

The background features three large, semi-transparent blue circles of varying sizes. Two thin blue lines intersect diagonally across the upper half of the page. A third thin blue line runs diagonally from the middle right towards the bottom right, passing behind a large blue circle in the bottom right corner.

Allergy Policy

Rudyard Kipling Primary School

September 2026

Review date: September 2027

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:

James Stanley – School Business Manager

Helen Nazarko - SENCO

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1. Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but are not limited to):-

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Rudyard Kipling Primary School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

2. Role and responsibilities

Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform Admission and First Aid Lead / School Nurse/SENCO/First Aid Lead of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan ([BSACI plans](#) preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff (regular or cover classes) must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.

- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- **School Nurse/SENCO/First Aider** will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the **First Aid Lead** will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- **SENCO/First Aid Lead** keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- **SENCO/First Aid Lead** ensures that any reaction or near misses is recorded and reported internally or in accordance with RIDDOR.

Pupil Responsibilities

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times.

3. 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, including consent to administer a spare adrenaline auto-injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional and should not be created by school. These are a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK. The allergy action plans are designed to function as an individual healthcare plan.

4. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works

rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the child where they are, call for help and do not leave them unattended.
- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- **CALL 999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

5. Supply, storage and care of medication

Children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept within 5 minutes of them, not locked away and **accessible to all staff**.

Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAls i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the **SENCO/First Aid Lead** will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant AAls their child is prescribed, to make sure they can get replacement devices in good time.

Older children and medication

Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on **very suddenly**, so school staff need to be prepared to administer medication if the young person cannot.

Storage

AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service. The sharps bin is kept in the office.

6. 'Spare' adrenaline auto-injectors in school

Rudyard Kipling Primary School has purchased spare AAls for emergency use in children who are at risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date) or are experiencing anaphylaxis for the first time.

These are stored in a clearly labelled box at an official anaphylaxis put in a central location in the building.



Anaphylaxis Adrenaline Pen', kept safely, not locked away and **accessible and known to all staff**.

Rudyard Kipling Primary School holds four spare pens which are kept in the following location

- On the wall by the staff photocopier

The School Nurse/SENCO/First Aider (*delete or substitute as appropriate*) is responsible for checking the spare medication is in date on a monthly basis and to replace as needed.

Written parental permission for use of the spare AAI's is included in the pupil's allergy action plan.

7. Staff Training

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:-

James Stanley – School Business Manager

Helen Nazarko - SENCO

All staff will complete Allergy and anaphylaxis training annually, and on an ad-hoc basis during induction of new staff.

Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAls) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date

Rudyard Kipling Primary School ensures that staff undertake a practical session using trainer devices (these can be obtained from the manufacturers' websites: www.epipen.co.uk and www.jext.co.uk)

8. Inclusion and safeguarding

Rudyard Kipling Primary School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school's menu is available for parents to view in advance with all ingredients listed and allergens highlighted on the organisation website at www.rudyardkiplingprimary.co.uk

The Admission Lead will inform the Catering Manager/Cook of pupils with food allergies.

Parents/carers are encouraged to meet with the Catering Manager/Cook to discuss their child's needs with a specific menu agreed and put in place.

The school adheres to the following [Department of Health guidance](#) recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).

- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

10. School trips

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

11. Allergy awareness and nut bans

Rudyard Kipling Primary School supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

12. Risk Assessment

Rudyard Kipling Primary School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

Allergen Management Plan

Declaration of Intent

The School is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Identifying all pupils/ students with known allergies and putting into place necessary controls to enable them to access and experience school safely and without detriment to their health.
- Being proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to remove all risks to pupils/ students with regards to allergens.
- Continuously improving its health and safety performance.

Responsibilities

The following staff are identified as responsible persons in relation to Allergen Management: (Add or delete as appropriate)

Title	Responsibility	Name
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body.	Simon Blackett
Head Teacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management.	Euan Hanington
Nominated member of SLT	Ensuring that the health and safety requirements for allergen management are carried out.	James Stanley
School Allergen Operational Lead	Operational management of allergen matters, dealing with special diets/allergy queries and identifying staff that need	James Stanley Helen Nazarko

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Title	Responsibility	Name
	allergen awareness training - tracking attendance/ refresher requirements.	
Assigned Lead/nominated person for Allergen Management in Dining Hall (one plus deputy in case unavailable)	Accountable for special diets/lunch time arrangements.	Lucy Penfold Debbie Mills
Senior Midday Supervisory Assistant	Overall supervision and management of the service of meals to pupils/ students including allergen management processes are followed.	Lindsay Vaughan James Stanley
Midday Supervisory Assistant	Following allergen and other H&S procedures.	Connor Burns Lisa Manley Ang Vernon Hayley Scourfield Denise Jones Karen Burt
Assigned Lead/nominated person for Allergen Management in Kitchen/Service Point (one plus deputy in case unavailable)	Accountable for safe preparation, production and storage (incl. labelling/covering of main/dessert special menus) prior to service/hand-over.	Julia Lay Claire Sutherland
Teachers / Learning Support / Wrap Around Care / Nursery / and Inclusion Staff	Following allergen and other H&S procedures.	All staff

Mainstream Secondary students are responsible for choosing their own food/ meal options that meets their dietary needs.

Communication of Allergen Information

Allergen information will be shared with all relevant school staff and third parties (with the consent of the parent/ guardian) for each individual pupil/ student:

School Staffing Group	How Communicated and recorded
Teaching staff	Upon admission / transition with completed Caterlink Form returned and filed
In-house kitchen/ Catering Manager	Caterlink Form returned and filed
Support staff	Upon admission / transition
First Aiders	Upon admission / transition
Third Parties	How Communicated and recorded
Breakfast Club Staff	Upon admission / transition
Wrap-around provision/ after school clubs	Upon admission / transition
Contracted Kitchen/ Catering Manager	Upon admission / transition
Clinical/ other professionals	Upon admission / transition
Peripatetic teachers	Upon arrival

Allergen Management Procedure:

Location of Allergen information	
Allergen Information Forms	School Office
Allergen Risk Assessments	School network under whole school policies and school website
Other add details	Care packs are available in the staff room.
Catering Provider Details	

Catering provider name and contact details	Caterlink, Hop House, Lower Green Road, Pembury, Kent, TN2 4HS info@caterlinkltd.co.uk
Senior Manager responsible for the management of the kitchen	Julia Lay - Caterlink
Member of leadership team that has responsibility for the management of allergens in the kitchen	Julia Lay – Caterlink Claire Sutherland - Cook
The school have a copy of the catering provider's allergen policy	Yes
Identifying Pupils/ Students with Allergies/ Special Diets	
Information on allergies is obtained from parents/ guardians using the School's Allergy Information Form at the start of each academic year and on new intakes.	When a child is admitted to the school as part of the Welcome Pack a specific form is given which details any allergens. If information of a food allergen is provided then a specific form is given and a meeting with Caterlink to formulate a specific menu. Other allergens identified would be discussed with senior leaders and class teacher.  Allergy and intolerance form Ca
Information on allergies is obtained from parents/ guardians using the Contractors application form for special diet/ modified menu at the start of each academic year. Parents/carers also requested to provide timely updates where any new allergies are discovered.	State where stored and who is responsible for managing these forms.
Copy of Special/ Modified Menu provided by Caterer/ Contractor	On the system / Website
Data on allergens for each pupil/ student is recorded	Office administrators on Arbor
Allergen Management Procedure of Catering Provider	

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Catering Provider [add name] identifies pupils/ students with known allergies from parents/ guardians using special diet/ modified menu application form	A dietary and intolerance form is giving to new admissions to the school. Any returned forms start the process for an adjusted menu and meetings with the family. Only the modified menu is able to be shown on Meal Manager and adults around the child also aware. This is stored in their pupil folder in the office and a student care pack is created for the pupil in the office and staffroom.
Individual menu for specific child developed which contains none of the known allergens and a copy is provided to the parents/ guardians and the school	As part of the process for agreeing a menu with the family.
Responsibility to include a process for changes in recipes due to replacement/substitute ingredients or 'ready-made' products for checking of known allergens.	This is managed
Catering provider Caterlink have a documented induction/training process for new/cover/all staff which includes special menu pupils and processes.	- Cook to undertake induction and contract manager
Catering provider Caterlink prepare individual special diet meals for pupils, containing no known allergens.	- plating, covering and labelling modified meals. - photographs displayed of each child with a modified menu at the point of service - there are arrangements in place where the meal has been prepared and cooked off-site.
Catering Provider Caterlink have a process to report allergen incidents (and near-misses) to school.	James Stanley and Head Teacher to investigate incident and follow up.
School Procedure for Identifying Pupils/ Students at point of Service	
Children requiring a modified menu are personally introduced to the kitchen team	At the start of each academic year or when a child starts mid-year; or when a menu change from catering provider necessitates the identification of a child
Pupils will be identifiable in the dining room by:	The use of a PURPLE tray and lanyard. Adult overseeing the iPad when children collect their food.
Pupils requiring a modified menu are placed at the front of the queue (or monitored within the queue)	The member of staff in charge of confirming meal choices on the iPad.

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and supervised by an adult.	
Where staff are serving a special/modified meal that has been prepared and cooked off-site they must check that the identified/labelled meal provided is as expected/as per the agreed menu. Ensure they avoid potential cross contamination when plating this food.	
Where staff are collecting a meal on behalf of a pupil/ student they must ask the Allergen Champion/ operational lead for allergens for the meal.	
School staff will not add gravy or sauces without explicitly checking with the Allergen Champion/ Operational lead for allergens that it is safe to do so.	
Emergency Procedures	
Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil.	Carry out individual care plan if allergen is known and recorded. If allergen not known, follow training, sort advice from parents, ongoing assessment of condition, use school anaphylaxis kit and call 999. Parents informed and incident logged on appropriate form.
All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.	To be recorded on KS2 form and submitted to LA. Any instances involving the council's school meals contractor must also be reported to the School Meals Manager (susie.haworth@brighton-hove.gov.uk; Tel: 01273293590.)

Policy Review:

This Policy will be reviewed by FGB annually. Date to be reviewed: **01/09/2027**

Name: Euan Hanington (Head)	Name: Craig Munro & Alex Brewer (Co Chairs)
Date:	Date:

School Allergy Information Form

Name of pupil:	
Date of birth:	
Year group/class:	
Name & Tel. No. of GP:	
Address of GP:	

Nature of allergy/allergies <i>(Note: School & caterer to be informed of any changes in allergies immediately)</i>	
Severity of allergy/allergies – mild, moderate or severe:	
Symptoms of an adverse reaction:	
Details of medical attention / emergency action required – e.g., antihistamines, adrenaline auto-injector	
Instructions for administering medication:	
Control measures to avoid an adverse reaction:	

Name of parent/carer:	
Relationship to child:	
Contact details of parent/carer:	
Parental signature & Date:	
Date for review <i>(at least annually or as required)</i>	



Rudyard Kipling Primary School and Nursery



**PLEASE NOTE: WE ARE AN EGG AWARE & NUT FREE
SCHOOL**





Allergy/Intolerance/Texture Modified Diet Referral Form (Brighton & Hove)

***ONLY TO BE COMPLETED FOR CHILDREN WITH AN ALLERGY OR INTOLERANCE**

This form must be emailed with supporting information to admin@caterlinkltd.co.uk

PUPILS DETAILS	
Child's Name	
Diet required or Allergy information <i>please circle</i>	Peanut Milk Crustacean Soybean Fish Celery Nuts Sesame Seeds Mustard Lupin Eggs Molluscs Gluten Sulphites Other* *Other – please state
If a texture modified diet is required, please provide details	
Date of Birth	
SCHOOL DETAILS	
Name of School	
School Address (in full)	
PARENT/GUARDIAN DETAILS	
Contact Name (Parent/Guardian)	
Address	
Postcode	
Contact - Phone Number(s) /	
Email address (Required)	
MEDICAL REFERRAL* (To be completed by a regulated healthcare professional such as GP or Dietician OR supported by a letter from a healthcare professional – state below if letter enclosed) WITHOUT THIS INFORMATION WE CANNOT PROCESS THIS SPECIAL DIET	
A letter from a healthcare professional, old or new is acceptable. Please tick if enclosed.	
Name of Healthcare Professional	
Relevant Professional Qualification	
Practice/Surgery/Hospital Address	
Any further clarification/details on the special dietary requirement.	
Healthcare Professional Signature	Date
Consent To Store Data in line with the General Data Protection Regulation (GDPR) (EU) 2016/679	
I/we consent to the above data being stored in the manner described by Caterlink so that a suitable school meal may be provided for this child.	
Parent/Guardian Signature(s)	Date

13. Useful Links

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

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- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools1>

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

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

BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

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

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

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, 2020) <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>

Footnotes:

- 1 It is strongly recommended that all staff complete allergy and anaphylaxis training to ensure that any

member of staff can react quickly and accurately when a child has a reaction. When the training is limited to one or only a few members of staff, children with allergies are left in a potentially life-threatening situation if that member of staff is absent or deployed elsewhere.