

The Croft Prep School
Allergy and Anaphylaxis Policy

Reviewed (JFe/DOS/SMi)	December 2025
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The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Facilities Manager and Governing Committee. Notwithstanding the above delegation, the Proprietors retain ultimate responsibility for how the statutory functions are executed.

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Aims and Objectives

This policy outlines The Croft Preparatory School’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: Pupil Health & Medical Care Policy and The Child Protection & Safeguarding Policy.

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.

This policy sets out how The Croft Preparatory School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life. All efforts are made to ensure that a child with an allergy has the opportunity to participate in all school activities and are not made to feel self-conscious or excluded.

It is important to recognise that any member of staff at any time might be with a child or adult who is experiencing a severe allergic reaction, and therefore that all staff need to understand three key issues:

- 1) Allergen avoidance: to prevent children coming into contact with their allergen.
- 2) Early recognition of symptoms: how to spot the signs early and understand about patient positioning – which could save a child's life.
- 3) Crisis management: which would include using an adrenaline auto-injector (AAI) and understanding about patient positioning which could save a life.

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 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. 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.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's condition, 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. Allergies should be included on all risk assessments for events on and off the school site.

SPARE PENS: From 2017 schools have been able to purchase spare adrenaline pens. These should be held as a back-up, in case pupils' own 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.

Roles and Responsibilities

The Croft Preparatory School takes a whole-school approach to allergy management.

Designated Allergy Lead

The Designated Allergy Lead is The Deputy Head (Pupil Welfare & Safeguarding - Designated Safeguarding Lead)

They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils with allergy.
- Taking decisions on allergy management across the school in conjunction with the School Nurse.
- Championing and practising allergy awareness across the school.
- Ensuring allergy information is recorded, up-to-date and communicated to all staff in conjunction with the School Nurse.
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures in conjunction with the School Nurse.
- Reviewing the stock of the school's spare adrenaline pens (check the school has enough and the locations are correct) and ensuring staff know where they are (delegated to School Nurses).
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy.

School Nurse

The School Nurse is responsible for:

- Collecting and coordinating the paperwork (including Individual Healthcare Plans) and information from families.
- Disseminating information to all school staff, including the Catering Team and staff running clubs.
- Ensuring the information from families is up-to-date, and reviewed annually.
- Coordinating medication with families. Whilst it is the parents' and carers' responsibility to ensure medication is up to date, the School Nurse notifies parents when medication is nearer its expiry date.
- Regularly checking spare pens are where they should be, and that they are in date.
- Replacing the spare pens when necessary.

- Training - organising adrenaline pen training for staff and refresher training as required e.g., before school trips.

Admissions Team

The admissions team is likely to be the first to learn of a pupil's or visitor's allergy. They work with the School Nurse 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).

All staff

All school staff, to include teaching staff, support staff, domestic staff, occasional staff (for example sports coaches, music teachers and those running Wraparound care) are responsible for:

- Championing and practising allergy awareness across the school.
- Understanding and putting into practice the Allergy and Anaphylaxis 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 activity is necessary and/or appropriate.
- Ensuring pupils always have access to their medication.
- Being able to recognise and respond to an allergic reaction, including anaphylaxis.
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times.

All parents

All parents and carers 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 school 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.
- Encouraging their child to be allergy aware.

Parents of Children with Allergies

The parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan.
- If applicable, 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.

- Update school with any changes to their child's condition and ensure the relevant paperwork is also updated.
- Support their child to understand their allergy diagnosis, 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.

All Pupils

At an age-appropriate level, pupils at the school should:

- Be allergy aware.
- Learn how they can support their peers.
- Older pupils will learn how to recognise and respond to an allergic reaction.

Pupils with Allergies

At an age-appropriate level, pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk (this will depend on age and may not be appropriate with very young children).
- Avoiding their allergen as best as they can.
- Understand that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction.
- Raising concerns with any member of staff if they experience any inappropriate behaviour in relation to their allergies.

Assessing and Managing Risk

Pupils with an Allergy

The school has a record 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.

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.

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 (where appropriate). Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking.
- Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk.
- 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.

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

Catering in School

- The school is committed to providing a safe meal for all students, 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.
- Anyone preparing food for pupils with allergies will follow good hygiene practices, food safety and allergen management procedures.
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are supported by all school staff.
- The school has robust procedures in place to identify pupils with food allergies. Once the Catering Team has been notified, a comprehensive and up to date list is maintained. This is shared with all relevant staff (Kitchen team, Nurses, Wraparound Care)
- At lunch time the Catering Manager will identify all pupils with dietary requirements by using coloured cups and labels in their places. In Pre-Prep, staff are fully aware of children with allergies under their supervision.
- Any information regarding allergens is relayed verbally by the Catering Manager and staff.
- Food packaged to go (for example packed lunches) will comply with PPDS (Pre-Packed for Direct Sale) legislation (Natasha’s Law) requiring the allergen information to be displayed on the packaging.

Food Brought into School

Parents are asked to ensure that crisps, nuts, fizzy drinks, glass bottles or cans are not brought into school. We ask parents to provide a healthy break time snack with a bottle of water in an unbreakable container. We provide children with a wholesome and balanced meal at lunchtime, and would encourage parents to ensure their children eat a wholesome breakfast before coming to School, to ensure maximum brainpower. Parents should provide your child with a named plastic, non-spill bottle of water for use throughout the day in class, to save time lost visiting the drinking fountains. Any child bringing in treats for their class to celebrate a birthday must ensure that all cakes/biscuits are individually wrapped. They will be handed out at the end of the School day.

Food Bans or Restrictions

This school is an Allergy Aware school. We have pupils with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.

All food coming onto school premises or taken on a school trip or to a match should be checked to ensure peanuts and tree nuts are not an ingredient

Trips and Sports Fixtures

Staff leading the trip will have a register of pupils with allergies with medication details. Allergies will be considered on the risk assessment and catering provision put in place. Staff accompanying the trip will be trained to recognise and respond to an allergic reaction. Allergens will be clearly labelled on catered packed lunches.

Insect Stings

Pupils 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.
- Keep food and drink covered.

The school (Facilities Manager) 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.

Animals

Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal they are allergic to.
- If an animal comes on site a risk assessment will be done prior to the visit.
- Areas visited by animals will be cleaned thoroughly.
- Anyone in contact with an animal will wash their hands after contact.
- School trips that include visits to animals will be carefully risk assessed.

Inclusion and Mental Health

Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and can be 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 Form/Class Teacher.

Adrenaline Pens

Storage of adrenaline pens:

- Pupils prescribed with adrenaline pens will have easy access to two in-date pens at all times.
- Spot checks will be made to ensure adrenaline pens are where they should be and in date (by the School Nurse).
- 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).
- Used or out of date pens will be disposed of as sharps.

ADRENALINE PEN LOCATIONS

LOCATION OF EMERGENCY ADRENALINE PENS

Pre-Prep pupils

Pre-Prep staff room: a junior Emergency adrenaline pen is kept on a high shelf in the staff room. There is a file containing all the pupils' names that are allowed to use the Emergency adrenaline pen. Parents' permission has been granted for this use.

Prep pupils

An Emergency adrenaline pen is kept in the back office by Head's PA desk on top shelf of the pigeon-holes in the stationary area.

There is a file containing all the pupils' names that are allowed to use the Emergency adrenaline pen. Parents' permission has been granted for this use.

LOCATION OF PUPILS' INDIVIDUAL ADRENALINE PENS

Little Crofters

Adrenaline pens are clearly labelled with pupils' names and are taken everywhere by staff, Forest School, dining hall etc.

Pre-Prep

Individual adrenaline pens are kept on a high shelf in their classroom and are clearly labelled with pupils' names. Staff ensure that the adrenaline pens accompany pupils when they are out of the classroom.

Prep

Years 3 and 4

The adrenaline pens are kept either on a high shelf or in the individual pupils' pegs in special bags.

Years 5 and 6

We are starting to encourage pupils' independence by carrying their own adrenaline pens in their own rucksacks around the school. We liaise with parents to ensure they are happy with this. This prepares them for the transition to Secondary School.

Prep Individual Spare Adrenaline Pens

Pupils in Prep have a spare adrenaline pen in the pupil's dining hall on a high shelf in the washing-up area as one enters the kitchen.

Adrenaline pens on school trips

No child with a prescribed adrenaline pen will be able to go on a school trip without their adrenaline pen.

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.

Responding to an Allergic Reaction /Anaphylaxis

See Appendix on recognising and responding to an allergic reaction

If a pupil has an allergic reaction they will be treated in accordance with their Allergy Action Plan.

If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised as described in the Appendix 1.

A pupil's own prescribed medication will be used to treat allergic reactions if immediately available.

This will be administered by a member of staff. Ideally the member of staff will be trained but in an emergency, anyone will administer adrenaline.

If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used.

If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected.

They will inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life.

The pupil will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better.

Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff will accompany the pupil in an ambulance and stay until a parent or guardian arrives.

Training

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 allergies.
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them
- Taking part in an anaphylaxis drill.

Anaphylaxis Drill

The school will carry out an anaphylaxis drill annually. This includes:

An exercise simulating an event where a pupil has an allergic reaction and testing the whole school response.



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.



RESPONDING TO ANAPHYLAXIS

SYMPTOMS OF ANAPHYLAXIS

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen Tongue

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

C - Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

DELIVERING ADRENALINE

1. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
3. It is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket.
4. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
5. Make a note of the time you gave the first dose and call 999 (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
6. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
7. Call the pupil's emergency contact.
8. If their condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
9. Start CPR if necessary.
10. Hand over used devices to paramedics and remember to get replacements.

For more information see the Government's [Guidance for the use of adrenaline auto-injectors in schools](#).

