Pembroke Education

Distinctive Schools, Shared Purpose

ALLERGY SAFETY

Policy applies from EYFS to Sixth Form and to all Staff	
Date policy reviewed	23.11.2026
Date of next review:	30.09.2027
Version:	11.26 v1
Author:	Group Director of Estates, Deputy Head: Pastoral (Clifton High School) and Head Matron (The Downs School)
Owner:	Group Director of Estates

Version	Date	Section	Material change	Approval
01.25 v1	17.01.2025	3 and 15	Updated to clarify that spare pens can be used in an emergency on people not known to be at risk of anaphylaxis.	Louise Brennan and Chris Collins
09.25 v1	15.09.2025	Appendix	Emergency response protocol updated.	Louise Brennan and Luke Goodman
11.26 v1	23.11.2026	All 4 6.1 6.3 7.2 7.3 and 7.4 10.3.2 and 10.3.3 14	Updated to reflect Pembroke-wide application. Clarified that all pupils with an allergy that requires active management should have an IHP and added new definitions. Further information added to clarify the role of the Council of Governors. Role of Allergy Governor added. List of contents of IHP updated. New sections added re. Visitors and Information Sharing. New sections added re. procedures for catering at Coombe Dingle and away sports fixtures. Section updated.	Louise Brennan

		20.1 20.6	Section updated to confirm parents will be notified as soon as possible. New section added re. complaints.	

Pembroke Education is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.

Related documents

Pembroke Education	Clifton High School and the Downs School	Clifton High School	The Downs School
• Data Protection	• Child Protection and Safeguarding • Complaints • Early Years Foundation Stage • First Aid and Medical Treatment Policies.	• Catering standard operating procedures • Food and technology standard operating procedures	• Palmer & Howells catering policies and procedures

1. Allergy Leads

Role	Clifton High School	The Downs School
Allergy Governor	Dr Jess Jenkins	Ms Rachel Thornton
Designated Allergy Lead	Mr Luke Goodman, Deputy Head: Pastoral	Ms Lisa Ford, Head Matron

2. Aims and objectives

This policy outlines Pembroke Education's approach to allergy management in line with the Department for Education's statutory guidance, *Allergy Safety in Schools* (July 2026). The policy also incorporates the allergy safety requirements introduced through Benedict's Law.

This policy outlines how the whole-school community works to reduce the risk of an allergic reaction occurring and the procedures in place to respond effectively if one does. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an Allergy Aware School that works within the guidelines of 'Natasha's Law'.

This policy applies to all staff, pupils, parents and visitors to the schools across Pembroke Education and should be read alongside the policies and procedures listed above.

3. What is an allergy?

An allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

An allergy is different to an intolerance. Whilst an intolerance may cause uncomfortable symptoms it does not involve the immune system.

4. Definitions

Adrenaline auto-injector: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAIs, adrenaline pens or by the brand name EpiPen. There are two brands used in the UK: EpiPen and Jext Pen. For the purposes of this Policy, we will refer to them as adrenaline pens.

Allergen: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by 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.

Allergy Action Plan: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. The Schools in Pembroke Education follow the Allergy Action Plans issued by the University Hospitals Bristol, which are modelled on the BSACI's allergy action plan.

Anaphylaxis: anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

Designated Allergy Lead: the member of staff responsible for overseeing allergy management across each school and acting as the main point of contact for pupils, parents and staff. This is referred to as the named senior leader in the DfE guidance.

Critical Incident Plan: the plan set out in the Critical Incident Policy for managing an emergency.

Individual Healthcare Plan (IHP): A document outlining an individual pupil's medical conditions including allergies, relevant medical history, treatment, risks and action plan. This document should be created by the Medical Team within each school in collaboration with parents and, where appropriate, pupils. The School will arrange for a pupil with an allergy to have an IHP if:

- they have an allergy which has a functional impact on them in school;
- they are at risk of harm as a result of their allergy; and
- they require arrangements which are additional to or different from those made generally.

If the pupil has an Allergy Action Plan this should be incorporated into the IHP.

"**Near Miss**": An event that did not result in harm but had the clear potential to do so, for example when an allergic reaction was averted (e.g. accidental exposure identified before ingestion, or ingestion of a known allergen without reaction).

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

Serious incident: Where someone with an allergy is harmed or placed in immediate or significant risk of harm including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

Spare pens: Each school holds spare adrenaline pens. These should be held as a back-up, in case pupils' prescribed adrenaline pens are not available or in case they are needed for life saving purposes.

5. Asthma, eczema and allergic rhinitis

Some pupils with allergies may also have related conditions such as asthma, allergic rhinitis (hay fever) or eczema. The arrangements for managing those conditions are set out in each school's First Aid and Medical Treatment Policy. Where relevant, those arrangements will be considered alongside this Policy.

6. Roles and responsibilities

Schools in Pembroke Education take a whole-school approach to allergy management. This policy should therefore be considered throughout the whole school day specifically but not limited to;

- Catering
- Class treats and celebrations
- Cake and sweet sales
- The Hub (Clifton High School)
- Excelsior & scholar forums (Clifton High School)
- Breakfast clubs
- Food technology (Clifton High School)
- FECP Curriculum (Clifton High School)
- Chinese Curriculum (Clifton High School)
- All School events
- All educational visits
- Site Management.

6.1 Council of Governors

The Council of Governors is responsible for the strategic oversight of allergy safety across the School, working in partnership with the Designated Allergy Lead who leads on day-to-day implementation. Detailed oversight of allergy safety arrangements is delegated to the Estates and General Purposes Committee, supported by the Allergy Governor and each school's Health and Safety Forums.

The Council of Governors are responsible for:

- ensuring the School has an allergy safety policy in place which is published on the School's website, available in hard copy on request and communicated to staff, pupils and parents;
- ensuring allergy-related risks are included on the school's risk register and actively managed;
- ensuring that this policy sets out arrangements to reduce the risk of contact with known allergens and includes emergency response arrangements for anaphylaxis;
- providing strategic oversight of this policy;
- ensuring that this policy reviewed at least annually, and where appropriate, following any serious incident or near miss;
- satisfying itself that the school's allergy management arrangements meet legal and statutory requirements and reflect best practice;
- receiving periodic reports on serious incidents and near-misses and ensuring the schools act on any learnings to reduce the risk of future incidents; and
- ensuring the School's complaints procedure enables concerns, serious incidents and near misses relating to allergy management to be raised and appropriately investigated, including any prolonged failure to implement agreed arrangements.

6.2 Designated Allergy Lead

The Designated Allergy Lead has overall responsibility for this policy in their respective schools. They report to the Head of School and the Estates and General Purposes Committee, and are responsible in their respective school for:

Leadership and strategic oversight

- leading the implementation of this policy;
- taking decisions on allergy management across the School;
- championing and practising allergy awareness across the School;
- ensuring the safety, inclusion and wellbeing of pupils, staff and visitors with an allergy;

Communication and information management

- being the main point of contact for staff, pupils and parents with concerns or questions about allergy management;
- ensuring allergy information is recorded, up-to-date and communicated to all staff;
- ensuring staff, pupils and parents have a good awareness of this policy, and other related procedures;

Training and awareness

- making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);

Operational management

- reviewing the school's stock of spare adrenaline devices (including number, dose, storage and location) and ensuring staff know where they are;

Monitoring, reporting and policy review

- monitor implementation of this policy and allergy procedures at regular intervals and report to the Senior Leadership Team and the Estates and General Purposes Committee; and
- reviewing and updating this policy on an annual basis with the Group Director of Estates.

6.3 Allergy Governor

The Allergy Governor supports the Council of Governors and the Estates and General Purposes Committee in their oversight of allergy safety. The Allergy Governor is responsible for:

- Acting as the nominated governor contact for allergy safety matters;
- Meeting periodically with the Designated Allergy Lead to discuss the implementation of this policy and any significant allergy-related issues;
- Receiving updates on serious incidents, near misses and key developments relating to allergy safety;
- Providing support and constructive challenge in relation to the School's allergy management arrangements; and

- Reporting any significant concerns to the Estates and General Purposes Committee and, where appropriate, the Council of Governors.

6.4 Group Director of Estates

The Group Director of Estates is responsible for:

- reviewing any incidents involving near-misses or anaphylactic reactions that occur at the School or during School activities;
- keeping a record of any allergic reactions or near-misses, reporting these to the governing body and the appropriate authority (e.g. under RIDDOR) where necessary, investigating the incidents and ensuring that the findings of investigations are used to update relevant policies and procedures;
- ensuring there is an Anaphylaxis drill once a year and that lessons learned are used to update this policy if appropriate;
- reviewing and updating this policy on an annual basis with the Deputy Head: Pastoral (Clifton High Schools) and Head Matron (The Downs School).

6.5 Medical Team

The Medical Team in each school is responsible for:

- collecting and coordinating the paperwork (including the Allergy Action Plans and IHPs) and information from families, which involves liaising with the Admissions Team for new joiners to ensure that arrangements are in place before the pupil starts (or within 2 weeks of a mid-year transfer);
- working with HR to keep an updated list of staff with allergies (and creating an IHP if necessary) and ensuring arrangements are in place to support them before they start;
- supporting the Designated Allergy Lead on how this information is disseminated to all School staff, including the Catering Team, occasional staff and staff running clubs;
- ensuring the information from families is up-to-date and reviewed at least annually;
- coordinating medication with families and checking medication is in date;
- keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and the school's stock and location of spare adrenaline devices, including brand, dose and expiry date;
- regularly checking spare pens are where they should be, are easily accessible in the case of an emergency and that they are in date;
- replacing the spare pens when necessary; and
- providing on-site adrenaline pen training for staff and pupils (where appropriate) and refresher training as required e.g. before educational visits.

6.6 Estates Team

The Estates Team is responsible for maintaining the walnut tree on the Clifton High School site and clearing away any nuts that fall from it.

6.7 Admissions Team

The Admissions Team should work with the Designated Allergy Lead and the Medical Team in each school to ensure that:

- there is a clear method to capture allergy information or special dietary information at the earliest opportunity. Admissions are responsible for informing Catering and all teaching staff.
- there is a clear structure in place to communicate this information to the relevant parties (i.e. Medical Team and Catering Team)
- plans are made for emergency medication if the child is to be left without parental supervision;
- where appropriate and feasible, there is liaison with the child's previous school, or future school to ensure a smooth transition between settings.

6.8 All staff and contractors

All school staff and contractors providing educational services (including sports coaches, visiting music teachers, teachers supplied by FAST and those running co-curricular clubs) are responsible for:

- completing allergen awareness training as part of new staff starter induction;
- championing and practising allergy awareness across the School;
- understanding and putting into practice the Allergy Policy and related procedures, and asking for support if needed;
- being aware of pupils with allergies and what they are allergic to;
- considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in an activity is necessary and/or appropriate;
- ensuring pupils always have access to their medication or carrying it on their behalf. This depends on the age of the pupils and is the responsibility of the Medical Team to communicate to the Teaching staff. Staff should refer to the First Aid Policy;
- being able to recognise and respond to an allergic reaction, including anaphylaxis.
- taking part in training and anaphylaxis drills as required (at least once a year);
- considering the safety, inclusion and wellbeing of pupils with allergies at all times;
- preventing and responding to allergy-related bullying, in line with the School's Anti-Bullying Policy;
- forwarding any communication or information that comes directly to them from parents regarding allergens to the Medical Team;
- understanding and explaining to pupils with allergens the procedures in the Dining Hall;
- considering allergies before arranging any activities involving animals; and
- ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan (if appropriate) with them when leaving the school site for a school activity.

6.9 All parents

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

- being aware of and understanding this policy and considering the safety and wellbeing of pupils with allergies;
- providing the School's Medical Team with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the School of any related conditions, for example asthma, allergic rhinitis (hayfever) or eczema;
- considering and adhering to any food restrictions or guidance the School has in place when providing food, for example in packed lunches, snacks or for fundraising events;
- refraining from telling the School their child has an allergy or intolerance if this is a preference or dietary choice; and
- encouraging their child to be allergy aware.

6.10 Parents of children with allergies

In addition to section 6.9 above, the parents of children with allergies should where relevant to their child's allergy and treatment arrangements:

- provide consent to the School to administer spare adrenaline devices (and inhalers, if applicable) in emergencies)
- if the pupil has an anaphylactic allergy, work with the School to fill out an IHP and provide an accompanying Allergy Action Plan;
- ensure their child has access to their allergy medication, including two named adrenaline devices, if prescribed, at all times, including on the journey to and from school
- ensure medication is in-date and replaced at the appropriate time;
- update the School with any changes to their child's condition and ensure the relevant forms are updated; and
- support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food they are allergic to.

6.11 All pupils

All pupils should, as appropriate to their age and capability:

- be allergy aware;
- understand the risks allergens might pose to their peers;
- learn how they can support the wellbeing of their peers and be alert to allergy-related bullying;
- learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency;
- (if old enough to check the ingredients) adhere to food restrictions when bringing in snacks, cakes or any additional food items or cooking ingredients.

6.12 Pupils with allergies

In addition to section 6.11 above, pupils with allergies, as appropriate for their age and capability, are responsible for:

- knowing what their allergies are and how to mitigate personal risk. Younger pupils will be supported with this;
- avoiding their allergen as best as they can;
- understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- if age-appropriate, carrying two adrenaline pens with them at all times;
- understanding how and when to use their adrenaline pens and only using them for their intended purpose;
- talking to the Designated Allergy Lead or a member of staff if they are concerned by any school 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 the school premises (during the school day) including how to treat themselves and how to raise the alarm to get help;
- ensuring they have their medication with them on the journey to and from school.

7. Information and documentation

7.1 Allergy data

The Admissions Team is responsible for ensuring that allergy and anaphylaxis information is recorded for all new pupils, the Head of Recruitment is responsible for ensuring that relevant information is recorded for new staff, and the Medical Team is responsible for updating records throughout the year as changes arise. **SIMS is the School's central and authoritative record of pupils and staff with anaphylaxis and other allergies and should always be treated as the most up-to-date source of allergy information.**

SIMS is used to produce an anaphylaxis register. This register is maintained and updated by the Medical Team and is kept on SharePoint, so that it is easily accessible to all staff. The anaphylaxis register is also displayed in the school's staff room(s), the Medical Room/Matron's Room, the School Office/Staff Resources Room, the Hub (for Clifton High School) and the Dining Hall. These displays are updated every half term and should be used as a guide only. **Where allergy information is required, staff should always refer to SIMS, which remains the authoritative record**, for example when checking catering requirements.

Clifton High School pupils' IHPs are accessible to all staff on the SharePoint homepage.

7.2 Individual Healthcare Plans

The IHP should include the information necessary to support the pupil's allergy management and emergency response arrangements, including:

- the child's name, date of birth, class, photograph and emergency contact details;

- known allergens, risk factors for allergic reactions and any adaptions needed;
- the child's understanding of their allergy, if the child is able to take responsibility for their condition including in an emergency and if they are likely to know they are having an allergic reaction;
- a history of their allergic reactions;
- if the pupil has asthma or any other medical conditions;
- details of the medication the pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc.;
- an indication of how the child's condition may impact on their health, learning or wellbeing;
- what support or adaptations the school has put in place, including how the risk of exposure to allergens will be managed, or arrangements needed to ensure participation in educational visits; and
- a copy of their Allergy Action Plan.

7.3 Visitors

Visitors are encouraged to inform the School of any allergies that may be relevant to their visit, particularly where food is likely to be provided.

Where a visitor discloses a known allergy, the School will consider practical steps to keep them safe, including making relevant staff aware and considering any adjustments needed to food served during the visit.

7.4 Information sharing

When appropriate, information about staff and pupils with allergies may be shared with external organisations, for the purposes of keeping them safe. Further information regarding information sharing in connection with educational visits and sports fixtures can be found in section 12 below.

Information will be shared in line with Data Protection Policy and our Privacy Notices.

8. Assessing risk

Allergens can crop up in unexpected places. Staff (including visiting contractors) 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 technology or cooking, particularly in Infant and Junior lessons, where food allergens are more likely to be present.
- Adventure School/Forest School activities.
- Bringing animals into the School, for example a dog or hatching chick eggs.
- Any activities involving bio-diversity (as they may involve allergens relating to Lupins).
- Running activities or clubs where they might hand out snacks or food "treats".

- Planning special events, such as cultural days and celebrations.
- Gardening, bio-diversity and other outdoor activities.

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, staff should adapt the activity.

9. Walnut tree and bee hives at Clifton High School

The walnut tree is located in the Junior playground at Clifton High School and teaching staff are all aware of its location. The Estates Team regularly clears away the fallen nuts but the School cannot guarantee there will not be tree nuts within the school ground as wild animals can distribute the nuts.

Clifton High School also has two bee hives. These are located away from pupil areas and pupils who visit the hives have to be accompanied by the trained beekeeper, who is responsible for managing the bees. Pupils with bee sting allergies are not permitted to visit the bee hives. A risk assessment is in place and updated annually.

10. Food, including mealtimes & snacks

10.1 Catering in school

Each school is committed to providing safe meals and snacks for all pupils, staff and visitors, including those with food allergies. In order to do that the following procedures are put in place:

Catering staff recruitment, training and procedures

- Due diligence is carried out with regard to allergen management when appointing catering staff, either directly or via third-party catering partners.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training. This will be delivered within the first six weeks of starting employment.
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures.

Communication

- Catering staff are available to discuss the provision of allergen safe meals with parents.
- The Catering Team will endeavour to get to know the pupils with allergies and what their allergies are.

Allergy information management

- At the beginning of each term dietary/allergen information from SIMS is printed, including the Pupils photo, so the catering team have a quick reference guide.
- Updates during the term should be sent by the Medical team to the Catering Team, and the Catering Team will then update the list.

Menu information and food labelling

- At Clifton High School, allergens are displayed on the menu displayed on each counter and at the Downs Preparatory School allergens are displayed on an adjacent clip board.
- The School will provide allergen information clearly and accessibly.
- Depending on their age, pupils or the member of staff on duty should check this information before food is selected. The Catering Team can provide guidance on menu choices and allergen information; however, the member of staff supervising the pupil is responsible for ensuring that the allergen is avoided.
- Any pupil or member of staff who is unsure whether a food item is safe should seek advice from the Catering Team before consuming it.
- Information on allergens will be available for the pupil to check independently (if age appropriate).
- Pre-packaged food will comply with Natasha's Law requiring the allergen information to be displayed.

Ingredient changes

- Where changes are made to the ingredients which involve the introduction of a known allergen this will be communicated by the Head Chef to pupils and staff with allergies by advertising the ingredients on the daily menus.

Identification and support for pupils with allergies

- The School has robust procedures in place to identify pupils with food allergies in the Dining Hall, these are;
    - Clifton High School Infants – have place mats that are put on their individual trays before the pupils go into lunch. This helps the supervising staff and the Catering Team check the food they are served is safe for them to eat.
    - Clifton High School Juniors and The Downs School Pre-Prep and Prep – teaching staff supervise pupils at lunch time. For Clifton High School pupils, staff direct any pupil with an allergen to servery number 1 and then help the pupil to choose their lunch. For Downs School pupils the relevant pupils have dedicated lanyards to identify allergens.
    - Clifton High School all year groups – staff on duty should direct any pupil with an allergy to servery number 1. The catering staff on servery number 1 know to ask pupils in all year groups for their allergies and serve appropriate food.

Cross contamination controls

- The salad bar is a 'help yourself counter'. It is recommended that people with allergens do not use the salad bar as cross contamination is likely. The salad bar has a sign to notify people of this.
- The School's policy is to avoid where possible products with precautionary allergen labelling or "may contain' labelling. If there is an exception, the Catering Team will tell the member of staff on duty/the visit leader.

Other catering areas – Clifton High School

- Staff providing food in the Hub are aware of the children who have food allergies and will follow the procedures in this policy.
- The Sixth Form Café sells some individual packaged items which have been 'prepared in a factory that may have nuts'. This food is only sold to students in Years 12 and 13 who are aware of this due to signage in the café.

Early Years

- Each school follows the safer eating guidance in the Early Years Foundation Stage statutory guidance for pupils in the Clifton High School Hive and Clifton High School/The Downs School Reception.

10.2 Food brought into the School by pupils

Each school regularly reminds parents and pupils about the ingredients that are not allowed in snacks brought into School but does not check the snacks and cannot guarantee that all snacks will be allergen free.

On occasions, pupils are permitted to bring in cakes/treats to celebrate their birthdays, provided that they are shop bought, in their original unopened packaging, contain no nuts, or sesame seeds, and the packaging does not say that the products "may contain nuts" or have been "prepared in a factory that has nuts". Pupils should give the cakes/treats to their class teacher when they arrive at School.

10.3 Food provided offsite

10.3.1 Food provided by the School for offsite activities

All packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging (in addition to all the ingredients being listed). If a pupil has an allergy to a food outside the "main 14" the class teacher/visit leader will take responsibility for checking the list of ingredients to ensure the pupil always receives a safe meal.

Visit leaders will provide details of any pupils or staff with allergies when they request catering for offsite activities. The Catering Team will then prepare and package a specific packed lunch for that person. If the visit leader obtains food from any other source, they are responsible for checking ingredients and allergens and following the same School guidelines for food provided by the School. The visit leader should also check with pupils before giving them packed lunches/snacks that the correct allergens have been removed from the packed lunch provided.

10.3.2 Food provided by the University of Bristol's 'SourceUoB' caterers

Food for Saturday sports fixtures at Coombe Dingle is provided by SourceUoB caterers. The Clifton High School Sports Department is responsible for arranging catering for these fixtures and communicating relevant allergy information to SourceUoB. The catering

provider is responsible for preparing, labelling and serving food in accordance with applicable food information legislation and its own allergen management procedures, but the Sports Department will ensure that allergen information is available to pupils, staff and visitors.

10.3.3 Food provided by other schools

When pupils attend sporting fixtures involving match tea hosted by another school, the host school will be informed of any pupil with a food allergy that may result in anaphylaxis. Responsibility for providing this information rests with the Clifton High School Sports Department for Clifton High School pupils and with Matron for The Downs Preparatory School pupils.

Clifton High School and The Downs Preparatory School expect host schools to provide clear allergen information for food served at match teas, including an allergen matrix or equivalent information identifying the presence of allergens.

10.4 Other school events

Class treats, cake and sweet sales also follow these guidelines, and a risk assessment should be completed by the organiser for each event.

For events involving parents, visitors, guests, the department organising the event prepares a risk assessment that includes a section about allergens. The organising department is responsible for following these guidelines.

10.5 Food bans/restrictions

Each Pembroke Education school is an Allergen Aware school. We have pupils with a range of allergies to different foods, so we encourage a considered approach to bringing in food.

We try to restrict peanuts and tree nuts and anything with sesame as much as possible on the site and check all foods coming into the kitchen.

All food coming onto the School premises or taken on an educational visit or to a match (other than food brought in by a pupil for individual consumption, such as a snack or a packed lunch) should be checked to ensure that the product does not contain the above ingredients. All staff hold responsibility for checking 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 and sauces.

11. Food hygiene for pupils

Each school will encourage pupils to wash their hands before and after eating. At The Downs Preparatory School the Matron stands outside the dining hall and sanitises each pupils hands as they go into the dining hall. Sharing, swapping or throwing food is not allowed, and water bottles and packed lunches should be clearly labelled.

12. Educational visits and sports fixtures

Allergies will be considered as part of the risk assessment and the catering provision put in place for educational visits and sports fixtures.

If the visit involves an overnight stay, the visit leader will consult with parents of children with anaphylactic allergies.

All staff on the trip will have attended allergen training either at the annual CPD session or on induction and will know how recognise and respond to an allergic reaction

Staff leading the trip will download a register of pupils who have allergies which includes details of their medication.

For day visits, where packed lunches are provided by the School Catering Department, the visit leader is responsible for providing the Catering Department with a list of pupils attending. Allergens will be clearly labelled on catered packed lunches. For residential visits, information about pupils' allergies will be shared with the relevant restaurants, accommodation providers and on-site catering teams to ensure appropriate catering arrangements are in place. The identification of pupils with allergies, the communication of allergy information to catering providers, and the arrangements for safe meal provision will form part of the visit risk assessment completed by the visit leader.

13. Insect stings

Pupils and staff with a known insect venom allergy should avoid walking around in bare feet or sandals when outside and when possible, keep arms and legs covered; avoid wearing strong perfumes or cosmetics and keep food and drink covered.

The School's Site Manager/Estates & Facilities Manager will monitor the grounds for wasp or bee nests, and pupils and members of staff notify a member of the Estates Team if they find a wasp or bee nest in the School grounds and avoid them. The Estates Team and the Medical Team have emergency medication for bee stings.

14. 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
- Dogs are not permitted on School sites, except for assistance dogs (including guide dogs) and the designated School Dog at The Downs Preparatory School. At The Downs Preparatory School only, small dogs may accompany parents onto the playground provided they are carried at all times. This exception does not apply at Clifton High School.

- Where an animal is brought onto the School site as part of a planned activity, educational visit, demonstration or event, a suitable and sufficient risk assessment must be completed in advance.
- Areas visited by animals will be cleaned thoroughly
- Anyone in contact with an animal will wash their hands after contact
- Educational visits that include visits to animals will be carefully risk assessed.

15. Allergic rhinitis/hay fever

Throughout the seasons there is the potential for pollen allergy, hay fever and persistent nasal allergy due to house dust mites or other allergens. This should be managed as per the individual's medical advice. If additional treatment is required, the person should attend the Medical Room.

16. Inclusion and mental health

Allergies can have an impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying. Pupils with allergies may require additional pastoral support including regular check-ins from their class teacher/form tutor. Affected pupils will be given consideration in advance of wider School discussions about allergy and school Allergy Awareness initiatives. Bullying related to allergy will be treated in line with the School's Anti-Bullying Policy.

With the exception of the School's policy of not allowing pupils with bee sting allergies to visit the Clifton High School beehives, no child with allergies should be excluded from taking part in a School activity, whether on the School premises or an educational visit.

17. Adrenaline pens

See the Department for Health's guidance on the use of AAI's in schools and the letter from the MHRA clarifying the guidance for the use of AAI in schools.

17.1 Storage of adrenaline pens

Pupils prescribed with adrenaline pens will have rapid access to two, in-date pens at all times. The location of adrenaline pens is set out in the First Aid and Medical Treatment Policy.

Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator) and should not be locked away or kept in rooms with restricted access.

Spot checks will be made to ensure adrenaline pens are where they should be and in date. Used or out of date pens should be disposed of as sharps.

17.2 Spare pens

Each school has spare adrenaline pens. These can be used on someone presenting with anaphylaxis for the purpose of saving a life if they do not have their own prescribed adrenaline devices, or if their prescribed adrenaline devices are not available.

The adrenaline pens are clearly signposted and are stored as follows:

- At Clifton High School: in three locations: the Medical Room, the School Office and the Dining Hall. In each location there are 2 EpiPen's of 2 different strengths (0.15mg and 0.3mg).
- At The Downs School: in the Matron's Room (in a clearly labelled box above the sink).

The Allergy Lead and the Medical Team 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. Schools are recommended to buy a single brand if possible, to avoid confusion.
- The purchasing of spare adrenaline pens.
- Distribution around the school site and clear signage.

The MHRA has advised that schools may use spare adrenaline pens for the purpose of saving a life, where the person is not known by the school to be at risk of anaphylaxis (and so does not have medical authorisation/consent in place for the spare device). This might be, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy.

17.3 Adrenaline pens on educational visits and match days

No child with a prescribed adrenaline pen will be able to go on an offsite school activity without two of their own pens. It is the visit leaders'/member of sports staff's responsibility to check they have them. Adrenaline pens will be kept close to the pupils at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms and 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.

18. Responding to an allergic reaction/anaphylaxis

The symptoms of an allergic reaction and anaphylaxis, and the protocols to follow in a suspected allergic reaction or case of anaphylaxis are set out in the Appendix to this policy.

In all cases:

- a pupil with a known allergy should be treated in accordance with their Allergy Action Plan and/or IHP;

- the Emergency Response Protocol (set out in the Appendix to this policy) should be followed
- if anaphylaxis is suspected adrenaline should be administered without delay, using the school's spare device if needed; and
- 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.

Depending on the circumstances, it may be necessary to instigate the school's wider Critical Incident Plan.

19. Training

The School is committed to training all staff annually to give them a good understanding of allergy safety. Training will cover:

- understanding what an allergy is and that it includes multiple conditions;
- how to reduce the risk of an allergic reaction occurring;
- how to recognise and treat an allergic reaction, including anaphylaxis;
- how the School manages allergy, including this policy and the Emergency Response Protocol (contained in the Appendix to this policy) and documentation and communication etc;
- how to check who has an allergy and how to use an IHP;
- where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them;
- the importance of inclusion of pupils with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- understanding food labelling;
- how to report an allergic reaction or near miss; and
- taking part in an anaphylaxis drill.

The School will carry out an anaphylaxis drill annually involving relevant staff. This includes an exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the whole school response.

20. Serious incidents, near misses and reporting allergic reactions

20.1 Reporting and recording

The School will log allergic reaction incidents and near-misses through the Medical Team's 'accident' process as soon as is reasonably practicable after they occur.

Parents will be informed of any allergic reaction, serious incident or near miss involving their child as soon as reasonably practicable.

Each incident record should include:

- who was affected;

- what happened;
- when and where;
- why the incident occurred (as far as is known);
- how staff and the pupil responded;
- what was done to support the individual;
- whether emergency services were called; and
- how the incident concluded.

20.2 Investigation and review
Once the incident report is completed, it will be submitted to the Designated Allergy Lead and the Group Director of Estates. The Designated Allergy Lead will then lead an investigation into the incident and its causes.

20.3 Communication and governance
All incident reports and investigation outcomes should be shared with the pupil's parents (and where appropriate, the pupil themselves), who will be given the opportunity to discuss the incident and contribute their views to the review.

Reports of serious incidents and near misses should be periodically shared with the Estates and General Purposes Committee, so they can consider what lessons to learn and whether policy changes may be required.

This Policy and any relevant procedures will be considered in light of the incident or near miss and will be updated if needed.

Any learning from an incident should be shared appropriately with staff so they can act on it.

20.4 Reporting to external agencies
It may be necessary to share the report with other agencies, for example incidents arising directly from a work activity that result in death or immediate hospitalisation must be reported to the Health and Safety Executive under RIDDOR.

20.5 Pupil and parent reassurance
The School will meet with the pupil and their parents to ensure they are confident the setting remains safe.

The School recognises the impact of an incident or near miss not just on the individual and their family, but also on staff who responded and children who witnessed it and will offer appropriate support.

20.6 Complaints

The School's complaints procedure allows concerns about how a serious incident or "near miss" was handled to be raised and investigated, including where there has been a prolonged failure to put agreed arrangements in place.

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Appendix

Response protocol for mild to moderate allergic reactions

Symptoms



Protocol

Step 1 Stay with pupil and call for help.

Step 2 Locate adrenaline pens.

Step 3 Refer to the Personalised Allergy Action Plan/Individual Health Care Plan (if the pupil has one).

Step 4 Give antihistamine and make a note of the time.

Step 5 Phone emergency contact.

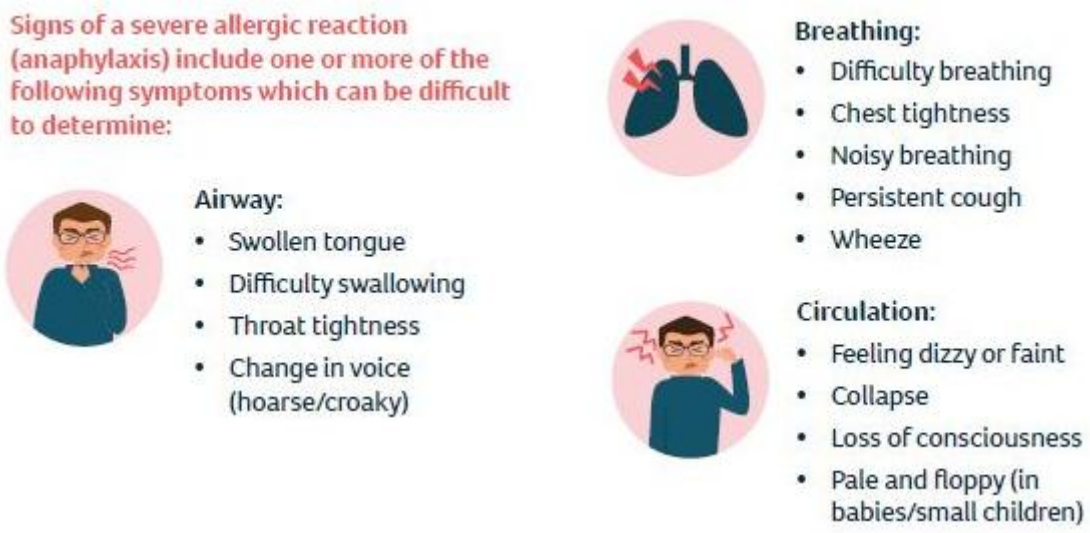
Step 6 Continue to monitor the pupil.

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Emergency response protocol for serious allergic reactions (anaphylaxis)

Symptoms



- Allergic reactions are not always linear. They do not always progress from mild to moderate to more serious: somethings they are life-threatening within minutes.
- Anaphylaxis usually occurs within 20 minutes of being exposed to an allergen but can begin 2-3 hours later.
- People who have never had an emergency reaction before, or who have had mild to moderate allergic reactions previously, can have anaphylaxis.
- Anaphylaxis can in rare cases be fatal and **should always be treated as a time critical medical emergency**.

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Protocol

Step 1	Assess for symptoms of anaphylaxis. **If any one or more of the symptoms are present, follow this protocol.**
Step 2	Stay calm and call for help. Remove allergen if possible (e.g. food or sting).
Step 3	Position the child lying down with legs elevated. If the child is struggling to breathe, sit them up with their legs outstretched.
Step 4	Administer adrenaline into the upper thigh according to the manufacturer's instructions. Clothing does not need to be removed but do not inject through thick seems. **Always take the medication to the child.** **In an emergency anyone can administer adrenaline.** Make a note of the time the first does is given.
Step 5	Call 999 (or get someone else present to do this while you administer adrenaline). Tell them that child is suffering a life-threatening allergic reaction, and that adrenaline has been administered. Give 999 operator clear, precise directions including the postcode of your location.
Step 6	Notify School Office and ask them to liaise with member of SLT and to co-ordinate gate opening and directing paramedics etc. but not necessarily to call 999.
Step 7	Stay with child until ambulance arrives. **Do not allow the child to move even if they are feeling better** (due to the risk of cardiac arrest). If the person carries an inhaler this can be used to relieve wheezing, but make sure to give this after adrenaline.
Step 8	Call emergency contact.
Step 9	If condition has not improved or symptoms have got worse, give them a second dose of adrenaline after 5 minutes. Call 999 and tell them you have given the child a second dose. Start CPR if necessary.
Lone Workers	Priority is to administer adrenaline before attempting to seek help, so if lone working, administer adrenaline and then go to find help. Ideally patient should not be left on their own, but there may not be any choice and patient must not be moved after adrenaline administered.

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Be Aware

Adrenaline is a powerful drug that is very effective and fast acting. However, it is important to remember that symptoms of anaphylaxis might **return** even after the administration of adrenaline.

Therefore, anyone who has been treated with adrenaline **must be taken to hospital** for further treatment, if required, and a period of observation.

An **ambulance must always be called** following the administration of adrenaline.

The Emergency Response at a Glance



1

Assess symptoms & stay calm.



2

Patient Positioning.



3

Call for help – retrieve emergency kit.



4

Using allergy action plan – Assess the reaction.



5

Administer the AAI, then call 999.



6

Make a note of the time.



7

Monitor closely until ambulance arrives.



8

Administer the 2nd AAI if no improvement after 5 mins & make 2nd 999 call.

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Version history

Version	Date	Section	Material change	Approval
01.25 v1	17.01.2025	3 and 15	Updated to clarify that spare pens can be used in an emergency on people not known to be at risk of anaphylaxis.	Louise Brennan and Chris Collins
09.25 v1	15.09.2025	Appendix	Emergency response protocol updated.	Louise Brennan and Luke Goodman
11.26 v1	23.11.2026	All 4 6.1 6.3 7.2 7.3 and 7.4 10.3.2 and 10.3.3 14 20.1 20.6	Updated to reflect Pembroke-wide application. Clarified that all pupils with an allergy that requires active management should have an IHP and added new definitions. Further information added to clarify the role of the Council of Governors. Role of Allergy Governor added. List of contents of IHP updated. New sections added re. Visitors and Information Sharing. New sections added re. procedures for catering at Coombe Dingle and away sports fixtures. Section updated. Section updated to confirm parents will be notified as soon as possible. New section added re. complaints.	Louise Brennan