

Allergies and Anaphylaxis Policy (including Emergency Adrenaline Auto-Injectors)

Scope:	Whole School (Including Boarding)
Release date:	March 2026
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Contributors:	Executive Chef, EVCs, Assistant Head (Sports), Assistant Head Pastoral, Head of Food and Nutrition, Head of Sixth Form (Academic) as charity lead.
Reviewer:	Senior Deputy Heads (Senior and Prep)
Approval body:	QUAD
Review date	March 2027

Linked Documents

This Policy should be read in conjunction with the:

- First Aid Policy (A7) 13a
- Medical Policy (Internal)
- Department of Health Guidance on the use of adrenaline auto-injectors in schools, 15th September 2017

Acronyms

AAI	*Adrenaline Auto-Injector
MHRA	Medicines and Healthcare products Regulatory Agency
RPA	Risk Protection Arrangement
F&N	Food and Nutrition

*Please note that *when reference is made to an AAI, the medication referred to is EpiPen® or Jext® unless otherwise stated.*

Availability

This Policy is held on the website. All parents are advised of the policy in order to increase the knowledge base of the School community to allergies within the School.

Summary of updates

March-2026	<p>Housekeeping amendments to job roles and the like.</p> <p>Addition of reference to a single trip kit for hire (2 x adrenaline injectors for use by pupils who forget their own medications).</p> <p>Addition of reference to the trip kit in the roles and responsibilities of sports leaders/trip leaders.</p> <p>Amendment to the Heads of Year roles and responsibilities to clarify that they are expected to lead and complete an annual allergy risk assessment with pupils in their year, with the Form Tutor and that this should be completed in the Michaelmas Term.</p> <p>Clarification of who are the Directors and Senior Leaders who manage allergy safety arrangements (as required by the Government Guidance due to be released before September 2026).</p>
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Roles and Staff

Current Personnel

Quad

BJR Mr Barney Rimmer – Headmaster (ext 0211)

NJM Mrs Natalie Miller – Bursar (ext 0215)

PWT Mr Peter Timmis – Senior Deputy Head Senior School (SS) (ext 0213)

KN Mrs Keryn Neaves – Senior Deputy Head Prep School (Prep) / Prep EVC (ext 0232)

VG Mrs Vicky Garment – Deputy Head Academic (ext 0212)

HER Mrs Hannah Ryan – School Nurse (ext 0381)

CPL Mr Chris Liston - Assistant Head (International and Boarding) (ext 7070)

PJW Mr Phil Webb – Assistant Head Co-curricular, Sports and Partnerships (07788207424)

HLM Mrs Heidi Milton – Senior Sports Co-ordinator

SJW Mrs Sally Webb – Prep Sports Co-ordinator

TWC Mr Tom Calow – Assistant Head Pastoral (ext 0600)

DSG Mr Dom Garfoot – Deputy EVC and Co-curricular Coordinator (ext 0275)

GHN Mr Guy Nunnerley – EVC (Senior School)

KN Mrs Keryn Neaves – Senior Deputy Head Prep School (Prep) / Prep EVC (ext 0232)

SJS Mrs Stacey Speed – Pupils Services and Receptionist (ext 0200)

TAK Mrs Tracy Kimber – Pupils Services Data Administrator/School Nurse Administrator (0279)

EJD Miss Emma Dunford – Marketing Lead (ext 0301)

ME Mrs Mary Edwards – Admissions Lead (ext 0302)

JP Mr Joshua Pulham – Executive Chef (ext 0274)

MJT Mrs Michaela Tooke – Head of F&N (ext 0237)

GKS Mrs Gilly Staley – Health & Safety Advisor (ext 0272)

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Aims

The aims of this Policy are:

- To outline the school'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,
- To set 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 detail the procedures for using emergency adrenaline auto-injectors in School.

What is an 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 allergy 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.

Reactions usually begin within minutes of exposure and progress rapidly, however, can occur up to 2-3 hours later. Anaphylaxis always requires an immediate emergency response.

The severity of an allergic reaction can be influenced by a few factors including minor illness (like a cold), asthma, and, in the case of food, the amount eaten.

Please refer to the Anaphylaxis and AAIs section in the second half of this policy for further information on anaphylaxis, treatment of and use of AAIs.

Definitions

Allergen – a normally harmless substance that, for some, triggers an allergic reaction.

Common allergens that can trigger anaphylaxis are:

Foods – symptoms of severe allergic reaction can begin immediately, or up to several hours later and can mimic an asthma attack. The most common allergic reactions to food are caused by just 9 foods;

1. eggs,
2. milk,
3. peanuts,
4. tree nuts (including hazelnuts, cashews, pistachios, almonds, walnuts, pecans, Brazil nuts and macadamia)
5. sesame,
6. fish,
7. crustaceans (e.g. king prawns)
8. soya, and
9. gluten wheat.

However, there are 14 allergens that must be declared by food businesses in the UK, about any of the food they sell or provide, and these are:

1. celery,
2. cereals containing gluten (wheat, barley, rye, oats),
3. molluscs (e.g. scallops),
4. egg,
5. fish,
6. lupin (found in some flours),
7. milk,
8. crustaceans (e.g. king prawns),
9. mustard,
10. peanuts,
11. tree nuts,
12. soya,
13. sulphites, (found in dried fruits, some meat, soft drinks etc.) and
14. sesame.

Non-food allergens

- Insect stings (e.g. bee, wasp), and more likely than foods to be immediate reactions,
- Medications (e.g. antibiotics, pain relief such as ibuprofen),
- Latex (e.g. rubber gloves, balloons, swimming caps).

Adrenaline auto-injector (AAI) – single use device that carries a pre-measured dose of adrenaline. AAI's are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. AAI's can have the brand name EpiPen or in the UK, also Jext.

Allergy Action Plan – a document completed by a healthcare professional, detailing a person's allergy and their treatment plan. This is neither completed, nor signed by our School Nurse.

Individual Healthcare Plan (IHCP) – a detailed document outlining an individual pupil's condition, history, treatment, risks and action plan. The document is created by the School Nurse in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an IHCP and it should be read in conjunction with their Allergy Action Plan.

Risk Assessment (for allergies) – a detailed document outlining an activity, the hazards present and hence the risk they pose. Actions to mitigate the risk, known as control measures, are listed. Allergies should be included for all pupil risk assessments for events on and off the School site. This document is prepared by the most appropriate staff member, depending on the circumstances, e.g. form tutor, trip leader etc.

Roles and Responsibilities

Bursar (Director) and Senior Deputy Heads (Senior Leaders)

- Act as the designated leaders who manage allergy safety arrangements. They are assisted in this by multiple staff, noted below, however the responsibility lies with them.

Designated Allergy Lead (School Nurse) is responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils with an allergy, in conjunction with the relevant Director and Senior Leaders.
- Taking decisions on allergy management across the School, where within their remit and when necessary, after taking advice and gaining agreement from other key persons, such as the Senior Deputy Head, Health and Safety Advisor and Executive Chef,
- Championing and practicing allergy awareness across the School,
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management. Please note that the School Nurse is not able to assist staff with their own allergy concerns, as she is not insured to deal with staff health/medical issues, past immediate first aid. Staff members who have personal allergy concerns where it relates to work should contact the HR Department,
- Ensuring that allergy information is recorded, up to date and communicated to all staff,
- Making sure that 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 that staff, pupils and parents have a good awareness of the School's allergy and anaphylaxis policy and other related procedures (as appropriate),
- Reviewing the stock of the School's spare adrenaline pens (locations and sufficient) and ensuring that 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 any additional control measures into place. The School Nurse will be assisted by the Health and Safety Advisor, as a minimum, for investigations,
- Reviewing and updating this policy annually, or more often, if necessary,
- Ensuring there is an anaphylaxis drill/practice annually. This will be held as part of the Critical Incident practices with Quad,
- Ensuring that Quad are kept updated as to the effectiveness of the current practice and specifically informed when support is required from them.

And as School Nurse, is responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and IHCPs) and information from families. This will involve liaison with the Admissions Team for new joiners,
- Ensuring that the information in the point above is then disseminated, as appropriate, to all relevant school staff, including but not limited to the catering team, form tutors, the Pastoral Team, trip staff and sports staff,

- Ensuring that the information from families is up to date (where within their control) and reviewed annually, at a minimum,
- Coordinating medication with families and ensuring medication is in-date. This is primarily the parents/carers responsibility; however, the School Nurse is responsible for having systems in place to check this.
- Keeping an adrenaline pen register to include AAls prescribed to pupils and spare pens, including their brand, dose and expiry date. The location of spare pens will also be documented. Please note that the Data Administrator will assist with some of the administrative duties of the School Nurse in relation to allergies and AAls,
- Regularly checking that spare pens are where they should be and that they are in date,
- Replacing spare pens when necessary,
- Providing on-site AAI pen training and/or refresher training for any member of staff and/or pupils as required, e.g. before school trips. This should/could include the close friends of pupils who have severe allergies, if appropriate to their age/maturity levels,
- Advising the H&S Advisor of any staff members who are form tutors of pupils with severe allergies, at the earliest opportunity, in order that they can be trained in risk assessment before the start of the new term.

Admissions Team are responsible for ensuring that:

- There is a clear method to capture allergy information, including dietary, at the earliest opportunity (e.g. at Open Days/Taster Days) and in every case, before the pupil has the opportunity to be exposed to the allergen,
- There is a clear structure in place to communicate this information to the relevant parties e.g. School Nurse, catering team etc,
- Visitors (e.g. at Open Days) are aware of the catering set up and that if food is to be offered, there are plans in place, e.g. for administering medications, if the child is to be left without parental supervision.

Please note that the Admissions team are likely to be the first to learn about a pupil's or visiting child's allergy. They should work with the School Nurse and wider team to ensure that allergies can be dealt with safely.

EVCs are responsible for:

- Ensuring that before planning a trip, Trip Leaders are clear on their requirement to consider and control for food allergies. This requirement includes the Trip Leader:
 - speaking with the School Nurse, with sufficient notice in advance of the trip, to discuss allergies suffered by pupils attending,
 - being trained in risk assessment by the Health and Safety Advisor (if not already trained) and
 - completing a risk assessment for the trip that includes references to allergies, if any allergic pupil/s will be on the trip.

This information may be given to Trip Leaders as part of general training, e.g. at inset.

- Ensuring that where pupils with allergies are going on a school trip, the risk assessment submitted by the Trip Leader and seen by the EVC refers to those allergies.

Sports Department, under the direction of the Assistant Head (Sports) and Sports Coordinators are responsible for:

- Ensuring that where pupils with allergies are going on a sports trip, the risk assessment completed has considered this and has controlled for all reasonably foreseeable circumstances, with reference to the pupil/s affected,
- Checking with the School Nurse for any trip where they are not 100% certain that the staff are fully prepared in relation to allergies,
- Ensuring that sports staff are both trained and supported in order to be able to deal with pupils with allergies on any trip.

Trip Leaders (including for sports) are responsible for:

- Ensuring that where pupils with allergies are going on a school trip, they as staff:
 1. must check that all pupils prescribed with an AAI have 2 on their person and are in date, before they leave. They are not permitted to go on the trip without them,
 2. speak with the School Nurse, with sufficient notice in advance of the trip, to discuss allergies suffered by pupils attending,
 3. are trained in risk assessment by the Health and Safety Advisor (if not already trained) and
 4. complete a risk assessment for the trip that includes references to allergies, if any allergic pupil/s will be on the trip. Please note that there is a generic allergies risk assessment on the EVC area on SharePoint to assist. The risk assessment completed must be considered and control for all reasonably foreseeable scenarios with reference to the affected pupil/s.
 5. Ensuring that where pupils have forgotten their own adrenaline pens, parents are rung by the sports staff to advise of the forgotten pens and of the need for two in-date pens to go with the pupil. Sports staff should check as to which parents have authorised or not authorised the use of the of the away trip kit that can be hired for use and remind them of the kit in all cases, except where parents have specifically advised that they will not authorise their use.

Please note that for regular sports fixtures, the actions 2-4 above may only need to be carried out once (e.g. at the beginning of a season). Risk assessments may be written and then used on every sporting fixture involving the affected pupil, as long as it controls the risk to harm for the pupil concerned.

The Sports Staff member acting as the trip leader would need to be very careful to ensure that all control measures put in place were still in place for every trip/fixture and that the controls are still effective for every scenario/fixture.

Form Tutors are responsible for:

- Ensuring that risk assessments are completed for pupils with allergies. Assistance can be given by their Head of Year, School Nurse and/or Health and Safety Advisor. Where this risk assessment will be used to control for allergies during activities e.g. sports team away fixtures, the risk assessment will need input from/contact with the sports department and/or any other relevant department and more than 1 risk assessment can

be used to control risk for the pupil in that scenario (e.g. one for 'in school' and another for sports fixtures),

- Ensuring that their form pupils with allergies are fully supported with any necessary control measures in order to promote and support their safety whilst at school,
- Ensuring that they communicate with parents, sports staff, trip staff, School Nurse, Executive Chef and any other staff as necessary in order to support their form pupil with their allergy. Consider all pupil activities/lessons and all locations,
- Ensuring that pupils always have access to their medication or are carrying it on their behalf (depending upon the age of the pupil).

Heads of Year/Sections are responsible for:

- Assisting and leading Form Tutors to undertake risk assessments for pupils with allergies. These are carried out annually (or more often if significant changes), in the Michaelmas Term and as early in the term as possible, taking into account that pupil allergy information is checked with parents at the beginning of each academic year.

Health and Safety Advisor is responsible for:

- Undertaking risk assessment training with any staff who may need it,
- Assisting with determining policy in relation to allergies and anaphylaxis as necessary,
- Providing H&S assistance if requested, to any staff members dealing with pupil allergies.

Members of Staff specifically trained in the administration of AAls

These members of staff have received specific training from the School Nurse on how to administer the emergency AAI and are responsible for:

- Attending training provided to enable them to carry out this additional role, which will include:
 - Recognising the range of signs and symptoms of severe allergic reactions,
 - Responding appropriately to a request for help from another member of staff,
 - Recognising when emergency action is necessary,
 - Administering AAls according to the manufacturer's instructions and
 - Making appropriate records of allergic reactions.
- Notifying the pupil's parents if an emergency AAI has been administered,
- Notifying the School Nurse if an emergency AAI has been used,
- Recording use of the emergency AAI in the appropriate document within the kit,
- Arranging medical assistance from emergency services.

N.B. Please note that in the event of an emergency, any member of staff should administer an AAI by using the instructions on the side of the injector.

All Staff are responsible for:

- Championing and practicing allergy awareness across the School,
- Understanding and putting this policy and any related procedures into practice and asking for support if needed,

- Being aware of pupils with allergies and what they are allergic to,
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in the activity is necessary and/or appropriate,
- Being able to recognize and respond to an allergic reaction, including anaphylaxis,
- Taking part in training annually and letting your line manager know if not received in the last 12 months,
- Taking part in any anaphylaxis drill, where asked to,
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times,
- Preventing and responding to allergy-related bullying, in line with the School's anti-bullying policy,
- Administering an AAI if in an emergency situation, when unable to ask an alternative trained person to administer the AAI. All staff should be able to follow the instructions listed on the side of the AAI and they do not need to be trained to do this.

All parents have a responsibility to:

- Be aware of and understand this policy and consider the safety and wellbeing of pupils with allergies,
- Provide the School Nurse with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also provide information on any related condition, such as asthma, hay fever, rhinitis or eczema,
- Consider and adhere to any food restrictions or guidance the School has in place when providing food, for example in packed lunches, or snacks or for fundraising events,
- Refrain from telling the School that their child has an allergy or intolerance if it is a preference or dietary choice,
- Encourage their child to be allergy aware, especially if they are close friends with other children who have serious allergies,
- Ensure that all bottles and food containers/implements used by their child are clearly labelled and do not share other pupils.

In addition to the points made above, all parents of pupils with allergies have a responsibility to:

- Work with the School to complete an IHCP for their child,
- Provide an in-date and up to date Allergy Action Plan for their child to the School Nurse,
- Provide the School with two labelled and in-date adrenaline pens, and any other medications as required (e.g. antihistamine and inhalers), if being held at school and not by the pupil concerned. It is expected that all pupils of P5 and over will hold their own allergy medications, however, the School does encourage this from P2 and above, as appropriate to the pupil concerned. N.B. parents must ensure that these pupils also have access to spare pens on school transport,
- Ensure that medication held at School remains in-date and replaced at an appropriate time. Parents should not rely on the School to remind them of this,
- Update the School with any changes to their child's condition and ensure that relevant paperwork is also updated and provided in a timely manner.

- Support their child to understand their allergy diagnosis, to recognise the symptoms of an allergic response, to advocate for themselves and also to take reasonable steps to reduce the risk of an allergic reaction occurring, i.e. not eating the food they are allergic to. This should be carried out at least annually. Attention should be paid to other factors as the child matures and especially during puberty, when for example, they may become embarrassed at being singled out and hence may be less likely to advise/remind people of their allergy.
- Support their child to become more responsible over time and as they mature, to ensure that they can deal with their own allergy. For example, the pupil should be able to fully deal with their own allergy by the time they are 'eating out' (e.g. picnics, fast food, snacks at friends' houses and without parents, as this is essential to their safety).

All pupils should:

- Be allergy aware, especially when bringing in foods from home,
- Understand the risks allergens may pose to their peers,
- Learn how they can support their peers and be alert to allergy-related bullying.

And all older pupils should:

- Learn how to recognize and respond to an allergic reaction and to support others in school in the case of an emergency.

Additionally, all pupils with allergies should:

- Know what their allergies are and how to mitigate personal risk (appropriate to age/maturity),
- Avoid their allergen to the best of their ability,
- Appropriate to their age/maturity, check all food before they eat it, on every occasion, either by reading labels or asking the food server before purchase/consumption. This is expected of the pupil from P5 onwards (in line with UK allergy expert recommendations),
- Be able to identify the likely symptoms of an allergic response,
- Understand that they should notify a member of staff if they do not feel well or suspect that they may be having an allergic reaction,
- If age-appropriate, carry two, in-date adrenaline pens with them at all times (only to be used for their intended purpose),
- Know that their AAls must be protected from extremes of temperature,
- Understand how and when to use their adrenaline pens,
- Talk to the School Nurse or other suitable member of staff if they are concerned about any school processes or systems related to their allergy,
- Raise concerns with an appropriate member of staff if they experience any inappropriate behaviour in relation to their allergies.

And all older pupils with allergies should:

- Ensure that they know what to do if they have an allergic reaction off-site, including raising the alarm and treating themselves.

Information and Documentation

Register of pupils with an allergy

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

Individual Healthcare Plans (IHCPs)

Each pupil with an allergy has an IHCP. 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,
- 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.

Assessing risk

Allergens can be found 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 (e.g. egg boxes), science experiments where allergens are present, F&N or cooking in a Boarding House,
- Bringing animals into the School, for example a dog or hatching chick eggs,
- Running activities or clubs where they might hand out snacks or food as treat. Pupils with allergies must be considered and if necessary, alternative treats used,
- 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, the activity will be adapted. e.g. change a food tasting event to a craft making event, that does not use food packaging.

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, e.g.
 - reading food labels carefully,
 - checking with serving staff before giving food to pupils with allergies,
 - dealing with treats brought in by children for their class,
 - advising parents of allergies,
 - ensuring that children know not to share/trade their food or food containers/utensils,
 - using labelled food if necessary to avoid any chance of allergens

- careful planning of class trips/activities to avoid allergens and allow for medical care should it be required.
- How to recognise and treat an allergic reaction, including anaphylaxis,
- How to report an allergic reaction (on an accident/incident form),
[Accident Incident Record \(Senior and Prep\).docx](#)
- How uncontrolled asthma can exacerbate allergic reactions,
- How the School manages allergy, for example, risk assessment, emergency response, communication with parents and IHCPs,
- Where AAI's are kept (prescribed and spare) and how to access them,
- The importance of inclusion for pupils with allergies, e.g. designing class activities and trips to ensure that all pupils can be included without risk of harm, its impact on their mental health and the risk of allergy related bullying,
- Taking part in an annual anaphylaxis drill (as part of a Critical Incident practice). N.B. This is unlikely to include all staff, but will instead include key staff, as determined by the allergy scenario in question. Key learnings will be sent to all staff after the drill.

Key staff, such as policy leads, may also have additional training to ensure that they are kept up to date on allergy developments and control measures.

Food Including Mealtimes and Snacks

Catering in school

The School is committed to providing a safe meal for all pupils, 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, such as class teachers and the School Nurse,
- The catering team will endeavour to provide varied meal options to pupils with allergies,
- The School has robust procedures in place to identify pupils with food allergies:
 - A. Pupils with allergies are identified on an allergy list, which includes photographs of the pupils. This is located in the Skelton kitchen (and additionally in other locations),
 - B. Pupils in the Prep School are accompanied to meals by their class teacher, who is able to point out those with allergies should it not be picked up by catering staff,
 - C. The food purchase tills in Skelton use a system that flags up allergens for any pupil purchasing food to the staff working the till.
- Food containing the 14 main allergens are clearly identified for pupils, staff and visitors to see. Other ingredient information can be available on request,
- There are signs at the servery, at entrance to Skelton and an allergen matrix online for parents/pupils to refer to,
- Food packaged to go complies with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging,

- Where changes are made to the ingredients (checked by Executive Chef) this will be communicated to pupils with dietary needs by the Catering Team,
- Due to the fact that at least ¾ of our pupils who experience anaphylaxis, do so with nuts, the School has taken the decision to avoid nuts entirely in its catering offering. Any food that states “may contain nuts” is treated as if it says “contains nuts”,
- All food provided at breakfast club and after school club will follow these procedures or have been adapted accordingly, but with safety as the main priority,
- Food that has been cooked for pupils with allergies is cooled separately, placed in different serving trays (different shape) and are labelled as such, We have an allergen briefing before each lunch service, where we discuss the allergens in each dish and what has been produced for the main allergen sufferers.
- Where pupils/parents have highlighted an issue to the School/catering team with regards to allergens, the School will look at its own procedures and alter them to assist with the situation, as long as it does not impact significantly on the interests of the wider School.

Food brought into school

Food brought into school for packed lunches or bake sales for instance, is not policed (i.e. food items are not checked by staff) however, where pupils have experienced anaphylaxis in certain classes, parents are asked to avoid bringing in packed lunches with those ingredients, and in the Prep School, classes/the whole pupil body are reminded of the fact that there are pupils within the School with “allergies to the following” (allergens are then listed for parents in the same form class to be aware of). This is however, still up to the parents as to whether the advice is followed.

Charity bake sales are allowed, but homemade foods brought in are placed on separate tables, for purchase by pupils who do not have food allergies, as their ingredients cannot be guaranteed. The boxed items with their ingredients clearly shown, are then placed on tables away from the homemade items, and pupils with allergies can come and purchase items that do not contain their allergens. Prep pupils are accompanied by a class teacher or TA and older pupils are advised to ask before purchasing items. A staff member is placed on the stall in order to be able to identify those pupils with a serious allergy.

Food is allowed to be purchased and brought into the Boarding Houses, and then pupils eat their own foods, as per a normal domestic household. We currently have no Boarding pupils with food allergies, however, if we did have pupils with allergies, this would then be considered on the House risk assessment and discussed with the Executive Chef re: weekend and evening catering.

Food bans or restrictions

The School does not ban any food from site but it is an Allergen Aware school.

We have pupils with a wide range of allergies to different foods, so we encourage a considered approach to bringing in some foods. Having said that, as at least ¾ of our pupils who experience anaphylaxis, do so after eating nuts, we ask that nuts are not brought into F&N lessons for cooking in a group with other pupils (for all ages/year groups).

Where there are pupils with allergens in classes, parents may be advised to check that foods

being brought in as part of packed lunches or snacks, e.g. cereal bars, do not contain the allergen, especially if their child is close friends with the affected pupil. These foods are not checked by the School however and hence vigilance is still required by the pupil concerned in order to avoid cross contamination, e.g. accidentally eating a crumb dropped from another pupil's food.

In the Prep School, there are regular reminders for parents re: avoiding certain allergens, however, again the School does not check the foods being brought in by every pupil.

Food hygiene for pupils

- In the Prep School, pupils are taken to wash their hands before and after eating,
- In the Senior School, pupils are advised to wash their hands before and after eating,
- Water bottles and packed lunches should be clearly labelled,
- Sharing, swapping or throwing food is not allowed in the Prep School and is monitored by staff where in their control. In Senior School, pupils/parents are asked to consider not bringing in packed lunches/snacks that contain the allergens of pupils who may eat in close proximity to them/their child. In the Boarding House, pupils are also reminded to wash their hands before and after eating/cooking.

Sports Fixtures and School Trips

The School are aware that the risk posed by food allergens may be greater when off site on a trip or at a fixture, as there may be less control over the food offered to pupils.

In order to reduce this risk, we have put into place the following controls:

Sports fixtures

- Staff leading the trip 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, but it should be noted that this will only be known if the staff member has highlighted it to the trip leader,
- Allergies will be considered within each sports risk assessment,
- Where transport is being used, a check of cleanliness re: food residue on seats will be undertaken by sports staff before pupils are allowed on board. Please note that School minibuses (H2SS) do not permit eating and drinking on board, although a check should still be undertaken by staff before boarding. As appropriate to age, pupil should also check the seat for cleanliness,
- Where an away-fixture, the hosting school will be advised of any pupil allergies. As a double protection however, pupils with severe allergies are asked to bring in a packed meal in order to ensure that if suitable catering provision is not in place, they can still eat something suitable. Please note that match teas have become more 'snack like' since Covid and less like a catered meal, so this does reduce the choice of food for allergy sufferers, hence the packed meal request,
- If packed meals are being provided by the School, allergens will be clearly labelled and pupils with allergies will be catered for without using their allergens,
- Parents may be consulted if considered necessary, or if the trip requires an overnight stay. Please note that for trips with an overnight stay, the trip will be passed through the EVC system,

- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction,
- No child with a prescribed adrenaline pen will be able to go to a sports fixture without two of their own, in-date pens. It is the trip leader's responsibility to check they have them before leaving the School and again before leaving the opposition's premises,
- Adrenaline pens will be kept close to the pupil at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms,
- Adrenaline pens will be protected from extreme temperatures, e.g. sitting in direct sun or snow/ice at an outdoor fixture,
- 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.

School Trips (including Boarding trips)

- Staff leading the trip 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, but it should be noted that this will only be known if the staff member has highlighted it to the trip leader,
- Allergies will be considered within each trip risk assessment,
- When first booking the trip, the trip leader will discuss the pupil allergies with any/all food providers to them to ensure that they can cater for the allergies in question,
- Safe snacks (checked with the parents) will be brought on the trip by the trip leader as a back-up in case suitable food cannot be found or in the event of a travel delay,
- Where transport is being used, a check of cleanliness re: food residue on seats will be undertaken by sports staff before pupils are allowed on board. Please note that School minibuses (H2SS) do not permit eating and drinking on board, although a check should still be undertaken by staff before boarding. As appropriate to age, pupil should also check the seat for cleanliness,
- Upon arrival at the food provider, the trip leader will check again that the provider has remembered about the food allergies and can cater for them,
- At the start of every food service, the staff member or pupil if appropriate (age/maturity), will advise/remind the server of the allergy and check that the food does not contain the allergen. If unable to check, labels and signs can be used,
- Pupil reminded to be very careful with their food allergies for the duration of the trip, especially if eating away from the main group,
- Whole pupil group reminded that there are persons on the trip with allergies and hence to avoid bringing food containing allergens if at all possible. This will be crucial if as a group on DofE expeditions, as the allergens MUST be avoided by the pupil group who are eating together,
- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction,
- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own, in-date pens (in-date until after the date of return). It is the trip leader's responsibility to check they have them before leaving the School and again before leaving each location they stop at,

- Adrenaline pens will be kept close to the pupil at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms,
- Adrenaline pens will be protected from extreme temperatures, e.g. not left in hot, direct sunlight or in very cold areas,
- 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.
- For trips where pupils may be a significant distance/time from medical help in the event of a reaction, this must be fully risk assessed in order to determine if the trip should go ahead in that location.

Staff leaders can refer to the generic allergy risk assessment held, for assistance in completing the trip risk assessment.

Insect Stings

Pupils with known venom reactions should:

- Take care to 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 drinks covered.

School staff and pupils inform the School in the event of finding wasp or bee nests. In the event of a swarming beehive, they will be monitored to ensure that they move on quickly and if not, will be moved to a more suitable location by local beekeepers. New beehives will also be moved by local beekeepers.

The School does have an established beehive near to the Humanities Department but as it is in a roof space on the 1st floor and the bees do not tend to go near to pupils/staff on the School grounds, the School took the decision to leave the hive in place. The School would remove the beehive if easier to access, but to remove or destroy it would mean demolishing a significant area of the roof space above the Humanities Department to remove the hive contents, and hence the decision to leave it.

Wasp nests are destroyed and removed from site as soon as reported.

Animals apart from insects

- The School does not allow dogs on site and other animals would not be expected to be brought onto site without prior warning.
- School trips that include visits to animals will be carefully risk assessed,
- Areas visited by animals (where applicable) will be cleaned thoroughly,
- Anyone in contact with an animal will wash their hands after contact.

Allergic Rhinitis/Hay Fever

The School is cleaned regularly by a dedicated cleaning team and this helps to remove allergens such as dust mites and pollen on flooring areas.

Inclusion and Mental Health

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

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

Anaphylaxis and Adrenaline Pens (AAs)

What is Anaphylaxis?

Anaphylaxis is a severe allergic reaction that happens very quickly and can result in death if not treated.

Why Does Anaphylaxis Occur?

An anaphylactic allergic reaction occurs because the body's immune system reacts inappropriately to a substance that it wrongly perceives as a threat.

This can cause the body to react with:

- swelling of the throat and tongue,
- difficulty breathing or breathing very fast,
- difficulty swallowing, tightness in the throat or a hoarse voice,
- wheezing, coughing or noisy breathing,
- feeling tired or confused,
- feeling faint, dizzy or fainting,
- skin that feels cold to the touch,
- blue, grey or pale skin, lips or tongue – if someone has brown or black skin, this may be easier to see on the palms of their hands or soles of their feet.

Treatment

Adrenaline should be administered at the first signs of anaphylaxis and 999 called for advice and an ambulance. Adrenaline treats both the symptoms of the reaction and also stops the reaction itself, however, persons may require more than one dose of adrenaline as children can initially improve but then deteriorate later. It is therefore essential to call for an ambulance to provide further medical attention, whenever anaphylaxis occurs.

Children and young people diagnosed with allergy to foods or insect stings are frequently prescribed AA devices, to use in case of anaphylaxis. AAs contain a single fixed dose of adrenaline, that can be administered by non-healthcare professionals such as patients, family members, teachers and first-aid responders.

Children at risk of anaphylaxis must have their prescribed AAs at school for use in an emergency and there must be two, in case of misfire or further reaction.

Depending on their level of understanding and competence, children from P5 (although often younger also) and above should carry their AAI(s) on their person at all times or they should be quickly and easily accessible at all times.

If the AAI(s) are not carried by the pupil, then they should be kept in a central place in a box marked clearly with the pupil's name but NOT locked in a cupboard or an office where access is restricted.

We ask for 2 of each pupil's AAIs to be left in school during term times, where the pupil does not carry their own. Senior pupils will also have their 2 AAIs kept with them at all times.

AAIs are available in different doses, depending on the manufacturer. The Resuscitation Council (UK) recommends that healthcare professionals treat anaphylaxis using the age-based criteria, as follows:

- For children aged under 6 years: a dose of 150 microgram (0.15 milligram) of adrenaline is used (e.g. using an Epipen Junior (0.15mg), or Jext 150 microgram device),
- For children aged 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline is used (e.g. using an Epipen (0.3mg), or Jext 300 microgram device),

The Emergency Anaphylaxis Kits (Spare Pens)

The School also holds spare AAIs (as per Human Medicines (Amendment) Regulations 2017 and guidance published on 6 April 2023 by the MHRA) for emergency use on:

- pupils who are at risk of anaphylaxis, but their own device is not available or not working (e.g. because it is broken, or out-of-date). Agreement is required from a healthcare professional and the pupil's parent/guardian,
- pupils/staff/visitors who present with anaphylaxis but without a prior history.

Only spare AAIs may be used in this way; the use of other pupil's personal AAIs is not permitted by these regulations, however, in the event that another pupil's personal AAI could be used, 999 should be called and advice taken from the operator. It is likely that in this situation, staff would be advised to use any AAI available.

The emergency anaphylaxis kit should include:

- 2 AAI(s) clearly labelled with age range (i.e. under 6 years or 6-12 years),
- Instructions on how to use the device(s),
- Instructions on storage of the device(s),
- Manufacturer's information,
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded,
- A note of the arrangements for replacing the injectors,
- A list of pupils to whom the AAI can be administered (i.e. those with known allergies and their own AAIs),
- An administration record.

The School has emergency anaphylaxis kits in the following locations:

- Skelton Hall and
- Prep School medical room.

Other AAI'S are located in the following areas:

Location	Under 6 years (0.15mg)	Age 6 and over (0.3mg)
Skelton Hall	YES X2	YES X2
Senior school staff work room		YES X4
Pupil Services Reception	YES X2	YES X2
Medical Annexe (Nurse)	YES X2	YES X2

The decision was made to have kits/doses available in the places where they are most likely to be required.

In order to avoid having to use the spare pens, staff (e.g. form tutors, sports staff, trips staff etc.) must make appropriate checks to ensure that pupils have access to their AAI's either by the pupil carrying on their person, or by being held by a member of staff. It should be noted that all Prep pupils from P2 upwards are encouraged to take their own AAI bags (under supervision), although staff are required to ensure that the pupils do this and hold onto their bags properly, as appropriate to their age/maturity.

Maintenance of Spare Pens

The School Nurse is responsible for overseeing and maintaining the emergency adrenaline auto-injector kits.

In the absence of the School Nurse, the responsibility of these checks is to be passed to Pupil Services staff.

These members of staff are responsible for:

- Undertaking monthly checks of the emergency AAI kits ensuring that they are stocked, in working order, and have sufficient doses available,
- Replacing AAI's when they are contaminated or as expiry dates approach.

The AAI devices are to be stored at room temperature and are protected from direct sunlight and extremes of temperature, in line with manufacturer's guidelines.

Pupil Own Pens during Long Holidays

The School requires parents to take their pupil's own prescribed AAI's home at the start of the long school holidays (including half-term breaks) to ensure that they remain in date and have not expired upon the return to school.

Disposal

Once an AAI has been used it cannot be reused and must be disposed of according to the manufacturer's guidelines. Used AAIs can be given to the ambulance paramedics on arrival or can be disposed of in a sharps bin.

School Trips

Pupils at risk of anaphylaxis must have their two in-date AAIs with them.

The School can provide spare AAI(s) for emergency use on school trips in the event that they forget theirs with a cost implication. Parents must be asked for permission to hire out the adrenaline pens.

Register of pupils who have been prescribed an AAI

The School holds a register which details:

- All known pupil allergens and risk factors for anaphylaxis,
- Whether a pupil has been prescribed AAI(s), and if so what type and dose,
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil,
- A photograph of each pupil to allow a visual check to be made (this will require parental consent). The School ensures that the register is easy to access and easy to read, and
- The register is displayed in staff only areas and is updated when new information is provided or existing information is updated.

Allowing pupils to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register. Consent should be updated regularly, ideally annually, to take account of changes to a pupil's condition.

N.B. Again it should be noted that a spare AAI can be used for pupils who are not on the register and in the event of a suspected anaphylactic event, 999 should be called for advice on use of any available AAI.

Pupils with Severe Allergies

Information held regarding a pupil's allergy is detailed on their pupil file within SIMS (under the quick note area, dietary needs, medical conditions & medical notes tabs). This information is entered by the School Nurse or and includes:

- The pupil's known allergies (e.g. peanut),
- A copy of the pupils Allergy Action Plan including information relating to medication and dosage,
- If the pupil has been given consent for use of the School Emergency AAI.

Current Pupils

When the School Nurse is notified of a pupil in school with known allergies and/or has been prescribed an AAI, a phone call is made to the parent/guardian to obtain the above information. An emergency AAI consent form is then sent to the parent/guardian to complete and their details entered onto the register by the School Nurse/Data Administrator.

New/Prospective Pupils

The School Medical Questionnaire is sent to all new pupils as part of their admission pack. This questionnaire asks whether the pupil has known allergies. An emergency AAI consent form is also sent out to all new pupils within their admissions pack.

Sharing of Information

With consent from parents, all staff are informed of pupils in School with known allergies. The register is held within every emergency kit, displayed on staff noticeboards and displayed on the Pupil Services medication cupboard. The nurse also holds a poster with photos in the medical room. An electronic copy is held on the staff Sharepoint/T Drive/medical information/food allergy/intolerance report.

At the beginning of every academic year, form tutors are sent a report detailing medical information for their tutees including allergy information. The Assistant Head (Sports), is also informed of pupils that require an emergency AAI.

For every school trip, whether day or residential, a medical report is generated from SIMS for the relevant pupils and allergy information is detailed within this report.

Storage of Pupil's Own Emergency AAI's

Senior School pupils are permitted to carry their own Adrenaline Auto-Injector on their person, and it is highly advised that they do so (2 should be held at all times).

For Prep School pupil AAI's, the location is determined on an individual basis. They are often placed with the class teacher or child has their own emergency bags guided and overseen by class teachers.

A pupil's AAI should be taken to sports lessons and handed to a member of staff to hold during the sports activity. This should be returned to the pupil at the end of the class.

N.B. The School emergency AAI does not replace the requirement for pupils to have their own AAI in school. Emergency AAI's are held as an additional resource and are to be used in an emergency not on a day-to-day basis.

Liability and Indemnity

Supporting pupils requires that our Board of Directors ensure that when the School is supporting pupils with medical conditions, they have appropriate levels of insurance in place to cover staff, including liability cover relating to the administration of medication. The only exception is where the actions of the employee amount to serious and wilful misconduct.

Carelessness, inadvertence or a simple mistake do not amount to serious and wilful misconduct.

Appendix 1 - Recognition and Management of an Allergic Reaction/Anaphylaxis

Signs and symptoms include:

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact

Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):

AIRWAY: Persistent cough, hoarse voice, difficulty swallowing, swollen tongue

BREATHING: Difficult or noisy breathing, wheeze or persistent cough

CONSCIOUSNESS: Persistent dizziness, becoming pale or floppy, suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised: (if breathing is difficult, allow child to sit)
2. **Use Adrenaline auto injector* without delay**
3. **Dial 999** to request ambulance and say ANAPHYLAXIS

***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement after 5 minutes, give a further dose of adrenaline using another auto-injector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS use adrenaline auto-injector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

Appendix 2 – Emergency Adrenaline Auto-Injector Consent Form



WISBECH
GRAMMAR SCHOOL

Emergency Adrenaline Auto Injector Consent Form

In 2017 the Department of Health issued guidance allowing schools to hold Emergency Adrenaline Auto-Injectors (AAIs) for use in emergencies. From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy AAI devices without a prescription, for emergency use in children who are at risk of anaphylaxis, but their own device is not available or not working (e.g. malfunctioned or is out-of-date). The School's spare AAIs will only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAIs have been provided or by advice of the 999 emergency call handler. The School's spare AAIs can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

Wisbech Grammar School hold a Register which details:

- All known allergens and risk factors for anaphylaxis.
- Whether a pupil has been prescribed AAI(s) (and if so what type and dose).
- Whether parental consent has been given for use of the spare AAIs which may be different to the personal AAIs prescribed for the pupil.
- The register will include a photograph of each pupil to allow a visual check to be made.
- The registers are displayed on staff notice boards, the Nurse Annexe and in staff food areas.
- The registers are updated when new information is provided or existing information is changed.

Consent

I give consent for my child to be administered the School emergency adrenaline auto-injector in the event of an emergency and my child being included in the Register.

Pupil Name:	Pupil DOB:
Signed (Parent):	Date of Signature:
Printed (Parent):	Relationship to Pupil:

Please note the emergency adrenaline auto-injectors are for emergency use only and parents/guardians are still required to provide the School with their child's prescribed AAI's as normal. This does not replace this requirement. Staff will be trained in the administration of these AAI's and their use will be carefully monitored to comply with government guidance. If you have any questions regarding this please contact Mrs Ryan - School Nurse.

Appendix 3 – Staff Trained in Giving the Emergency Adrenaline Auto-injector

Initial	Surname	Department
C	Ayling	LS
J	Beadle	Prep School
G	Beck	Senior School
L	Branco	Transport
E	Brown	Prep School
J	Brown	Prep School
G	Cleverly	Transport
O	Collison	Boarding
C	Cole	Senior School
D	Cook	Senior School
S	Cook	Prep School
S	Davies	Pupil Services
J	Davis	Transport
M	Deller	Custodians
S	Doherty	Prep School
T	Dudham	Senior School
A	Dunlop	Senior School
P	Edgeller	Sport
M	Edwards	Admissions
J	Esser	Transport
L	Esser	Prep School
K	Fairbrother	Prep School
L	Feaviour	Senior School
E	Fenn	Prep School
J	Freear	LS
H	French	Prep School
R	Frost	Senior School
D	Garfoot	Senior School
V	Garment	Senior School
M	Gillings	Prep School
A	Glover	Senior School
J	Gomm	Senior School
S	Corner	Senior School
M	Goodley	Sport
L	Gray	Prep School
S	Hammond-Halsey	Transport
E	Harmer	Boarding
K	Harrison	Senior School
D	Hyland	Prep School
R	Johnson	Prep School
I	Jordan	Prep School
A	Kelly	LS
R	Killick	Senior School
T	Kimber	Pupil Services
A	King	Senior School

C	Lacey	Prep School
J	Lasouska	Senior School
E	Lawrence	Senior School
N	Lawton	Facilities
L	Lesniak	Prep School
C	Liston	Boarding
C	Marshall-Cowling	Senior School
G	McMullen	Prep School
A	Means	Prep School
J	Mills	Prep School
H	Milton	Sport
M	Naylor	Senior School
K	Neaves	Prep School
R	Norman	Senior School
G	Nunnerley	Senior School
L	O'Hora	Senior School
J	Page	Prep School
G	Paine	Senior School
S	Peck	Prep School
S	Pennells	Prep School
S	Porter	Prep School
M	Pound	Senior School
J	Pulham	Catering
B	Rimmer	Senior School
I	Rodriguez Leal	Senior School
C	Sandall	Prep School
V	Scoles	Senior School
E	Semper	Senior School
A	Shillings	Senior School
M	Skinner	Senior School
G	Smart	Prep School
P	Staniforth	Transport
J	Stevens	Prep School
N	Stevens	Facilities
K	Bradley	Senior School
S	Taylor	Senior School
E	Thomas	Senior School
K	Timmis	Senior School
M	Tooke	Senior School
H	Wakefield	Senior School
R	Ward	Prep School
F	Whatling	Sport
P	Webb	Senior School
S	Webb	Sport
K	Welbourn	Senior School
S	West	Prep School
F	Williams	Senior School
R	Ward	Prep School

