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ALLERGY AWARENESS POLICY (KS/P&B/121)

Committee Responsible:	Pastoral and Boarding Committee
Lead Officer:	First Aid Officer
Date of Review:	May 2026
Date to be Reviewed:	May 2029
Signed: Date:	

ALLERGY AWARENESS POLICY

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date.

Version Number	Version Description	Date of Revision
1	Original – New Policy	May 2026

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Version:	01	Owner:	First Aid Officer
Date:	May 2026	Status:	

ALLERGY AWARENESS POLICY

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ALLERGY AWARENESS POLICY

1.0 INTRODUCTION AND WHOLE SCHOOL CULTURE

- 1.1 Keswick School is committed to providing a safe, inclusive environment for all students, including those with allergies. This policy outlines our comprehensive, whole-school approach to managing allergies and anaphylaxis within the school setting, boarding house, and during off-site trips and visits.
- 1.2 This policy has been developed in line with Department for Education (DfE) statutory guidance, the Food Standards Agency (FSA), the Human Medicines (Amendment) Regulations 2017, and best practices advocated by the **Natasha Allergy Research Foundation (NARF)**.
- 1.3 We recognise that allergies can be life-threatening. Through robust Individual Healthcare Plans (IHCPs), strict catering protocols, staff training, and widespread student awareness, we aim to minimise the risk of allergic reactions and ensure a swift, effective medical response should an emergency occur.
- 1.4 **Implementing a "Whole-School Allergy Culture" (NARF Recommendation)**
- 1.4.1 In accordance with NARF recommendations, Keswick School actively promotes a culture of allergy awareness, peer support, and education to reduce the stigma of carrying medication. This is implemented through:
- 1.4.2 *Annual PSHE Curriculum Integration:* Delivery of an annual Allergy Awareness presentation to all students in Years 7 to 11. This covers the science of anaphylaxis, spotting the 'ABC' symptoms, emergency actions (using an AAI), the "No Food Sharing" rule, and understanding Natasha's Law.
- 1.4.3 *Peer-to-Peer Support ('Check Your Mate' Initiative):* Fostering a supportive student environment where peers normalise carrying Adrenaline Auto-Injectors (AAIs) and routinely check if friends have their medication before leaving for off-site trips or lunch breaks.
- 1.4.4 *Student Allergy Ambassadors:* Where appropriate, empowering older students (e.g., Year 10 or Sixth Form) with allergies to act as ambassadors to help educate younger peers and normalise allergy management.
- 1.4.5 *Visual Awareness:* Displaying clear, medically accurate posters sourced from Anaphylaxis UK and NARF in high-traffic areas (such as the canteen and form rooms) emphasising emergency symptom recognition and the dangers of sharing food.

2.0 IDENTIFICATION AND ALLERGY ACTION PLANS

2.1 Parental Responsibility

- 2.1.1 On entry to the school, parents/carers must inform the Head of Year (HOY) / SENCO / First Aid Officer of any diagnosed allergies, history of anaphylaxis, and prescribed medication.

2.2 Allergy Action Plans (IHCPs)

- 2.2.1 Parents must supply a copy of their child's Allergy Action Plan, preferably an official British Society of Allergy and Clinical Immunology (BSACI) plan (see Appendix 1). This acts as the student's Individual Healthcare Plan (IHCP).

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2.3 Information Sharing

2.3.1 Information regarding students with severe allergies will be recorded securely on SIMS. Relevant staff (including supply and cover staff) will be alerted to the students in their care with known allergies.

3.0 ROLES AND RESPONSIBILITIES

3.1 Senior Leadership Team (SLT) & First Aid Officer:

- Ensure the allergy policy is implemented, monitored, and regularly updated.
- Maintain a register of pupils prescribed Adrenaline Auto-Injectors (AAIs).
- Ensure the provision, regular monthly checking, and safe storage of school 'spare' AAIs.

3.2 Allergy Champions

3.2.1 In line with NARF best practice, Keswick School officially designates the **First Aid Officer** and a designated member of the SLT (**Wendy Lightfoot**) as the school's "Allergy Champions." They act as central points of contact for parents, lead on allergy policy reviews, ensure staff training is up to date, and drive allergy awareness campaigns across the school.

3.3 Staff Responsibilities:

- Undergo annual anaphylaxis training to recognise the signs of an allergic reaction (e.g., ABC symptoms: Airway, Breathing, Circulation) and confidently administer AAIs.
- Be vigilant during food-based activities in classrooms (e.g., Food Tech, Science, Art).
- Ensure allergy and medical information is checked on SIMS prior to any activity or trip.

3.4 Pupil Responsibilities:

- Depending on competence, students are expected to carry their own **two AAIs** on their person at all times.
- Never share food or drinks with peers.
- Advocate for their own health by checking food labels and informing staff immediately if they feel unwell.

4.0 CATERING, NATASHA'S LWA AND SCHOOL EVENTS

4.1 The Keswick School canteen follows the Food Information Regulations 2014 and strictly adheres to **Natasha's Law** (implemented October 2021).

4.2 Pre-Packed for Direct Sale (PPDS)

4.2.1 Any food prepared and packed on the school site for direct sale (e.g., grab-and-go sandwiches, salads, baked goods) will carry a full ingredients list with the 14 regulated allergens clearly emphasised (e.g., in **bold**).

4.3 Allergen Information

4.3.1 Allergen information for all hot school meals and boarding breakfasts will be clearly displayed. The Catering Manager will be directly informed of all pupils with severe food allergies by the First Aid Officer.

4.4 The 14 Regulated Allergens

4.4.1 Staff, especially catering and boarding staff, must be aware of the 14 major allergens required by food law to be declared (See Appendix 2 for the full list).

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4.5 **Bake Sales and PTA Events:** School bake sales, and PTA events are recognised as high-risk areas for cross-contamination and unlabelled allergens. Keswick School strictly applies the principles of Natasha's Law to all such events:

- All items provided for sale or sharing must be commercially packaged with visible, manufacturer-printed ingredient lists.
- **NO** home-baked or prepared off-site items are allowed for resale in Keswick School.
- *Items without clear, written allergen information will **not** be permitted to be sold or distributed at any school or PTA event.*

5.0 THE NUT FREE ETHOS

5.1 Keswick School aims to operate as a "nut-free" environment to minimise the risk to students with severe nut and peanut allergies.

5.2 Parents/carers are requested **NOT** to send nuts, nut-based spreads (e.g., Nutella, peanut butter), or items explicitly containing nuts into school in packed lunches or snacks.

5.3 The school catering provider ensures all meals prepared on-site are intentionally nut-free. While the school cannot guarantee an absolute zero-risk environment (due to "may contain" manufacturing labels), direct nut ingredients are strictly prohibited.

6.0 SCHOOL TRIPS, VISITS, BOARDING AND EXTRA-CURRICULAR ACTIVITIES

6.1 All students with allergies must be fully included in educational visits, sporting fixtures, and residential trips in accordance with the Equality Act 2010.

6.2 Visit Leader Responsibilities:

- Check pupil lists in SIMS for medical information and consult with the First Aid Officer during the planning stage (using the STAGER framework).
- Ensure trip specific risk assessments explicitly detail the management of food allergies (e.g., translation cards for foreign trips, proximity to hospitals, restaurant vetting).
- Ensure the student has their two AAIs with them before departing. **A student without their prescribed AAIs will not be permitted to board the transport.**
- Carry relevant emergency supplies and a copy of the student's Allergy Action Plan.

6.3 Third-Party Providers

6.3.1 Visit Leaders must ensure that any third-party activity or accommodation providers (e.g., residential centres, airlines, tour operators) are informed of student allergies in advance and can safely cater to their dietary requirements.

6.4 Boarding House Activities

6.4.1 For evening or weekend activities led by boarding staff, the member of staff on duty must ensure they have access to the boarding house mobile phone, the student's allergy information, and verify that the student is carrying their two AAIs before leaving the school site.

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7.0 EMERGENCY TREATMENT, AAI MANAGEMENT AND NEAR MISS REPORTING

7.1 Symptoms

7.1.1. Staff must act immediately if an allergic reaction is suspected. Symptoms can include hives, swelling of lips/face, abdominal pain, and life-threatening ABC symptoms (Airway swelling, Breathing difficulty, Circulation issues/faintness).

7.2 Action in an Emergency

1. **Do not move the student.** Call for help and do not leave them unattended.
2. **Lie the student flat with their legs raised** (or sit them up slightly if struggling to breathe, but do not stand them up).
3. **Administer the AAI** into the muscle of the outer thigh without delay. Note the time.
4. **Call 999** and clearly state "**ANAPHYLAXIS**" (ana-fil-axis).
5. If there is no improvement after 5 minutes, administer a second AAI.
6. Call the parents/carers as soon as possible.
7. If there are no signs of life, commence CPR.

7.3 Spare AAIs

7.3.1 Keswick School holds "spare" AAIs, available in the First Aid room in the Emergency grab bag. Locations around school are the PE Dept, Science (F-Floor prep room), Canteen and Music dept. Also located in Lairthwaite Boarding House, for use in emergencies where a student's own device is missing or faulty, provided written parental consent is on their Allergy Action Plan.

7.4 Post-Incident Hospitalisation

7.4.1 All pupils *must* go to the hospital for observation via ambulance after an anaphylactic reaction and the administration of an AAI, even if they appear to have fully recovered. This is because a secondary (biphasic) reaction can occur hours after the initial treatment.

7.5 Undiagnosed Individuals

- 7.5.1 Our school holds "spare" Adrenaline Auto-Injectors (AAIs) for use in emergencies. These are intended for students who have a known allergy. However, it is possible for a student to experience a severe allergic reaction (anaphylaxis) for the first time while at school, without a prior diagnosis.
- 7.5.2 The MHRA has clarified that a legal exemption under Regulation 238 of the Human Medicines (Amendment) Regulations 2017 permits a school's "spare" AAIs to be used for the purpose of saving a life for a pupil or other person not known by the school to be at risk of anaphylaxis (i.e. who does not have medical authorisation/consent in place for the spare device).
- 7.5.3 Therefore, the spare AAIs held at Keswick School can be used with **anyone** experiencing anaphylaxis in an emergency, for the purpose of saving their life. Where possible, School staff will still endeavour to seek advice from a 999 emergency dispatcher first before administering the device.

7.6 Disposal

7.6.1 AAIs are single-use only and must be disposed of safely as sharps. Used AAIs can be handed to ambulance paramedics upon arrival or safely disposed of in the pre-ordered sharps bin located in the First Aid room.

7.7 Allergy Near-Miss Reporting

7.7.1 In accordance with NARF recommendations, Keswick School treats "near-misses" with the same administrative severity as an actual incident. A near-miss is defined as any situation where a student

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was close to being exposed to their allergen (e.g., a student almost consuming an allergen, an unlabelled allergen found in the canteen or at a bake sale, or a severe allergy student arriving on a trip without their AAls).

- Staff must report all near-misses using the **Allergy Near-Miss Reporting Form (Appendix 4)**.
- Completed forms must be submitted to the Allergy Champions (First Aid Officer / Wendy Lightfoot) to allow the SLT to investigate and tighten protocols before a severe reaction occurs.

8.0 TRAINING AND MONITORING

- 8.1 All staff will receive annual online and/or face-to-face anaphylaxis training, including the practical use of AAls (EpiPen, Jext, Emerade).
- 8.2 This policy will be monitored by the Pastoral and Boarding Committee and reviewed annually, or sooner in the event of new legislation (such as updates to Natasha's Law or UK Health Security Agency guidance) or following a severe allergic incident.

9.0 USEFUL LINKS AND RESOURCES

- Natasha Allergy Research Foundation (Schools Hub): <https://www.narf.org.uk/schools>
- Anaphylaxis UK Safer Schools Programme: <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- BSACI Allergy Action Plans: <https://www.bsaci.org/resources/allergy-action-plans/>
- Spare Pens in Schools: <http://www.sparepensinschools.uk>
- DfE Guidance on Supporting Pupils with Medical Conditions: [Gov.uk Link](#)

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BSACI ALLERGY ACTION PLAN

Keswick School requests that parents/carers provide a completed British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plan, signed by a healthcare professional.

Copies of the official, up-to-date BSACI plans (for EpiPen, Jext, and Emerade) can be downloaded directly from: www.bsaci.org/resources/allergy-action-plans/

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THE 14 REGULATED ALLERGENS

In the UK, food businesses (including school canteens and boarding catering) must inform consumers under food law if they use any of the 14 regulated allergens as ingredients in the food and drink they provide.

Food law identifies the following 14 allergens as the most potent and prevalent:

1. **Celery**
2. **Cereals containing gluten** (such as wheat, rye, barley and oats)
3. **Crustaceans** (such as prawns, crabs and lobsters)
4. **Eggs**
5. **Fish**
6. **Lupin**
7. **Milk**
8. **Molluscs** (such as mussels and oysters)
9. **Mustard**
10. **Peanuts**
11. **Sesame**
12. **Soybeans**
13. **Sulphur dioxide and sulphites** (at a concentration of more than ten parts per million)
14. **Tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)

Students who may be allergic to ingredients not included in the 14 allergens should be advised to check labels or ask staff for specific information on food contents.

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AAI USAGE RECORD

Adrenaline Auto-Injector (AAI) Incident Report Form

1. Patient Information

- Full Name:
- Date of Birth:
- Known Allergies:
- Does the patient have a history of asthma? ☐ Yes ☐ No

2. Incident Details

- Date of Incident: _____ Time of Reaction Start: _____
- Location of Incident:
- Suspected Allergen (e.g., peanut, bee sting, medication):
- Was the exposure: ☐ Ingested ☐ Skin Contact ☐ Stung/Bitten ☐ Unknown

3. Any Symptoms Observed (Check all that apply)

Airway/Breathing:

- ☐ Persistent cough
- ☐ Hoarse voice
- ☐ Difficulty swallowing
- ☐ Swollen tongue
- ☐ Wheezing/Noisy breathing
- ☐ Difficulty breathing

Circulation:

- ☐ Pale/Blue skin
- ☐ Weak pulse
- ☐ Dizziness/Faintness
- ☐ Loss of consciousness

Other:

- ☐ Hives/Rash
- ☐ Swelling of lips/face
- ☐ Vomiting/Abdominal pain
- ☐ Sense of "impending doom"

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4. AAI Administration Record

Dose	Time Administered	Brand (EpiPen, Jext, Emerade, etc.)	Dosage (e.g., 150mcg / 300mcg)	Site (e.g., Left/Right Thigh)
1st Dose				
2nd Dose*				

**Note: A second dose should only be given if symptoms do not improve after 5 minutes.*

- Person who administered the AAI:
- Role/Position:

5. Emergency Response & Follow-Up

- Time Emergency Services called:
- Time Ambulance arrived:
- Was the patient taken to the hospital? [] Yes [] No
- Time Parent/Guardian notified:
- Disposal of AAI: [] Handed to Paramedics [] Placed in Sharps Bin

6. Narrative of Incident

Provide a brief description of the events leading up to the administration and the patient's response after the injection.

7. Authorisation & Sign-Off

Report Completed By:

Signature:

Date:

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ALLERGY NEAR-MISS REPORTING FORM

An allergy "near-miss" is an event that did not result in an allergic reaction, however, had the potential to do so. Reporting these incidents allows the school to identify risks and improve safety protocols. Please complete this form and hand it to the First Aid Officer or Wendy Lightfoot (Allergy Champions) as soon as possible.

1. Incident Details

- Date of Near-Miss:
- Time of Near-Miss:
- Location: (e.g., Canteen, Classroom, Boarding House, School Trip)
- Staff Member Reporting:
- Student(s) Involved (if applicable):

2. Description of the Near-Miss

(Please describe exactly what happened. E.g., "Student with a dairy allergy was almost served a cheese sandwich," "Unlabelled baked goods brought to a PTA event," or "Student arrived for a residential trip without their AAls.")

3. Immediate Action Taken *(How was the situation resolved safely in the moment?)*

Staff Signature: _____ Date: _____

FOR SLT / ALLERGY CHAMPION USE ONLY:

Date Form Received: _____

Follow-up / Preventative Action Required: *(e.g., Catering staff re-trained, communication sent to parents, trip protocols updated)*

Allergy Champion Signature: _____ Date: _____

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