



ALLERGY AND ANAPHYLAXIS POLICY

September 2026

1. Statement of Intent

The Newcastle School is committed to providing a safe, inclusive and supportive environment for all pupils with allergies, including those at risk of anaphylaxis. The School recognises that allergies can have a significant impact on physical safety, emotional wellbeing and participation in school life, and adopts a whole school approach to prevention, preparedness and response.

The School is a co-educational community, and allergy management arrangements are designed to protect and support all pupils, regardless of age, sex or stage of development. No pupil will be excluded from School activities because of an allergy. This policy applies across all School sites, including the Early Years Foundation Stage (EYFS), and to all staff, pupils, parents, visitors and contractors.

2. Legal and Regulatory Framework

This policy is informed by, and supports compliance with:

- Keeping Children Safe in Education 2026
- The Education (Independent School Standards) Regulations 2014
- Human Medicines (Amendment) Regulations 2017
- UK food labelling legislation (PPDS - “Natasha’s Law”)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Resuscitation Council UK guidance
- Children's Wellbeing and Schools Act 2026
- DfE Allergy Safety in Schools Statutory Guidance (July 2026)
- EYFS Statutory Framework

This policy should be read in conjunction with:

- Supporting Pupils with Medical Conditions Policy
- First aid policy
- Health and Safety policy

3. Definitions

- Allergy: An immune response to a normally harmless substance (allergen)
- Anaphylaxis: A severe, life-threatening allergic reaction requiring immediate medical treatment
- Allergen: A substance that triggers an allergic reaction
- Adrenaline Auto Injector (AAI): A single use device that delivers adrenaline to treat anaphylaxis
- Allergy Action Plan: A healthcare professional completed document detailing symptoms and treatment
- Spare Adrenaline Pens: Emergency AAI's held by the School in line with national guidance and Benedict's Law

4. Roles and Responsibilities

4.1 Governing Body

The Governing Body holds overall responsibility for ensuring that:

- Appropriate allergy and anaphylaxis arrangements are in place
- The policy is reviewed annually
- Systems are monitored for effectiveness and compliance

The lead Governor for allergies is Tim Care (Chair of Governors).

4.2 Designated Allergy Leads

The Designated Allergy Leads are responsible for the strategic oversight and day to day management of allergy and anaphylaxis arrangements across the School.

Their responsibilities include:

- Ensuring the safety, inclusion and wellbeing of pupils with allergies
- Providing clear leadership and taking decisions on allergy management across the School
- Acting as the primary point of contact for staff, pupils and parents regarding allergy related concerns
- Ensuring that allergy information is accurately recorded, kept up to date and communicated appropriately to staff (with administrative support where delegated)
- Overseeing the annual review of pupil health records submitted by parents and carers
- Ensuring that all staff receive appropriate training and guidance in allergy awareness and anaphylaxis response, including their role in risk assessment
- Promoting awareness of this policy and related procedures within the School community
- Ensuring that spare adrenaline autoinjectors are available in sufficient quantities, correctly stored and clearly signposted
- Ensuring suitable risk assessments are undertaken for activities, trips and offsite provision involving pupils at risk of anaphylaxis

- Maintaining oversight of allergic reactions and near misses, ensuring incidents are reviewed, lessons are learned and procedures updated where necessary
- Ensuring that an anaphylaxis drill is conducted at least annually
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy in line with current guidance and school practice.

The Designated Allergy Leads are Alex Newman (Head of the Senior School) and James Clark and Owen Spinks (Co- Heads of the Junior School).

4.3 Lead Administrator (Allergies)

The Lead Administrator (Toni Ashley) is responsible for the effective coordination, accuracy and day-to-day management of allergy related information and emergency medication, working closely with the Designated Allergy Leads.

Responsibilities include:

- Collecting allergy and medical information from parents and carers for new and existing pupils, liaising with Admissions where appropriate
- Maintaining the School's allergy register and ensuring information is accurate, current and reviewed at least annually
- Coordinating the receipt, storage and return of prescribed medication in line with School procedures
- Maintaining an adrenaline autoinjector register, including device type, dosage, location and expiry dates
- Undertaking termly checks of prescribed and spare adrenaline autoinjectors to ensure they are:
 - available and accessible
 - in date
 - stored appropriately
- Notifying parents and carers in advance when medication is approaching expiry
- Ensuring staff are informed promptly if the location of emergency medication changes
- Supporting the Designated Allergy Leads in the dissemination of allergy information to relevant staff, including catering staff, peripatetic staff and trip leaders
- Coordinating the secure sharing of pupil photographs where appropriate to support safe identification in emergency situations
- Ensuring accurate records are maintained following allergic reactions or the use of emergency medication
- Supporting investigations into incidents or near misses by ensuring relevant documentation and timelines are available
- Escalating concerns promptly to the Designated Allergy Lead or a member of Senior Leadership where risks are identified.

4.4 Admissions team

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They will work with the Designated Allergy Leads and Lead Administrator to ensure the following actions are undertaken before an individual comes into school or attends a school event:

- 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. Lead Administrator, catering team).
- Visitors (for example attending open days or taster days) are aware if food may be offered and have been informed of the School's allergy management arrangements and where emergency medication should be left if the child will be on site without parental supervision.

4.5 All Staff

All staff (including temporary, peripatetic and catering staff) must:

- Follow this policy and associated procedures
- Be aware of pupils with allergies
- Consider allergy risks in lessons, activities and trips
- Know where AAls are stored and how to summon help
- Participate in required training and drills
- Challenge allergy related bullying

Staff are indemnified when acting within policy, training and scope of employment.

4.6 Parents and Carers

Parents and carers play a vital role in supporting the safe management of allergies in school. They are expected to:

- Provide accurate and timely information about their child's allergies, including any changes to circumstances
- Supply appropriate, in date prescribed medication and Allergy Action Plans where required
- Inform the School promptly of any changes to diagnosis or treatment
- Support their child's understanding of their allergy and safe decision making, appropriate to age and maturity
- Comply with School guidance relating to food brought onto site or to school events

4.7 Pupils

All pupils at The Newcastle School are expected to contribute to a safe and supportive environment by:

- Being allergy aware and understanding that allergens may pose serious risks to others
- Following School expectations around food safety, including not sharing food or drinks

- Acting responsibly and reporting concerns about allergy related behaviour or bullying to a member of staff
- Supporting their peers by alerting an adult if they are worried someone may be unwell.

4.8 Pupils with Known Allergies

The School encourages pupils with known allergies to develop age appropriate understanding and independence, while recognising that responsibility remains shared with adults.

Pupils with known allergies are expected, where appropriate, to:

- Know and avoid their allergens as far as reasonably possible
- Tell a member of staff immediately if they feel unwell or suspect an allergic reaction
- Carry prescribed medication where agreed and use it only as directed
- Follow School expectations around food safety and personal responsibility
- Raise concerns or worries with a trusted adult

Pupils will never be held responsible for an allergic reaction and will always be supported by the School.

5. Information and Documentation

5.1 Medical Records and Allergy Information

The School maintains up to date medical information for all enrolled pupils. Information is updated promptly following receipt of new or revised details from parents or carers and is made accessible to relevant staff on a need to know basis.

Records include:

- Known allergies and related medical conditions
- Whether an adrenaline autoinjector (AAI) has been prescribed
- Whether prescribed medication is held by the School
- Consent for the administration of antihistamines
- Consent for the administration of adrenaline in an emergency

Where parents request that the School holds or administers medication, a signed consent form is required. Records are updated following the administration of medication, incidents, or changes to a pupil's condition.

5.2 Individual Healthcare Plans (IHPs)

Some pupils with allergies may require an Individual Healthcare Plan (IHP), depending on the nature and severity of their allergy and the level of support required in school.

Where a pupil has a severe, complex or potentially life-threatening allergy, arrangements (including an IHP where required) will be put into place in line with the Supporting Pupils with Medical Conditions Policy.

The need for an IHP is determined on a case by case basis, in partnership with parents or carers and, where appropriate, healthcare professionals. Not all pupils with allergies will require an IHP.

Allergy Action Plans provided by healthcare professionals are held alongside prescribed medication and are readily accessible to staff.

6. Assessing and Managing Risk

Allergy risk is considered as part of normal school practice, including curriculum planning, supervision arrangements, and the organisation of activities on and off site.

Staff must consider allergies when planning activities and include appropriate control measures in written risk assessments where relevant. This includes, but is not limited to:

- Classroom and practical activities (e.g. food packaging, science experiments, sensory resources)
- Clubs, enrichment activities and events involving food
- Visits by animals or external providers
- School trips, sports fixtures and residential activities

Pupils with allergies are not excluded from activities. Where necessary, reasonable adjustments are made to enable participation while maintaining safety.

7. Catering and Food Management

7.1 Catering Arrangements

The School and its catering provider undertake appropriate due diligence in relation to allergen management, including supplier assurance and review of ingredient information. Catering staff review ingredient labels on delivery and follow agreed procedures to minimise the risk of cross contamination. Where pupils or visitors access food preparation areas, appropriate training and supervision are in place.

The School works closely with its catering provider to ensure meals are safe, inclusive and appropriately managed for pupils with food allergies.

Arrangements include:

- Robust allergen management and food safety procedures
- Allergen awareness training for catering staff
- Clear identification of the 14 statutory allergens
- Ingredient information made available on request
- Segregation and clear labelling of food prepared for pupils with allergies

Food prepared for pupils with food allergies is kept separate and clearly labelled. Food packaged for takeaway or offsite use complies with PPDS legislation (Natasha's Law).

Where ingredients change, affected individuals are informed promptly.

7.2 Food Brought into School

The School does not operate as an allergen free or “nut free” environment, recognising national best practice and the practical limitations of such an approach.

Parents, pupils and staff are expected to:

- Be allergy aware and considerate when bringing food into School or to events
- Provide ingredient information where food is supplied for others
- Follow School expectations around not sharing food and drinks

8. School Trips, Residential and Off Site Activities

Staff leading trips, residential or offsite activities must:

- Obtain allergy information for participating pupils in advance
- Include allergy management within trip risk assessments
- Ensure pupils’ medication and care information accompany them
- Ensure staff are aware of pupils with allergies and emergency procedures

Medication must be readily accessible at all times and protected from extreme temperatures. Pupils prescribed AAls must have their own devices with them on all trips.

Where food is provided by third parties, dietary requirements are shared in advance to ensure safe provision.

9. Minimising Allergen Exposure

The School takes proportionate steps to reduce allergen exposure, including:

- Providing suitable handwashing facilities
- Reminding pupils not to share food or drinks
- Monitoring the site for potential insect nests
- Cleaning areas following animal visits or activities

These measures support safety while maintaining a normal school environment.

The School promotes a considered approach to higher risk allergens, including peanuts and tree nuts, particularly within catering provision, while recognising that absolute restrictions are not practicable.

10. Inclusion and Wellbeing

The School recognises that allergies can affect pupils’ emotional wellbeing, including anxiety and the potential for bullying.

Support includes:

- Pastoral support and check ins where appropriate
- Advance planning and communication around events involving food or allergens

- Prompt action in response to allergy related bullying, in line with the Behaviour and Anti Bullying Policy

The dignity and privacy of pupils are respected at all times, including during emergency situations.

11. Adrenaline Auto Injectors (AAls)

11.1 Prescribed AAls

- Pupils at risk of anaphylaxis should have two prescribed AAls available at all times
- Storage arrangements ensure medication is readily accessible and never locked away
- Older pupils may carry their own AAls where this has been agreed and recorded

11.2 Spare AAls

Spare AAls may be administered in accordance with current legislation and Department for Education guidance where an individual is experiencing, or is reasonably believed to be experiencing, anaphylaxis.

12. Responding to an Allergic Reaction or Anaphylaxis

Anaphylaxis is a medical emergency.

Key principles include:

- Administration of adrenaline without delay
- Immediate contact with emergency services (999)
- A second dose of adrenaline may be administered after five minutes if symptoms persist
- All individuals treated with adrenaline must be taken to hospital for monitoring

Detailed response procedures are set out in Appendix 1.

13. Accidental Injection

In the event of accidental adrenaline injection:

- Irrigate the affected area with running water
- Encourage controlled bleeding
- Apply an appropriate dressing
- Arrange immediate medical assessment

14. Training

The School provides regular training to support effective allergy management, including:

- Allergy awareness
- Recognition of allergic reactions and anaphylaxis
- Emergency response procedures
- The location and use of AAls
- Inclusion, wellbeing and safeguarding considerations

Training is delivered in line with the Supporting Pupils with Medical Conditions Policy and individual healthcare planning where applicable.

An anaphylaxis drill is conducted at least once a year and reviewed to support continuous improvement.

15. Monitoring, Oversight and Review

The School's arrangements for managing allergies and anaphylaxis are subject to regular monitoring and review.

The Health and Safety Committee meets termly, and allergies and anaphylaxis are a standing agenda item. At each meeting, the Committee will:

- Review any allergy related incidents, near misses or concerns reported since the previous meeting
- Consider trends, underlying causes and emerging risks
- Review the effectiveness of current control measures and arrangements
- Monitor actions taken following incidents and confirm that any required improvements have been implemented

The outcomes of these discussions, including decisions and agreed actions, are recorded and monitored to ensure continuous improvement in practice and pupil safety.

Appendix 1: Recognising and Responding to Anaphylaxis (including use of spare AAls)

This appendix provides clear guidance to support the prompt recognition and effective response to allergic reactions and anaphylaxis in school. All staff are expected to familiarise themselves with this guidance as part of their allergy awareness and emergency response training.

1. Recognising an Allergic Reaction

Allergic reactions can be mild, moderate or severe. Symptoms may appear rapidly, within minutes of exposure to an allergen, but can also be delayed.

1.1 Mild to Moderate Allergic Reaction

Symptoms may include one or more of the following:

- Itchy skin, hives or rash
- Swelling of lips, face or eyes
- Tingling of the mouth
- Abdominal pain, nausea or vomiting
- Sneezing, runny or blocked nose
- Itchy or watery eyes

These symptoms do not involve airway, breathing or circulation.

2. Symptoms of Anaphylaxis

One or more of the following indicates **anaphylaxis**:

Airway

- Swelling of the tongue or throat
- Hoarse voice
- Difficulty swallowing

Breathing

- Persistent cough
- Wheezing
- Shortness of breath
- Rapid or laboured breathing

Circulation

- Feeling faint or dizzy
- Pale, clammy skin
- Collapse or loss of consciousness

Other

- Sudden onset of symptoms
- Symptoms affecting more than one body system

3. Responding to an Allergic Reaction

3.1 Mild to Moderate Reaction

Where a pupil has mild to moderate symptoms only:

- Stay with the pupil
- Administer antihistamine **only where parental consent has been obtained**
- Monitor closely for progression of symptoms
- Be prepared to act immediately if symptoms worsen

Antihistamines must never delay the administration of adrenaline where anaphylaxis is suspected.

3.2 Responding to Anaphylaxis

Act immediately. Do not wait for symptoms to worsen.

1. **Send for help immediately and call 999**
 - State “**anaphylaxis**” clearly
 - Give the School name, site and postcode
2. **Administer adrenaline immediately**
 - Use the pupil’s **prescribed adrenaline autoinjector (AAI)** where available
 - If unavailable or unusable, use a **School spare AAI**
 - Inject into the **upper outer thigh**, through clothing if necessary
3. **Position the pupil appropriately**
 - Lay the pupil flat with legs raised
 - If breathing is difficult, allow them to sit up
 - **Do not allow the pupil to stand or walk**
4. **Stay with the pupil**
 - Reassure calmly
 - Monitor their breathing and condition continuously
5. **Second dose**
 - If there is **no improvement after 5 minutes**, a second dose of adrenaline may be administered (if available)
6. **Hospital transfer**
 - Anyone who has received adrenaline **must be taken to hospital by ambulance**, even if they appear to recover

4. Use of Spare Adrenaline Auto Injectors

The School holds spare adrenaline autoinjectors under the Human Medicines (Amendment) Regulations 2017 and in line with the principles of Benedict’s Law.

Spare AAls may be used:

- When a pupil's prescribed AAI is unavailable, faulty or out of date
- On instruction from emergency services
- In exceptional circumstances where delay would place life at risk

Spare AAls are emergency medication and are not a substitute for prescribed devices.

5. While Waiting for Emergency Services

- Arrange for someone to meet and direct emergency services on arrival
- Inform a member of Senior Leadership immediately
- Contact the pupil's parents/carers as soon as practicable
- Keep the pupil warm and as still as possible
- Monitor and record:
 - time of adrenaline administration
 - symptoms observed
 - response to treatment

6. After an Incident

Following any allergic reaction or anaphylactic episode:

- Update the pupil's medical record promptly
- Ensure used AAls are replaced as soon as possible
- Review the incident to identify any learning points
- Implement and record any necessary actions or changes
- Ensure relevant staff are briefed

Serious incidents and near misses will be reviewed through the School's established governance and monitoring processes.

7. Accidental Injection

In the unlikely event of accidental injection of adrenaline:

- Irrigate the injection site with running water
- Encourage controlled bleeding
- Apply a sterile dressing
- Arrange immediate medical assessment

Key principle

If in doubt, **administer adrenaline and call 999.**

Delay in treatment is far more dangerous than administering adrenaline unnecessarily

Appendix 2: Locations of Adrenaline Auto Injectors

Location	Prescribed adrenaline pen	'Spare' adrenaline pens
Sixth Form Centre (Moor Road South)	Held by pupil. Additional devices (where provided) held in Sixth Form Office.	First Aid Room at The Grove* (on top of medicine cabinet)
Senior School (The Grove) (Year 7 and above)	Held by pupil. Additional devices (where provided) held in First Aid Room (on top of medicine cabinet)	First Aid Room (on top of medicine cabinet)
Junior School, West Avenue (Nursery to 6)	First Aid Room (red basket on top shelf)	First Aid Room (next to red basket on top shelf)

* Sixth Form Centre is located across the road from The Grove
Appendix 2 shows photographs of the location of spare adrenaline pens.

PHOTOGRAPHS SHOWING LOCATION OF 'SPARE' ADRENALINE PENS

Senior School (The Grove)

Location: First Aid Room

Dose available: 0.3mg



Junior School (West Avenue)

Location: Top shelf in First Aid Room

Two doses available: 0.3mg and 0.15mg



POLICY CONTROL - ALLERGY AND ANAPHYLAXIS POLICY

Status & Review

Statutory policy or document	Yes
Publish on school website	Yes
Review frequency	Annually. The policy will also be reviewed following any serious allergy-related incident, anaphylactic event, or significant near miss where learning indicates that amendments may be required.
Approval date	September 2026
Review date	September 2027

Version Control

Author	Revision Date	Version	Status
Executive Assistant (TA)	December 2025	1.0	Final approved version for publication. Location on North Avenue's spare adrenaline updated. Introduction of version control
Executive Assistant (TA)	November 2025	1.1	0.3mg EpiPen held at North Avenue
Executive Assistant (TA)	February 2026	1.2	Spare adrenaline pens not held in Sixth Form - nearest is in First Aid Room (The Grove). Lead administrator changed to HR and Admin Manager
Executive Assistant (TA)	February 2026	1.3	Designated Allergy Lead for the Senior School changed to Alex Newman
Chief Operating Officer (MAD)	September 2026	2.0	Complete re-write in light of updated statutory guidance. Reviewed in light of co-educational provision.