked. Student own AAI's are kept in a box labelled AAI Storage in the medical room which is not locked. (Currently no students keep AAI's in the medical room). There is also a spare set of AAI's and Inhalers on the wall in the medical room.
- Adrenaline pens are stored in a box 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 (300mcg 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 Kitchen
- Rotunda
- Staff room
- The Pavillion

- Sports Complex

The Allergy Lead and School Nurse's 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 organised by PE (Spare pens brought by School Nurses and provided to PE Dept)

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. Please see our Asthma Management Procedures here.