



AYLESBURY
GRAMMAR SCHOOL
Founded 1598

ALLERGY & ANAPHYLAXIS POLICY

CATEGORY A:

This policy is updated and approved by the Full Governing Body (FGB) annually.

This version was approved by the Senior Leadership Team (SLT) in July 2026 pending FGB approval.

The next update will be due by July 2027.

SIGNED: _____

Mr T Batty – Chair of Governors



Allergy and Anaphylaxis Policy

1. Introduction & Statement of Intent

- 1.1 This policy sets out our commitment to providing a safe and inclusive environment for students with allergies. In accordance with Benedict's Law, the school recognises that allergies are a serious medical condition. We aim to minimise the risk of accidental exposure and ensure a robust emergency response.

2. Statutory Compliance (Benedict's Law)

- 2.1 To meet the requirements of Benedict's Law, Aylesbury Grammar School will have:
- A standalone Allergy Policy: This document serves as the primary authority on allergy management, separate from Supporting Students With Medical Needs.
 - A Designated Allergy Lead: The Student Welfare Officer is the named lead responsible for overseeing the allergy register and staff training.
 - Mandatory training: Annual allergy and anaphylaxis training is compulsory for all staff members.
 - Individual Healthcare Plans (IHCPs): Every student with a diagnosed allergy which puts them at risk of anaphylaxis should have a comprehensive IHCP.

3. Kitt Medical Subscription & Emergency AAls

- 3.1 The school utilises the Kitt Medical service to enhance emergency preparedness:
- Equipment: We maintain two Adrenaline Auto-Injectors (AAls) housed in a wall-mounted "Kitt" located in the Medical Room.
 - Accessibility: The Kitt is stored in a clearly labelled, secure location accessible at all times.
 - Maintenance: Under the Kitt Medical subscription, the AAls are automatically replenished before expiry or after use. The Student Welfare Officer performs a monthly visual check.
 - Emergency Use: These spare AAls are intended for use on any student or staff member experiencing anaphylaxis, particularly when:
 - The individual's own prescribed AAI is unavailable or fails.
 - A student experiences their first-ever anaphylactic reaction (as permitted by the Human Medicines (Amendment) Regulations 2017).

4. Roles and Responsibilities

- 4.1 **SLT Allergy Lead**
The nominated allergy lead is Laura Wilson (Assistant Head/DSL), with information collection responsibilities delegated to the Student Welfare Officer. They are responsible for:

- Promoting and maintaining allergy awareness across the School community
- Recording and collating allergy and special dietary information for all relevant students
- Keeping stock of the School's adrenaline auto-injectors (AAIs)

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All Students with allergies have an allergy action plan completed by a medical professional
- All staff receive an appropriate level of allergy training (See 'Staff Training')
- All staff are aware of the School's policy and procedures concerning allergies
- Relevant staff are aware of what activities need an allergy risk assessment

4.2 **Student Welfare Officer**

The Student Welfare Officer is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

4.3 **Teaching and Support Staff**

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

4.4 **Parents/Carers**

Parents/Carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school with an IHCP including up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date AAIs and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
If required, providing their child with 2 in-date AAIs for any school visit or fixture, for the student to always keep with them. Failure to provide such will result in the student not being able to attend the visit/fixture
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

4.5 **Students with allergies**

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector

- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

5. Assessing Risk

- 5.1 The school will conduct a risk assessment for activities where there is a risk of anaphylaxis:
- Lessons such as *Food and Nutrition*
 - Science experiments involving foods
 - Crafts using food packaging
 - Off-site events and school visits. Staff must carry a copy of the student's IHCP and their prescribed AAI's. Students are expected to carry their own "kit" of 2 pens, but staff must verify this before departure; if students do not bring their own "kit", the trip leader is permitted to not allow the student to travel. *Note: The Kitt Medical emergency pens remain on-site.*
 - Any other activities involving animals or food, such as animal handling experiences or baking

5.2 Catering and Food considerations

The School is committed to providing safe food options to meet the dietary needs of students with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- We operate a 'nut aware' environment. Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- As a school for students aged 11–18, we acknowledge the increased risks associated with independence and peer pressure

6. Procedures for handling an allergic reaction

- 6.1 The school maintains a register of students who have been prescribed AAI's or where a doctor has provided a written plan recommending AAI's to be used in the event of anaphylaxis. The register includes:
- Known allergens and risk factors for anaphylaxis
 - Whether a student has been prescribed AAI(s)
 - Where a student has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the student
 - A photograph of each student to allow a visual check to be made (this will require parental consent)
- 6.2 The register is kept (Allergy list on Bromcom – 'UDF Adrenaline auto-injector') and can be checked quickly by any member of staff as part of initiating an emergency response
- 6.3 As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately

- 6.4 Staff are trained in the administration of AAI's to minimise delays in student's receiving adrenaline in an emergency
- 6.5 If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan;
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one
- 6.6 If the student has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures
- 6.7 A school AAI device will be used instead of the student's own AAI device if:
- Medical authorisation and written parental consent have been provided, or
- The student's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- 6.8 If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance
- 6.9 If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed
- 6.10 Emergency Procedure (The A.A.I. Protocol). In the event of a suspected anaphylactic reaction:
- A** - Administer: If symptoms of anaphylaxis occur (breathing difficulties, swelling of the tongue/throat, dizziness), administer the student's own AAI immediately. If unavailable, use the Kitt Medical spare AAI.
- A** - Ambulance: Dial 999 and state "Anaphylaxis."
- I** - Inform: Notify the Student Welfare Officer and the student's emergency contacts.
- 6.11 Important: Always record the time the injection was given. If there is no improvement after 5 minutes, a second AAI should be administered in the opposite thigh.

7. Adrenaline Auto-injectors (AAIs)

- 7.1 The Student Welfare Officer is responsible for buying AAI's and ensuring they are stored according to the guidance.
- 7.2 The Student Welfare Officer will ensure all AAI's are;
- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
 - Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
 - Suitably accessible and available for use at all times
- 7.3 Maintenance of spare AAI's. The Student Welfare Officer is responsible for checking monthly that;
- The AAI's are present in in date
 - Replacement AAI's are obtained when the expiry date is near
- 7.4 Disposal of used AAI's. AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions (e.g. in a sharps bin for collection by the local council)
- 7.5 Use of AAI's off the School premises. Students at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events

- 7.6 The School holds an emergency anaphylaxis kit. This includes;
- Spare AAI's
 - Instructions for the use of AAI's
 - Instructions on storage
 - Manufacturer's information
 - A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
 - A note of arrangements for replacing injectors
 - A list of pupils to whom the AAI can be administered
 - A record of when AAI's have been administered
- 7.7 Incident Reporting: Every use of an AAI will be recorded on Assessnet and reviewed by the Senior Leadership Team (SLT) to identify potential improvements.

8. Staff Training

- 8.1 Online Portal: All staff (teaching and non-teaching) must complete the Kitt Medical online training portal modules annually.
- 8.2 Competency: Training covers allergen avoidance, recognising symptoms of mild/moderate reactions vs. anaphylaxis, and the practical administration of an AAI.
- 8.3 Records: The Student Welfare Officer maintains a central record of training certificates to ensure 100% compliance (Kitt's online system)

9. Links to other policies

- 9.1 This policy links to the following policies and procedures:
- Health and safety policy
 - Supporting students with medical conditions policy

10. Policy Review and Governance

- 10.1 This policy will be reviewed and updated annually or sooner in line with any changes to linked legislation or in response to any significant in school incidents