



From the heart

ST JOHN'S COLLEGE
Cardiff

Allergy Awareness & Management Policy

St John's College, Cardiff

ALLERGY AWARENESS & MANAGEMENT POLICY

This policy applies to all sections of the School:

Sixth Form, Senior School, Junior School,
Infant School & Nursery.

Version: September 2025

Arrangements

1. Policy statement
2. What is an allergy?
 - a. Treatment;*
 - b. Rights of pupils with allergies.*
3. Roles and responsibilities:
 - a. Parents/Guardians;*
 - b. Pupils;*
 - c. The School;*
 - d. All Staff.*
4. Medication:
 - a. Emergency medication;*
 - b. Storage of medication;*
 - c. Spare Emergency Auto Injectors.*
5. Pupil's Individual Healthcare Plans / Allergy Action Plans
6. Arrangements for medication offsite
7. Reporting of incidents
8. Automated external defibrillator
9. Hand washing and surface cleaning procedures
10. Catering arrangements
11. Whole school awareness

References

Appendices

Emergency Management Plan: Allergies/Anaphylaxis:

- 1) Emergency Medication Box Label
- 2) **Form:** Request to Administer Medication in School
- 3) **Form:** Follow up form: Record of an allergic reaction
- 4) **Form:** Spare AAI consent form - parents

1. Policy statement

St John's College recognises that our pupils, staff, or visitors may suffer from a range of allergies, from food (e.g. nuts, fruits and pulses, etc.), insect stings and bites, pollen, dust and latex, etc. This document provides guidance for parents, pupils, visitors, and staff on managing risks within the school by following good practice.

St John's College cannot guarantee a completely allergen free environment. However, this policy and our individual risk assessments set out a range of measures to minimise the risk of a child, visitor, or member of staff, coming into contact with an allergen. Staff are trained to recognise the symptoms of an allergic reaction, and provisions are in place to ensure an effective response in an emergency.

In an effort to minimise contact with one of the most common allergens, parents, pupils, and staff are asked to refrain from bringing any nut based products into school.

2. What is an allergy?

An allergy is an adverse reaction produced by the body's immune system when it encounters a normally harmless substance, such as a particular food, e.g. nuts, or a substance in the environment, e.g. pollen. For many children, the symptoms of an allergy are relatively mild - these may include generalised flushing of the skin or nettle rash (hives) anywhere on the body. Other mild to moderate symptoms include tingling in the mouth, swelling of the face, skin redness, and itchiness.

In severe cases, anaphylaxis may occur - this is a sudden and severe reaction that may include some of the above symptoms. Symptoms may include generalised flushing of the skin, nettle rash (hives) anywhere on the body, the swelling of the throat and mouth, severe asthma, abdominal cramps, nausea and vomiting. In very severe cases, a child might even collapse and become unconscious, although this is very rare.

a) Treatment

There are two main types of medication that can be used to relieve the symptoms of an allergic reaction to foods:

- 1. Antihistamines** - can be used to treat mild to moderate allergic reactions;
- 2. Adrenaline** - can be used to treat severe allergic reactions, i.e. anaphylaxis.

The treatment for a severe allergic reaction is an injection of adrenaline (also called epinephrine), delivered into the muscle in the side of the thigh. The adrenaline injections most commonly prescribed are, EpiPen (*see fig. 1*) and Jext (*see fig. 2*), which are extremely user friendly.

Fig. 1 - EpiPen



Fig. 2 - Jext



Rights of pupils with allergies:

- To be educated in a safe and healthy environment, with as few provoking allergens and irritants as possible and to breathe clean air in schools.
- Not to be stigmatised as a result of their condition.
- To be able to participate in all educational and recreational school activities to the same extent as their peers.
- To have access to medication and other measures to relieve symptoms.
- To have access to trained personnel who are able to treat acute reactions.
- To have their education adapted to their condition, if necessary (e.g. physical education).

3. Roles and Responsibilities

St John's College recognises the shared responsibility and importance of working with parents, carers, pupils, school staff and health professionals to best meet the needs of a child/young person whilst at school.

The following guidance looks at how we can work together to create a safer environment for children with allergies.

Parents/Guardian Responsibilities

Parents are asked to inform the school if their son/ daughter has a medical condition which may affect any aspect of their schooling. Parents/guardians can help to ensure the best possible care is provided for their son/daughter by:

- informing the school of their child's allergy, by completing the school's Medical Information form prior to their child's commencement at St John's College;
- ensuring any change in a child's medical condition is updated in writing to the school;
- working with medical professionals and the school to develop and implement an Individual Healthcare Plan/Allergy Management Plan that accommodates their child's needs throughout the school day.
- providing a copy of any written advice from a doctor (GP or specialist) which gives details on the condition, triggers and medication which can or has been used to inform their child's individual health care plan;
- making sure that any medication provided to the school is kept up to date and is clearly labelled in the original packaging;
- ensuring that emergency contact details are kept up to date;

- checking snacks and lunches brought into school are safe for their child to consume and provide a 'stash' of safe snacks for special school events;
- providing a list of food products that their child must not come into contact with;
- reviewing policies and procedures with the school staff, their child's Doctor and the child (if age appropriate) after a reaction has occurred.

Pupil Responsibilities

Pupils should:

- make sure they do not exchange food with other pupils;
- avoid eating anything with unknown ingredients;
- be proactive in the care and management of their food allergies and reactions (older children and young people will be more proficient at this than younger children, who may require support);
- notify an adult immediately if they eat something they believe may contain the food to which they are allergic;
- notify an adult immediately if they believe they are having a reaction, even if they do not know the cause;
- always wear their medical alert bracelet, or some form of other medical identification.

The School's Responsibilities

The school will:

- conduct a thorough risk assessment, addressing risks to the child, including classrooms, dining areas, after-school programmes, regular out of school activities (e.g. swimming, sports) and school transport;
- ensure that an Individual Health Plan/Allergy Action Plan is completed/implemented for pupils with allergies and risk assessments are updated as necessary;
- make staff aware of any pupils with medical conditions;
- ensure staff are trained in anaphylaxis awareness and management, including details of identifying possible allergens, recognising symptoms and knowing the procedures to follow in an emergency;
- ensure staff have received training in how to manage severe allergies in school and how to use an Adrenaline auto-injector such as EpiPen and Jext;
- ensure any emergency medication is stored correctly and is accessible in an emergency;
- ensure that catering staff and lunchtime supervisors are aware of any pupils with allergies;
- educate pupils in allergy awareness;
- raise awareness about allergies and their effect with parents;
- identify a core team to work with parents to establish prevention and treatment procedures; arrange any necessary training for staff;
- review policies and procedures regularly as well as after a child has experienced an allergic reaction.

Staff Responsibilities

All staff:

- are responsible for ensuring that they familiarise themselves with this policy and for adhering to health and safety regulations regarding food and drink;

- are responsible for checking the school medical register, awareness board and Individual Care Plans/Allergy Action Plans to ensure they are informed about a child's medical condition and know how to react in an emergency;
- are responsible for promoting hand washing before and after eating;
- should be vigilant over snack times, ensure foods are suitable for the child and that no snacks are being shared;
- must ensure surfaces are wiped appropriately before and after snack time.

4. Medication

a. Emergency Medication

Where possible, pupils are encouraged to take responsibility for any medication which may be used as a preventative or in an emergency (e.g. EpiPens/auto-injectors, asthma inhalers)¹. Pupils are expected to carry these with them at all times (where appropriate). Parents are also encouraged to supply spare devices to the school for instances where medication carried by a pupil may be unavailable or unusable; please see our recommendations set out below.

St John's College recognises the importance of ensuring that a sufficient number of staff are trained in the administration of emergency medication. The College asks for support from parents and guardians to ensure the best provision is in place. As such, we set out the following guidelines for medical conditions:

- St John's College aims to stock an emergency medication bag/box for any pupil who has been prescribed emergency medication.
- **Anaphylaxis: We request** Two EpiPens/adrenaline auto-injectors are to be carried by the pupil at all times (where appropriate) and two spare EpiPens adrenaline auto-injectors are to be provided to the school for the Emergency medication store/cabinet. Please complete a 'Request to Store/Administer Medication in School' form - ***see Appendix 2***
- **Asthma:** One inhaler is to be carried by the pupil at all times. If the pupil is deemed too young to carry their inhaler with them then one inhaler is to be supplied to the Form Tutor for pupils in Nursery and Infants. Parents may also provide one spare inhaler to the school which can be used if the original is not available or not working. Please complete a 'Request to Store/Administer Medication in School' form.

b. Storage of Medication

The location of emergency medication will be noted on a child's individual health care plan. As good practice, we store medication according to the area of the school in which the pupil is usually base. The location of medical stores are as follows:

School:	Location of emergency medication:
----------------	--

¹ Welsh Assembly Government, Guidance document no: 215/2017: Supporting learners with healthcare needs, Updated March 2017

Nursery, R5 - R7 pupils:	Medication will be stored in the pupil's Form class in Nursery/Infant department . Spare AAI stored in top cupboard of the R7 classroom. EpiPen (0.15 milligrams)
Juniors, R8 - R11 pupils:	Medication will be stored in the medication cabinet located in the Junior School Teaching Assistant Room (next to 3.1). Spare AAI/Ventolin inhaler (with spacer) stored in the TA room first aid glass cabinet. EpiPen (0.3 milligrams)
Seniors, R12 and above:	Medication will be located in the medication cabinet located in the Health and Wellbeing Office . Spare AAI/Ventolin inhaler stored in the Health and Wellbeing Office in grey filing cabinet. EpiPen (0.3 Milligrams)
Sixth Form:	Medication will be stored in the ground Floor Reception, at Eastern Business Park . Spare AAI/ Ventolin Inhaler stored in the back office cupboard on the ground floor reception of the Sixth Form Centre.

c. Spare Emergency AAI(s)

Spare AAI(s) can also be found in the above locations. Spare AAI(s) are to be used in the case of emergencies only after an amendment to the Human Medicines Regulations 2012 allows schools to obtain AAI(s), without a prescription from October 2017. This change applies to maintained nurseries, primary schools, secondary and special schools, pupil referral units and independent schools in Wales.

The AAI can be used if the pupils prescribed AAI is not available, for example because it is broken or expired, and should only be administered to a pupil known to be at risk of anaphylaxis:

- Whose own prescribed AAI cannot be administered correctly, without delay and consent has been given by parent or where appropriate by the child.

The AAI(s) held by the college should only be considered a spare or back – up device and not a replacement for a pupils own AAI. Consent information will be stored with the pupils medication.

The MHRA would like to clarify that, in principle, a legal exemption under regulation 238 permits school's spare adrenaline auto injector (s) 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 (and thus does not have a medical authorisation/consent in place for the spare AAI). This might be for example a child presenting for the first time with anaphylaxis due to an unrecognised allergy. The provision for use is in exceptional circumstances only, that could not have been foreseen. **In the event of a possible severe allergic reaction in a pupil who is not known to the college, emergency services should be called on 999 and advice sought from them to whether the administration of the emergency AAI is appropriate**

The spare AAI(s) will be managed and maintained by Mrs Holland, Health and Wellbeing Officer. They will be monitored regularly to ensure that they are fit for purpose. The expiry

date will be clearly labelled on the storage box and the AAI will have clear instructions for use in the storage box.

In the event that the spare AAI is used it will be sent with the person to hospital or disposed of by Mrs Holland if the medical team do not require it.

If any of the spare AAI(s) are used Mrs Holland will order a replacement.

For further information regarding spare AAI(s) <http://www.sparepensinschools.uk>

Government Advice on storage of spare AAI(s) in schools

https://assets.publishing.service.gov.uk/media/5a829e3940f0b6230269bcf4/Adrenaline_auto_injectors_in_schools.pdf

d. Spare Ventolin Inhalers

There are 3 spare Ventolin inhalers for pupils use in the school. They can only be accessed by pupils who have an asthma diagnosis. The school hold a list of students with an asthma diagnosis and pupil's diagnosis can be confirmed via either the medical register or the pupil's health record found on the ISAMS schools computerised system. Meredyth Holland also holds pupil medical forms to verify if a pupil has asthma.

The Ventolin inhalers are checked by Mrs Holland regularly to ensure they are in date and fit for purpose.

Ventolin inhalers are listed in section b – storage of medication.

Government advice on storage of spare inhalers in schools

https://assets.publishing.service.gov.uk/media/5a829e3940f0b6230269bcf4/Adrenaline_auto_injectors_in_schools.pdf

5. Pupil's Individual Healthcare Plans/ Allergy Action Plans

Allergy action plans are designed to function as Individual Healthcare Plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction.

A national plan that has been agreed by the British Society of Allergy and Clinical Immunology (BSACI), the Anaphylaxis Campaign and Allergy UK is available from,

<https://www.bsaci.org/about/download-paediatric-allergy-action-plans>

Please note that it is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional (most likely a GP), and provide this to the school. (Anaphylaxis.org.uk)

6. Arrangements for school trips and sport activities offsite

A risk assessment will be completed before a trip takes place offsite, and will account for any pupils with medical conditions.

When operating offsite, staff members are required to ensure that a pupil has their emergency medication with them and sign out a pupil's emergency medication box before leaving the school site, if required. A member of staff trained in the administration of an Adrenaline auto-injector should accompany pupils for any lessons, sports games or trips that take place offsite.

7. Reporting of incidents

All allergic reactions should be logged and the affected pupil monitored throughout the day. Incidents should be recorded using a 'Follow up form: Record of an allergic reaction' - ***see Appendix 3.***

If a pupil requires an ambulance/further medical attention and a parent/guardian is unable to get to school before the ambulance travels to the hospital, then a member of staff will accompany the pupil and stay with them until the arrival of the parent(s)/guardian(s).

8. Automated external defibrillator

As an allergic reaction can cause problems with a person's Airway, Breathing and Circulation, it is important to remember that an **Automated External Defibrillator (AED)** is available onsite to treat someone in cardiac arrest. Devices are located next to the Medical Room(onsite), in the PE store at Began road playing field (offsite) and behind the ground floor reception at Eastern Business Park.

Devices are equipped with adult and paediatric defibrillator pads. These are only to be applied to someone who is unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. All First Aiders have been trained in how to use an AED. However, the automated model is designed to give instructions that enable any member of staff to be talked through how to use it in an emergency.

9. Hand washing and surface cleaning procedures

Hands should be rinsed and washed thoroughly with warm soapy water after coming into contact with any allergen. Desks and tables should be cleaned with soap and water rather than just using a sanitiser.

10. Catering arrangements

Onsite catering is provided by Mindful Chefs, who make arrangements for the training of their staff regarding allergens in food. There are several food allergens that will not be used onsite to ensure no cross contamination. A folder of allergen information is available in the Dining Room and this is updated daily to ensure the information is up to date.

11. Whole school awareness

St John's College endeavour to promote a culture of awareness of allergies across the whole community. We aim to achieve this by:

- including allergy awareness sessions for pupils as part of their PSE lessons;
- providing regular notifications to parents;
- displaying relevant posters around the school.
- Anaphylaxis training videos available to all staff in Bookmarks –CPD and at school inset days.
- Co-Curricula First Aid clubs for senior school pupils.
- Optional First Aid qualification for sixth form students.

12. Useful links

Spare Pens in Schools <http://www.sparepensinschools.uk>

Supporting Learners with Healthcare Needs guidance (Welsh Government, 2017)

<http://learning.gov.wales/resources/browse-all/supporting-learners-with-healthcare-needs/?lang=en>

Guidance on the use of emergency adrenaline auto-injectors in schools in Wales (Welsh Government, 2017) <http://learning.gov.wales/resources/browse-all/use-of-emergency-aais-in-schools-in-wales/?lang=en>

Guidance on the use of emergency salbutamol inhalers in schools in Wales (Welsh

Government, 2017) <http://learning.gov.wales/resources/browse-all/use-of-emergency-salbutamol-inhalers-in-schools-in-wales/?lang=en>

Allergy UK <https://www.allergyuk.org/>

Anaphylaxis Campaign <https://www.anaphylaxis.org.uk>

Whole school allergy and awareness management (Allergy UK)

<https://www.allergyuk.org/schools/whole-school-allergy-awareness-and-management>

AllergyWise training for schools <https://www.anaphylaxis.org.uk/information-training/allergywise-training/for-schools/>

AllergyWise training for school nurses (Anaphylaxis Campaign)

<http://www.anaphylaxis.org.uk/information-resources/allergywise-training/for-healthcare-professionals/>

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2011)

<https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>

References:

- Muraro A, Clark A, Beyer K, Borrego LM, Borres M, Lødrup Carlsen KC, Carrer P, Mazon A, Rance` F, Valovirta E, Wickman M, Zanchetti M. The management of the allergic child at school: EAACI/GA2 LEN Task Force on the allergic child at school. *Allergy* 2010; DOI: 10.1111/j.1398-9995.2010.02343.x
http://www.eaaci.org/images/files/Pdf_MsWord/2010/Position_Papers/the_management_of_the_allergic_child_at_school.pdf
- Equality Act 2010, <http://www.legislation.gov.uk/ukpga/2010/15/contents>
- Food Allergy Awareness Toolkit (Allergy & Anaphylaxis Australia)
<https://allergyfacts.org.au/faw/>
- Anaphylaxis campaign, making schools safer, last accessed 12.11.2019,
<https://www.anaphylaxis.org.uk/campaigning/making-schools-safer-project/>
- British society for allergy and clinical immunology society, last accessed 12.11.2019
<https://www.bsaci.org/>
- Allergywise, <https://www.allergywise.org.uk/>

Appendices

1) Emergency Medication Box Label



Emergency Medication Box Label

PHOTO	Pupil's name:	
	Date of Birth:	
	Form class:	
	Allergic to:	
	Medication provided to the school:	Adrenaline auto-injector ☐ Antihistamine solution ☐ Inhalers ☐
	Medication is stored in:	

1st Emergency Contact Name: Relationship to child: Contact numbers:
2nd Emergency Contact Name: Relationship to child: Contact numbers:
GP Contact:
Specialist medical contact:

2) Form: Request to Administer Medication in School



Request to Store/Administer Medication in School

Please only complete this form if your child requires medication to be stored/administered in school. This form is to be handed in to reception alongside the medication detailed below.

Pupil's Name _____ Date of Birth _____
Pupil's Form Class _____
Condition or Illness _____

Medicine:

Name/type of medication as described on the packaging.	
How long will the medication need to be administered (if known)?	
Quantity of medicine provided to the school.	
Date medication provided to the school	
Storage location: <i>Senior pupils (medical room), Junior pupils (TA room), Nursery and Infants (form class).</i>	

Full directions for use:

Dosage and method of administration						
Time of administration(s)	AM		PM			
Side effects (if any)						
What should we do if we notice any side effects?						
Self-administration (Please tick as appropriate)	Yes (supervision not required)	☐	Yes (only under supervision)	☐	No (Only to be administered by a member of staff)	☐

Agreement

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school is not obliged to undertake.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering the medication in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medication is stopped.

Parent/Guardian's Signature _____ Date _____

3) Form: Follow up form: Record of an allergic reaction



ST JOHN'S COLLEGE
CARDIFF

Follow Up Form: Record of an Allergic Reaction

To be given to the parents via child/email or given to the parents if collected.

Name of child:	Age:	Form:
Allergy:		
Date of reaction:	Time of reaction:	
Symptoms:		
Treatment and time it was given:		
Monitoring of symptoms:		
Parents contacted: Yes/ No		
Notes to parents:		

Signed: Date:

4) Form: Spare AAI consent form - parents

SPARE AAI FORM

Dear Parent/Guardian,

It is our priority to ensure all pupils' medical information is accurate and up to date. The college therefore requires you to complete the following information and return it as soon as possible.

Information of pupil at risk of anaphylaxis

Pupil's full name:

Class:

Pupil's date of birth:

Please tick the following boxes as appropriate:

1. I confirm the pupil named above has:
 Been prescribed an EpiPen ☐
 Or has medical approval to be administered with an AAI during anaphylaxis ☐
2. I can confirm that if the pupil named above displays symptoms of anaphylaxis and their EpiPen is not available or unusable, they can receive adrenaline from an emergency AAI(s) held by the school for such emergencies. I understand that the AAI(s) may differ from the pupils prescribed AAI. ☐
3. I will promptly update the school if there are any changes to medication, treatment, risk of anaphylaxis etc. to the pupil named above. ☐

Signed:

Date:

Full name (PRINT):

Telephone Numbers:

Address:

Doctors details:

Pupils doctor's name and contact number:

Pupil's doctors address: