CLIFTON COLLEGE

ALLERGY SAFETY POLICY

CONTENTS:

1. AIMS AND OBJECTIVES

2. WHAT IS AN ALLERGY?

3. DEFINITIONS

4. ROLES AND RESPONSIBILITIES

5. INFORMATION AND DOCUMENTATION..

6. ASSESSING RISK.

7. FOOD, INCLUDING MEALTIMES & SNACKS.

8. EDUCATIONAL VISITS AND SPORTS FIXTURES.

9. INSECT STINGS.

10. ANIMALS.

11. ALLERGIC RHINITIS/ HAY FEVER.

12. INCLUSION AND MENTAL HEALTH.

13. ADRENALINE PENS.

14. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS.

15. TRAINING.

16. ASTHMA.

17. ALLERGEN MANAGEMENT PROCEDURES (Holiday Club)

18. REPORTING ALLERGIC REACTIONS.

1. AIMS AND OBJECTIVES

This policy outlines Clifton College's approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond 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.

This policy applies to all staff, pupils, parents and visitors to the school and should be read alongside these other policies and Protocols:

- **Safeguarding and Protecting Children Policy**
- **Asthma Policy & Emergency Protocol**
- **Adrenaline Auto-Injector Usage and Storage Protocol**
- **Management of an Unwell or Injured Pupil Protocol**

2. WHAT IS AN ALLERGY?

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.

3. DEFINITIONS

- **ANAPHYLAXIS:** Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.
- **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 UK law to be highlighted on pre-packed food. These allergens are **celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.**

- **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 licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy we will refer to them as Adrenaline Pens.
- **ALLERGY ACTION PLAN:** This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. (We use the BSACI Allergy Action Plan paediatric templates which include versions for: people without a prescribed adrenaline pen, and people prescribed with different brands of adrenaline pen. A copy of the action plans can be seen here - Paediatric Allergy Action Plans - BSACI
- **DESIGNATED ALLERGY LEAD**: A member of SLT responsible for overseeing allergy management across the school and acting as the main point of contact for pupils, parents and staff.
- **NEFFY:** Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved. Neffy was approved for use in the UK in 2025 and distribution is expected from late September 2026. More information on Neffy can be found – here.
- **INDIVIDUAL HEALTHCARE PLAN:** A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.
- **RISK ASSESSMENT:** A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergy should be included on all risk assessments for events on and off the school site.
- **SPARE ADRENALINE PENS:** Schools are able to purchase spare adrenaline pens. These should be held as a back-up, in case pupils' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

4. ROLES AND RESPONSIBILITIES

Clifton College takes a whole-school approach to allergy management.

4.1 Designated Allergy Lead

The Designated Allergy Lead is **Stacey Wallace - Head of Medical Health & Welfare.** They report to **Helen Evans - Deputy Head of Pastoral Care.** Together they are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy;
- Taking decisions on allergy management across the school;
- Championing and practising allergy awareness across the school;
- Being the overarching 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;
- 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);
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures.
- Reviewing the school's stock of spare adrenaline pens
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g.under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy; and
- Ensuring there is an anaphylaxis drill once a year.

At regular intervals the Designated Allergy Lead will check procedures and report to the SLT.

4.2 School Medical Team

The Health Centre Nurse Manager, Felicity Whyte and our Allergy Link Nurse, Annabel McKain is responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the admissions team for new joiners);
- Supporting the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, occasional staff and those running clubs
- Ensuring the information from families is up-to-date, and reviewed annually (at a minimum)
- Coordinating medication with families and ensuring medication is in date. (Whilst it's the responsibility of parents/carers to ensure medication is up to date, the nursing team/medical lead should also have systems in place to check this and notify the
- parents/carers when they see the expiry dates are approaching in respect of medicines held by the school. The Health Centre holds a register of all EpiPen expiry dates,

- ensuring either parents are contacted or Pembroke Road Surgery contacted for a new prescription ahead of the expiry date;
- Keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and the school's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens should also be documented;
- Regularly checking spare adrenaline pens are where they should be, and that they are in date;
- Replacing the spare adrenaline pens when necessary;
- Providing on-site adrenaline pen training for staff and pupils and refresher training as required e.g. before school trips;

4.3 Admissions Team

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Designated Allergy Lead and the Health Centre to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity
- There is a clear structure in place to communicate this information to the relevant parties (i.e. school nursing team, catering team);
- Parents and applicants are informed of catering arrangements during admission events; and
- Plans are made for emergency medication if the child is to be left without parental supervision.

4.4 All staff

All school staff, including teaching staff, support staff, occasional staff (for example sports coaches, music teachers, breakfast and afterschool clubs, holiday clubs, domestic and security staff) are responsible for:

- Championing and practising allergy awareness across the school;
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed;
- Being aware of pupils (and staff, when necessary) 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 activity is necessary and/or appropriate;
- Ensuring pupils always have access to their medication or carrying it on their behalf (depending on the age of the pupils and the management of adrenaline pens in the school);
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;

- Taking part in training and anaphylaxis drills as required (at least once a year). **Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert their manager;**
- 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 Health Centre; and
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving school site, for a match or trip.

4.5 All parents

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

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of pupils with allergies;
- Providing the Health Centre 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, hay fever, rhinitis or eczema;
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as 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.

4.6 Parents of children with allergies

In addition to point 4.5, the parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- Provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, i.e. spoon or syringe), inhalers or creams;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school;
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too;

- Provide the school with an up-to-date photograph of their child and sign the associated permission for it to be shared appropriately as part of their allergy management; 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 to which they are allergic.

4.7 All pupils

All pupils at the school should:

- Be allergy aware;
- Understand the risks allergens might pose to their peers and respect measures to support them;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Older pupils will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency; and
- Be aware of pupils in their house with allergens and any restrictions on foods that must not be brought into the boarding house.

4.8 Pupils with allergies

In addition to point 4.7, pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk, depending on age and capability.
- Avoiding their allergen as best as they can;
- Understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- **Carrying two adrenaline auto-injectors with them at all times, if age and capability appropriate. They must only use them for their intended purpose;**
- Understanding how and when to use their adrenaline auto-injector;
- Talking to our Allergy Link Nurse or a member of the Health Centre team 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;
- Pupils permitted to leave the school site should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and raise the alarm to get help; and
- If age and capability appropriate, ensure they have their medication with them on the journey to and from school and away from school on trips.

5. INFORMATION AND DOCUMENTATION

5.1 Register of pupils with an allergy

The school has a register of pupils who have a diagnosed allergy. 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.

5.2 Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens and risk factors for allergic reactions;
- A history of their allergic reactions;
- Detail of the medication the pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc;
- 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; and
- A copy of their Allergy Action Plan.

6. 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 lessons or cooking;
- Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk;
- Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all pupils; and
- 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. If necessary, adapt the activity. The School will ensure compliance with the Equality Act 2010.

7. FOOD, INCLUDING MEALTIMES & SNACKS

7.1 Catering in school

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering staff;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- The school has robust procedures in place to identify pupils with food allergies, these are; any pupils in the Prep school and Upper school should self declare at the food counter;
- Any pre prep pupils or younger years pupils must have a member of college staff with them to ask for the specific allergen meal.
- The process for dealing with Early Years; pupils must be accompanied by a member of college staff to ask for the specific allergen meal. There should be two methods in place. One should be a visual check from a member of staff familiar with the pupils who have allergies. Photos of pupils with allergies should also be available. There should be back up plans in place, and documented in case of staff absences. Methods of identification are especially important in pre-prep and prep schools where the pupils are younger and less able to take responsibility themselves.];
- Anyone preparing food for those 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 school staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- Sodexo uses an allergen matrix, which is completed daily for all food served, this can be located at any food service counter and will identify to the customer which of the 14 allergens are found in the food on offer . Regarding any allergens outside of the "main 14" Sodexo uses the individual person's allergy information taken from Engage to inform them of what food they can eat on the counters, e.g onions, tomato, potato and should self declare their allergens at the food counter.
- Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging;
- The Sodexo allergen matrix used on site will list all "may contain"for any product for which the manufacturer has provided precautionary allergen information. Whilst there are strict measures to control allergen contamination, the Sodexo team do handle allergens in all kitchens and therefore they cannot guarantee the product to be free from the specific allergen. Food provided at the breakfast club and after school club will follow these procedures.
- Sodexo's policy is that we do not purchase any items which contain whole nuts. We do use products which have precautionary allergen labelling (PAL), e.g. may contain. Where food is served and sold from the retail locations, i.e the Language Café and , Crypt , allergen information is available on the allergen matrix for products made on site as well as an up to date copy of the pupil allergen list. Pupils should make themselves known to service staff every time they purchase an item

7.2 Food brought into school

The College recognises that food is brought onto site for a variety of purposes, including packed lunches, snacks, celebrations, fundraising events and educational activities.

As an allergy-aware school, the College cannot guarantee that any environment is free from specific allergens. Students, staff and visitors should therefore not assume that food brought onto site is free from allergens.

The College encourages all members of the community to be mindful of individuals with food allergies when bringing food into school and to consider the potential impact of common allergens.

Where food is provided as part of a school activity or event, appropriate consideration should be given to allergen management, including the provision of ingredient information where available, supervision, hygiene measures and event specific risk assessment where appropriate.

Day Students & Packed Lunches:

To protect our community, we ask that food brought from home for snacks or lunch follows "Allergy Aware" guidelines. We strongly discourage products where **peanuts or tree nuts** are a primary ingredient. All food brought in must be for individual consumption only; **no food sharing is permitted.**

Boarding House Provisions: We recognise the Boarding House as a domestic space. Students may bring personal snacks, provided they are:

- **Stored Securely:** Kept in airtight containers within designated personal lockers/cupboards.
- **Clearly Labeled:** Any food containing common allergens should remain in its original packaging so ingredients are visible.
- **Consumed in Designated Areas:** To prevent allergens from reaching bedrooms or communal soft furnishings (where oils are hard to clean), food consumption may be restricted to house kitchens or common rooms.

External Deliveries (Takeaways): Boarding students ordering external food must ensure deliveries are met at designated points and consumed in the House dining area. The school cannot guarantee the allergen content of third-party takeaways.

7.3 Food bans & Restrictions

The College does not routinely operate blanket food bans as these cannot be guaranteed and may create a false sense of security.

Restrictions may be implemented where a specific risk assessment identifies a significant risk to an individual or group, and where such restrictions are considered reasonable, proportionate and achievable.

Temporary or targeted restrictions may be applied for particular activities, classrooms, boarding houses, education visits or events where required to support the safety of a student or member of staff with a diagnosed allergy.

Any restrictions will be communicated clearly to those affected and reviewed regularly.

7.4 Food hygiene for pupils

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

7.5 Student Kitchens & Food Preparation Areas

To minimise risk in shared boarding and day house kitchens, the following procedures should apply:

The "Zoning" Strategy - If the kitchen is large enough, designate a specific "Allergy-Safe Zone."

- **Dedicated Equipment:** Provide a set of "Purple" (the universal color for allergy safety) equipment—including a cutting board, knife, and toaster—specifically for students with severe allergies.
- **The "Toaster Rule":** Toasters are the biggest source of cross-contamination. Ideally, provide a separate toaster for gluten-free or nut-free use, or mandate the use of "toaster bags" to prevent contact with shared heating elements.

Storage Protocols - Cross-contamination often happens on the shelf before the food even reaches the counter.

- **"Top-Shelf" Rule:** Students with severe allergies should store their food on the **highest shelf** in communal fridges and pantries. This prevents crumbs or liquids from non-safe foods from dripping down onto their supplies.
- **Sealed Containers Only:** All food in shared pantries must be kept in airtight, lidded containers.

Cleaning and Surfaces

- **Two-Stage Cleaning:** Surfaces should be cleaned before and after food prep.
- **Dishwashing:** It is recommended that shared cutlery and crockery be washed in a high-temperature dishwasher rather than hand-washed in a shared sink, as sponges are notorious for harboring allergens.

8. EDUCATIONAL VISITS AND SPORTS FIXTURES

Educational Visits Policy

- Staff leading the trip will have a register of pupils with allergies and details of their medication. Staff should also notify the trip leader of any allergies;
- Allergies will be considered on the risk assessment and catering provision put in place;
- Parents, and pupils where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction;
- Allergens will be clearly labelled on catered packed lunches provided;
- If attending Match Tea at another school, where possible, depending on selection timing, details of their dietary requirements will be sent ahead to ensure they have a safe meal;

9. INSECT STINGS

Those 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 **Head Groundsman - Richard Kingscott** will monitor the grounds for wasp or bee nests. 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.

(If the school keeps bees and has a pupil with a bee sting allergy, advice should be sought on how to manage this.)

10. ANIMALS

It's normally the dander (flakes of skin) saliva or urine 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 to which they are allergic;
- 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;
- If an animal lives on site, for example in a Boarding House, pupils, parents and staff will be made aware and consideration and adaptations will be made; and

- School trips that include visits to animals will be carefully risk assessed.

11. ALLERGIC RHINITIS/ HAY FEVER

Allergic Rhinitis (including hayfever) is managed in accordance with the hayfever and allergic rhinitis protocol, here. This protocol includes clear criteria for assessment and escalation to our school GP.

12. INCLUSION AND MENTAL HEALTH

Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying.

- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip;
- Pupils with allergies may require additional pastoral support including regular check-ins from their HoM, Matron or Tutor etc;
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives; and
- Bullying related to allergy will be treated in line with the school's anti-bullying policy.

13. ADRENALINE PENS

See the government guidance on Adrenaline Pens in Schools.

13.1 Storage of adrenaline pens

Our Adrenaline Auto-Injector Usage and Storage Protocol can be located here.

- All pupils prescribed with adrenaline pens must have access to **two, in-date pens at all times;**
- All staff should be aware of pupils who suffer extreme allergic reactions. Such data should be readily available via Engage and the Asthma & Anaphylaxis register, owned by the Health Centre
- For **pupils in Year 6 or below,** it is important that their x 2 Epipen's are stored safely in an unlocked and easily accessible location and that a designated member of staff is aware of where to access them.
- **Pupils in year 7** and above should carry their x 2 Epipens safely and responsibly in the appropriate container, at all times.
- It is the responsibility of the parents to ensure their child is given x 2 prescribed in-date Epipen for school that are clear labelled and in their original container, in accordance with our Medicines Management Policy
- Permission should be gained from parents or guardians for the use of medication/equipment by the staff in the event of an emergency situation, where it is

not possible for the pupil to self administer. Emergency consent is requested via the new admission joining documents entered onto Engage

- If a pupil is showing signs of anaphylaxis but does not have their epipen on them, **call 999 immediately, stating "ANAPHYLAXIS"**
- In the event an Epipen does not trigger, or the pupil is not carrying their Epipen, look for your nearest KITT Anaphylaxis box. A photo of the KITT locations can be found here
- Spot checks will be made to ensure adrenaline pens are where they should be and in date;
- Adrenaline pens **must never be kept locked away in houses**;
- 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
- Used or out of date pens will be disposed of as sharps.

13.2 Spare adrenaline pens

Clifton College has **7 spare adrenaline pens via our emergency KITT boxes**, and **5 spare adrenaline pens in the following boarding houses (to be used in accordance with government guidance):**

- **Moberly's House**
- **Oakleys House**
- **Hartnells House**
- **School House**
- **Hallwards House**

Spare adrenaline pens can be located in the following locations:

- **Big School Kitchen (no 30 on map)**
- **Bretton Memorial Hall (no 8 on map)**
- **32 College Road (no 22 on map)**
- **Staircase outside Tim Green's office (no 34 on map)**
- **The Languages Cafe Lobby (no 46 on the map)**
- **Beggars Bush Reception (not on the map)**
- **Preparatory School, outside the staff room (no 13 on map).**

Images of each KITT can also be found here .

Both the **Allergy Link Nurse - Annabel McKain** and **Health Centre Nurse Manager - Felicity Whyte** are responsible for:

- Deciding how many spare pens are required
- Spare EpiPens are always provided in first aid kits for school trips and matches/games that occur off site. Our Sports Ground at Beggar Bush also has its own emergency KITT box with access to adrenaline auto-injector pens

- All KITT medical boxes are supplied with Jext adrenaline pens. Both 150mcg and 300mcg.
- The purchasing of spare adrenaline pens which can be obtained at low cost from a local pharmacy and;
- Distribution around the site and clear signage.

13.3 Adrenaline pens on off-site activities

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices. It is the trip leader'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;
- 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; and
- Consider whether to take spare adrenaline pens to off-site activities. This should be recorded as part of the risk assessment process.

14. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

See appendix on recognising and responding to an allergic reaction

If a pupil has an allergic reaction:

- Treat the pupil in accordance with their Allergy Action Plan;
- Instigate the school's Emergency Response Plan;
- If anaphylaxis is suspected administer adrenaline without delay;
- Treat the pupil where they are. Lie them down with their legs raised and bring medication to them;
- Use pupil's own prescribed medication if immediately available;
- Pupils can administer the adrenaline pen themselves (if able to) or a member of staff can administer a pen. Ideally the member of staff will be trained, but in an emergency, anyone can administer adrenaline;
- If the pupil's own adrenaline pen is not available or misfires, then use a spare adrenaline pen;
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, lie the pupil down with their legs raised, call 999 and explain anaphylaxis is suspected. 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;
- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given;

- Do not move the pupil until a medical professional/ paramedic has arrived, even if they are feeling better; 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 should accompany them in an ambulance until a parent or guardian arrives.

15. TRAINING

15.1 The school is committed to training all staff annually to give them a good understanding of allergy.

This includes:

- Understanding what an allergy is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis;
- How the school manages allergy, for example Emergency Response Plan, documentation, communication etc;
- 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; and
- Taking part in an anaphylaxis drill.

15.2 The school will carry out an anaphylaxis drill once a year.

This includes:

- An exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the whole school response.

16. ASTHMA

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. Our Asthma and Emergency Protocol can be found here.

17. ALLERGEN MANAGEMENT PROCEDURES (Holiday Club)

17.1 The Lead Responsibility (Club Coordinator)

The **Club Coordinator** holds primary accountability for the daily execution of allergy protocols. This includes:

- **Accuracy of Records:** Ensuring the daily allergy list is transcribed correctly from the digital system to the staff whiteboard.
- **Staff Briefings:** Ensuring all staff have read, understood, and signed the allergy declaration by 8:00 am.
- **Catering Liaison:** Acting as the final point of verification with the kitchen staff before food is served.

17.2 Formal Delegation and "The Deputy Rule"

To ensure safety is maintained during staff absences or emergencies, the following delegation process applies:

- **Named Deputy:** In the event the Coordinator is absent or required elsewhere, responsibilities must be formally handed over to a **designated Deputy**.
- **Verbal Handover:** Delegation must be a conscious, verbal act. The Coordinator must explicitly state, *"I am delegating the allergy supervision for this session to [Name],"* ensuring the Deputy acknowledges the transfer of responsibility.
- **Continuity of Care:** The person assuming the delegated role must possess the same level of training regarding the use of Adrenaline Auto-Injectors (AAIs) and emergency response protocols.

17.3 Staff Oversight

While the Coordinator oversees the process, **all staff members** have a duty of care to:

- Proactively check the allergy board at the start of every shift.
- Immediately report any discrepancies between the board and their knowledge of a child's needs to the Coordinator.
- Intervene immediately if they witness a child with a known allergy being served

17.4 Identification and Data Collection

- **Initial Registration:** Parents and guardians are required to disclose all medical allergies and dietary requirements via the Magic Booking platform during the registration process.
- **Data Verification**: To ensure accuracy, the Holiday Club administration will conduct a multi-stage audit of allergen data:
    - **Pre-Club Audit (Tuesday)**: All registered allergies for the following week are reviewed and recorded by 4:00 pm on the Tuesday prior.

- **Final Pre-Club Audit (Friday)**: Data is cross-referenced and updated by 4:00 pm on the Friday preceding the club's start date.
- **Daily Maintenance:** Reports are updated the evening prior (by 4:00 pm) and again each morning (by 10:00 am) to account for any last-minute bookings or changes.

17.5 Communication with Catering and Staff

- **Catering Liaison**: Updated allergy lists are sent to the catering team at each of the audit points mentioned above (Tuesday, Friday, the evening prior, and daily by 10:00 am).

- **On-Site Briefing:** By 8:00 am each morning, the Club Coordinator is responsible for recording all children with allergies on the staff whiteboard.
- **Staff Accountability**: Every staff member on duty must read the allergy board and sign it to confirm they have acknowledged the specific risks for that day.
- **Late Bookings:** In the case of a child being booked onto the club on the day, the coordinator will alert either the **Holiday Club Manager** or the **Holiday Club Assistant Manager** who will then let the catering team know.

17.6 Mealtime Safety Protocols (Lunch)

- **Prioritised Service:** To minimise the risk of cross-contamination, children with identified allergies are placed at the front of the food service line and served first.
- **Verification:** Before service begins, the Coordinator must consult with the catering team to verify the ingredients of each meal.
- **Supervision:** The Coordinator will personally supervise the service of food to children with allergies to ensure meal accuracy. General service will only commence once all allergy-restricted meals have been safely distributed.
- **Additional Portions**: Should a child with an allergy require "seconds," they must be accompanied by a staff member to the catering point to verify the safety of the additional portion.

17.7 Afternoon Tea Protocols (Minis)

- **Preparation and Delivery**: The catering team will prepare allergy-safe meals separately. These must be individually wrapped (e.g., in clingfilm) to prevent environmental cross-contamination.
- **Handover Procedure:** Catering staff must hand these meals directly to the staff member in charge, explicitly stating the specific allergy the meal caters to. The allergen sheet must be

signed by the Sodexo member of staff delivering the food confirming all allergens have been taken into account and delivered appropriately

- **Double-Verification:** Club staff will perform a final check of the food against the daily allergy list before service. This member of staff will also sign the allergen sheet to confirm they have checked the allergies for each child present and listed as correct
- **Seating and Service:** Children with allergies are seated and served first to maintain a controlled environment, ensuring their food remains uncontaminated by non-allergen items.

18. REPORTING ALLERGIC REACTIONS

All accidents, incidents and near-misses must be reported to the Health and Safety Team within **24hrs** of the incident. Significant incidents must be reported to the Head of Health and Safety on **07534 049841** as soon as the circumstances allow.

All allergic reactions should be reported using the Clifton College accident form, which can be found on the Safety Portal here.

All reports will be investigated by the Health and Safety Team in conjunction with the Safeguarding or Health Centre Teams as appropriate, and relevant risk assessments and policies will be updated with findings if necessary.

Findings from incident investigations will be discussed at the Health & Safety Committee in order to agree lessons learned with all relevant stakeholders, and to ensure that these are implemented in a timely manner. If further escalation is required then issues and actions will be referred to the Audit, Compliance & Risk Committee for agreement.

MANAGING ALLERGIC REACTIONS

ALLERGIC REACTIONS VARY

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations.

You cannot assume someone will react the same way twice, even to the same allergen.

Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

MILD TO MODERATE ALLERGIC REACTIONS

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

Response:

- Stay with pupil
- Call for help
- Locate adrenaline pens
- Give antihistamine
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the pupil

SERIOUS ALLERGIC REACTIONS / ANAPHYLAXIS

The most serious type of reaction is called **ANAPHYLAXIS**.

Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis.

Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later.