

## Allergy Management Guidance

**This guidance applies to:**

**Francis Holland Regent's Park   Francis Holland Sloane Square   Francis Holland Prep**

Where there are differences between the schools these have been clearly highlighted.

Document owner	RP: Deputy Head Pastoral SSq: Senior Deputy Head Pastoral Prep: Senior Deputy Head
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Linked Policies	<ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Safeguarding and Child Protection Policy</li> <li>• Emergency and Critical Incident Plan</li> <li>• Safety During Educational Visits Policy</li> </ul>

Revision History	
This section should be completed by the reviewer each time this document is reviewed	
Changes made [Brief description of edits]	Date
Changed number of EpiPens at SSq (page 10)	January 2025
Changed name of Allergy Leads RP, updated content re sales of food and drink para 5.7.	Spring 2025

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## 1. Aims

This guidance aims to:

- Set out our school’s approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

## 2. Legislation and guidance

This Guidance is based on the Department for Education’s guidance on [allergies in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care’s guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

## 3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

Francis Holland Schools do all they can to ensure that the school environment is favourable to pupils with allergies and especially those at risk of anaphylaxis. The Trust acknowledges that we have pupils who are severely allergic to a wide range of food stuffs, with nut allergies being the most common. In order to protect the latter group of pupils we aim for our catering to be as nut free as is reasonably possible. We do request that parents do not send meals, snacks etc. containing nuts into school. However, we cannot police what foodstuffs etc. other pupils may have with them.

Our main aim is to empower even our youngest pupils by encouraging them to take “ownership of their allergy” so that they are – age appropriately – aware of allergy self-management, including what foods are safe and unsafe, strategies for avoiding allergens, how to ask questions about food if they are unsure, how to read food labels and the confidence to refuse food if they are unsure of its suitability. We also actively promote the importance of the pupil having their Adrenaline Auto-Injector pen (AAI) with them at all times.

### 3.1 Allergy lead

The nominated allergy lead is:

Sloane Square	Sarah Pittaway
Regent’s Park	Nick Gridelli (until 31 <sup>st</sup> Aug 2025); Colette Mahieu (from 1 <sup>st</sup> September 2025)
Francis Holland Prep	Caroline Smith

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Overseeing the recording and collation of allergy and special dietary information for all relevant pupils

#### **Ensuring:**

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have an allergy action plan completed by a medical professional
- All staff receive an appropriate level of allergy training
- All staff are aware of the school’s guidance and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Overseeing the keeping stock of the school’s adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy management guidance

### 3.2 School nurse/medical assistant

The school nurse/medical assistant is responsible for:

- Coordinating the paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

### 3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy guidance and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required

- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Accessing training to help pupils with AAls in an emergency

### **3.4 Parents**

Parents are responsible for:

- Being aware of our school's allergy management guidance
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering any food they provide to their children as snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

### **3.5 Pupils with allergies**

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (members of staff are still expected to help administer the AAI if the pupil is not able to do so)

### **3.6 Pupils without allergies**

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Abiding by the school rules when it comes to bringing food or aerosols on site which may cause an allergic reaction

Older pupils might also be expected to support their peers and staff in the case of an emergency.

## **4. Assessing risk**

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

## 5. Managing risk

### 5.1 Hygiene procedures

- Food is provided for pupils onsite by Accent who always display the potential allergens used in their dishes
- SSQ - The few pupils who have permission to bring their own food on site are reminded of allergens and eat in one room outside the main dining room
- RP – The few pupils who have permission to bring their own food on site are reminded of allergens and the type of food they may bring to school. The school nurse sends a termly reminder to staff and pupils about what type of allergens should not be brought onto the school premises.
- FHP – All girls bring in their own break time snacks. The few pupils who have permission to bring their own food on site are reminded of allergens and the type of food they may bring to school. The school nurse sends a termly reminder to staff and pupils about what type of allergens should not be brought onto the school premises.

### 5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents to view with allergens clearly labelled
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

### 5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

### 5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

## 5.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

## 5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor
- The medical team

## 5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part
- For events in school, such as but not limited to, fundraising events which include the sale of food and drink, a full risk assessment must be carried out to determine what can or cannot be sold which safeguards all within our school communities. Further advice on this matter can be found here: <https://theallergyteam.com/how-does-natashas-law-affect-school-cake-sales/>
- The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

# 6. Procedures for handling an allergic reaction

## 6.1 Register of pupils with AAI

- When a pupil joins Francis Holland School parents are asked to complete an initial questionnaire informing us of any medical conditions including allergies that would put her at risk of anaphylaxis or allergic reaction. This information is stored on ISAMS and parents also complete an Allergy Action Plan. All teachers and other School staff have up to date health information on all pupils in their care.
- The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:
  - Known allergens and risk factors for anaphylaxis
  - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
  - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil
  - A photograph of each pupil to allow a visual check to be made
- The register is kept in the medical room and in the AAI boxes located on site and can be checked quickly by any member of staff as part of initiating an emergency response

## 6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Members of staff are trained in the administration of AAIs – see section 7
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan. If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures
- For mild symptoms, (e.g. skin rash, itching or sneezing) antihistamines may be given by the School Nurse, the medical assistant or by the Front Office Staff who are first aid trained in their absence. Antihistamines are included in all trip medical bags that include a first aid kit. The pupil will be monitored to ensure their condition doesn't worsen and parents informed.
- In the case of a pupil without a known history of anaphylaxis and allergy, the medical room should be contacted and appropriate first aid measures should be applied. An ambulance should be called if necessary.
- For severe symptoms, adrenaline is administered via an auto-injector device (Epipen, Jext or Emerade) into the thigh muscle and may be given through clothing.

### Anaphylactic emergencies

If a pupil shows signs or symptoms of a severe allergic reaction, the School Nurse or first aid trained staff member will be informed immediately who will call an ambulance without delay. All staff are trained in the management and recognition of anaphylaxis and use of AAI and are therefore authorised to administer an AAI in the event of an anaphylactic emergency.

The Human Medicine (Amendment) Regulations 2017 allows all schools to buy AAI devices without a prescription, for emergency use in pupils who are at risk of anaphylaxis and have a current prescription, but their own device is not available or not working. The school's spare AAI should only be used on students known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided on the Allergy Action Plan.

### In the event of an Allergic reaction the following procedure should be followed;

- Alert a trained first aider immediately / call medical room
- Send a responsible person to get the student's individual box from the medical room or an Allergy Response Kit
- Stay with the student and monitor their condition carefully
- If the student's condition is worsening, and the ambulance hasn't arrived, call 999 and make clear it is a child anaphylaxis emergency. Follow school emergency First Aid and Accident Reporting Policy for calling an ambulance, including alerting a member of SLT.
- Administer, if necessary, the AAI, following the specific instructions carefully
- The used AAI must be given to the ambulance crew to take to the hospital
- The member of staff must inform the medical room of the incident and write an accident report and enter on ISAMS.
- Parents will replace the AAI if necessary
- the medical team will be immediately alerted and a member of the medical team or a first aider will use the pupil's own AAI, or if it is not available, a school one. The adrenaline quickly reverses the effects of the allergic reaction, but it is short-acting. If necessary, a second AAI can be used if symptoms

worsen. The pupil must go to hospital by ambulance if the AAI is used even if they appear well afterwards.

- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance

## Recognition and management of an allergic reaction/anaphylaxis

Signs and symptoms include:

### Mild-moderate allergic reaction:

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

### ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



### **Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):**

#### **AIRWAY:**

Persistent cough  
Hoarse voice  
Difficulty swallowing, swollen tongue

#### **BREATHING:**

Difficult or noisy breathing  
Wheeze or persistent cough

#### **CONSCIOUSNESS:**

Persistent dizziness  
Becoming pale or floppy  
Suddenly sleepy, collapse, unconscious

### **IF ANY ONE (or more) of these signs are present:**

1. Lie child flat with legs raised:  
(if breathing is difficult, allow child to sit)
2. **Use Adrenaline autoinjector\* without delay**
3. **Dial 999** to request ambulance and say ANAPHYLAXIS



**\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

### **After giving Adrenaline:**

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes**, give a further dose of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS** use adrenaline autoinjector **FIRST** in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.





## 7.1 Purchasing of spare AAIs

The School Nurse buys spare AAIs and ensures they are stored according to the guidance.

	Francis Holland Prep	Regent's Park	Sloane Square
Source	Selles Medical	Selles Medical	Selles Medical
Number of Adult spares	2	7	4
Number of Junior spares	2	1	1
Brand	Epi-Pen	Epi-Pen	Epi-Pen
Emergency Allergy Response Kits location	<ul style="list-style-type: none"> <li>Medical Room</li> </ul>	<ul style="list-style-type: none"> <li>Medical Room</li> <li>Ivor Place Dining Room</li> <li>Linhope House front Office</li> <li>(Paediatric Kit): Medical Room</li> <li>PE First Aid Kits</li> </ul>	<ul style="list-style-type: none"> <li>Medical Room</li> <li>Old School House Refectory</li> <li>Dining Room</li> <li>School Office</li> </ul>

## 7.2 Storage (of both spare and prescribed AAIs)

- The Trust requires pupils with known anaphylaxis to keep a minimum of one spare AAI on their person at all times. Failure to comply could result in a pupil being sent home from school or excluded from a trip.
- Pupils in the Prep school are not expected to carry their own AAI and this is held in the prep school office or by a member of teaching staff when off site.
- Parents are required to provide the School with at least one spare AAI and one pack of Antihistamine as stated on the Allergy Action Plan and this will be stored in the Medical room. These will be kept in individual boxes clearly labelled with the pupil's phot ID, name and class. They are taken on trips and visits and are allocated to the designated first aider for safe keeping.
- Parents can request the spare AAI for school holidays and is their responsibility to return it on the first day of term.
- It is the responsibility of the parent to ensure that all AAIs are in date and provide a replacement when necessary.

**The allergy lead will make sure all AAIs are:**

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times

- **Not** located more than 5 minutes away from where they may be needed
- Spare AAI's will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

## **Emergency anaphylaxis kit**

- The school holds an emergency anaphylaxis kit. This includes:
- Spare AAI's
- Instructions for the use of AAI's
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAI's have been administered

## **7.3 Maintenance (of spare AAI's)**

Sarah Wheeler at Francis Holland Prep, Fleur Chambers at Regent's Park and Kelly Wilson at Sloane Square are responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

## **7.4 Disposal**

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions in a sharps bin.

## **7.5 Use of AAI's off school premises**

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- A member of staff trained to administer AAI's in an emergency should be present on school trips and off-site events
- **Exercise and activity – Physical Education /Out of hours/ Off Site Activities**
- Taking part in sports, games and activities is an essential part of School life for all pupils. All PE staff are aware of pupils in their lesson who are at risk of anaphylaxis. All PE staff are first aid trained including management of anaphylaxis and use of AAI.
- All staff taking pupils off site are informed of pupils who carry AAI's and what steps to take in an emergency.

## **8. Training**

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions

- Common trigger substances include peanuts, tree nuts, eggs, shellfish, insect stings and certain medicines.
- How to spot the signs of allergic reactions (including anaphylaxis) The signs and symptoms of anaphylaxis vary from one person to another and may include some of or all of the following:
  - Urticarial rash anywhere on the body
  - Nausea and vomiting
  - Dizziness
  - Swelling of eyes, lips, tongue and throat
  - Cough, wheeze, tightness of chest or shortness of breath
  - Sudden collapse or unconsciousness
- Where AAls are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis.
- Symptoms usually occur within minutes of exposure to the 'trigger' substance although in some cases the reaction may be delayed for as much as a few hours.
- The wellbeing and inclusion implications of allergies
- Training will be carried out annually by the medical team.