

OXFORD INTERNATIONAL COLLEGE BRIGHTON

ALLERGY AND ANAPHYLAXIS POLICY

POLICY INTENDED FOR:	Staff, students, visitors, contractors and any other individuals that may be affected
CATEGORY:	College Wide
POLICY IMPLEMENTED BY	Principal
REVIEWED BY:	Director of Boarding /College Nurse
APPROVED BY:	Board of Governors
REVIEWED DATE:	June 2026
NEXT REVIEW	June 2027

CONTENTS:

1.	AIMS AND OBJECTIVES	3
2.	LEGISLATION AND GUIDANCE	3
3.	WHAT IS AN ALLERGY?	3
4.	DEFINITIONS	3
5.	ROLES AND RESPONSIBILITIES	4
6.	INFORMATION AND DOCUMENTATION	8
7.	ASSESSING RISK.....	9
8.	FOOD, INCLUDING MEALTIMES & SNACKS.....	9
9.	EDUCATIONAL VISITS AND SPORTS FIXTURES	12
10.	INSECT STINGS	13
11.	ANIMALS.....	13
12.	INCLUSION AND MENTAL HEALTH.....	14

13.	ADRENALINE PENS.....	14
14.	RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS.....	15
15.	TRAINING.....	16
16.	ASTHMA	16
17.	REPORTING ALLERGIC REACTIONS	16

1. AIMS AND OBJECTIVES

This policy outlines OIC Brighton's approach to allergy management, including how the whole-College community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does. It also sets out how we support our students with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an allergy aware College.

2. LEGISLATION AND GUIDANCE

This policy is based on the Department for Education (DfE)'s guidance on [allergies in schools](#). The statutory requirements to support students with allergies, known as Benedict's Law, came into force in September 2026, and will replace all previous guidance [supporting students with medical conditions at school](#).

The Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- o [The Food Information Regulations 2014](#)
- o [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. WHAT IS AN ALLERGY?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

4. DEFINITIONS

ANAPHYLAXIS: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

ALLERGEN: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

ADRENALINE AUTO-INJECTOR: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAls, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy, we will refer to them as Adrenaline Pens.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. [Paediatric Action Plans - BSACI](#)

DESIGNATED ALLERGY LEAD: The member of staff responsible for overseeing allergy management across the College and acting as the main point of contact for students, parents and staff.

NEFFY: Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual student's medical conditions, history, treatment, risks and action plan. This document should be created by the College in collaboration with parents/carers and, where appropriate, students. All students with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

RISK ASSESSMENT: A detailed document outlining an activity, the risks it poses, and any actions taken to mitigate those risks. Allergy should be included on all risk assessments for events on and off the College site.

SPARE ADRENALINE PENS: Colleges can purchase spare adrenaline pens. These should be held as a back-up, in case students' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

5. ROLES AND RESPONSIBILITIES

OIC Brighton takes a whole-College approach to allergy management.

5.1 Designated Allergy Governor

The Designated Allergy Governor is **Graham Witte** the Nord Anglia Global Director of Health and Safety.

Role and Responsibilities of the Allergy Governor

The Governing Body will appoint a named Allergy Governor to provide strategic oversight of allergy management and to ensure the College is fulfilling its statutory duties to support students with medical conditions, including allergies. While the Allergy Governor provides oversight and challenge, ultimate responsibility remains with the Governing Body to ensure appropriate arrangements are in place to support students with medical conditions, including allergies.

5.2 Designated Allergy Lead

The Designated Allergy Lead is **Tom Leighton (Director of Boarding)**, reporting into the **Vice Principal** and is responsible for:

- Ensuring the safety, inclusion and wellbeing of students and staff with an allergy;
- Taking decisions on allergy management across the College;
- Championing and practising allergy awareness across the College;
- Being the overarching point of contact for staff, students and parents with concerns or questions about allergy management;
- Ensuring allergy information is recorded, collated, up-to-date and communicated to all staff by the College Nurse;
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, students and parents have a good awareness of the College's Allergy and Anaphylaxis Policy, and other related procedures.
- Reviewing the College's stock of spare adrenaline pens (check the College has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are;
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. Under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy; and
- Ensuring there is an anaphylaxis drill once a year.
- The Designated Allergy Lead will check procedures and report to the SLT half termly.
- The Designated Allergy Lead will undertake additional annual training delivered by [The Allergy Team](#)

5.3 College Nurse

The College Nurse is responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the admissions team for new joiners);
- Supporting the Designated Allergy Lead with disseminating this information to all College staff, including the catering and cleaning teams, occasional staff and those running clubs
- Ensuring the information from families is up-to-date and reviewed annually (at a minimum).
- Coordinating medication with families and ensuring medication is in date. Whilst it's the responsibility of parents/carers to ensure medication is up to date, the College Nurse oversees systems in place to check this and notify the parents/carers when they see the expiry dates are approaching in respect of medicines held by the College;

- Keeping an adrenaline pen register to include adrenaline pens prescribed to students and the College's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens should also be documented.
- Regularly checking spare adrenaline pens are where they should be, and that they are in date.
- Replacing the spare adrenaline pens when necessary.
- Providing on-site adrenaline pen training for staff and students and refresher training as required e.g. before College trips and for students who share a boarding bedroom with another student who requires an adrenaline pen.

5.4 Admissions Team

The Admissions team is likely to be the first to learn of a student's allergy. They should work with the Designated Allergy Lead and College nursing team/medical lead to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity during the admissions process (this includes before a College visit, an Open Day or Taster Days if food is offered or likely to be eaten);
- There is a clear structure in place to communicate this information to the relevant parties (i.e. College nursing team, catering team);
- Parents and applicants are informed of catering arrangements during admission events; and
- Plans are made for emergency medication if the child is to be left without parental supervision.

5.5 All staff (included Contractors)

All College staff, including teaching staff, support staff, occasional staff (for example sports coaches, music teachers, contractors and those running breakfast and after College clubs are responsible for:

- Championing and practising allergy awareness across the College;
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed;
- Being aware of students (and staff, when necessary) with allergies and what they are allergic to;
- Considering the risk to students with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensuring students always have access to their medication or carrying it on their behalf
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the College's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;

- Considering the safety, inclusion and wellbeing of students with allergies at all times. Preventing and responding to allergy-related bullying, in line with the College's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the College Nurse/ Healthcare Team; and
- Ensuring that students have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving College site, for a match or trip.
- The Domestic Team confiscate nut products found in student bedrooms and hand over to the Boarding Team who dispose of them.
- The Security Team conduct a visual search of shopping brought onto campus by students and confiscate banned items such as nut products and handover to the Boarding Team for disposal.
- The Boarding Team oversees student post distribution and asks students to open packages in front of them. Any banned items or nut products are confiscated and disposed of.

5.6 All parents

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the College's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of students with allergies;
- Providing the College admission team with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the College of any related conditions, for example asthma, hay fever, rhinitis or eczema;
- Considering and adhering to any food restrictions or guidance the College has in place when providing food, for example in packed lunches, as snacks or for fundraising events;
- Refraining from telling the College their child has an allergy or intolerance if this is a preference or dietary choice; and
- Encouraging their child to be allergy aware.

5.7 Parents of children with allergies

In addition to point 4.5, the parents and carers of children with allergies should:

- Work with the College to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- If applicable, provide the College or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, ie. spoon or syringe), inhalers or creams;
- Ensure medication is in-date and replaced at the appropriate time;
- Update College with any changes to their child's condition and ensure the relevant paperwork is updated too;

- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring eg. not eating the food to which they are allergic.

5.8 All students

All students at the College should:

- Be allergy aware;
- Understand the risks allergens might pose to their peers and respect measures to support them;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Older students will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency; and

5.9 Students with allergies

In addition to point 4.7, students with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk
- Avoiding their allergen as best as they can;
- Understanding the importance of following the College specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- Always carrying two adrenaline auto-injectors with them, if age and capability appropriate. They must only use them for their intended purpose;
- Understanding how and when to use their adrenaline auto-injector;
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any College processes or systems related to their allergy;
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;
- Students permitted to leave the College site [during the College day or at a Boarding College] should know what to do if they have an allergic reaction off College premises. This should include how to treat themselves and raise the alarm to get help; and

6. INFORMATION AND DOCUMENTATION

6.1 Register of students with an allergy

The College has a register of students who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as students with an allergy where no adrenaline pens have been prescribed.

6.2 Individual Healthcare Plans

Each student with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens and risk factors for allergic reactions;
- A history of their allergic reactions;
- Detail of the medication the student has been prescribed including dose, this should include adrenaline pens, antihistamine etc;
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis;
- A photograph of each student; and
- A copy of their Allergy Action Plan. See definitions for the BSACI templates.

7. ASSESSING RISK

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food lessons or cooking;
- Bringing animals into the College, for example a dog or hatching chick eggs can pose a risk;
- Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all students; and
- Planning special events, such as cultural days and celebrations.

Inclusion of students with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. The College will ensure compliance with the Equality Act 2010.

8. FOOD, INCLUDING MEALTIMES & SNACKS

8.1 Catering in College

The College is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering staff;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;

- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
- The catering team will endeavour to get to know the students with allergies and what their allergies are, supported by College staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The College has robust procedures in place to identify students with food allergies, kitchen staff and College staff are able to visually identify students with allergies and can use the photo reference sheet to check identification.
- Food containing the main 14 allergens (see Allergens definition) will be clearly labelled . Other ingredient information will be available on request.
- Pre-packaged food will comply with PPDS legislation (Natasha’s Law) requiring the allergen information to be displayed on the packaging;

The catering provision is delivered by a third-party contractor: [Impact Food Group](#)

Precautionary Allergen Labelling or “May Contain” labelling;

- The College works with its catering provider to ensure that allergen information is checked, recorded and communicated before food is served. All food supplied through the College catering operation must have allergen information available either through the approved allergen database or through a manual allergen matrix where required, for example for theme days, emergency purchases or supplier substitutions.
- Where a product carries Precautionary Allergen Labelling, such as “may contain”, “may contain traces of”, or similar wording, this will be recorded as a “May Contain Ingredient” risk. These products will not be described or offered as suitable for a student with an allergy to the allergen named in the precautionary statement. Where the College or catering team cannot guarantee that a food is free from a specific allergen, the student, parent or staff member will be informed that the item is not suitable for someone with that allergy.
- The catering team will not knowingly use peanuts or tree nuts as an ingredient in food prepared for routine College catering. Any supplier substitutions, emergency purchases or new products must be checked by the Chef Manager/Catering Manager before use to ensure that unexpected allergens have not been introduced. Allergen information is kept available at the point of service and staff must not guess or give verbal reassurance where the allergen status is uncertain.
- The catering team follows procedures to reduce the risk of allergen cross-contamination. This includes handwashing before preparing food for students with allergies, cleaning and disinfecting surfaces and equipment, using separate utensils where possible, preparing allergy meals separately or at the start of production where appropriate, and disposing of any food where allergen contamination is suspected. The onsite Chef Manager/Catering Manager is

responsible for ensuring that individual meals for students with allergies are prepared, wrapped, labelled and communicated appropriately.

- An allergen briefing is carried out before each service and recorded. Each service has access to a trained Allergen Buddy or responsible member of staff who can support students in making safe food choices. Students with allergies are encouraged to speak to the catering team before choosing food, and staff will refer any allergen query to the Chef Manager/Catering Manager.
- Where food is sold on site, such as through a tuck shop, café, grab-and-go provision or other College-run outlet, products must be checked before sale to ensure allergen information is available. Pre-packed items must remain in their original packaging wherever possible so that the ingredients and allergen labelling remain available to students and staff.
- The College will not knowingly sell products containing peanuts or tree nuts as an ingredient through the tuck shop or similar student-facing provision. Products with “may contain nuts”, “may contain peanuts” or other relevant precautionary allergen labelling will not be promoted as suitable for students with those allergies. Students with known allergies will be supported to avoid products that contain, or may contain, their allergens.
- Any food packed on site for direct sale must follow Natasha’s Law requirements, including the food name, full ingredients list and allergens clearly highlighted. If the correct label is not available, the food must not be sold as a sealed pre-packed item.

8.2 Food brought into College

- Food brought into College from home or from external sources is not covered by the same controls as food prepared by the College catering team. For this reason, the College asks parents, students, staff and visitors to follow the College’s food allergy procedures at all times.
- Food brought into College for personal consumption must not be shared with other students. This includes snacks, packed lunches, tuck, sweets, cakes and food brought into boarding houses, if applicable. Parents and students must not bring in food containing peanuts or tree nuts, and must consider the allergy needs of the College community when sending food into College.
- Birthday cakes, sweets or other birthday food must not be distributed to students unless agreed in advance with the College. Where birthday treats are permitted, they should be shop-bought, individually wrapped where possible, and have a full ingredient list and allergen information available. Homemade cakes or unlabelled foods should not be shared with students because allergen content and cross-contamination risks cannot be reliably checked. Non-food alternatives, such as stickers, pencils or a class activity, are encouraged.
- Food brought into boarding houses must be stored safely and must not be shared with other students. Boarding staff must be informed of any food brought in for group consumption, and any shared food must have clear ingredients and allergen information available. Food containing peanuts or tree nuts must not be brought into or stored in boarding areas.
- For College trips, sports fixtures and off-site activities, packed lunches should be provided by the College catering team where possible and ordered in advance. Where students bring their own packed lunches, they must be for personal consumption only and must not be shared. Staff supervising trips must be aware of students with allergies and should support them to avoid their allergens during travel, fixtures and meal breaks.

- For parent-teacher events, fundraisers, bake sales, fairs or similar activities, food must not be sold or shared unless the College has agreed the arrangements in advance. Any food provided must have allergen information available. Homemade food should only be accepted where the College has approved the event controls, and it must be clearly labelled with ingredients. The College may restrict or refuse food items where allergen information is incomplete or where the food does not meet the College's allergy controls.
- Where there is any doubt about the ingredients, allergen status or risk of cross-contamination of food brought into College, the food must not be given to a student with a food allergy.

8.3 Food bans or restrictions

- This College is an Allergen Aware College. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food;
- We try to restrict peanuts and tree as much as possible on the site and check all foods coming into the kitchen; and
- All food coming onto College premises or taken on a College trip or to a match should be checked to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all foods brought in. Common foods that contain these goods as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces.

8.4 Food hygiene for students

- Students will wash their hands before and after eating;
- Sharing, swapping or throwing food is not allowed;
- Water bottles and packed lunches should be clearly labelled; and

Food safety and hygiene in Boarding Houses

- All boarding houses have food preparation areas to meet National Minimum Standard 6 [National Minimum Standards for boarding schools](#);
- Access to kitchens may be temporarily restricted for health and safety reasons;
- Boarding House kitchens are cleaned daily by the Domestic Team [CleanTEC - Employee-Owned Commercial Cleaning Specialists UK](#);
- The procedures to promote food safety and mitigate cross contamination in boarding houses are laid out in the following policy:
- [OICB_PastoralCare_FoodSafetyBoarding_Dec2025_FINAL_V1.docx](#)

8. EDUCATIONAL VISITS AND SPORTS FIXTURES

- Staff leading the trip will have a register of students with allergies and details of their medication. Staff should notify the trip leader of any allergies;

- Allergies will be considered on the risk assessment and catering provision put in place;
- Parents, and students where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff (and some students, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction;
- Allergens will be clearly labelled on catered packed lunches
- If attending Match Tea at another College, details of their dietary requirements will be sent ahead to ensure they have a safe meal; and
- See Adrenaline Pens section for College Trips and Sports Fixtures.

9. INSECT STINGS

Insert your measures for preventing and dealing with insect stings. For example, those with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible, keep arms and legs covered;
- Avoid wearing strong perfumes or cosmetics; and
- Keep food and drink covered.

The Estates Manager will monitor the grounds for wasp or bee nests. Students (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the College grounds and avoid them.

10. ANIMALS

It's normally the dander (flakes of skin) saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A student with a known animal allergy should avoid the animal to which they are allergic;
- If an animal comes on site a risk assessment will be done prior to the visit;
- Areas visited by animals will be cleaned thoroughly;
- Anyone in contact with an animal will wash their hands after contact;
- If an animal lives on site, for example in a Boarding House, students, parents and staff will be made aware and consideration and adaptations will be made; and
- College trips that include visits to animals will be carefully risk assessed.

11. INCLUSION AND MENTAL HEALTH

Allergies can have a significant impact on mental health and wellbeing. Students may experience anxiety and depression and are more susceptible to bullying.

- No student with allergies should be excluded from taking part in a College activity, whether on the College premises or a College trip;
- Students with allergies may require additional pastoral support including regular check-ins from their Tutor/ House Parent etc;
- Affected students will be given consideration in advance of wider College discussions about allergy and College Allergy Awareness initiatives; and
- Bullying related to allergy will be treated in line with the College's anti-bullying policy.

9. ADRENALINE PENS

[See the government guidance on Adrenaline Pens in Schools.](#)

9.1 Storage of adrenaline pens

- Students prescribed with adrenaline pens will have easy access to two, in-date pens at all times;
- Spot checks will be made to ensure adrenaline pens are where they should be and in date;
- Adrenaline pens must not be kept locked away;
- Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator); and
- Used or out of date pens will be disposed of as sharps.

9.2 Spare adrenaline pens

This College has 6 spare adrenaline pens to be used in accordance with government guidance.

The locations of spare adrenaline pens are clearly signposted. These are: Medical Room, Student Services, Reception, Dining Hall and Turing Boarding House.

The [Allergy Lead and Lead Nurse] are responsible for:

- Deciding how many spare pens are required
- What dosage is required, based on the Resuscitation Council UK's age-based guidance (see page 11);
- Which brand(s) to buy. Colleges are recommended to buy a single brand if possible, to avoid confusion;
- The purchasing of spare adrenaline pens which can be obtained at low cost from a local pharmacy. See government guidance above; and
- Distribution around the site and clear signage.

9.3 Adrenaline pens on off-site activities

- No child with a prescribed adrenaline pen will be able to go on a College trip without two of their own devices. It is the trip leader's responsibility to check they have them;
- Adrenaline pens will be always kept close to the students e.g. not stored in the hold of the coach when travelling or left in changing rooms;
- Adrenaline pens will be protected from extreme temperatures;
- Staff accompanying the students will be aware of students with allergies and be trained to recognise and respond to an allergic reaction; and
- Consider whether to take spare adrenaline pens to off-site activities. This should be recorded as part of the risk assessment process.

10. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

See appendix on recognising and responding to an allergic reaction

If a student has an allergic reaction:

- Treat the student in accordance with their Allergy Action Plan;
- Instigate the College's Emergency and Critical Incident plan.
- If anaphylaxis is suspected administer adrenaline without delay;
- Treat the student where they are. Lie them down with their legs raised and bring medication to them;
- Use student's own prescribed medication if immediately available;
- Student can administer the adrenaline pen themselves [if able to] or a member of staff can administer pen. Ideally the member of staff will be trained, but in an emergency, anyone can administer adrenaline;
- Staff acting in accordance with this policy and training are covered by the College's insurance arrangements.
- If the student's own adrenaline pen is not available or misfires, then use a spare adrenaline pen;
- If anaphylaxis is suspected but the student does not have a prescribed adrenaline pen or Allergy Action Plan, lie the student down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life;
- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given;
- Do not move the student until a medical professional/ paramedic has arrived, even if they are feeling better; and

- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany them in an ambulance until a parent or guardian arrives.

11. TRAINING

11.1 The College is committed to training all staff annually to give them a good understanding of allergy.

This includes:

- Understanding what an allergy is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis
- How the College manages allergy, for example Emergency Response Plan, documentation, communication etc;
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them;
- The importance of inclusion of students with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- Understanding food labelling; and
- Taking part in an anaphylaxis drill.

11.2 The College will carry out an anaphylaxis drill once a year.

This includes:

- An exercise simulating an event where a student or member of staff has an allergic reaction and testing the whole College response.

12. ASTHMA

It is vital that students with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions.

[OICB_PastoralCare_SupportingStudentsWithMedicalConditions_Feb2026_FINAL_V1.docx](#)

13. REPORTING ALLERGIC REACTIONS

The College will log allergic reaction incidents and near-misses.

[OICB_PastoralCare_SupportingStudentsWithMedicalConditions_Feb2026_FINAL_V1.docx](#)



MANAGING ALLERGIC REACTIONS

ALLERGIC REACTIONS VARY

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations.

You cannot assume someone will react the same way twice, even to the same allergen.

Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

MILD TO MODERATE ALLERGIC REACTIONS

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

Response:

- Stay with student
- Call for help
- Locate adrenaline pens
- Give antihistamine
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the student

SERIOUS ALLERGIC REACTIONS / ANAPHYLAXIS

The most serious type of reaction is called **ANAPHYLAXIS**. Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later.

People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis.



RESPONDING TO ANAPHYLAXIS

SYMPTOMS OF ANAPHYLAXIS

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen Tongue

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

C - Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

DELIVERING ADRENALINE

1. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
3. It is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket.
4. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
5. Make a note of the time you gave the first dose and call 999 (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
6. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
7. Call the student's emergency contact.
8. If their condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
9. Start CPR if necessary.
10. Hand over used devices to paramedics and remember to get replacements.

For more information see the Government's [Guidance for the use of adrenaline auto-injectors in schools.](#)