

DAVID GAME COLLEGE
ALLERGY AND ANAPHYLAXIS POLICY
RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES
This policy applies to the whole College

This document which applies to the whole college including boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our College have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal College hours, including activities away from College. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) Regulations currently in force.

In so far as boarding provision is concerned, this policy is also intended to support compliance with the National Minimum Standards for Boarding Schools currently in force.

In developing, implementing and reviewing this policy, the College also has regard, where relevant, to the Department for Education guidance on supporting pupils with medical conditions at school, the Department of Health and Social Care guidance on the use of emergency adrenaline auto-injectors in schools, current food allergen information requirements, first aid guidance, and UK GDPR / Data Protection Act 2018 requirements relating to health information.

Nothing in this policy is intended to reduce any wider safeguarding, health and safety, equality, or data protection obligations owed by the College.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

The policy will also be reviewed following any significant allergic reaction, anaphylaxis incident, near miss, serious complaint, material change in guidance, material change in staffing arrangements, or material change in boarding or catering provision.

Reviewed: March 2026

Next Review: March 2027

Signed

David Game
Founder

John Dalton
Principal

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1. Statement of Purpose

To minimise the risk of any pupil suffering an allergic reaction whilst at College or attending any College-related activity. To ensure staff are properly prepared to recognise and manage all allergic reactions should they arise.

2. Aims and Objectives

This policy outlines David Game College's 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:

- First Aid Policy
- Anti-Bullying Policy
- Asthma Policy

David Game College is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Educational Visits / Trips Policy
- Boarding Handbook and any boarding medical procedures
- Data Protection / Records Management / Privacy Notice documentation
- Complaints Procedure

3. Definitions

ALLERGY: 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.

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 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 AAI, adrenaline pens or by the brand names such as 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 or AAI. Where a pupil has been prescribed a specific device or dose, staff should follow the relevant manufacturer's instructions and the pupil's medical documentation.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's condition, 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 an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

The Individual Healthcare Plan should also identify the members of staff who need to know, any agreed confidentiality arrangements, arrangements for school trips, boarding, sports, exams and emergency procedures, and any agreed arrangements for self-carrying or self-administering medication.

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 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. In 2012 the Medicines Act was broadened to state that any lay person can administer adrenaline for the purpose of saving a life. The Medicines and Healthcare Products Regulatory Agency also clarified that, "in principle, a legal exemption under Regulation 238 permits a school's adrenaline auto-injector(s) to be used for the purpose of saving a life, for a pupil or other person not known by the school to be at risk of anaphylaxis (and thus does not have medical authorisation/consent in place for the spare device). This might be, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy. The provision under Regulation 238 should be reserved for exceptional circumstances only that could not have been foreseen."

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For the avoidance of doubt, the College's normal expectation is that spare AAls are held primarily as back-up devices for pupils known to be at risk of anaphylaxis and for whom the required medical authorisation and written parental consent are in place. Where a severe allergic reaction is suspected in a person not known to be at risk of anaphylaxis, 999 must be called without delay and emergency services advice sought immediately. Any use of a spare AAI in such circumstances is reserved for exceptional life-saving circumstances only.

DESIGNATED ALLERGY LEAD (DAL): The named senior member(s) of staff with overarching responsibility for allergy management, oversight, communication and implementation of this policy.

HEALTH DATA / SPECIAL CATEGORY DATA: Information concerning a person's physical or mental health is sensitive personal data and must be handled in accordance with the College's data protection obligations. Access to such information must be limited to those who need it in order to safeguard, support or educate the pupil effectively.

GILLICK COMPETENCE / YOUNG PERSON CONSENT: Where relevant, the College will have regard to the developing maturity and understanding of pupils, including boarders, in decisions concerning consent, confidentiality, treatment, information sharing and self-management, while acting in the best interests of the child and within the law.

4. Roles and Responsibilities

David Game College takes a whole-school approach to allergy management.

4.1 Designated Allergy Lead

The Designated Allergy Leads are John Dalton and Angela Williams. 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
- Reviewing the stock of the school's spare adrenaline pens (check the school has enough and the locations are correct) and ensuring staff know where they are
- Keeping a record of any allergic reactions or near-misses and ensuring an investigation is held as to the cause and put in place any learnings
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy
- Ensuring that the policy is implemented consistently across day provision, boarding, trips, extracurricular activity and events involving contractors, visitors and host venues
- Ensuring that access to allergy-related health information is appropriately limited to those staff who need to know, while ensuring that staff who do need to know can access the information quickly in an emergency
- Ensuring that any complaint, serious concern, or incident relating to allergy support is reviewed promptly and, where appropriate, escalated under the College's complaints, safeguarding, health and safety or disciplinary procedures
- Ensuring that there is a clear site-specific emergency response process for each main College location and boarding setting
- Ensuring that suitable cover arrangements are in place when the DALs, College Nurses, or other key personnel are absent

At regular intervals the Designated Allergy Leads will check procedures and report to the SMT.

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4.2 College Nurse / Healthcare Team

Sonia Sabali and Nasima Begum are responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the Admissions Team for new joiners)
- Supporting the Designated Allergy Lead on how this information is disseminated to all school staff, including the Catering Team, occasional staff and staff running extracurricular activities
- 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 Spare Pens, including brand, dose and expiry date. The location of Spare Pens will also be documented
- Regularly checking spare pens are where they should be, and that they are in date
- Replacing the spare pens when necessary
- Providing on-site adrenaline pen training for other members of staff and pupils and refresher training as required, e.g. before College trips
- Ensuring the College runs an anaphylaxis drill once a year and coordinating this with the DALs
- Implementing and updating the allergy register on a shared College platform such as SchoolBase
- Signing in and out adrenaline kits for staff on trips
- Offering 1:1 refresher courses to staff
- Ensuring that each student's up-to-date Allergy Action Plan is accessible by all staff via SchoolBase, REACH and emails
For the avoidance of doubt, this accessibility will be managed on a role-based and need-to-know basis, while preserving confidentiality and ensuring that staff who need to know have prompt access in an emergency
- Checking the medication inventory on a termly basis and sending reminders to parents if medication is approaching its expiration date
- Sending out email reminders to staff if there are any changes to a student's IHCP
- Training main staff to recognise the signs of an allergic reaction, including anaphylaxis, and respond promptly and appropriately
- Ensuring allergy will be included in the safeguarding training for contract staff too
- Ensuring that each Emergency Allergy Response kit is checked regularly (at least once every month) and devices are replaced as and when they are needed
- Maintaining clear records of administration of medication, including the date, time, dose, device used, by whom, the circumstances, whether 999 was called, whether a second dose was given, and who was informed
- Ensuring that each pupil's documentation identifies whether they may self-carry and/or self-administer medication, and on what basis
- For boarders, ensuring that medicine storage, self-medication arrangements, privacy and dignity are managed consistently with boarding standards and the pupil's age and maturity
- Ensuring that, where a student is aged 16 or over or otherwise competent to make decisions, consent, confidentiality and information-sharing are considered appropriately and recorded

4.3 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 Leads and school nursing team to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity (such as the interview stage)
- There is a clear structure in place to communicate this information to the relevant parties (i.e. school nursing team, catering team)
- Visitors (for example at Open Days and events) are aware of the catering set-up and if food is to be offered
- Parents/guardians and students are made aware that though we do not allow nuts to be brought into the premises, we are not a nut-free college. If their child has allergic reaction triggered by cross contamination, they would be encouraged to bring in labelled food from home
- Prospective families are informed at an early stage of the College's expectations regarding medication, documentation, food arrangements, self-carrying of AAIs where appropriate, and the limits of what the College can safely provide
- Where boarding is sought, relevant medical and welfare information is communicated promptly to boarding and healthcare staff before admission or attendance begins

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4.4 Staff

All Staff are responsible for:

- Championing and practising allergy awareness across the school, ensuring that students and colleagues are informed about allergy management
- Understanding and applying the school's Allergy and Anaphylaxis Policy, as well as related procedures, and seeking support if needed
- Being aware of students with allergies and knowing what allergens they are sensitive to. This includes understanding any risks related to activities or events
- Considering the potential risk to students with allergies during any school activities. This includes assessing whether allergens are present and determining if their use is necessary or appropriate
- Ensuring that students with allergies always have access to their prescribed medication, including during school trips or special events
- Participating in annual anaphylaxis training and drills. If staff have not received training within the past 12 months, they should inform their manager or contact the College Nurses directly
- Considering the safety, inclusion, and wellbeing of students with allergies at all times, ensuring they are not excluded from activities due to their allergies. They are able to communicate with the College Nurses if they are trying to create an alternative / more inclusive task
- Preventing and addressing any allergy-related bullying, in accordance with the school's anti-bullying policy
- All food-related activities must be supervised with caution and risk assessed, ensuring the safety of students with allergies. Staff should be vigilant as allergic reactions can occur at any time, not just during mealtimes
- Checking SchoolBase and REACH regularly to get the most up-to-date IHCP regarding their students with allergies
- Ensuring all relevant emergency supplies, including students' allergy medications, are taken on the trip. Students who do not have their required medication will not be allowed to attend the trip
Any such decision must be taken in line with the pupil's Individual Healthcare Plan, the trip risk assessment, and the College's duty to support participation wherever safe to do so. The College will seek, where reasonably possible, to avoid unnecessary barriers to participation while not permitting attendance where safe participation is not possible
- Although any school cannot guarantee to be nut free, students and staff are aware not to bring nuts into College
- Knowing the internal emergency procedure: who calls 999, who fetches the medication, who stays with the pupil, who informs the College Nurse / DAL / reception / boarding house / emergency contact, and who meets the ambulance
- Recording any incident, near miss, or concern promptly in accordance with College procedures
- Respecting confidentiality and only accessing or sharing pupil health information where there is a proper operational, pastoral, medical or safeguarding reason to do so
- Ensuring that contractors, visitors, agency staff and host providers are given relevant allergy information where they need it for the safe running of an activity

4.5 Parents

All Parents are responsible for:

- Providing the College Nurses with detailed information regarding their child's medical needs, including allergies, intolerances, past allergic reactions, a history of anaphylaxis, and any related conditions and a list of prescribed medications with the prescription in English (e.g. asthma, hay fever, rhinitis, eczema)
- Supplying the school with necessary medications (e.g. adrenaline auto-injectors, antihistamines, inhalers) that are current and replacing them as needed
- Adhering to the school's food-related guidelines (section 7), particularly when sending packed lunches, snacks, or participating in fundraising events involving food, to ensure the safety of students with allergies
- Communicating allergies or intolerances as medical conditions, not as personal dietary preferences, to prevent compromising student health and safety
- Educating and encouraging their child to be aware of their own allergies and the potential risks posed by other students' food and activities
- Providing the College with an up-to-date Allergy Action Plan (BSACI plan preferred) that outlines their child's allergy management. If an Allergy Action Plan is not yet in place, parents should work with healthcare professionals (e.g. College Nurse, GP, or allergy specialist) to create one promptly
- Informing the College promptly of any changes in their child's allergy management and ensuring that the Allergy Action Plan and related documents (e.g. Individual Healthcare Plan, IHCP) are updated accordingly
- Collaborating with the school to complete an Individual Healthcare Plan (IHCP) that includes an up-to-date Allergy Action Plan

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- Ensuring the school has access to two labelled adrenaline pens (epinephrine auto-injectors) and any other required medications, such as antihistamines, inhalers, or topical creams, all appropriately labelled with the child's name
- Ensuring that medications, particularly adrenaline pens and antihistamines, are in-date and replaced as necessary. For boarding students, this responsibility is shared with the College Nurses and the child
- Promptly notifying the school of any changes in their child's health or allergy management, and making sure relevant paperwork (e.g. IHCP, Allergy Action Plan) is updated as needed
- Providing written parental consent, where required, for the administration of medicines including any spare AAI arrangements, and discussing with the College any confidentiality, self-carry or self-administration issues in advance
- Where a pupil is boarding, working with the College to agree suitable arrangements for storage of medication, access to treatment, self-management, food storage and emergency communication
- Raising any concerns about support promptly through the appropriate College channels so that issues can be addressed before they escalate

4.6 Pupils

All pupils at the school should:

- Be allergy aware and understand the risks that allergens might pose to their peers
- Learn how they can support their peers with allergies and be alert to allergy-related bullying
- Learn how to recognise signs of an allergic reaction and how to respond appropriately in case of an emergency, including knowing where to seek help
- Adhere to food restrictions or guidelines when bringing food from home or purchasing food at school, to ensure the safety of their peers with allergies
- Encourage peers who are at risk of anaphylaxis to take responsibility for carrying their medications with them at all times

Responsibilities for Pupils with Allergies:

- Knowing what their allergies are and understanding how to mitigate personal risks
- Avoiding known allergens as much as possible in their school environment
- If eating in the school canteen, asking the chefs or catering team about their allergens being present in the dishes
- Notifying a member of staff if they are feeling unwell or suspect they may be having an allergic reaction
- Carrying two adrenaline auto-injectors with them at all times, if age-appropriate, and using them only for their intended purpose and ensuring they have the appropriate knowledge about how to use them in case they come in contact with their allergen outside of school
- Understanding how and when to use their adrenaline auto-injectors in the event of an allergic reaction
- Speaking with the Designated Allergy Leads or a member of staff if they are concerned about any school processes or systems related to their allergies
- Raising concerns with staff if they experience any inappropriate behaviour in relation to their allergies
- Following agreed arrangements for self-carrying, self-administration or storage of medication responsibly
- For boarders and older pupils, discussing any concerns around privacy, confidentiality, independence and access to medication with the College Nurse, House Parent, Tutor or DAL

5. Information and Documentation

5.1 Register of Pupils with an Allergy

The school has a register of pupils who have a diagnosed allergy. This includes students 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. The register will be maintained accurately and reviewed regularly. Access will be granted to staff who need to know in order to safeguard and support pupils effectively.

5.2 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 history of their allergic reactions
- Detail of the medication the pupil has been prescribed including dose; this should include adrenaline pens, antihistamine etc.

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- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis
- A photograph of each pupil
- A copy of their Allergy Action Plan. See definitions for the BSACI templates
- All IHCPs can be found on SchoolBase for Day and Boarding students; they can be found on REACH for UFP students
- Risk Assessments are part of the documents for individuals with allergies and these play a part in the designing of their healthcare plan
- The Individual Healthcare Plan will also identify who needs to know the information, any agreed confidentiality arrangements, arrangements for trips and off-site activity, any agreed self-carry or self-administration arrangements, and what to do in an emergency, including who will be contacted
- Individual Healthcare Plans will be reviewed at least annually, and sooner where there is evidence that the pupil's needs have changed
- Plans should be easily accessible to all who need to refer to them, while preserving confidentiality

SchoolBase:

- Select Student
- Select "General" tab
- Select Document Viewer
- All medical documents that are privileged for your viewing will be there
- Press the download button to open up the document so you can read it

REACH:

- Type in student's name in the search box
- Select student's name
- Select "Documents"
- All medical documents that are privileged for your viewing will be there
- Press the download button to open up the document so you can read it

5.3 Consent, Confidentiality and Information Sharing

- The College recognises that information about a pupil's allergy and other medical conditions is sensitive health information and will be handled in accordance with the College's data protection obligations
- Access to allergy-related information will be given to those members of staff who need to know in order to support, educate, supervise or safeguard the pupil, while preserving confidentiality as far as possible
- The College will seek and record the necessary parental consents for administration of medication, including the use of spare AAIs where applicable
- Where confidentiality issues are raised by the parent or pupil, the Individual Healthcare Plan will identify the designated individuals to be entrusted with information about the pupil's condition, subject always to the College's safeguarding and legal obligations
- For pupils aged 16 and over, and for younger pupils assessed as sufficiently mature to participate in decisions, the College will take account of the pupil's wishes, rights, maturity and best interests when considering treatment, confidentiality and information sharing
- For boarders, privacy, dignity and confidentiality as patients will be respected, while ensuring that appropriate information is available to those who need it to keep the pupil safe

5.4 Self-Carry, Self-Administration and Self-Medication

- Pupils prescribed adrenaline pens will generally be expected to carry two, in-date pens at all times, where age-appropriate and safe to do so
- Whether a pupil may self-carry, self-administer or self-manage medication will be considered on an individual basis, taking account of age, maturity, understanding, reliability, the nature of the medical condition, boarding arrangements and any clinical advice
- These arrangements will be recorded in the pupil's Individual Healthcare Plan
- For boarders, any permission to self-medicate or keep medication in personal possession will be assessed and recorded in writing, with action taken on any concerns or complaints
- Where self-carrying or self-administration is not appropriate, medication will still be kept readily accessible and not locked away in a manner that prevents prompt emergency use

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6. 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 tech 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.
- 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.

Risk assessments should also consider visitors, contractors, host venues, boarding routines, examinations, fixtures, external caterers, transport, overnight stays, and any periods where normal staffing or supervision arrangements differ.

Any activity involving known allergens should consider whether their use is necessary at all and, if so, what control measures are required.

7. Food, Including Meal Times and Snacks

7.1 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
- 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
- There are 2 school canteens in the College: 1 for the boarding students who are provided with 3 meals per day and 1 for day students who can purchase meals if they wish to
- The school has robust procedures in place to identify pupils with food allergies. The catering team have a photographed list of any student with allergies or intolerances present with them during meal times. This allows them to identify the students and ensure that they are not being served any meals that could have an allergen present
- The Food Information Regulations 2014 require all food businesses, including school canteens, to show allergen ingredients information for the food they serve
- Food containing the main 14 allergens will be clearly identified for pupils, staff and visitors to see. Another ingredient information will be available on request
- Food packaged to go 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 catering team
- Where reasonably practicable, allergen information will be kept up to date and clear, and staff will understand the importance of not giving informal assurances about food safety unless they have checked the current allergen information
- The College will continue to communicate clearly that it is not a nut-free College, even though nuts are not permitted to be brought onto the premises, and therefore absolute absence of cross-contamination cannot be guaranteed

7.2 Food Hygiene for Pupils

- Pupils will wash their hands before and after eating
- Sharing, swapping or throwing food is not allowed
- Water bottles and packed lunches should be clearly labelled
- When storing personal food items in the boarding house, students are allocated specific cupboards / shelves for their food items

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- Food must be labelled so that it is not considered a communal item and mistakenly shared
- All cooking utensils are washed in the dishwasher to ensure they are thoroughly cleaned
- Additional cleaning and segregation measures will be considered where needed for specific boarders or students with significant food allergy risk

8. School Trips and Sports Fixtures

- Staff leading the trip will have a register of pupils with allergies with medication details. They should also be aware of any members of staff with allergies who are accompanying the trip
- Allergies will be considered on the risk assessment and catering provision put in place
- Parents 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
- Teacher / first aider must meet the College Nurses 1:1 before every trip to run through the first aid kit and the emergency allergy kit – the nurse can provide a refresher on how to administer AAI during this
- Trip lead must communicate the trip details and the students attending the trip to the College Nurse with 3 working days' notice. The nurse will review each student and flag up any concerns and suggest alternatives where appropriate. IHCPs will also be shared with the trip lead via email
- Allergens will be clearly labelled on catered packed lunches
- If attending Match Tea at another school, details of their dietary requirements will be sent ahead to ensure they have a safe meal
- The College will be unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, and not prevent them from doing so unnecessarily
- Where a pupil's medication is missing, out of date, inaccessible, or the necessary support arrangements are not in place, the trip leader, in consultation with the College Nurse and / or DAL where possible, will decide whether safe participation is possible
- Any decision that a pupil cannot attend on health and safety grounds must be based on the specific circumstances, the Individual Healthcare Plan, the risk assessment and the ability to make reasonable adjustments, rather than on blanket assumptions

8.1 External Providers, Host Venues and Overnight Stays

- Where a trip involves external caterers, host schools, sports venues, transport providers, or overnight accommodation, relevant allergy information and food requirements will be communicated in advance where necessary
- For overnight stays, staff will consider storage of medication, food preparation arrangements, rooming, emergency access, distance from medical care and supervision during the night
- Where a host venue has its own medical or allergen procedures, these will be considered alongside the College's own arrangements and not relied on without review

9. Insect Stings

Those 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
- Keep food and drink covered

The school Health & Safety Officer and Buildings Manager will monitor the grounds for wasp or bee nests. Pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

10. Animals

It is normally the dander 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 they are allergic to
- If an animal comes on site a risk assessment will be done prior to the visit

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- Areas visited by animals will be cleaned thoroughly
- Anyone in contact with an animal will wash their hands after contact
- No animals to live on site
- School trips that include visits to animals will be carefully risk assessed
- Teachers do not bring animals to school

If, in exceptional circumstances, an animal is brought on site for an educational reason or by an external visitor, the visit must be risk assessed and approved in advance

- **NOTE:** The College's therapy dog is a low-shedding breed that is often described as 'hypoallergenic'. However, no dog can be guaranteed to be hypoallergenic or free from allergens, and individual responses may vary. The dog is only allowed into certain areas of the College, on limited days and never into the boarding facility or any areas other than those designated.

11. Allergic Rhinitis / Hay Fever

Students who experience seasonal pollen allergy, hay fever and persistent nasal allergy due to dust mites or other allergens are advised the following:

- Use a dehumidifier when possible in their room
- Keep the windows closed, especially when they are in it, to minimise the brick dust, dust mites and pollen entering the room
- Ensure regular cleaning is completed daily in both the College and boarding house. The cleaning staff are made aware of which students require extra cleaning in their room due to allergy; this is done by damp dusting regularly
- All pupils and parents receive advice and up-to-date newsletters on how to limit hay fever symptoms
- All students are encouraged to download a hay fever app

This section is advisory and intended to support comfort and wellbeing; individual medical advice remains the responsibility of the pupil, parent and healthcare professional.

12. 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 where possible. If, however, they leave their prescribed medication such as their AAI at home, they will not be permitted to attend the trip for their own health and safety. Also, if a student shows irresponsible behaviour to their allergy, e.g. purposely consuming their allergen, they will be reviewed on a trip-by-trip basis to see if they are competent to attend
For the avoidance of doubt, the College will seek to support participation wherever safe to do so, but will not permit attendance where safe participation is not possible on the particular facts
- Pupils with allergies may require additional pastoral support including regular check-ins from their Tutor / House Parent
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives
- Bullying related to allergy will be treated in line with the school's anti-bullying policy
- Not every mental health concern relating to allergy will amount to a safeguarding concern, but mental health concerns will be considered carefully through a safeguarding lens and escalated in accordance with the College's safeguarding procedures where appropriate
- Boarders with allergy-related anxiety, eating concerns, avoidant behaviour or social exclusion may require additional support from boarding, pastoral, counselling or healthcare staff

13. Adrenaline Pens

See the government guidance on Adrenaline Pens in Schools.

13.1 Storage of Adrenaline Pens

- Pupils prescribed with adrenaline pens will be expected to carry two, in-date pens at all times
- Adrenaline pens must not be kept locked away

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- 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)
- Used or out-of-date pens will be disposed of as sharps by the medical team
- Staff are encouraged to ask pupils randomly if they have their pens on them
- Monthly stock checks are completed by the nurses to ensure pens are in date and present
- At least one staff member is allocated to do weekly visual checks on the boxes to ensure that the security tag has not been broken or is not missing and to report to the nurses if they notice anything. For instance, the Chef would be expected to report about the boxes in the canteen and dining hall; the admin team will be expected to report about the box kept in Reception
- If the pupil is not carrying the AAI personally, the pens must still be kept quickly and easily accessible at all times.
- For boarders, storage arrangements will balance accessibility in an emergency with safe medicine management, privacy, and the pupil's age and competence

13.2 Spare Pens

The College and boarding house are equipped with spare adrenaline pens to be used in accordance with government guidance. Please see our site map below for more detail.

David Game College:

- LG Floor Dining Room – 2 x EpiPen, 1 x Salbutamol
- G Floor Canteen – 2 x EpiPen, 1 x Salbutamol
- G Floor Medical Room – 2 x EpiPen, 1 x Salbutamol
- 1st Floor Reception – 2 x EpiPen, 1 x Salbutamol
- 1st Floor Reception – Defibrillator

UFP:

- 3rd Floor Outside B302 – 2 x EpiPen, 1 x Salbutamol
- 5th Floor Outside B504 – 2 x EpiPen, 1 x Salbutamol
- 3rd Floor Outside B308 – Defibrillator

Boarding House:

- G Floor Near the Lift – 2 x EpiPen, 1 x Salbutamol
- 1st Floor Medical Room – 2 x EpiPen, 1 x Salbutamol
- G Floor Near the Lift – Defibrillator
- Spare AAIs are back-up devices and not replacements for a pupil's own prescribed medication
- The College's spare AAI should normally only be used for a pupil known to be at risk of anaphylaxis, where the required medical authorisation and written parental consent for use of the spare AAI have been provided, and where the pupil's own prescribed AAI cannot be administered correctly without delay
- If a severe allergic reaction is suspected in a pupil or other person not known to be at risk of anaphylaxis, 999 must be called without delay and advice sought from emergency services as to whether administration of the spare emergency AAI is appropriate. Any such use is reserved for exceptional life-saving circumstances only
- The College will keep a clear written record of all spare AAI stock, use, replacement and disposal
- References in this section to salbutamol and emergency inhaler provision should be read alongside the College's Asthma Policy and any emergency asthma inhaler procedure

13.3 Adrenaline Pens on School Trips

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own pens in case of misfire. It is the trip leader's responsibility to check they have them

This requirement reflects the College's normal safety expectation. If an issue arises, the matter should be considered promptly against the trip risk assessment, the Individual Healthcare Plan and whether safe participation remains possible.

- 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

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- 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
- Consider whether to take Spare pens to sporting fixtures and on trips
Where appropriate, spare AAIs should be considered as part of the trip risk assessment and emergency planning

14. Responding to an Allergic Reaction / Anaphylaxis

See appendix on recognising and responding to an allergic reaction.

- If a pupil has an allergic reaction they will be treated in accordance with their Allergy Action Plan and a member of staff will instigate the school's Emergency Response Plan
- If anaphylaxis is suspected adrenaline will be administered without delay, laying the pupil down with their legs raised as described in the Appendix. They will be treated where they are and medication brought to them
- A pupil's own prescribed medication will be used to treat allergic reactions if immediately available
- This will be administered by the pupil themselves (if age appropriate and able) or by a member of staff. Ideally the member of staff will be trained, but in an emergency anyone will administer adrenaline
- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will 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 to tell them you have done so
- The pupil will not be moved until a medical professional / paramedic has arrived, even if they are feeling better
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff will accompany the pupil in an ambulance and stay until a parent or guardian arrives
- 999 must always be called without delay if anaphylaxis is suspected, even if adrenaline has already been given
- If breathing is difficult, the pupil may sit with legs outstretched rather than lie flat
- The used device(s) should be handed to paramedics and replacements obtained promptly afterwards

14.1 Emergency Roles, Recording and Post-Incident Review

The College's Emergency Response Plan will identify, so far as practicable, who is responsible for:

- staying with the pupil;
- fetching medication / spare AAI;
- calling 999;
- informing reception / security / boarding staff as needed;
- meeting and directing the ambulance crew;
- informing parents / guardians / emergency contacts; and
- making the written record after the event.

Following any allergic reaction, anaphylaxis, use of a spare AAI, near miss or material concern, the College will complete an incident review and record any learning, changes to risk assessment, or changes to the pupil's Individual Healthcare Plan.

Where appropriate, the incident will also be reviewed under safeguarding, health and safety or boarding procedures.

15. Training

15.1 Commitment to 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
- 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
- Taking part in an anaphylaxis drill
- Offering 1:1 training sessions to staff that require a refresher or have missed out on the original training session

John Dalton and Angela Williams are the named staff members responsible for co-ordinating all staff anaphylaxis training and the upkeep of the College's Allergy and Anaphylaxis Policy.

The College Nurse will conduct a practical anaphylaxis training session at the start of every new academic year.

All staff will complete online anaphylaxis awareness training at the start of every new academic year. Training is also available on an ad-hoc basis for any new members of staff.

Training should be sufficient to ensure that staff who need to support pupils with allergies know what to do and can do so confidently, including in contingency and emergency situations.

15.2 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
- Where appropriate, drills or tabletop exercises should also consider boarding, meal times, off-site activity and different College locations

15.3 Competency, Cover and Induction Training

- The College will ensure that sufficient numbers of trained staff are available to implement this policy and deliver against all Individual Healthcare Plans, including in contingency and emergency situations
- This includes suitable cover arrangements for boarding, trips, extracurricular activities, exam periods and staff absence
- Agency, temporary, visiting and contract staff will be given appropriate allergy awareness information and emergency instructions relevant to their role
- Where practical training has been delivered, the College will keep a record of attendance and competency / familiarisation
- Staff should be clear that first aid training alone does not remove the need for condition-specific awareness and emergency familiarity where required

16. Asthma

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

Please refer to the Asthma Policy for more detail.

Any emergency inhaler or salbutamol arrangements referred to in this policy should be read together with the Asthma Policy and any relevant emergency asthma procedures.

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17. Complaints

- The College's policy on supporting pupils with allergies forms part of its wider arrangements for supporting pupils with medical conditions
- Any complaint concerning the support provided to a pupil with allergies or anaphylaxis risk may be raised initially with the College Nurse, Designated Allergy Lead, House Parent, Tutor or senior member of staff, as appropriate
- If the matter is not resolved informally, it may be pursued through the College's formal Complaints Procedure
- Nothing in this section prevents a matter also being considered under safeguarding, health and safety, disciplinary or boarding procedures where appropriate

18. Insurance, Liability and Indemnity

- The College will ensure that appropriate insurance arrangements are in place and that these arrangements appropriately reflect the level of risk associated with supporting pupils with medical conditions, including the administration of medication
- Any requirements of the College's insurers, such as training requirements or record-keeping expectations, will be made clear and complied with
- Insurance information relevant to staff providing support under this policy will be made accessible through the appropriate internal channels
- In the event of a claim alleging negligence by a member of staff, civil action would ordinarily be brought against the employer rather than the individual acting in the course of employment

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 do not 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
- Escalate promptly if symptoms worsen, breathing changes, voice changes, severe drowsiness develops, or anaphylaxis is suspected

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

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

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 are 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

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For more information see the Government's [Guidance for the use of adrenaline auto-injectors in schools](#).

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