



# *ALLERGY MANAGEMENT POLICY*

**Queen's College, London**

*and*

**Queen's College Preparatory School**

*(including Early Years Foundation Stage)*

*Due for review Summer 2028*

## **Purpose of the Policy**

This policy sets out how Queen's College London and Queen's College Preparatory School manage allergies and anaphylaxis, ensuring pupil safety, inclusion and wellbeing, and providing clear procedures to reduce risk and respond effectively to allergic reactions.

## **Scope**

This policy applies to all staff, pupils, parents, visitors and third parties on site or participating in school activities, including educational visits and co-curricular provision.

## **Aims and objectives of Allergy Management**

This policy outlines Queen's College, London and Queen's College Preparatory School (hereafter referred to as "the School") approach to allergy management, including how the whole-school 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 pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an allergy aware school.

This policy applies to all staff, pupils, parents and visitors to the school and should be read alongside these other policies:

- Medical Conditions Policy
- First Aid Policies
- Administration of Medication Policies

## **Legal and Regulatory Context**

This policy supports the School's duties under the Equality Act 2010, health and safety legislation and statutory guidance relating to supporting pupils with medical conditions.

## Definitions and Medical Background

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.

### 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 AAIs, 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. We incorporate this into a pupil's Individual Health Care Plan.

**DESIGNATED ALLERGY LEAD:** The member of staff responsible for overseeing allergy management across the school and acting as the main point of contact for pupils, 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.

**INDIVIDUAL HEALTHCARE PLAN:** A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with a severe allergy should have an Individual Healthcare 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 school site.

**SPARE ADRENALINE PENS:** Schools are able to purchase spare adrenaline pens. These should be held as a back-up, in case pupils' 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.

## Roles and responsibilities

Queen's College and Queen's College Preparatory School ("the School") takes a whole-school approach to allergy management.

### Designated Allergy Lead

The Designated Allergy Lead is the College Nurse. They report to and are supported by the Bursar on matters related to allergies. They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy;
- Taking decisions on allergy management across the school;
- Championing and practising allergy awareness across the school;
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff;
- 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, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures

- Obtaining and recording confirmation from staff that they have read and understood the policy];
- Reviewing the school's stock of spare adrenaline pens (check the school 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.

At regular intervals the Designated Allergy Lead will check procedures and report to the SLT.

### **College and School nurse**

The College and School nurse are responsible for:

- Collecting and coordinating Allergy Action Plans and Individual Healthcare Plans and information from families (including liaising with the admissions team for new joiners);
- Supporting the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, 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.
- Keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and the school'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 pupils and refresher training as required e.g. before school trips; and

## **Admissions Team**

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Designated Allergy Lead and College or School Nurse to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity. This should be in place before a school 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 and School Nurse, 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.

## **All staff**

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

- Championing and practising allergy awareness across the school;
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed;
- Being aware of pupils (and staff, when necessary) with allergies and what they are allergic to;
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensuring pupils always carry their emergency medication, have easy access to it 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 school'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 pupils with allergies at all times. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the College/School Nurse; and
- Ensuring that pupils have their medication and their Individual Health Care Plan with them when leaving school site, for a match or trip.

### **All parents**

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

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of pupils with allergies;
- Providing the College/School Nurse 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 school of any related conditions, for example asthma, hay fever, rhinitis or eczema;
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks or for fundraising events;
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice; and
- Encouraging their child to be allergy aware.

### **Parents of children with severe allergies**

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

- Work with the school to fill out an Individual Healthcare Plan detail all allergy information. Provide supporting medical information from a GP or Hospital allergy team to confirm medical allergies.
- Provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, i.e. spoon or syringe if required), inhalers or creams. Medication must be in its original packaging and if dispensed, have the pharmacy label attached;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school;

- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Give permission for their child's photo to be shared appropriately as part of their allergy management; and
- 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 e.g. not eating the food to which they are allergic.

### **All pupils**

All pupils at the school 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 pupils will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency; and
- Adhere to food restrictions or guidance about food being brought in in for bake sales, birthdays etc.

All of the above is done in an age and capability appropriate way.

### **Pupils with allergies**

In addition to the points above, pupils with allergies (depending on their age and capability) 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 school 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;
- Carrying their adrenaline auto-injector with them at all times, 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 School Nurses or a member of staff if they are concerned by any school 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;
- Pupils permitted to leave the school site during the day, unaccompanied by a member of staff, should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and raise the alarm to get help; and
- If age and capability appropriate, ensuring they have their medication with them on the journey to and from school.

## Information and documentation

### Register of pupils with an allergy

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

### Individual Healthcare Plans

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

- Known allergens and risk factors for allergic reactions;
- A description of their symptoms of an allergic reaction;
- Detail of the medication the pupil 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; For pupils at QCPS, a photograph of each pupil; and
- A copy of their Individual Healthcare Plan.

## 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 school, 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 pupils; and
- Planning special events, such as cultural days and celebrations.

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

## Food, including mealtimes & snacks

### Catering in school

The school 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;
- The “Safer Eating” section of the new Early Years Foundation Stage statutory guidance will be adhered to.
- 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 pupils with allergies and what their allergies are, supported by school staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The school has robust procedures in place to identify pupils with food allergies.
- At the Prep school, the Allergy Management Procedure (Appendix 1) will be adhered to. At the College, the College Nurse sends a list of pupils with food allergies (with pictures) to the Catering Team. Pupils with allergies are encouraged to make themselves known to the Catering Team and know to direct any questions or concerns regarding food allergy to the Allergy Lead. This is a member of the Catering Team identified by wearing a pink apron.

- Food containing the main 14 allergens (see Allergens definition) will be clearly labelled. Other ingredient information will be available on request. If it is deemed unsafe for a pupil to access served food, a pre-plated meal will be provided. This will be checked by two members of the Catering Team and labelled with the pupil's/staff member's name.
- Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging;
- Where changes are made to the ingredients this will be communicated to pupils with dietary needs by the Designated Allergy Lead or College/School Nurse.
- No products can be brought into school or used by the catering team which may contain nuts. The catering company have confirmed they operate a nut and sesame free supply chain.
- Food provided at breakfast club and after school club will follow these procedures
- The School will not use any food with nuts, sesame or pineapple as an ingredient.

### **Food brought into school**

Any food brought into school (e.g. packed lunches, birthday cakes etc) must not contain nuts, sesame or pineapple.

For bake sales/competitions/Young Enterprise events etc, the bake sale guidance (Appendix 2) must be followed.

### **Food bans or restrictions**

- This school is an Allergen Aware school. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food;
- We restrict peanuts, tree nuts, sesame and pineapple as much as possible on the site and check all foods coming into the kitchen; and
- All pupils bringing a packed lunch (either to school or for a trip) are regularly reminded that this must not contain peanuts, tree nuts, sesame or pineapple.

### **Food hygiene for pupils**

- Pupils are encouraged to wash their hands before and after eating;
- Sharing or swapping food is not allowed at the Prep; throwing food is not allowed on either site;
- In the Prep School, water bottles and packed lunches should be clearly labelled; and

## Educational visits and sports fixtures

- Staff leading the trip will have a register of pupils with allergies and details of their medication. The trip leader will notify the venue of any allergies;
- Allergies will be considered on the risk assessment and catering provision put in place;
- Parents, and pupils where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff (and some pupils, 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. Any pupil with a food allergy outside of the main 14 will have a safe packed lunch provided for them.
- If attending an event at another school, details of their dietary requirements will be sent ahead to ensure they have a safe meal; and

## Insect stings

Pupils/staff 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.

## 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 pupil 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. The area it has visited will be cleaned after the visit;
- Anyone in contact with an animal will wash their hands after contact;

- Pupils, parents and staff are made aware of the school dog and cat and consideration and adaptations will be made. Neither animal will be unsupervised at any time; and
- School trips that include visits to animals will be carefully risk assessed.

## **Allergic rhinitis/ hay fever**

At the College, the Nurse can provide antihistamines and hay fever wipes as required and consented to by a parent;

At the Prep, should a parent request antihistamine for their daughter, they provide the medication in its original packaging, with the pharmacy label attached if the medication is prescribed. They should fill in a medication request form or send an email detailing dose and time.

## **Inclusion and mental health**

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

- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip;
- Pupils with allergies may require additional pastoral support including regular check-ins from the Nurse or member of the teaching staff;
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives; and
- Bullying related to allergy will be treated in line with the school's anti-bullying policy.

## **Adrenaline pens**

### **Storage of adrenaline pens**

- Pupils prescribed with adrenaline pens will have easy access to two, in-date pens at all times;

- At the College, a pupil should carry at least one adrenaline pen with them at all times. A spare is kept in the school office, labelled with their name. At the Prep, two adrenaline pens for each pupil are stored centrally in the school office.,
- 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.

### **Spare adrenaline pens**

This school has several spare adrenaline pens to be used in accordance with government guidance.

The locations of spare adrenaline pens are clearly signposted. These are: the school office, nurse's room and PE department.

The College and School 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;
- Which brand(s) to buy. The school will buy EpiPens from a local pharmacy;
- Distribution around the site and clear signage.

### **Adrenaline pens on off-site activities**

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices. It is the trip leader's responsibility to check they have them;
- Adrenaline pens will be kept close to the pupils at all times 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 pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction; and
- Spare adrenaline pens will be taken to off-site activities. This should be recorded as part of the risk assessment process.

## Responding to an allergic reaction /anaphylaxis

See appendix on recognising and responding to an allergic reaction

If a pupil has an allergic reaction:

- Treat the pupil in accordance with their Individual Healthcare Plan;
- Instigate the school's Emergency Response Plan;
- If anaphylaxis is suspected administer adrenaline without delay;
- Treat the pupil where they are. Lie them down with their legs raised and bring medication to them;
- Use pupil's own prescribed medication if immediately available;
- Pupil 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;
- If the pupil's own adrenaline pen is not available or misfires, then use a spare adrenaline pen;
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, lie the pupil 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 pupil 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, preferably known to the pupil, should accompany them in an ambulance until a parent or guardian arrives.

## Training

The school 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 [staff should be given the opportunity to practise with a training adrenaline auto-injector];
- How the school 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 pupils 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.

The school will carry out an anaphylaxis drill once a year.

This includes:

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

## Asthma

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

## Reporting allergic reactions

Allergic reactions are recorded on the School's medical recording system. Incidents are reviewed by the Designated Allergy Lead and shared with relevant staff. Serious incidents are escalated in line with safeguarding and health and safety procedures.

## Appendix 1

Allergy and dietary data is collected at the point of admission and passed to Nurse for checking and recording. Medical dietary allergies require confirmation from a Dr, ideally NHS and not just allergy testing service. Allergy, symptoms and treatment recorded by N/WO.

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Catering team notified in person of any allergy changes as well as getting updated report. Any complex needs should be referred to the Chartwells medical nutritionists team for specialist menu advice.

All **morning snacks** to be trayed up and labelled or with a clear A4 sign with what it is and what allergens are in it. E.g. Contains Gluten, Dairy, Eggs etc. Catering staff available for queries.

**Red category:** All food plated and sealed with clingfilm with child's full name on printed label.

**Every day** regardless of snack/allergens.

**Yellow (intolerances)** and **Green (dietary choices):**

Can have main snack or if not appropriate they should have an alternative available or named for them.

### Lunchtime.

1. **Red category** – food is plated up and checked by two allergy champions in catering team. Check sheet created with allergens per child, and cross referenced with allergen info file. **Record kept of check.** Named label attached once checks are completed.
2. Allergen briefing in kitchen just before service to all catering staff inc QCPS lunchtime team/ welfare officer.
3. A4 signs created for **ALL** food on counter and in salad bar with **all allergens highlighted so staff can double check. Displayed daily.**
4. 4. Girls wear lanyards – Red, yellow or

First aiders must think allergic reaction with any child on red list/ medical allergy. Ask what they have eaten but be aware of hidden ingredients and cross contamination. **DON'T ASSUME.** Check symptoms, administer medication, monitor and call parent. **RECORD ON MEDICAL TRACKER AND FLAG TO SLT/NURSE/ BURSAR.**

Complete an incident report if it is an allergic reaction, suspected or near miss.

**EPIPENS AND INHALERS MUST BE STORED SAFELY AND BE TAKEN OFFSITE TO PE, PARK AND DAY TRIPS.**

## Appendix 2

### Allergy Awareness for bake sales and similar events

If you are bringing in food for a bake sale, competition, Young Enterprise event or similar it is extremely important that you are allergy aware. Common food allergies include:

- Peanuts
- Tree nuts (almond, walnut, cashew, pistachio, Brazil nuts etc)
- Milk & dairy
- Eggs
- Wheat/gluten
- Soy
- Sesame

This is not an exhaustive list though, and it is vital that a pupil or staff member with any food allergy is fully aware of what they are eating. In order to maintain their safety, please follow the points below, whether you are preparing food yourself or bringing in shop bought items.

### Check your ingredients

- **Do not bring any items in which contain nuts, sesame or pineapple.**
- Always read labels carefully.
- Look for “may contain...” warnings – do not bring in items that are labelled “may contain nuts/sesame”.
- If you are adding any shop bought item to your home bake (e.g. icing, marzipan etc), check the ingredients before you use it. **Do not use any product that contains nuts, sesame or pineapple.**

### Label your product

- Label your item so people have an idea of what it might contain, e.g. “chocolate cupcake”, “jelly sweets”, “fruit lollipops”.
- So they know exactly what it contains, write all the ingredients you have used on a card or sticker, however small the amount used.

- If unsure about whether your item is suitable, speak to a teacher or the School Nurse.
- If you don't list all the ingredients in your item, it can't be sold.

### **Avoid cross-contamination**

- Don't share crockery/utensils between items.
- Ensure different items are kept apart so they don't contaminate each other.
- Make sure all the crockery, utensils and work surfaces you use are clean.
- Wash your hands before baking and frequently during baking.
- Transport your item in a clean, covered container, labelled with your name.

### **Bake sale checklist**

Before you bring in your bake, please tick each box to show you have followed the rules:

#### **Ingredients & labelling**

- I have written a full ingredient list for my item.
- I have clearly highlighted any allergens (e.g. eggs, milk, soya, gluten)
- I understand that if I cannot list all the ingredients, my item cannot be sold.

#### **Safe preparation**

- I used clean bowls, utensils, and work surfaces when baking.
- My bake does not contain nuts, sesame or pineapple.

#### **Storage & transport**

- My item is in a clean, covered container.
- I have labelled my container with my name.

#### **Hand-in rules**

- I will hand in my bake together with the ingredient list.

If I was unsure about any part of the instructions, I have asked a teacher/ School Nurse.

**Signed**

**Name**.....

**Print name**.....

**Form**.....



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

## 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 pupil'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.](#)

## Policy information

<b>Policy Title</b>	Allergy Management Policy
<b>Version</b>	v. Approved
<b>School</b>	Queen's College London Queen's College Preparatory
<b>Category</b>	Safeguarding, Medical & Pupil Welfare
<b>Statutory policy</b>	No
<b>Policy owner 1</b>	Bursar
<b>Policy owner 2</b>	
<b>Approval</b>	SLT
<b>Submission to Council</b>	Not required
<b>Publish on website</b>	Not required
<b>Date of last review</b>	Summer 2026
<b>Approved by SLT</b>	Approved
<b>Staff notified</b>	In progress
<b>Review date</b>	Summer 2028