

Appendix - Stebon School School Allergy & Anaphylaxis Safety Procedures

1. Leadership & Accountability

The leadership team and governing body hold overall responsibility for the strategic governance of the school's allergy policy and the effective running of all health and safety protocols across the school. Senior management oversees whole-school risk assessments, allergen-aware environments, and communication channels between staff, parents, medical professionals, and catering teams.

Stebon's Allergy Lead is Debbie Silvester who oversees registers, plans, medication checks, staff training, catering arrangements and reviews.

Leaders will:

- Ensure there is a designated Allergy Lead who oversees registers, plans, medication checks, staff training, catering arrangements, and policy reviews.
- Ensure all staff (including teachers, teaching assistants, office staff, lunchtime supervisors, and supply/temporary staff) receive allergy awareness training appropriate to their role and in line with statutory guidance.
- Ensure systems are in place to routinely inform supply teachers, temporary staff, and cover supervisors of pupils' severe allergies and emergency procedures before taking a class.
- Ensure the school maintains, audits, and safely stores unexpired emergency spare Adrenaline Auto-Injector (AAI) kits in accessible locations.
- Ensure whole-school risk assessments cover daily operations, catering, breakfast/after-school clubs, and off-site educational visits.
- Ensure the Allergy Policy is reviewed annually.

2. Identification of Pupils

Clear processes for identifying pupils with allergies are essential to maintaining a safe school environment. The school works in close partnership with parents, medical professionals, and internal teams to ensure accurate allergen information is gathered, recorded, and effectively communicated across all settings.

The school will:

- Maintain an up-to-date medical register, allergy register, and asthma register.
- Ensure up-to-date allergy registers are displayed clearly in key operational areas, including the medical room and the kitchen.
- Ensure all children with allergies are issued allergy lanyards detailing their specific allergies to wear during lunchtime.
- Ensure children wear their allergy lanyards in classrooms whenever food is present (e.g., for class parties or food technology lessons).

3. Children

Children should be empowered, in an age-appropriate way, to understand their health needs and take active responsibility for their safety.

Children will be taught, in an age-appropriate way, to:

- Avoid known allergens and never swap or share food, drinks, or utensils.
- Tell an adult immediately if they suspect they have eaten, touched, or been exposed to an allergen.
- Recognise and report early symptoms such as itching, swelling, stomach pain, coughing, wheezing, or feeling generally unwell.
- Know where their emergency medication is stored and accessed.
- Understand that they must never touch, play with, or use another child's medication.
- Participate fully in all aspects of school life—including trips, clubs, and residential activities—supported by appropriate risk assessments rather than unnecessary exclusion.

4. Parents & Carers

Parents and carers hold key responsibilities in ensuring the school has up-to-date medical advice, accurate contact details, and the necessary prescribed medication.

Parents and carers should:

- Inform the school of any allergy prior to admission, or immediately upon a new diagnosis or change in condition.
- Provide written medical confirmation and official healthcare professional advice (e.g., Allergy Action Plan / IHP) upon diagnosis or whenever treatment changes.
- Supply accurate information regarding specific allergens, typical symptoms, historical reactions, and required treatment.
- Provide an up-to-date Allergy Action Plan or Individual Healthcare Plan (IHP) completed by a qualified healthcare professional.
- Provide prescribed medication in its original packaging with appropriate pharmacy/prescription labels intact.
- Provide the required Adrenaline Auto-Injectors (AAIs) where prescribed (in line with NHS guidance recommending two available AAIs).
- Ensure medication stored at school remains in date and replace medication prior to expiry.
- Provide current, direct emergency contact details and keep them refreshed.
- Notify the school immediately of any changes in diagnosis, dosage, or required treatment.
- Discuss specific dietary requirements directly with the school and catering provider.
- Provide written consent for the administration of medication and, where applicable, the use of the school's emergency spare AAI and asthma pump kits.

5. Staff

All school staff play an active role in recognizing allergic symptoms, managing daily safety, and assisting in emergency care when required.

Staff will:

- Know which pupils in their care have significant allergies and where their relevant medical information is held.

- Read and follow each child's Individual Healthcare Plan (IHP) and Allergy Action Plan.
- Receive annual allergy awareness training appropriate to their role, including practical training in using AAls and recognizing common signs of an allergic reaction and severe anaphylaxis.
- Check food, cooking, crafting, or science materials in advance for potential allergens before conducting activities.
- Ensure reasonable precautions and allergen checks are taken during breakfast clubs, after-school clubs, class celebrations, and for any food brought into school.
- Enforce strict "no food sharing or swapping" rules among pupils.
- Communicate allergy information appropriately to catering staff while maintaining pupil confidentiality.
- Ensure supply teachers, temporary staff, and cover supervisors are routinely informed of children with severe allergies before taking a class.

6. Catering & Food

Providing safe meal times requires strict allergen controls and clear communication between catering teams and school staff. Catering services across the school are provided by **Tower Hamlets Children's Services Contract Catering**, who maintain independent allergen training standards and food safety protocols.

The school will:

- Ensure up-to-date allergy registers are displayed in the kitchen and medical areas.
- Ensure all children with allergies wear their designated allergy lanyards at lunchtime and during classroom food activities.
- Ensure handwashing or hand-sanitizing procedures are followed by pupils before and after eating to prevent cross-contamination.

Catering Services (Tower Hamlets Contract Catering) will:

- Maintain up-to-date allergen matrices and menu information for all meals served on site.
- Ensure all catering personnel receive comprehensive allergen awareness and food safety training.
- Cross-check pupil dietary needs against official school allergy registers before serving meals.
- Follow strict kitchen procedures to prevent allergen cross-contamination during food preparation, storage, and service.

7. Medication & AAls

Prompt access to prescribed and emergency medication is critical to managing severe allergic reactions and anaphylaxis. The school maintains clear protocols for storing, accessing, and administering Adrenaline Auto-Injectors (AAls) and rescue medication, ensuring time-critical treatment is never delayed.

The school will:

- Ensure medication is quickly accessible; adrenaline devices will never be locked away in a manner that delays access.
- Store spare adrenaline devices and asthma pumps in the main hall for easy, rapid access.
- Ensure spare asthma inhalers are only administered to pupils with a diagnosis of asthma and with written consent from a parent or guardian.
- Ensure that if a child has multiple adrenaline devices or asthma pumps, one is stored in their classroom and another in the dining hall, near the playground.
- Ensure that children in the nursery unit have all of their medication kept in the classroom.
- Store medication in individual bags for each child, clearly labelled with the child's name, year group, and class, and ensure allergy/asthma plans are kept inside each bag.
- Ensure that when a child has only one item of a particular medicine, it is kept in the child's classroom.
- Request written medical advice before changing any provision to a child's medical plan.

Staff will:

- Know the exact locations where medication and Adrenaline Auto-Injectors (AAs) are stored.
- Know how to summon emergency assistance immediately.
- Record all instances when medication is administered to a child and inform parents promptly.

8. Trips, Clubs & Activities

All pupils with medical needs and allergies are entitled to participate fully in all aspects of school life, including off-site educational visits, residential trips, sporting events, and extra-curricular clubs. The school ensures robust risk management protocols are in place so that children are included safely rather than unnecessarily excluded.

The school will:

- Conduct comprehensive risk assessments for all educational visits, residential trips, and off-site activities, specifically addressing allergen management and emergency protocols.
- Ensure all off-site catering arrangements and external venues are checked in advance for allergen safety.
- Brief all trip leaders, accompanying staff, and volunteers on the specific medical needs and emergency response procedures for pupils in their group prior to departure.

Staff will:

- Ensure all required medication and AAs directly accompany the child on all trips, visits, sporting events, and off-site activities.
- Ensure reasonable precautions and allergen checks are carried out during breakfast club, after-school clubs, and extra-curricular events.

9. Emergency Response & Incident Review

In the event of a severe allergic reaction or suspected anaphylaxis, immediate and decisive action is critical. The school maintains clear emergency protocols to ensure rapid medical intervention, followed by thorough documentation, communication, and post-incident review to continuously improve safety.

The school will:

- Call 999 immediately whenever a child requires or is administered an EpiPen / AAI, explicitly requesting an ambulance and stating "ANAPHYLAXIS".
- HT, DHT and Inclusion lead will be informed about the incident straight away. If HT and DHT are offsite - staff to inform another Senior Leader.
- Record all near-misses on the school's internal recording system ([Google Form - Allergy Near Misses](#)) and inform parents as soon as a near-miss occurs.
- Maintain a central 'near-misses' tracker to review safety trends and prevent future incidents.
- Conduct a formal debrief and review following any serious allergic reaction or near-miss incident to evaluate procedures, update risk assessments, and adjust Individual Healthcare Plans (IHPs) as necessary.

Staff will:

- Recognise common signs of an allergic reaction and severe anaphylaxis (e.g., breathing difficulties, throat swelling, wheezing, coughing, abdominal pain).
- Administer prescribed AAI or emergency spare AAI without delay into the outer mid-thigh in accordance with practical training and the pupil's Allergy Action Plan.
- Summon emergency first aid and direct a colleague to call 999 immediately.
- Record allergic reactions, medication administered, serious incidents, and near-misses on official reporting logs.

Emergency procedure

If anaphylaxis is suspected:

1. Stay with the child and summon help.
2. Administer adrenaline without delay in accordance with the child's Allergy Action Plan/training.
3. Call 999 and state "ANAPHYLAXIS".
4. Position the child appropriately and do not allow them to stand or walk, even if they appear to recover.
5. If symptoms have not improved after 5 minutes, administer the second adrenaline dose if available and indicated.
6. Ensure someone meets/directs the ambulance.
7. Contact parents/carers.
8. A member of staff should accompany the child to hospital if the parent/carer has not arrived.
9. Record the incident, medication administered and times.
10. Following the incident, senior leaders should undertake a post-incident review, including whether procedures were followed and what can be learned.

