

Allergy and Anaphylaxis Policy

Key Information	
Policy	Allergy and Anaphylaxis Policy
Policy Lead	IKL
Last Reviewed	May 2026
Approved by Principal/Governing Body	May 2026
New Review	May 2027
Filing Classification	Safeguarding and Student Welfare

1. Introduction

Allergy occurs when a person reacts to a substance that is usually considered harmless. An allergic reaction is an immune response whereby the body produces histamine triggering an allergic reaction. Most allergic reactions are mild however, some can be more serious and cause anaphylaxis which is a medical emergency.

The most allergic reactions are to food, insect venom (wasp sting), latex or medications.

The purpose behind this policy is to inform staff about procedures at the College, so all can understand their responsibility for reducing the risk of allergic reactions and, finally, so that staff know how to respond in the event of an allergic reaction occurring.

2. Definitions

Term	Definitions
Anaphylaxis	A severe allergic reaction that can be life-threatening
Allergen	A normally harmless substance that, for some, triggers an allergic reaction
Adrenaline Auto-Injector	Single-use device which is pre-loaded with a pre-measured dose of adrenaline. These auto-injectors treat anaphylaxis by injecting adrenaline into the upper, outer thigh muscle. These injectors are sometimes known by the brand name EpiPen. There are two brands licensed in the UK, EpiPen and JextPen. Individuals should always carry two of these devices as a single injection is not always sufficient.
Neffy	Official name is EurNeffy, this is a nasal spray which delivers adrenaline.
Individual Healthcare Plan	Document which outlines an individual's medical conditions history, risks and action plan. This should be created by schools in conjunction with parents. At Xaverian this would be carried out via the Safeguarding team. This should stand alongside the individual's Allergy Action Plan if they have one.

3. Roles and Responsibilities

The designated allergy lead is Dawn Baldwin reporting into Ivan Lewis (Finance & Operations Director) on allergy matters. Alongside other staff members, the position will lead on the safety of students and staff with an allergy, help raise awareness of allergies across College, be a focal point for questions regarding allergy management and will ensure all staff are trained in allergy treatment & management.

The Epipens will be checked by the facilities team regularly to ensure they are fit for use and in date, (note the liquid will become discoloured if the adrenaline is no longer viable).

Jack Brien, as the Health and Safety Officer, will keep a note of any near misses, reporting them through to the relevant internal meetings and also to the Governing Body. Near-misses will be recorded on the Health and Safety Incident log and any "lessons learned" will stem from analysis of this log.

As part of the enrolment process, any student with an allergy will need to declare it before starting College so that the College is aware of their potential needs. The enrolment questions will include a specific question as to whether the student has an allergy and, if so, the student must be asked if they carry Epipens so that their teachers made aware of this.

The student should have an Individual Healthcare Plan created which includes an Allergy Action Plan if they have one.

Having an allergy can be classed as a disability and so inclusion on trips and College-wide events should consider this when being organised. When trips are being organised the trip lead should ask the students if anyone has an allergy they are aware of and, if so, ensure that the student carries their EpiPen with them at all times. This information should be captured on the trip risk assessment and also from the consent form for the trip.

This is especially important during periods of travel. For example, the student should carry their EpiPen on their person not in their case which may be loaded into the hold. The student must have access to their EpiPen at all times whilst on the trip.

Admissions Team – there should be clear methodology which enables any allergies to be captured and documented. Similarly, before Year 10 Taster Days the college should look to gather information from the affected schools regarding any known allergies of the students coming to visit the campus. This will ensure that checks can be put in place regarding any foodstuffs, or other known allergens (such as latex, chemicals) provided as part of the day.

The allergy should be noted in the relevant section on Cedar and communicated to teaching staff so they can be vigilant and prepared should the student experience an allergic reaction whilst at College.

4. Training and Benedict's Law

All staff need to be trained in what to do in the event of a student or fellow member of staff having an allergic reaction. This training should be carried out at the end of the current academic year so the College is compliant with Benedict's Law by September 2026.

Inductions for new staff should include training on allergic reactions so that every staff member is clear on the processes and procedures needed in an emergency.

5. Information and Documentation

Students who inform the College of a known allergy should have their condition noted on Cedar in a similar fashion to other known medical issues. This should be available

to their class teachers but a central register should also be held with the Health and Safety Officer, the Allergy Lead and the reception staff. The Health and Safety Officer and Allergy lead should have the individual students Healthcare Plan which should list:

- Known allergens,
- History of episodes,
- Detail of medication prescribed,
- Whether Epipens are carried by the student.

6. Food

The College is committed to providing a safe environment for students, staff and visitors. Allergen management techniques will be used in the kitchen and serving area of the canteen to ensure due diligence is exercised to prevent cross-contamination. Catering staff will receive training on how to treat an allergic reaction but also on hygiene practices and allergen management techniques.

Food will be clearly labelled and pre-packed food will display information in line with Natasha's law. The canteen staff will ensure that the boards showing the menu includes a note of any potential allergens in the offer.

When the College runs events it will be cognisant of those students with allergies and will alter the catering offer accordingly. For Year 10 taster days, the admissions team will check with each school taking part whether any attending students have allergic reactions to certain foodstuffs, will inform the kitchen staff and food will be provided that avoids any risk to the student.

7. Food

Where trips are taking place and a student is known to have an allergic reaction to certain foods or materials, the trip lead will gather the information on who has an allergy as part of the parental consent form signing by parents. This ensures transparency for the trip lead who can then exercise due diligence to ensure there is no exposure to allergens on the trip.

Upon receipt of the risk assessment and consent forms for a trip, the trip leader should review them and, where a student with an allergy is identified, the trip leader should get a copy of Individual Health Plan so that suitable safeguards can be put to reduce the risk of a reaction whilst on the trip.

With regard to foodstuffs, the general advice would be not to eat airline food due to the risk level being higher once in flight. However, the student should be encouraged to obtain a proof of medicine certificate from their medical practitioner and the trip lead can contact the airline to agree to "back-up food" being allowed on board any flight or other mode of transport.

If the student indicates they carry an Epipen, the trip lead must be made aware of this and ensure the student carries the Epipen at all times.

8. Summary

The safety and security of staff and students is paramount in the operation at Xaverian College. The College will ensure training of all staff is carried out by September 2026 to meet the recommendations of Benedict's Law and the College has purchased 4 sets of Epipens which are positioned around the campus to give coverage in the event of an emergency.

This is an evolving policy and will be reviewed on an annual basis to ensure compliance with any changes to regulation or legislation. The College will aim to carry out drills to improve response effectiveness and to identify any areas of weakness in the policy.