SHERBORNE
SCHOOLS GROUP

Allergy Safety Policy

Approving body: Pastoral Committee
Owner: Head of Sherborne Boys
Author: Nurse Manager (SB)

Executive Summary

This policy is for the staff, parents/ carers and its contents will be shared with the pupils of Schools within the Sherborne Schools Group. It outlines the management of allergies within the Sherborne Schools Group, emphasizing risk reduction, awareness, and clear responsibilities among parents, pupils, staff, and catering services to ensure safety and effective allergy management.

Our Nominated Governor for Allergy Safety is:

Sally Craig McFeely

Our Designated Allergy Safety Leads are:

Hanford Prep – Head of Boarding
Sherborne Girls – Senior Deputy Head
Sherborne Prep – Deputy Head Pastoral
Sherborne Boys – Deputy Head Operations
Sherborne International – Director of Short Courses

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Introduction

A school is likely to have at least one pupil who is severely allergic, with evidence suggesting that approximately one in 70 children is allergic to peanuts. Exposure to food, medicine, latex, or wasp sting, are just a few examples of the many possible allergens that may result in an affected pupil experiencing allergy symptoms. These symptoms may range from flushing, a rash of the skin or gastric symptoms, through to anaphylaxis, the most severe form of allergic reaction.

During anaphylaxis, the whole body is affected by the allergen, often within minutes of exposure, but sometimes this may be delayed until some hours later. In terms of food allergies, the European Union has identified 14 allergens local to Europe that every organisation providing food needs to control as specified in the Food Information Regulations 2014.

Although severe, anaphylaxis is very definitely manageable. The vast majority of the children affected are happily accommodated in mainstream school activities thanks to good communication between the school and parents, staff, doctors, and the pupil themselves. Pupils should not be excluded from normal school life because of allergy unless a specific risk assessment shows that temporary adjustment is necessary. With sound precautionary measures and support, school life can continue as normal for all concerned.

Control Measures

It is not the intention of schools within the Sherborne Schools Group[1] (hereafter referred to as 'the School') to become 'nut free' schools, rather to take measures to reduce the risk where possible and increase the awareness of staff and pupils in allergies, their effect and management.

Some schools may choose to enforce 'nut bans', however, Anaphylaxis UK highlights several problems with this approach, namely:

- It would not be possible to provide an absolute guarantee that the school would be completely 'nut free' due to pupils and staff bringing products into the school either mistakenly or deliberately.
- There would be a risk that pupils who have an allergy would be under a false sense of security.
- It could lead to requests for bans of other food allergens.

Anaphylaxis UK argues that there is a strong case that children with food allergies will gain better awareness of their allergies and learn avoidance strategies if they operate in an environment where allergens turn up unexpectedly. If they are educated to be vigilant, their growing awareness will improve their own management of their allergy.

Parents of Non-Allergic Pupils

It is common to have pupils who have an allergy to certain foods, so it is important for all parents and carers to understand the risk even a small amount of an allergen can pose to pupils who are allergic. The risk can be through ingestion of the substance and in extreme conditions through touching a surface that has previously been in contact with the allergen or in some cases via airborne contact. To reduce the risk, we would appreciate the cooperation of parents not to send their children to school with products containing any type of nut.

Parents of Pupils with a Nut/Peanut or Other Food Allergy

Parents / carers are required to inform the School of any allergies their child suffers from (see Appendix 2 for school specific local procedure). Parents should:

- Provide an Allergy Action Plan.
- Provide allergy medications as appropriate to their child's medical needs.
- Educate their child in self-management of their allergy, including:
    - which foods are safe and unsafe

[1] The Sherborne Schools Group includes Sherborne Boys, Sherborne Girls, Sherborne Prep, Hanford Prep, Sherborne International and their trading subsidiaries.

- the symptoms of allergic reaction
- how to obtain information about any food stuffs not labelled, including the food allergen tablets in the dining room
- how to read food labels or ask someone else to read the label.

The Pupil's Responsibility

Every pupil with a food allergy must be proactive in the care and management of their allergy. The pupil will:

- Not exchange food with others
- Eat only food that is labelled with ingredients and to read the labels before eating*
- Take particular care if using food preparation areas in the Boarding Houses/School
- Be aware of what other people around them are eating
- Wash their hands before eating to reduce the risk of contamination and to practise good hygiene
- Have emergency treatment available (see Appendix 2 for school specific local procedures)
- Be encouraged to tell their friends of their allergies so they will be able to assist in an emergency
- Notify someone immediately and ideally an adult if they believe they are having a reaction, even if the cause is unknown
- Use the electronic 'allergen tablet'/information provided by the Catering team to identify meals containing allergens (relevant for children who self-manage)

*Please see school specific appendices for additional age-appropriate support measures.

The School's Responsibility

Training

All staff receive allergy awareness training appropriate to their role. This includes identification of allergy symptoms including anaphylaxis and the appropriate responses including the use of adrenaline devices, via a combination of online training resources, First Aid training and for some, face-to-face training will be available. This training will be refreshed annually in line with to the Group's Staff Training Matrix.

Allergy Safety Leads

The Allergy Safety Leads are members of senior leadership team in each school. They have responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy. The Governor for Allergy Safety is nominated as matter of good practice to provide support and challenge to the standards set out in this policy.

Serious allergic reactions and associated near misses should be reviewed by the relevant Allergy Safety Lead, Health Centre and the Nominated Governor for Allergy Safety in order to learn from these events and improve procedures. Please see the SSG Accident, Incident and Near Miss Reporting Policy for further information.

The Health Centres

Staff in each of the Health Centres will maintain accurate records on food allergies, intolerances and dietary preferences for all pupils and identify those pupils who carry an adrenaline autoinjector for use in the event of an anaphylaxis event (see Appendix 2 for school specific local procedures).

Catering

Catering for meals and hospitality is provided at Sherborne Boys, Sherborne Girls, and Sherborne Prep by contract catering delivered through Lodestone House. Catering is provided at Hanford Prep through an in-house catering team.

In line with the requirements for labelling prepacked food for direct sale (PPDS) and The Food Information Regulations 2014, the Catering teams will supply information on the designated allergens in all dishes prepared and served in dining areas. They will also:

- Ensure key staff will be trained in First Aid measures which include the treatment of anaphylaxis.
- Monitor all ingredients used in menus and keep accurate records of contents.
- Have information available for all dishes served in dining areas and someone on hand to answer any queries.
- Have information available for all products served in other onsite facilities such as coffee shops.
- Not routinely use nuts and peanuts in their cooking or hold items containing nuts, or send items containing nuts to Houses. If items held 'may contain nuts', these will be clearly labelled and listed on the electronic 'allergen tablet'/ information.

Catering teams are informed of all pupils at their School (or within their House for Boarding House Catering teams) who suffer from food allergies. This information, with a photograph of the pupil, is available to catering staff for reference. Serving staff are encouraged to recognise pupils when serving and encourage and support pupils in self-managing using the meal's available allergen information. The Catering teams provide varying support to allergy pupils assessed on a case-by-case basis, which ranges from pre-plated meals to independent self-management.

Food and Nutrition/ Cookery Lessons

Where pupils undertake practical Food and Nutrition/ Cookery lessons whilst studying, it will be the responsibility of the teacher to manage the allergies of all pupils' present. The teacher will check the details of the pupils in each class for food allergies and create menus taking these into account.

Where appropriate, pupils will be asked to consume their food in the lesson kitchen and not take it back to the Boarding Houses.

Science

Before any experiments are undertaken involving food products such as nuts, peanuts, the teacher must check that no pupils suffer from an allergy to these substances. Where there is a possibility of an allergic reaction, the experiment should be changed, alternative safe participation should be considered or, as a last resort, the pupil excluded from the practical session.

Boarding Houses

It is the responsibility of Boarding House staff (Housemistresses/masters, Matrons, Housekeepers, etc.) to manage the food within their Houses. Purchase of snack items such as peanut butter, products containing nuts, chocolate / nut spread, or any other known allergen products will be at the discretion of the House staff, depending on whether there are any pupils in the House with an allergy, and the severity of exposure to the substance. Consideration should also be given to pupils visiting from other Houses, the likelihood of cross contamination in the House kitchen from work tops, crockery and cutlery from poor hygiene practices and pupils bringing in food from home and local shops. All pupils in the House should be informed of the nature and consequences for pupils who suffer a nut / peanut or other food allergy.

Charitable Cake Sales and Birthday Cakes

On occasion, cake and food stalls may be run for charities. It cannot be guaranteed that these items are completely nut or allergen free so pupils with food allergies should avoid any homemade cakes and baked goods. The Group respectfully requests that staff and parents who bake cakes for charity sales do not use nuts or nut derivatives in their preparation. A list of ingredients used should be clearly labelled on wrapping before cakes are provided for sale. This will include cakes purchased from shops to donate to the charity sales. Birthday cakes provided should be similarly labelled. There is still a possibility that these cakes may be contaminated through cross contamination so pupils with extreme sensitivity should not eat these products.

First Aid Management of Anaphylaxis Including Access to Prescribed and 'Spare' Adrenaline Devices (and in some cases asthma inhalers)

The new 'Allergy Safety in Schools' Statutory Guidance (2026) requires schools to have available 'spare' adrenaline devices in addition to the two prescribed adrenaline devices required for individuals known to be anaphylactic.

The statutory guidance allows for the 'spare' device to be used on any pupil in an emergency situation where they are thought to be in anaphylaxis. The guidance cites the following regulation which underpins this new change.

Using "spare" ADs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for "spare" adrenaline devices to be used in an emergency. It is good practice for the school, college or setting to obtain advance consent from parents or the young person for "spare" adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given, in order to avoid delays in treatment.

Each school has specific arrangements in place regarding access to prescribed adrenaline devices, and use of 'spare or generic' adrenaline devices (please see Appendix 2 for school specific local procedures).

The guideline also allows schools to store a 'spare' salbutamol inhaler and spacer. However, legislation is different with inhalers compared to adrenaline devices. It is important to be aware that a spare salbutamol inhaler is legally only to be used on a child who already has a prescribed inhaler (where their own device is unavailable or malfunctions), and prior written consent is held.

Supporting Documents which Inform this Policy

This policy has been written with consideration of the following documents:

- SSG Senior Schools Off-Site Visits Policy
- SSG Accident, Incident and Near Miss Reporting Policy
- SSG Health & Safety Policy

Sherborne Boys:

- SB Medication Policy
- SB Health Centre Handbook

Sherborne Girls:

- SG Administration of Medicines Policy
- SG Health Policy
- SG Food Policy

Sherborne Prep:

- SP Medication Policy
- SP First Aid and Health Provision Policy
- SP Offsite Activities and Visits Policy

Hanford Prep:

- HP Administration of Medicines Policy
- HP Medical Policy
- HP Educational Visits Policy

Sherborne International:

- SI Medication Policy
- SI Medical Policy
- SI Offsite Activities and Visits Policy
- SI Accident, Incident and Near Miss Reporting Policy

Legislation and Guidance Information

- https://www.gov.uk/government/publications/allergy-safety-in-schools
- http://www.anaphylaxis.org.uk
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf
- https://www.resus.org.uk/anaphylaxis/emergency-treatment-of-anaphylactic-reactions/
- https://www.bsaci.org/resources/resources/paediatric-allergy-action-plans/

Appendix 1: Summary of Changes in Issue 1.1

- Specific information appended for Sherborne International.

Appendix 2: School Specific Allergy Management Procedures

Hanford Prep

How does the School identify those with allergy?

Parents are required to provide full details on health questionnaire prior to their child joining school. The Nurses are responsible for processing this information. In the event of a pupil having a prescribed adrenaline autoinjector an email is sent to parents for further clarification and to advise the need to 2 pens within date. Consent for the use of a generic pen is requested on the Health Questionnaire.

How does the School communicate allergies to key stakeholders?

The allergies and intolerances list for the pupils is updated by a nurse every term, or when a new starter arrives at Hanford, this is saved on SharePoint. This is done electronically and shared with all staff including, the kitchen/ teaching staff/ and boarding staff. The posters are displayed in the surgery/staff room/boarding house and office.

What are the local arrangements for prescribed adrenaline auto-injectors?

- **Procurement Arrangements** – The Nurses are in charge of the procurement.
- **Access Arrangements** – Two pens are stored in the pantry, adjacent to the dining Hall to allow easy access.
- **Storage Locations** – As above.
- **Prior Written Consent** - Consent is provided by parents on the health questionnaire.
- **Monitoring Expiry Dates** – The Nurses are in charge of monitoring the expiry dates.

What are the local arrangements for 'Spare/Generic' adrenaline auto-injectors?

- **Procurement Arrangements** – The Nurses are in charge of the procurement.
- **Access Arrangements** – Two pens are stored in the pantry, adjacent to the dining Hall to allow easy access.
- **Storage Locations** – As above.
- **Spare Salbutamol inhaler** kit is located with the front door with other emergency equipment. This is checked weekly by the on-duty nurse.
- **Prior Written Consent** - Consent is provided by parents on the health questionnaire. However, in an emergency the 'Allergy safety in schools' statutory guidelines states that according to Human Medicines (Amendment) Regulations 2017, prior consent is not required in an emergency to save a life
- **Monitoring Expiry Dates** – The Nurses are in charge of monitoring expiry dates

What are the arrangements for Individual Welfare Plans (IWP)?

The Nurses complete an action plan which is saved on the pupil's profile on iSAMS.

What arrangements are in place to safely manage visits and trips?

The Trip Leader is responsible for ensuring that pupils going off site have two adrenaline devices with them and a copy of their Allergy Action Plan. In the event of a fixture the nurse will also make a courtesy call to the hosting school.

How do I report an incident of anaphylaxis?

It is reported on the school's accident, incident and near miss form on SharePoint at the earliest opportunity in accordance with the SSG Accident, Incident and Near Miss Reporting Policy.

Sherborne Boys

How does the School identify those with allergy?

Parents are required to provide full details on electronic medical forms prior to their child joining school. The Health Centre is the department responsible for processing this information.

The medical forms specifically identify if the pupil has a medically diagnosed allergy or intolerance and if the pupil has anaphylaxis requiring adrenaline auto-injector. This is also the process for obtaining prior written consent from parents for administration of prescribed and generic adrenaline devices, along with uploading specific allergy/asthma action plans.

How does the School communicate allergies to key stakeholders?

The Health Centre are responsible for entering the medical condition (e.g. Anaphylaxis requiring Adrenaline Auto-Injector) and listed allergens into the School System (iSAMS). Automated food allergy reports are generated from iSAMS and sent Catering Management Team weekly.

New allergies or changes are also verbally communicated by the Health Centre to the contract caterers and Boarding Houses.

What are the local arrangements for prescribed adrenaline auto-injectors?

Full details below are documented fully in Sherborne Boys Medication Policy. Emergency response directions are documented fully in Sherborne Boys Health Centre Handbook.

- **Access Arrangements** – Pupils must always carry their two prescribed devices with them.
- **Storage Locations** – A spare prescribed device is stored (unlocked) in their boarding house
- **Prior Written Consent** – This is provided by parents on school joining forms (and allergy action plan if applicable), which is transferred by the Health Centre onto iSAMS/Medical Centre Module/Consents.
- **Monitoring Expiry Dates** – This is monitored in each boarding house via the Termly Medication Audit performed by Health Centre

What are the local arrangements for 'Spare/Generic' adrenaline auto-injectors?

Details below are documented fully in Sherborne Boys Medication Policy.

- **Procurement Arrangements** – These are supplied by a local pharmacy at a charge, on receipt of a private prescription request signed by either School Doctor or Independent Nurse Prescriber
- **Access Arrangements** – The Health Centre is open 24/7 during term time for access to generic devices
- **Storage Locations** – Adrenaline Auto-Injector and Adrenaline Ampules are stored in the emergency response grab bag in the Health Centre, Sherborne Boys Medication Policy Appendix 11 provides full details on use.
  In addition, two 'spare' devices of each strength (300 and 150 microgrammes) will be stored in the main dining room next to the defibrillator.
- **Prior Written Consent** - This is provided by parents on school joining forms (and allergy action plan if applicable), which is transferred by the Health Centre onto iSAMS/Medical Centre Module/Consents. However, in an emergency the 'Allergy safety in schools' statutory guidelines states that according to Human Medicines (Amendment) Regulations 2017, prior consent is not required in an emergency to save a life.
- **Monitoring Expiry Dates** – This is monitored as part of the monthly emergency checks within the health centre (emergency grab bag) and termly for the 'spare' dining room devices.

- **Spare salbutamol** is stored in the emergency response grab bag in the Health Centre, Appendix 11 of the SB Medication Policy provides full details.

What are the arrangements for Individual Welfare Plans (IWP)?

The Health Centre manages IWPs. In the case of Anaphylaxis, often an Allergy Action Plan is used in preference of an IWP as using the BSACI Allergy Action Plan provides a clear and standardised information for staff.

What arrangements are in place to safely manage visits and trips?

Please see SSG Senior Schools Off Site Activities Policy and SB Medication Policy for full details.

Information available within the pupil information system (iSAMS Instant Reports, or via SOCS) allows staff to identify pupils with medical conditions e.g. Anaphylaxis, including allergens and treatment instructions. Prior to the trip, the Trip Leader must visit the Health Centre to collect and discuss allergy management as per the individual Allergy Action Plan and they must consider emergency services access and catering controls for residential trips. The Trip Leader is also responsible for ensuring that pupils going off site have two adrenaline devices with them and a copy of their Allergy Action Plan/IWP.

How do I report an incident of anaphylaxis?

This must be reported formally via Evolve at the earliest opportunity in accordance with the SSG Accident, Incident and Near Miss Reporting Policy.

Sherborne Girls

How does the School identify those with allergy?

Parents are required to provide full details on electronic medical forms prior to their child joining school. The Health Centre is the department responsible for processing this information.

The medical forms specifically identify if the pupil has a medically diagnosed allergy or intolerance and if the pupil has anaphylaxis requiring adrenaline auto-injector. This is also the process for obtaining prior written consent from parents for administration of prescribed and generic adrenaline devices, along with uploading specific allergy/asthma action plans.

How does the School communicate allergies to key stakeholders?

The Health Centre are responsible for entering the medical condition (e.g. Anaphylaxis requiring Adrenaline Auto-Injector) and listed allergens into the School System (iSAMS). The Health Centre Manager completes the word document 'Hello my name is…' for Lodestone House identifies pupils with food allergies or intolerances, this is updated as and when required and shared with the catering managers, each boarding house chef team have a copy of this document.

Pupils known to carry adrenaline auto injectors are also highlighted on the 'Conditions and allergies poster' this poster is shared with all boarding houses and heads of departments. The health centre also displays a copy of this poster.

What are the local arrangements for prescribed adrenaline auto-injectors?

- **Access Arrangements** – Pupils must always carry their two prescribed devices with them.
- **Prior Written Consent** – This is provided by parents on school joining forms (and allergy action plan if applicable), which is transferred by the Health Centre onto iSAMS/Medical Centre Module/Documents. It is also asked about annually via the start of term health questionnaire
- **Monitoring Expiry Dates** – This is monitored in each boarding house via the Termly Medication Audit performed by the Health Centre and the annual pupil allergy awareness meeting.

What are the local arrangements for 'spare/generic' adrenaline auto-injectors?

- **Procurement Arrangements** – These are purchased via the medical supplier accessed by the Health Centre Manager.
- **Access Arrangements** – The Health Centre is open 24/7 during term time for access to generic devices. Each boarding house has a spare device located within their first aid cabinet. The Food & Nutrition classroom within the Main School building, Queenies Café in the Merritt Centre, and the Oxley Sports Centre all have generic pens available.
- **Storage Locations** – Adrenaline Ampules are stored within the treatment room of the Health Centre and an adrenaline autoinjector is available in the emergency grab bag within the Health Centre. Adrenaline auto injectors located in other areas of the school (in every boarding house, Queenie's, Food & Nutrition classroom, and Oxley Sports Centre) and stored with other first aid positions in easy access cabinets.
- **Emergency Asthma kits** including spare salbutamol inhaler are kept in all boarding houses and the emergency first aid kit in the health centre, these are checked termly in the medication audits.
- **Prior Written Consent** - This is provided by parents on school joining forms (and allergy action plan if applicable), which is transferred by the Health Centre onto iSAMS/Medical Centre Module/Documents. However, in an emergency the 'Allergy safety in schools' statutory guidelines states that according to Human Medicines (Amendment) Regulations 2017, prior consent is not required in an emergency to save a life

- **Monitoring Expiry Dates** – This is monitored as part of the monthly emergency checks and termly medications audits within houses.

What are the arrangements for Individual Healthcare Plans (IHCP)?

The Health Centre manages IHCPs. In the case of Anaphylaxis, often an Allergy Action Plan is used in preference of an IHCP as using the BSACI Allergy Action Plan provides a clear and standardised information for staff.

What arrangements are in place to safely manage visits and trips?

Please see SSG Senior Schools Off Site Activities Policy and SG Administration of Medication Policy for full details.

Information available within the pupil information system (iSAMS, or via SOCS) allows staff to identify pupils with medical conditions e.g. Anaphylaxis, including allergens and treatment instructions. The Trip Leader is responsible for ensuring that pupils going off site have two adrenaline devices with them and a copy of their Allergy Action Plan/IHCP.

How do I report an incident of anaphylaxis?

This must be reported formally via Evolve at the earliest opportunity in accordance with the SG Health Policy.

Sherborne Prep

How does the School identify those with allergy?

Parents are required to provide full details on electronic medical forms prior to their child joining school. The Health Centre is the department responsible for processing this information.

The medical forms specifically identify if the pupil has a medically diagnosed allergy or intolerance and if the pupil has anaphylaxis requiring adrenaline auto-injector. This is also the process for obtaining prior written consent from parents for administration of prescribed and generic adrenaline devices, along with uploading specific allergy/asthma action plans.

How does the School Communicate Allergies to Key Stakeholders?

The Health Centre are responsible for entering the medical condition (e.g. Anaphylaxis requiring Adrenaline Auto-Injector) and listed allergens into the School System (iSAMS). The Health Centre are responsible for notifying the School Administrator who maintains and circulates the 'Medical and Dietary Alerts' Poster

New allergies or changes are also verbally communicated by the Health Centre to Matron and Housemaster. Allergy lanyards will be collected by relevant pupils, and either be worn or placed on their tray during mealtimes.

What are the local arrangements for prescribed adrenaline auto-injectors?

Full details below are documented fully in Sherborne Prep Medication Policy. Emergency response directions are documented fully in Sherborne Prep First Aid and Health Provision Policy.

- **Access Arrangements** – Devices remain unlocked in named individual bags and are signed out for tracking purposes if accompanying a pupil.
- **Storage Locations** – The Devices are stored in the upstairs staffroom in Prep.
- **Prior Written Consent** – This is provided by parents on school joining forms (and allergy action plan if applicable), which is kept with the devices.
- **Monitoring Expiry Dates** – This is monitored by Matron each start of term and also via the Termly Medication Audit performed by Health Centre.

What are the local arrangements for 'Spare/Generic' adrenaline auto-injectors?

Full Details below are documented fully in Sherborne Prep Medication Policy and Sherborne Prep First Aid and Health Provision Policy.

- **Procurement Arrangements** – These are supplied by a local pharmacy at a charge, on receipt of a private prescription request signed by either School Doctor or Independent Nurse Prescriber.
- **Access Arrangements** – In addition, two 'spare' devices of each strength (300 and 150 microgrammes) will be stored in the upstairs staffroom in Prep alongside the prescribed devices, Devices remain unlocked.
- **Storage Locations** – The Devices are stored in the upstairs staffroom in Prep.
- **Spare salbutamol inhaler** and spacer is stored with the spare adrenaline devices. However, salbutamol may only be used in the event of the pupil's own prescribed device being unavailable or malfunctioning.
- **Prior Written Consent** - This is provided by parents on school joining forms (and allergy action plan). However, in an emergency the 'Allergy safety in schools' statutory guidelines states that according to Human Medicines (Amendment) Regulations 2017, prior consent is not required in an emergency to save a life.
- **Monitoring Expiry Dates** – This is monitored by Matron each start of term and also via the Termly Medication Audit performed by Health Centre.

What are the arrangements for Individual Welfare Plans (IWP)?

The Health Centre manages IWPs. In the case of Anaphylaxis, often an Allergy Action Plan is used in preference of an IWP as using the BSACI Allergy Action Plan provides a clear and standardised information for staff. This is requested from parents upon school joining.

What Arrangements are in Place to Safely Manage Visits and Trips?

Please see SP Medication Policy and SP First Aid and Health Provision Policy for full details.

Information available within the pupil information system (iSAMS) and also via the 'Medical and Dietary Alerts Poster'. The Trip Leader is responsible for ensuring that pupils going off site have two adrenaline devices with them and a copy of their Allergy Action Plan/IWP.

How do I report an incident of Anaphylaxis?

This must be reported formally via the Accident, Incident and Near Miss Form on SharePoint at the earliest opportunity in accordance with the SSG Accidents, Incidents and Near Misses Policy.

Sherborne International

How does the School identify those with allergy?

Parents are required to provide full details on the booking form prior to their child joining school. The Short Courses Management Team is the department responsible for processing this information. Matrons will write to parents to obtain any missing information to ensure compliance with the SI Medical Policy and that information provided is translated into English where necessary.

Parents are to advise via the booking form if the pupil has a medically diagnosed allergy or intolerance and if the pupil has anaphylaxis requiring adrenaline auto-injector. This is also the process for obtaining prior written consent from parents for administration of prescribed and generic adrenaline devices, along with uploading specific allergy/asthma action plans.

How does the School Communicate Allergies to Key Stakeholders?

The Director of Short Courses is responsible for entering the medical condition (e.g. Anaphylaxis requiring Adrenaline Auto-Injector) and listed allergens into the School System (Resirva). Automated food allergy reports are generated from Resirva and sent to the Catering Management Team weekly. Matrons and key pastoral staff are trained in Administration of Medication and pass information to relevant staff.

What are the local arrangements for prescribed adrenaline auto-injectors?

The Sherborne Boys' Medication Policy has been adapted for use by Short Courses.

- **Access Arrangements** – Pupils must always carry their two prescribed devices with them.
- **Prior Written Consent** – This is provided by parents/agents on the booking form (and allergy action plan/care plan if applicable).
- **Monitoring Expiry Dates** – Matrons check devices on student arrival to ensure two devices are present and are within their expiry date.

What are the local arrangements for 'Spare/Generic' adrenaline auto-injectors?

- **Procurement Arrangements** – The Director of Short Courses will arrange with the Nurse Manager ahead of the courses running to ensure there are a suitable number of spare devices for the number of boarding houses to be used during the courses. These are supplied by a local pharmacy at a charge, on receipt of a private prescription request signed by either School Doctor or Independent Nurse Prescriber
- **Access Arrangements** – The generic devices are managed by the Matron team.
- **Storage Locations** – Adrenaline Auto-Injectors are stored by Matrons in their main office at West Lodge.
- In addition, two 'spare' devices of each strength (300 and 150 microgrammes) will be stored in the main dining room next to the defibrillator.
- **Prior Written Consent** - This is provided by parents/agents on the booking form (and allergy action plan/care plan if applicable. However, in an emergency the 'Allergy safety in schools' statutory guidelines state that according to Human Medicines (Amendment) Regulations 2017, prior consent is not required in an emergency to save a life.
- **Monitoring Expiry Dates** – This is monitored by the Matron team and termly by the Health Centre for the 'spare' dining room devices.
- **Spare salbutamol** is stored by Matrons in their main office at West Lodge. It can only be given to a student who already has an inhaler and whose parent has provided consent to using the spare school device. Matrons check on student arrival that they have their inhaler with them and that it is within the expiry date.

What are the arrangements for Individual Welfare Plans (IWP)?

The Director of Short Courses is the Allergy Lead and will manage any IWPs. In the case of Anaphylaxis, in the UK an Allergy Action Plan (AAP) is often used in preference of an IWP as using the BSACI Allergy Action Plan provides clear and standardised information for staff. However, AAPs may be unlikely to be provided by international students, in which case the School will require a letter written in English detailing the allergy, prescribed treatment and emergency care instructions. This will enable the Director of Short Courses to use the information provided in that letter to write a care plan for each child with an allergy, setting out the arrangements the School will put in place to support their needs. Parents/agents will be asked to agree to the care plan.

What Arrangements are in Place to Safely Manage Visits and Trips?

Please see SI Off Site Activities Policy for details.

Information available within the booking form (Resirva) allows staff to identify pupils with medical conditions e.g. Anaphylaxis, including allergens and treatment instructions. Prior to the trip, the Trip Leader must visit the Director of Short Courses to collect and discuss allergy management as per the individual Allergy Action Plan (or, in its absence, the care plan) and they must consider emergency services access and catering controls for trips. The Trip Leader is also responsible for ensuring that pupils going off site have two adrenaline devices with them and a copy of their Allergy Action Plan/ IWP/ care plan.

How do I report an incident of Anaphylaxis?

This must be reported formally via Evolve at the earliest opportunity in accordance with the SI Accident, Incident and Near Miss Reporting Policy.