

NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



ALLERGY MANAGEMENT POLICY (including treatment of nut allergies)

Policy written by: SLT

Policy written/reviewed: Reviewed January 2026

Next review due: January 2027

Statutory Governor Approval: N/A

Newport Girls' High School is committed to supporting the safety and wellbeing of all our students, this policy has been created to:

- Reduce the risk of students having allergy related incidents while at school.
- Ensure that we provide a safe environment for all of our students and staff.
- Provide reassurance to children and families that the management of anaphylaxis is effective in school and on trips.

Some common causes of allergies are: nuts, dairy products, eggs, wasps, bees and ants. This list is not exhaustive, and the policy will apply to any allergy suffered by a student or member of staff in the school, provided the School has been previously notified of a diagnosis.

The canteen is not an allergen free environment, but all students with anaphylaxis are known to the canteen manager. Full details about allergens can be provided by the canteen staff, across the whole school we aim to:

- Minimise the risk of exposure to allergens
- Encourage students who suffer from allergies to take responsibility for the foods they ingest and touch
- Plan for an effective response to possible emergencies

It is the responsibility of parents/carers to keep the school informed of their child's allergies to allow effective management of this in school and on trips or visits. Once this information is received in school, it will be added to the student's medical information and will be shared with all staff to ensure that effective responses can be administered as necessary. Once the school have been made aware of the allergy diagnosis, we should be provided with a box clearly marked with the child's name, emergency contact details and photo of the child which should contain the relevant medication for responding to a reaction e.g. EpiPen, inhalers, antihistamines and a copy of a medical care plan. The box will be kept in the room adjacent to Reception. A student should also always have their own medication in their possession at all times. The recommended guidance is for a student to carry two Auto Injectors with them.

It is the responsibility of the parent/carer to ensure that all relevant medication is provided to the School and that it is within the prescribed date.

Training is provided to staff at the start of each academic year on dealing with anaphylaxis and being able to administer an Adrenaline Auto-Injector (AAI) should this be required. This also includes an awareness of triggers and the first aid procedures that should be followed in the event of an emergency. This is provided by NHS nurses. The Pastoral Administrator provides all staff with information regarding students who suffer from any allergies and this information is also shown on the board in the staff room.

The school cafeteria manager is informed of our Allergy Management Policy and is aware of the individual students who have allergies in the school. This information is used to inform the caterers and suppliers of the needs of the students to reduce the risk of any allergens being included in food that is provided to the students. Catering Academy recognise the potential for harm through the consumption of nut-based products. They therefore aim to notify all their customers of recipes containing nuts or nut traces, a full description of the menu content is available on request from the Catering Academy manager. The following information is displayed in the canteen by Catering Academy "Catering Academy makes every effort to identify allergens used as deliberate ingredients and prevent contact contamination throughout food production. However, due to the high risk of cross-contact in this area, we cannot guarantee that food prepared here does not contain allergens other than those intended. Customers with food allergies should be aware of this risk."

For parents/carers who provide students with packed lunches, the school requests care and consideration towards the small number of students and staff who suffer with food allergies. We will request this through the newsletter annually, however compliance cannot be guaranteed.

In conclusion, the school will make every effort to:

- Encourage students to self-manage their allergy
- Ensure that the site team effectively manage wasp, bee and ants' nests on school grounds
- Remind students through assemblies about the existence of food allergies and eliminating foods that will be a risk to others
- Ensure that trip leaders are made fully aware of those with allergies prior to a trip and that they carry the spare medication with them throughout the duration of the trip.

School Use of Emergency Adrenaline Auto-Injectors (AAI)

Due to changes in legislation, the school has purchased adrenaline auto-injectors (AAI) for emergency use in children who are at risk of anaphylaxis. This spare auto-injector will only be used for students that are known to us as being at risk of anaphylaxis, provided we have written parental consent to administer this.

This device is a spare/back up device and should not replace the student carrying their own AAI and the one that is already left in school for all students.

Regulations in the guidance have clarified that a school spare AAI can be used for any pupil or person not known to the school to be at risk of Anaphylaxis in an emergency – written permission is not needed in this instance – but this would be in exceptional circumstances only.

Our nominated staff members for maintaining the emergency anaphylaxis kit are Mrs V. Fleming and Mrs K. Jones. The emergency anaphylaxis kits are located in the room adjacent to the main school reception, where all staff can access at all times. These will be checked on a regular basis by one of the nominated members of staff.

These kits will remain in school at all times, trip leaders will take the spare individual student AAI and the student will continue to be expected to have their own AAI on them at all times.

Procedure for Use of Adrenaline Auto-Injectors

ANAPHALAXIS IS A TIME CRITICAL, MEDICAL EMERGENCY. WHERE ANAPHALAXIS IS SUSPECTED, ADRENALINE SHOULD BE GIVEN WITHOUT DELAY.

If anaphylaxis is suspected, appropriately trained staff will:

- Assist the casualty to administer their own AAI if possible. If the casualty is unable to administer their own AAI then a staff member will administer it for them.
- Administer the school's emergency AAI to pupils known to be at risk of anaphylaxis, if the casualty's own AAI is not available, **and** we have both written parental consent **AND** medical authorisation (medical plan/Allergy Management Plan).
- In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services should be contacted and advice sought from them as to whether the administration of the emergency AAI is appropriate.
- Call for an ambulance.
- Keep the casualty still (lying down with legs raised or, if having trouble breathing, seated).
- Administer/assist to administer a second AAI if there is no improvement in the casualty's condition after 5 or 10 minutes.
- Arrange for used AAIs to be safely disposed of (these can be passed to the ambulance crew).
- Record the use of the AAI using the 'Emergency Anaphylaxis Kit Use' form (Appendix I) and pass to VF/KJ.
- Arrange for parents/carers to be notified.

APPENDIX I



Emergency Anaphylaxis Kit Use

Please complete and return to VF/KJ as soon as possible following the incident.

Date:	
Pupil Name:	
Details of incident:	
Location of incident:	
Dose administered (include number of doses, including pupil's own AAI):	
Reason administered:	☐ Pupils own AAI unavailable ☐ Pupils own AAI out of date ☐ Pupils own AAI not working
Administered by:	
Parents/carers notified (date, method, staff name):	