Allergy and Anaphylaxis Safety Protocol

Leadership: Safeguarding Children with Allergies

DSL: Louise Sugden	**Senior Allergy Lead:** Davina Blanshard-Jones	**Health-Care Lead:** Jess Green

Identification and Records

- Medical information is obtained from families by:
    - Admission form on entry
    - Families can request a meeting with the Health-Care Lead, Jess Green by contacting reception on 01274 363070. If families prefer, they can email office@beckfootheaton.org.
- Medical information is communicated to staff by:
    - Registers/MIS system – information from families is uploaded to SIMS on entry.
    - Class lists – Each class has an individual medical needs register, detailing allergies.
    - SEND register – the individual class SEND registers details the allergy information from SIMS. **SEND register 2026 2027.xlsx**
    - The Allergy Register – this provides staff with information about all children with a known allergy. **Food allergies 26 - 27.docx**
    - At Data Driven Planning points, the Heath-Care Lead reminds staff of children with a known allergy.
    - Staff briefings – these meetings remind staff about our 'no food sharing' culture in school.
    - Individual Health Care Plans – these detail specific health care needs/risks and the appropriate and necessary response in event of a child on the Allergy Register having a reaction. These are written with our parent/carers and are guided by outside agency guidance, e.g. Paediatricians, if applicable.

- Dinner halls – the school dinner options spreadsheet details in red all children's known allergies. Children with a known allergy wear a red lanyard in the dinner hall detailing their allergy and if the child has an Epi-Pen.
- Information posters around the school – to remind staff of general key indicators and symptoms that indicate anaphylaxis and the location of the emergency AAI's and EPI pens.

- The Allergy Register can be found electronically in:
  BHPS Staff SharePoint
  SEND Climate for Learning
  Year Group records folder
  #Medical and Health Needs,
  - **#Allergy Register 2026 2027**
  which is accessible by all staff.

- The Allergy Register is reviewed each cycle by the Heath-Care Lead and quality assured by the SENDCO/DDSL.
- Plans are supplied to all supply staff at the start of each day, with pictures of identified children in a booklet/folder, which is handed back to reception at the end of the day.
- Individual Health Action Plans (IHAPs) can be found electronically in:
  BHPS Staff SharePoint
  SEND Climate for Learning
  Year Group records folder
  #Medical and Health Needs and select the year group.

  HEA Staff - Documents - # Medical and Health Needs - All Documents.

  These IHAPs are shared with staff prior to transition days and are in the individual class medical boxes.

Prevention and Risk Reduction

- Allergy awareness is promoted in school by:
  - PSCHE programme and safety curriculum – safety awareness is taught using the St Johns Ambulance material
  - DT curriculum – allergy awareness during food preparation in EYFS, Y2, Y3, Y5, Y6
  - Science curriculum – knowledge of allergens are taught in Y3 when berry picking and in Y6 when looking at the human body and what it needs to stay healthy
  - During all trips and visits which involve food allergens are discussed during a pre-trip presentation
  - Handwashing posters around school with visual step-by-step guides

- A 'no food sharing' culture is communicated to:
  - Staff by sharing updates in regular staff briefings. 'Bring and shares' form part of our culture at BHPS, within our value of Integrity, so we ask that food with whole/pieces of nut content are not brought into school and that packaging is left by foods so that staff can make informed decisions before consuming.

- Students by sharing information in assemblies and the curriculum.
- Families by communication in our newsletters and PINGs that is it kind to share but to be kind we must be aware of allergies. Trip letters make reference to allergies.

- Risk assessments are written for:
    - Food technology lessons, science practical or art/DT lessons where allergens may be present.

    - Mellors, the Trust Catering partners, hold a folder detailing children with known allergens and they provide identified children with plated, wrapped meals to avoid contamination. Mellors, the trust catering partners, display allergen information in the kitchen at the side of the fridge. This information is taken from the Mellors purple allergen folder in kitchen and the identified children from the family dining lunch sheet. Children are issued with a red lanyard detailing their allergy.
    - Health-Care Lead meets frequently with the Catering Lead in kitchen to ensure that the allergen list is up-to-date and accurate.
    - School menus are available to view on website – parent/carers with children with known allergies are communicated with to confirm what they can/cannot have.

Staff Training

All staff have received basic training about the signs and symptoms of anaphylaxis and administration of adrenaline auto-injector (AAI). The following staff have received more specific training from a health care professional (First aid trainer)

- Jess Green
- Michelle Langley
- Kanwal Saba
- Iram Mushtaq
- Jas Kaur
- Farhat Bibi
- Mehreen Ahmed
- Serena Nasir
- Aneesa Bi
- Salma Bibi
- Sumiyyah Ali
- Michelle Laws
- Kirsty Royle
- Kam Kaur
- Claire Light
- Shabeena Kauser
- Sanjeb Kumar

Emergency Arrangements

- In the event of an emergency staff should Under Regulation 238 of the Human Medicines Regulations 2012, anyone—including school staff—can administer adrenaline in an emergency to save a life, even without formal medical training.
- This life-saving exemption ensures that nobody is denied emergency treatment in a situation that could not have been anticipated.

Administering an AAI

- If a child is showing any one of the signs of anaphylaxis, you must act quickly.
- Lay the child down flat wherever possible. Next, administer the AAI without delay.
- For an **EpiPen**, remove it from its protective case (if it has been provided in one) and follow these steps. Remember: blue to the sky, orange to the thigh.
    1. Pull off the blue safety cap and form a fist around the EpiPen.
    2. Hold the child's leg still and hold the orange tip approximately 10 cm from their outer thigh.
    3. Jab firmly into the outer thigh until you hear a click and hold it in place for 3 seconds.
    4. Remove the EpiPen. As you do, the orange tip will extend to cover the needle.
- For a **Jext AAI**, remove it from its protective case (if it has been provided in one) and follow these steps.
    1. Form a fist around the Jext and pull off the blue safety cap.
    2. Place the black end against the outer thigh.
    3. Push down hard until you hear a click and hold it in place for 10 seconds.
    4. Remove the Jext. As you do, the black tip will extend to cover the needle.
    5. Massage the injection site for 10 seconds.
- After administering the adrenaline, raise the child's legs where possible. If the child has difficulty breathing, you can support them to sit up at short intervals instead.
- Always call 999 immediately after using the AAI and state "anaphylaxis" when explaining the situation. Stay with the child until the ambulance arrives and do your best to keep them calm.
- Each child should have two AAIs. If there is no improvement after 5 minutes, you can administer the second AAI into the outer thigh of the opposite leg if possible.
- Remember: quick and proper use of AAIs can save lives.

Storage and Medication Management

- AAIs (including spares) are stored in a cool, dry place at room temperature, away from sunlight, where they are easy to access in the staffroom, on the worktop surface by the water boiler in a bright orange box labelled 'AAIs'.
- Medication expiry dates are check by the Heath-Care Lead at the end of each week and families are contacted providing one month's notice if dates are due to expire. Follow up emergency communication takes place if they have expired.

Trips, Visits and Activities

- Allergy risk assessments for trips and visits are written by the EVC with support from the Heath-Care Lead. (What is the risk linked to the trip and how will these risks be mitigated needs to be addressed e.g. if children are to visit a shop, how do we mitigate the risk of a child buying something that they are allergic to)
- Families will always be informed of and consulted about risk assessments prior to any trip or visit. This will be done by the Heath-Care Lead.

Reporting and Recording

- All incidents are detailed on the child's IHAP.
- All incidents are recorded on CPOMS.
- All incidents involving staff are recorded through Joseph Ojoboh on an Incident Reporting Form.
- Near misses are recorded on CPOMS under the category 'medical near miss'. Near misses must also be recorded through Joseph Ojoboh on an incident Reporting Form.
- IHAPs are updated annually in conjunction with families by the Heath-Care Lead, or earlier in the event of an incident.
- Each cycle data is analysed and evaluated by the SLT lead and discussed with the Headteacher as part of the cyclical safeguarding review.

Inclusion, Safeguarding and Well-being

- Staff promote allergy awareness through the taught and untaught curriculum by:
    - St John's Ambulance safety lessons
    - Assemblies
    - Pre-trip teaching / safety lessons
    - Food technology lessons
    - The Story Project
    - Celebrate individual's needs
- Staff model all of the practices above.
- Staff ensure that all children can access the taught and untaught curriculum and are not discriminated against because of an allergy.
- At Beckfoot Heaton we promote a culture where all belong through an awareness of individual needs.

- If bullying related to allergies occurs, our anti-bullying protocol is used to ensure a graduated response.
- Any allergy 'bothering' or bullying will be shared with families by the class teacher initially and then the Behaviour Protocol will be implemented if necessary.