



Chetham's

Allergens and Anaphylaxis Policy

8/9/26

Owner: SD / JH
Reviewer: Sodexo
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Version: 8/9/26
Review: 31/8/27



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Allergen And Anaphylaxis Policy

This policy outlines the procedures and responsibilities for the effective management of allergies within Chetham's School of Music.

Definitions

An **allergy** is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

An **allergen** is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergy Action Plan

An Allergy Action Plan is a document that provides information on how to facilitate treatment of someone experiencing an allergic reaction and/or anaphylaxis <https://www.bsaci.org/wp-content/uploads/2025/07/BSACI-AllergyActionPlan-EpiPen-OCTOBER-24.pdf>. These are reviewed and updated by the Medical Team at regular intervals or when there has been a change to the information or treatment.

Individual Health Care Plan

An Individual Healthcare Plan is a document that sets out the support a student may need in relation to their medical condition including, but not limited to:

- arthritis
- asthma
- continence issues
- diabetes
- cystic fibrosis
- epilepsy
- hypermobility disorder
- inflammatory bowel disease
- eczema.

A formal diagnosis is not required for a student to have an ICHP and it should contain information that allows the School to implement supportive arrangements. This could include information regarding prescribed medication, allergy action plans, asthma action plans, diabetes action plans, seizure plans, dietary requirements, environmental issues and measures to support the student's emotional well-being.

Roles And Responsibilities

The Governing Body is responsible for:

- Ensuring that arrangements are in place to support students with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities.
- Ensuring that policies, plans, systems, and procedures are implemented to minimise the risks of students suffering allergic reactions or anaphylaxis at school.
- All incidents of serious allergic reactions will be reported to the Safeguarding Governors Committee which meets three times a year.
- To appoint a named Governor who will oversee any review of serious incident.

The Joint Principal(NS) and Vice Principal are responsible for:

- Ensuring that the School's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual student.
- Ensuring that the school's arrangements give parents and students confidence in the school's ability to minimise susceptible students' contact with allergens, and to effectively support students should an allergic reaction or anaphylaxis occur.
- The development, implementation and monitoring of the Allergen and Anaphylaxis Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that there are processes in place that when information is provided by parents upon admission or throughout the year, this is shared with the Catering Managers, Medical Centre, and relevant Pastoral colleagues.
- Ensuring that all school trips are planned in accordance with the *Educational Visits and School Trips* Policy, considering any potential risks the activities involved pose to students with known allergies.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a student experiences an allergic reaction.
- Reporting incident of serious allergic reaction to the Governing Body as part of continuous learning and improvement.

The Lead Nurse is responsible for:

- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that staff are trained to provide the support that students need, and that they receive allergy and anaphylaxis training at least annually.
- Ensure that the requisite forms are provided to parents regarding allergies and to manage the receipt and distribution of information.
- To ensure completion of allergy management plans and IHCP as appropriate.
- Report any any near misses or reactions to the Joint and Vice Principal (NS and JH)

Sodexo Management are responsible for:

- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that catering staff are aware of, and act in accordance with, the School's policies regarding food and hygiene, including this policy.

- Ensuring that catering staff on duty are aware of any known students' allergies which may affect the school meals provided.
- Ensuring that protocols are effectively implemented, including those in relation to labelling foods that may contain the 14 major allergens, e.g. nuts. Sodexo do not knowingly use nuts in the kitchen environment. Where a pupil who attends the School has a serious nut allergy Sodexo will, as far as possible, eliminate nuts, and food items with nuts as ingredients, from meals
- Liaise with the Lead Nurse and Admissions Team to check that the requisite forms and letters are sent to parents regarding 'special diets'. Liaising with School administration to ensure all documents have been received and all kitchen staff are briefed.
- Ensuring that food is labelled indicating the 14 main allergens.
- Ensuring when making changes to menus or substituting food products, Sodexo that pupils' special dietary needs continue to be met by:
 - a. Checking any product changes with all food suppliers
 - b. Read labels and product information before use
 - c. Using the allergen matrix provided and approved by Sodexo's Primary Authority to list the ingredients in all meals.
 - d. Ensuring allergen ingredients remain identifiable. Sodexo will never label a made in house product as 'free from' Sodexo will only say 'this has no XXX containing products'.
 - e. always providing a suitable meal for any allergens we are informed of.
- Ensuring all food tables will be disinfected before service and after.
- Ensuring boards and knives will be washed and sanitised in between use.
- Ensuring areas are cleaned with disposable towels to prevent cross contamination.
- Ensuring food items containing the 14 major allergens are stored separately or in a way as to prevent cross-contamination.
- Report any near misses or reactions to the Medical Centre.

All Staff are responsible for:

- Acting in accordance with the School's policies and procedures at all times.
- Being familiar with and implementing students' individual healthcare plans and allergy management plans for children in their care.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Promoting hand washing before and after eating.
- Annual training in anaphylaxis.
- Report any near misses or reactions to the Medical Centre.

All Heads of House are responsible for:

- Ensuring that any necessary medication is out of the reach of students but still easily accessible to staff members.
- Liaising with the Lead Nurse/SENDCO and students' parents to ensure the necessary control measures are in place.
- Ensure learning activities which involve the use of food, such as cooking club, will be planned in accordance with students' individual health care plans, considering any known allergies of the students involved.
- Report any near misses or reactions to the Medical Centre.

Kitchen Staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation and the processes for identifying students with specific dietary requirements.

- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Report any near misses or reactions to the Medical Centre.

Please refer to Sodexo's process for managing food allergens safely in schools.

Parents are responsible for:

Providing the School with, (or details of):

- Their child's allergens
- The nature of the allergic reaction
- Further details regarding their child's allergies, in writing, including what medication to administer
- Specified control measures and what can be done to prevent the occurrence of an allergic reaction
- up-to-date child's medical information
- written consent for the use of a spare AAI
- up-to-date emergency contact information
- written medical documentation, including instructions for administering medication as directed by the child's doctor
- any necessary medication, in line with the procedures outlined in the Supporting Students with Medical Conditions Policy
- any specific control measures which can be implemented in order to prevent the child from coming into contact with the allergen
- Assistance (working with the School) to develop an individual healthcare plan to accommodate the child's needs, as well as undertaking the necessary risk assessments, and signing their child's plan, where required
- Cooperation with any allergy-related requests made by the School
- a child who is already aware of allergy self-management, including being able to identify their allergy triggers and how to react
- a supply of 'safe' snacks for any individual attending school events. Any food their child brings to school must be safe for them to consume
- any concerns in the first instance they may have about the management of their child's allergies with the Head of House or Nurse.

Students are responsible for:

- Ensuring that they do not exchange food with other students.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing an allergen.
- Learning to recognise personal symptoms of an allergic reaction.
- Keeping necessary medications in an agreed location which members of staff are aware of.
- Developing greater independence in keeping themselves safe from allergens.
- Notifying a staff member if they are being bullied or harassed as a result of their allergies.
- Always carrying their AAI
- Carrying their allergy card with ID pass to show to catering staff
- Attending yearly Assessment / Training sessions with the nurse

Allergies and Anaphylaxis

Allergic Reaction is the body's response to an allergen and can be identified by, but is not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis: serious but manageable

The number of children who suffer severe allergic reactions (anaphylaxis) appears to be on the increase. Anaphylaxis is manageable and the vast majority of the children affected are happily accommodated in schools. This is mainly due to good communication and consensus between parents, schools, teachers, doctors, nurses and education authorities. With sound precautionary measures and support from staff, school life may continue as normal for all concerned. (Anaphylaxis Campaign 2004)

What is anaphylactic shock?

Anaphylactic shock is a severe allergic reaction caused by any one of a number of catalysts. Symptoms of an allergic reaction can vary in severity from moderate reactions inclined to be treated as an allergy with antihistamines, to serious reactions which require treatment with adrenaline; the front-line treatment. If a child presents with moderate symptoms, they could develop anaphylaxis. Onset of reactions can take place in seconds / minutes of contact / consumption of a catalyst or slowly start to manifest over a longer period. In either case signs / symptoms will be the same and immediate action is required.

Anti-Anaphylaxis Training

In line with the School Allergy Safety Bill (Benedict's Law) from September 2026, all staff will be trained in Allergy and Anaphylaxis Awareness and how to use Auto Immune Injectors (AAI). It is also covered in First Aid training. Students who have AAIs in their possession are made known to all their teachers through the pastoral communication systems each year.

First Aid sessions aim to:

1. Outline general signs and symptoms of anaphylaxis
2. Discuss what action should be taken in the event of anaphylaxis occurring
3. Demonstrate how to administer an Auto Adrenaline Injector (**appendix 1**)
4. Detail the specific arrangements made for students whilst they are under the care of the School.

It is recommended that yearly updates are maintained. Those who undertake First Aid courses may have some knowledge of anaphylaxis, however, attending the in-house session is still advisable.

Administration of Medication

Every student who is at risk of anaphylaxis has an individual box with their name and photograph on the outside. Each box contains their Auto Adrenaline Injector and / or Bronchodilator and Oral Antihistamine as prescribed, and their Allergy Action Plan. These boxes can be found in a Red Bag in security and only the box belonging to the individual being treated should be used. The medication policy should be always adhered to when administering the drugs contained in these boxes. Printed instructions for the administration of adrenaline via the AAI can be found on the AAI box, on a laminated sheet in the red emergency bag and a poster on the wall. The nurse will check the emergency red bag monthly to ensure that the contents are correct. (See **appendix 2** for instructions for **Security staff** with regards to the red emergency bag.)

Students' Individual Responsibility

Students affected by anaphylaxis are encouraged to always carry their personal Auto Adrenaline Injector with them. Each student is taught how to administer their medication and a full assessment of their competency monitored and updated by the Lead Nurse. The student is given instruction on keeping up with the maintenance of the pen and encouraged to inform medical staff at least a month in advance of the expiry date.

Recognition And Treatment of Allergic / Anaphylactic Reaction

As a guide symptoms / clinical signs can be divided into **mild, moderate, and severe.**

1) Mild symptoms / signs

- Burning sensation in mouth
- Itching of lips, mouth, throat and eyes
- Mild swelling of the skin and lips
- Blotchy raised nettle rash, with white centre and surrounding red area sometimes associated with swelling of the skin and within the mouth.

Action

1. Give oral antihistamine if prescribed
2. Observe for further symptoms
3. If symptoms persist or get worse, **delegate another responsible adult to ring 999, state anaphylaxis or severe allergic reaction. If you ring 999, the student's pen needs to be used. The patient should not stand up after pen used. If the patient deteriorates, then use the pen. If in doubt, use the AAI.**
4. Contact parents.

2) Moderate Allergic Symptoms / Signs

- Mild symptoms occur
- Coughing, wheezing, hoarseness
- Vomiting or loose bowel motions
- Sweating
- Irritability
- Pallor / flushed appearance.

Action

1. Give oral antihistamines if prescribed
2. Bronchodilator if prescribed in the presence of cough / wheeze
3. **Delegate another responsible adult to ring 999, state anaphylaxis or severe allergic reaction. If you ring 999, the student's pen needs to be used. The patient should not stand up after pen used. If the patient deteriorates, then use the pen. If in doubt, use the AAI.**
4. Contact parents.

3) Severe Allergic Symptoms / Signs (Anaphylaxis)

Can be triggered by almost any food the most common triggers are:

- 1 Tree nuts, such as: almonds, brazils, hazelnuts, cashews, and walnuts
- 2 Sesame seeds, fish, shellfish, eggs and dairy products
- 3 Insect stings, latex, certain medications, and (rarely) vaccines

Symptoms are as easy to spot as A B C:

Airway

Hoarseness
Wheezing
Swollen lips / tongue
Itching in throat

Breathing

Breathlessness
Noisy breathing
Unable to talk

Circulation

Abnormally pale
Clammy skin
Rapid / weak pulse
Blue tinge to lips
Rash (blotchy raised nettle rash)

Other Symptoms

Drowsiness.
Loss of consciousness.
Vomiting (associated with other severe symptoms).
Very profuse diarrhoea.
The student will definitely look and feel unwell

Action

- Ask someone responsible to go to Security to:
 1. Phone an ambulance (999) stating that it is a severe allergic reaction
 2. Tell security an ambulance has been called and the location of the incident stating that it is a severe allergic reaction.
 3. Ask security to alert the School Nurse stating that it is a severe allergic reaction.
 4. Bring back the **RED** Emergency bag containing the student's Auto Adrenaline Injector and other treatment.
- Sit the student down and try to keep them still. They may be restless or in a state of panic and that is normal. (Raise legs if unconscious and if the Student is not breathing start basic life support)

- Reassure the student whilst loosening tight clothing (do not give food or drink)
- Take Student's personal Emergency Box out of the Red bag. It will have their photo on it if you don't know their name.
- Decide if symptoms are moderate or severe (see recognition and treatment of allergic reaction card in red bag)
- Treat with Antihistamine for moderate **OR** treat with Auto Adrenaline Injector for severe. If Student is able get them to administer own Auto Adrenaline Injector
- Ensure sharps are put back in Emergency Box and this should accompany the Student to Hospital
- Note the time that treatment was given. Continue to observe for improvement or deterioration
- If the Student is breathless and has an inhaler in their emergency box and is well enough to take it, encourage / assist them to take it
- Ask someone to contact parents (contact numbers will be in the student's box)
- If no improvement or deterioration occurs after 5- 10mins a second dose of Auto Adrenaline Injector may be given in the other leg
- Await emergency services to transfer to hospital. Ensure someone goes with the Student
- Record the incident
- Go for a break and talk to someone about what happened (de-brief). It is stressful.

References

NHS Central Manchester Primary Care Trust guidelines:

<https://gmmmg.nhs.uk/guidance/clinical-guidance-and-pathways/>

[Proposal on support for pupils with medical conditions at school - GOV.UK](#)

[Allergy Safety in Schools 6/2026](#)

Appendix 1

Instructions For Administering Adrenaline Via the Auto Adrenaline Injector

<https://kids.jext.co.uk/about-jext/how-to-use/>

How to use - Jext

Step 1: Hold the Jext ® in the hand that you use to write with, with your thumb closest to the yellow cap.

Step 2: Pull off the yellow cap with your other hand.

Step 3: Place the black injector tip against the outer thigh, holding the injector at a right angle (approx. 90°) to the thigh.

Step 4: Push the black tip as hard as you can into your outer thigh until you hear a 'click' which ...

kids.jext.co.uk

<https://www.epipen.co.uk/en-gb/patients/your-epipen/how-to-use-your-epipen>

How To Use: Administering Your EpiPen® | EpiPen®

You should familiarise yourself with the steps required to administer your EpiPen ® and watch the demonstration video below so you are clear about what to do in an emergency. You can also order an EpiPen ® Trainer so that you can practice the steps with your friends and family.

There is no need to remove clothing to use your EpiPen ®, but make sure the orange end will not hit buckles, zips ...

www.epipen.co.uk

Appendix 2

Red Emergency Bag Kept In the Security Lodge

All Members of **Security Staff** should follow these guidelines

- In an emergency the nurse may ask a responsible person to collect the red emergency bag from the security lodge. This may be another member of staff or a student depending on the situation. The nurse will ask that responsible person to tell Security that the nurse needs the bag for an emergency. This will alert Security staff that an ambulance may be on the way. The security staff should give the responsible person the bag to take to the nurse for immediate use.
- Should a student want their own emergency box out of the bag then the security staff should ring the nurse to come down to the Lodge to supervise this.
- Under no circumstances must students or security staff take items out of the box without the nurse being in attendance.
- If a member of security staff notices that the tamper proof seal on the red bag has been broken, then they must alert the nurse as soon as possible.

Appendix 3

Location of Emergency use AAI's

In accordance with The Human Medicines (Amendment) Regulations 2017 we are permitted to purchase and keep 'spare' AAI devices without a prescription to treat anaphylaxis in an emergency. These spare devices can be used to treat anyone experiencing anaphylaxis and should not be considered a replacement for a student's own AAI.

These devices should be easily accessible and not locked away and can be identified as being stored in a red Anaphylaxis kit. They can be found in the following locations:

- **Medical:** 2 X EpiPen Junior 150mcg (children under 6 years) and 2 X EpiPen 300mcg
- **Dining Hall:** 2 X EpiPen Junior 150mcg (children under 6 years) and 2 X EpiPen 300mcg
- **Security:** 2 X EpiPen Junior 150mcg (children under 6 years) and 2 X EpiPen 300mcg
- New School Building First Floor outside the Music Office: 2 X EpiPen Junior 150mcg (children under 6 years) and 2 X EpiPen 300mcg

The Medical Team are responsible for the processes of ordering, storing, checking, replacing and safe disposal of these items.