NICHOLAS CHAMBERLAINE SCHOOL

Allergen and Anaphylaxis Policy

Date: September 2026
Review Due: September 2027

Reviewed Annually

Allergies and Anaphylaxis Statement

Nicholas Chamberlaine School is committed to ensuring the safety and wellbeing of all pupils with allergies, in accordance with Benedict's Law (Children's Wellbeing and Schools Act 2026).

Responsibilities

Governor Responsible for Allergy Safety: Sue-Ellen Lamb

The Designated Allergy Governor provides governance regarding Allergen and Anaphylaxis legislation, scrutinise the schools risk-mitigation systems, and reviews annual incident trend data, which must be minuted.

- Formally monitoring the school's compliance with Benedict's Law (Children's Wellbeing and Schools Act 2026), the Equality Act 2010, and overarching Trust mandates to guarantee that allergy safety remains a high-priority safeguarding focus.
- Evaluating the implementation and logging of the mandatory termly Anaphylaxis Drills, ensuring they are completed with the same operational rigour as statutory fire and lockdown procedures.
- The governor must undergo Named Allergy Governor Training and undertake school process reviews termly.

Head of School and Senior Leadership Team

- Retains ultimate responsibility for school compliance, resource allocation and that the school meets all statutory obligations under Benedict's Law (Children's Wellbeing and Schools Act 2026) and the Equality Act 2010.
- Ensuring the procurement of the necessary medical infrastructure, including emergency Adrenaline Auto-Injectors stocks, antihistamine provision, adequate communication in classrooms and secure un-locked medical repositories are available across the school.
- They are responsible for ensuring that all staff, including teaching, support, catering and any external club staff have completed certified allergy and anaphylaxis training.
- Driving a whole-school culture of safety and inclusion by strictly enforcing the "strictly no nuts" environment, ensuring clear publication of policies on the school's website, and supporting the active integration of allergy protocols into the wider Emergency Response Policy.
- Conducting executive oversight of all incident tracking on Smartlog, ensuring immediate escalation protocols are enacted following a serious reaction, and providing analysis to the Local Governing Body and Designated Allergy Governor.

Onsite Allergy Lead: Rebecca Clougher

The Onsite Allergy Lead acts as the central hub for operational compliance and risk coordination across the school site. They will manage the day-to-day deployment of the trust-wide allergy strategy, ensuring that all administrative and physical processes align fully with statutory requirements.

- Overseeing the procurement, quality control, and integrity of centralised emergency Adrenaline Auto-Injector (AAI) stock, training devices, and standardised antihistamine provisions, including managing Smartlog to verify expiration dates.
- Supervising the compilation of clinical data to maintain an accurate, live School Allergy Register, and ensuring high-visibility, single-page summary sheets are accurately distributed to classrooms and kitchen areas
- Coordinating, scheduling, and auditing the mandatory termly Anaphylaxis Drills, ensuring performance logs and evacuation timings are recorded on Smartlog.
- Conducting internal reviews of all allergic reactions and near misses logged on the Smartlog system, identifying operational gaps, updating individual risk assessments, and delivering immediate, evidence-based briefings to executive leaders to prevent future recurrence.

All School Staff (Teaching, Support, Catering, and External Clubs)

Every member of the school workforce, including permanent, temporary, catering, and external club staff, have a collective responsibility to maintain a safe, vigilant, and inclusive educational environment. Strategically, their responsibilities encompass:

Actively identifying and mitigating allergen exposure vectors within classrooms, common areas, and specialised learning environments, while strictly enforcing no nut restriction mandate.

- Completing certified, annual allergy and anaphylaxis training through the National College, Smartlog, or an approved provider as determined by the Head of School.
- Maintaining the professional capacity to rapidly identify the clinical symptoms of mild, moderate, and severe allergic reactions, and demonstrating complete readiness to deploy an Adrenaline Auto-Injector without delay under the Trust's Golden Rule.
- Reviewing, understanding, and memorising the specific student profiles, Individual Healthcare Plans, and photos displayed in the classroom summary sheets, while remaining aware of any affected staff colleagues.
- Ensuring that any supply teachers, external coaches, or visitors working within their departments are briefed on emergency procedures, specific student risks, and the physical location of both classroom and centralised emergency medications.

Key Arrangements

Allergy Policy:

This policy is reviewed annually and following any serious incident or near miss
All staff are made aware of the policy during induction and through annual training.

Individual Healthcare Plans, Risk assessments and Allergy Action Plans:

- All pupils with known allergies have an Individual Healthcare Plan (IHP)
- Pupils at risk of anaphylaxis also have an Allergy Action Plan with clear emergency procedures

- These plans are developed in partnership with parents/carers and signed by healthcare professionals
- Plans are reviewed at least annually or following any change in the pupil's condition
- All students with known allergies will have a one-page plan, with their photograph, name and allergen profiles clearly displayed in their classrooms, reception and in the kitchen food preparation area.
- All students at risk of anaphylaxis will also have an individualised risk assessment designed to identify and mitigate environmental allergen exposure risks across all areas of the school site.

Adrenaline Auto-Injectors (AAIs):

- The school stocks spare AAIs for emergency use, stored in a secure non-lockable cupboard in the following locations
  - Attenborough Building – Student Services
  - Lovelace building – VI form Pastoral Office
  - Singh Building – PE Office.
- Pupils prescribed AAIs carry their own devices, with spares kept in in a secure non-lockable cupboard in student services.
- The onsite Allergen Lead ensures AAIs are in date and replaced before expiry
- All AAI locations are clearly labelled and known to all staff.

Staff Training:

All staff receive allergy awareness training during induction and annual refresher training

Training covers:

- Recognition of allergic reactions and anaphylaxis
- How to use AAIs (including practice with training pens)
- Emergency procedures
- Location of pupils' IHPs and Allergy Action Plans
- How to minimise allergen exposure
- Training records are maintained on Smartlog.

Operational Preparedness (Emergency Drills)

To ensure emergency protocols become instinctive, every school must conduct formal Anaphylaxis Drills three times per academic year.

These drills must be formally recorded on Smartlog and audited with the same operational standards as statutory fire and lockdown drills.

Allergen Management:

The school takes reasonable steps to minimise allergen exposure, particularly in the dining hall and during food technology lessons.

- Catering staff are trained in allergen awareness and food labelling requirements

- The school will operate a 'nut-free' policy from 1st of September 2026, and this will be communicated to all Staff, Parents, and Students.
- Parents/carers are asked to inform the school of any allergies via the medical information form at admission and to update this information immediately if circumstances change.

Emergency Procedures:

In the event of a suspected anaphylactic reaction:

Step 1: Administer the Adrenaline Auto-Injector (AAI) Immediately

a. If a student shows signs of a severe allergic reaction (anaphylaxis), administer their prescribed AAI or the school's spare emergency AAI immediately.
b. Under the Trust's Golden Rule, any trained member of staff has the authority and professional duty to deploy an AAI without delay if anaphylaxis is suspected.
c. Write down or mentally note the exact time the injection was administered, and relay this to the paramedics on arrival.

Step 2: Call Emergency Services ((9)999)

a. **Dial 999 immediately** after administering the first AAI. Dial (9)999 from any school office phone.
b. **State clearly:** "Emergency. Suspected anaphylaxis. An Adrenaline Auto-Injector (AAI) has been administered."
c. Provide the operator with the school's address and the exact building/room location

Step 3: Position the patient Correctly

a. The patient should lie down flat on their back with their feet elevated.
b. If the student is struggling to breathe, they may sit up slightly to aid respiration, but they **must not stand or walk around** under any circumstances, as this can cause a sudden, fatal drop in blood pressure.
c. If the student becomes unconscious, place them in the recovery position.

Step 4: Monitor and Prepare a Second Dose

a. Keep a close eye on the student's symptoms.
b. If there is no clinical improvement or if the student's condition worsens **5 minutes** after the first injection, prepare and administer a second AAI.

Step 5: Internal & External Notifications

a. Contact the Head of School and the Onsite Allergy Lead (Rebecca Clougher) immediately to coordinate emergency services access on site.

b. Notify the student's parents or guardians immediately to inform them of the reaction and that emergency services have been called.

Step 6: Handover and Post-Incident Reporting

a. Give the used AAI pen(s) directly to the ambulance crew, noting the time they were administered.
b. Once the emergency is resolved, record all details of the reaction, treatment, and timeline on the **Smartlog** incident reporting system.

Recording and Reporting:

All allergic reactions, including 'near misses', are recorded on Smartlog.

Serious incidents are reported to:

- Parents/carers immediately
- Governing body
- The senior leader and governor with responsibility for allergy safety

Incidents are reviewed to identify any lessons learned and prevent recurrence

Annual reporting to governors includes analysis of allergy-related incidents.

Communication:

- All staff are made aware of any student with an allergy.
- Supply teachers and visitors working with pupils with allergies are briefed on emergency procedures.

Educational Visits:

- Risk assessments for educational visits include consideration of pupils' allergies
- Trained staff accompany pupils with allergies on trips
- AAIs and IHPs/Allergy Action Plans are taken on all trips
- Catering arrangements are checked in advance for allergen information.
- This information must be included in the Evolve Risk Assessment.