

Allergen and Anaphylaxis Policy

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Relating to all Academy's of the Advance
Learning Partnership Multi Academy Trust

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Statement of Intent

Advance Learning Partnership strives to ensure the safety and wellbeing of all members of ALP community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside academies in identifying allergens and potential risks, in order to ensure the health and safety of their children.

ALP academies do not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE 'Supporting pupils at school with medical conditions'

DfE (2026) Allergy Safety in Schools Statutory Guidance Keeping Children Safe in Education (current edition) This policy will be implemented in conjunction with the following policies and documents:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- School Food Policy
- Allergen and Anaphylaxis Procedure and Risk Assessment [Appendix 3 – Risk Assessment](#)

Definitions

For the purpose of this policy:

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue

- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Roles and responsibilities

The Trust Board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that ALP schools approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an **annual** basis, and after any incident where a pupil experiences an allergic reaction.
- The headteacher is responsible for:
 - The development, implementation and monitoring of this policy and related policies.
 - Ensuring that parents are informed of their responsibilities in relation to their child's allergies and provide an annual update where allergies are identified in the IHP.
 - Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented (School Food Policy).
 - Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis (National College Certificate in Allergy & Anaphylaxis Awareness).
 - Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
 - Ensuring that catering staff are aware of pupils' allergies and act in accordance with ALP policies regarding food and hygiene, including this policy.

The SENDCO is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply temporary staff and kitchen staff.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a pupil's allergy.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate. [Appendix 4](#)
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Taking reasonable steps to minimise allergen risks associated with food brought into school. Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.

The kitchen manager is responsible for:

- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Kitchen staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.

- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

All parents are responsible for:

- Notifying academies of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping academy's up-to-date with their child's medical information, supporting the completion of Individual healthcare Plan and where appropriate an Allergy Action plan [Allergy Action Plans - BSACI](#)
- Providing written consent for the use of a spare AA [Appendix 1](#)
- Providing academies with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

The school adopts a whole-school approach to allergy safety and inclusion and will take all reasonable steps to prevent avoidable exposure to allergens whilst recognising that a completely allergen-free environment cannot be guaranteed.

Food allergies

Parents will provide with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to academy's catering service.

When making changes to menus or substituting food products, academies will ensure that pupils' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- All recipes are written with the Kafoodle, the Trust's School Food Management Platform.
- Asking caterers to read labels and product information before use
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable.

Kitchen staff will have a full list of allergens and will avoid using them within the menu where possible.

Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.

ALP academies will ensure that there are always dairy- and gluten-free options available for pupils with allergies and intolerances.

To ensure that catering staff can appropriately identify pupils with dietary needs, pupils will wear **coloured wrist bands** that denote their food allergy; a key explaining the colours will be displayed on the wall in the serving area so that it is visible to all kitchen staff.

The use of wristbands will be agreed with parents and, where appropriate, the pupil, as part of the Individual Healthcare Plan.

All food tables will be disinfected before and after being used.

Anti-bacterial wipes and cleaning fluid will be used.

Purple coloured boards, knives and utensils are used for food preparation for any student with a food allergy or intolerance.

Any sponges or cloths that are used for cleaning will be colour-coded according to the areas that they are used to clean, e.g. a red sponge for an area which has been used for raw meat, to prevent cross-contamination.

There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.

There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.

Food items containing bread and wheat will be stored separately.

The chosen catering service of ALP academies is responsible for ensuring that ALP academies policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, taking into account any known allergies of the pupils involved.

Food allergen labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

ALP academies will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
- Allergen tracking will continue throughout ALP academies handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving
- The food allergen log will be monitored for completeness on a weekly basis by the kitchen manager
- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish

- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

ALP academies will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

Animal allergies

Where school dogs or therapy dogs are present within the school setting, a suitable risk assessment will be undertaken and maintained. Parent and carers are advised that they will be on the school site.

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

Where animals are present in school ,parent/carers are advised and requested to raise any concerns.

Staff are advised where animals are going to be on the school site.

School will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

Any administration of antihistamines will be in accordance with the Supporting Pupils with Medical Conditions Policy, parental consent and medical advice.

Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.

Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.

Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.

Pupils will be encouraged to wash their hands after playing outside.

Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.

Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in nearby proximity, reporting any concerns to the site manager.

The premises manager/caretaker is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises. Where need is identified, Pest Control will attend the site.

Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

Adrenaline auto-injectors (AAls)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

Under The Human Medicines (Amendment) Regulations 2017, school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

School SENDCO/medical lead will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

School will submit a request, signed by the headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

- The name of academy/school.
- The purposes for which the product is required.
- The total quantity required.

The headteacher, in conjunction with the SENCO, will decide which brands of AAI to purchase.

Where possible, school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, ALP academies may decide to purchase multiple brands.

School will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils under age 6: 0.15 milligrams of adrenaline
- For pupils aged 6-12: 0.3 milligrams of adrenaline
- For pupil aged 12+: 0.3 or 0.5 milligrams of adrenaline

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered
- An administration record

All pupils who have prescribed AAI should have an AAI device stored in a suitably safe and easily accessible location.

Spare AAI devices are not located more than **five** minutes away from where they may be required. The emergency anaphylaxis kit(s) locations are detailed in school specific medical procedures information.

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

Designated staff members conduct a **monthly** check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAI devices are obtained when expiry dates are approaching.

The SENDCo/medical lead is responsible for overseeing the protocol for the use of spare AAI devices, its monitoring and implementation, and for maintaining Register for AAI devices.

Any used or expired AAI devices are disposed of after use in accordance with manufacturer's instructions.

Used AAI devices may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAI devices are disposed of on ALP academies premises.

Where any AAI devices are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

Access to spare AAI devices

A spare AAI device can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.

Spare AAls are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAl.

Consent will be obtained as part of the introduction or development of a pupil's IHP ([Appendix 1](#), [Appendix 4](#))

If consent has been given to administer a spare AAl to a pupil, this will be recorded in their IHP.

ALP academies use a register of pupils (Register of AAls) to whom spare AAls can be administered – this includes the following:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up-to-date.

Parents can withdraw their consent at any time. To do so, they must write to the headteacher.

SENDCo/Medical lead checks the register is up-to-date on an annual basis.

SENDCo/Medical lead will also update the register relevant to any changes in consent or a pupil's requirements.

Copies of the register are held in each classroom/computer system.

Information will be shared only with staff who require it to safeguard pupils and fulfil their duties.

School trips

The headteacher will ensure a risk assessment ([Appendix 3 – Risk Assessment](#)) is conducted for each school trip to address pupils with known allergies attending. All activities on trips will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

School will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely – if the pupil does not bring their medication, they will not be allowed to attend the trip.

A member of staff will be assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip. A pupil risk assessment will be put in place.

Two AAIs will be taken on the trip and will be easily accessible at all times.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or school will provide a suitable packed lunch ([See Educational Visits Policy](#)).

Medical attention and required support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant classroom teacher, SENDCo/medical lead and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Supporting Pupils with Medical Conditions Policy.

Parents will provide the SENDCo/medical lead with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Where life-saving medication is unavailable, the school will undertake an immediate individual risk assessment and agree appropriate arrangements with parents. All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require will be outlined in their IHP).

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

- The SENDCo/medical lead is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken. [Appendix 3 – Risk Assessment](#)

The SENDCo/medical lead has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

All allergy near misses will be recorded, reviewed and used to inform improvements.

Staff training

Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so ([National College](#)).

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

School will arrange specialist training on a regular basis where a pupil has been diagnosed as being at risk of anaphylaxis.

The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through school, from supplier delivery to consumption.

Designated staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAI's according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction (AAI Action plan).
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.
- Understand that AAI's should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAI's.

- Understand how to access AAI.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy.

Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

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

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and refer to their IHP to determine appropriate next steps.

The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild to moderate allergy symptoms, the pupil's IHP will be followed and the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, ALP academies will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

Managing Anaphylaxis

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A designated staff member will be called for help and the emergency services contacted immediately. The designated staff member will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received. ([Appendix 1](#) Record of consent)

See school EMERGENCY STAFF ACTION – Procedure guidance

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAIs. Contact with parents/carers should be made.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

A designated staff member will contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by ambulance, two members of staff will accompany them.

A copy of the Register of AAls will be held in **each classroom/computer system** for easy access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with SENDCo and other relevant staff members will review the adequacy of the schools response and will consider the need for any additional support, training or other corrective action.

Monitoring and review

The Trust is responsible for reviewing this policy **annually**. IHPs will also be reviewed following any significant incident, near miss, change in condition, medication change, or concern raised by staff or parents.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.

EMERGENCY STAFF ACTION – Procedure guidance

ANAPHYLAXIS & SEVERE ALLERGIC REACTION

Recognising Anaphylaxis

- Difficulty breathing, wheeze, persistent cough
- Throat tightness, hoarse voice, difficulty swallowing
 - Swollen lips, tongue, face or throat
- Dizziness, collapse or sudden drowsiness
 - Pale or clammy skin

Act Fast – Do not delay

Step 1: CALL 999 – say ‘Suspected Anaphylaxis’

Step 2: Give Adrenaline (AAI) immediately

- Use pupil’s own AAI or school spare AAI (if consent recorded)
- Inject into upper outer thigh – through clothing if required
- If no improvement after 5 minutes, give a second AAI

STEP 3: Position Safely

- Lay flat with legs raised – DO NOT let pupil stand or walk

STEP 4: Stay with pupil and reassure

AFTER EMERGENCY ACTION:

- Pupil MUST go to hospital even if they appear to recover
 - Parents/carers must be contacted immediately
 - Used AAI’s must be given to paramedics

REMEMBER:

ADRENALINE SAVES LIVES

If you think it’s anaphylaxis – TREAT IT AS ANAPHYLAXIS

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

If a member of staff has any concerns in relation to the child's welfare/wellbeing the member of staff should log this on CPOMS and speak with Designated Safeguarding Lead, or appropriate team member. Further guidance can be found in the safeguarding policy.

Complaints Statement

All complaints should be raised with the school in the first instance.

The details of how to make a formal complaint can be found in the School Complaints Policy

Equality & Diversity Statement

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of age, race, disability, gender reassignment, sexual orientation, sex, marriage & civil partnership, pregnancy & maternity, religion/ belief or political/ other personal beliefs. We believe that this policy is in line with the Equality Act 2010, as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across the Trust.

Modern Slavery Act Statement

Advance Learning Partnership (Trust) is committed to ensuring that modern slavery and human trafficking are prevented from taking place within the Trust and its supply chain. The Trust is committed to sourcing responsibly and improving our practices to combat slavery and human trafficking in our business and supply chain.

Accessibility Statement

We are committed to ensuring that our policies are accessible to all individuals. If you require this policy document in an alternative format, such as Braille, large print, or another language, please do not hesitate to contact our office. Immersive Reader tools are a useful way for an enhanced reading experience. PDF and word have this as a function. Your accessibility needs are important to us, and we are here to assist you in any way possible

Appendix 1 - Consent to administer the school's "spare" adrenaline auto-injector.

In the event of my child displaying symptoms of anaphylaxis, and their adrenaline auto-injector is not available or is unusable, I consent/do not consent (Delete as appropriate) for my child to be administered the "spare" adrenaline auto-injector held by the school for such emergencies.

Name (print) _____

Child's name: _____

Parents/Carers name: _____

Signed: _____ Date: _____

Appendix 2 - Record of Anaphylaxis Kits Held by School

Record of Anaphylaxis Kits Held by School

Child's Name	Date Received	Expiry date	Received by	Date Returned	Returned by

[Appendix 3 – Risk Assessment](#)

School/Academy:

Pupil Anaphylaxis Risk Assessment

Risk assessment carried out by:	Job title:	Date of assessment: Click or tap to enter a date.
Review interval: Annual	Date reviews carried out:	Date reviews carried out: Click or tap to enter a date.

Pupils covered by this risk assessment:	Activities involved:
SENCO:	

This risk assessment should be read in conjunction with: The Health and Safety Policy, Supporting Pupils with Medical Needs Policy, First Aid Policy- Primary/Secondary and the Allergen and Anaphylaxis Policy
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Staff Supporting the pupil are to complete: National College Certificate in Allergy & Anaphylaxis Awareness	
Name of Staff Member Completing the Training	Date completed

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Hazard / Outcome List significant hazards which may result in serious harm or affect several people.	Risk Rating H/M/L Before	Controls Already in Place List of existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Yes	No	N/A	Further Actions Required List the hazards which are not adequately controlled and proposed action where it is reasonably practicable to do more	Risk Rating H/M/L After	By Whom & When
Policies and Procedures	M	• First Aid Policy in place for EYFS/Primary and Secondary age groups.	☐	☐	☐		L	
		• Supporting Pupils with Medical Conditions Policy in place and shared with staff via SharePoint.	☐	☐	☐			
		• Staff have read the Allergen and Anaphylaxis Policy	☐	☐	☐			
		• Medical needs form completed when the pupil starts at the school.	☐	☐	☐			
		• Parent/carers requested on an annual basis to update the school with any new medical needs that their child has via the Individual Health Care Plan (IHP)	☐	☐	☐			
		• Pupil medical needs recorded on the (IHP)	☐	☐	☐			

Hazard / Outcome List significant hazards which may result in serious harm or affect several people.	Risk Rating H/M/L Before	Controls Already in Place List of existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Yes	No	N/A	Further Actions Required List the hazards which are not adequately controlled and proposed action where it is reasonably practicable to do more	Risk Rating H/M/L After	By Whom & When
		Anaphylaxis Plan in place for identified pupils and included in the IHP where available.	☐	☐	☐			
		Individual Health Care Plan reviewed following incidents/at least annually.	☐	☐	☐	New known allergens recorded as required		SENCO-As required
		The appropriate staff members are trained on how to monitor correct food labelling and ingredients-kitchen and support staff.	☐	☐	☐	Review training completed by staff on an annual basis.		Headteacher /SENCO - as required
		Where animals are on site/pets are present in classrooms a risk assessment is completed and reviewed annually.	☐	☐	☐	Ensure that where new staff are employed, they receive suitable and sufficient training regrading pupils' medical needs and Action Plans in place to manage pupil needs.		Headteacher /SENCO - as required
Communication	H	Parents/carers are asked annually via the schools communication links whether their child has any medical needs	☐	☐	☐		L	
		Parents/carers make the school aware of any allergies their child has, any changes to allergy triggers or symptoms, and any changes to medical requirements. The IHP is implemented/reviewed.	☐	☐	☐			

Hazard / Outcome List significant hazards which may result in serious harm or affect several people.	Risk Rating H/M/L Before	Controls Already in Place List of existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Yes	No	N/A	Further Actions Required List the hazards which are not adequately controlled and proposed action where it is reasonably practicable to do more	Risk Rating H/M/L After	By Whom & When
		The school that the pupil is transitioning from makes the school aware of any allergies the pupil allergy triggers or symptoms.	☐	☐	☐			
		SENCOs ensure that an Individual Health Care Plan are in place for identified pupils.	☐	☐	☐			
		Any changes to the pupils' condition are adequately recorded on the Individual Health Care Plan, and the relevant staff are made aware of the new information, e.g. the school nurse.	☐	☐	☐			
		School Meal Menus available on the school website.	☐	☐	☐			
		School Meal Menus are agreed with the Headteacher	☐	☐	☐			
		- Allergens are taken into consideration by the catering team when pre-paring the school menus and information shared with the school. - Medical Diet and Allergens file	☐	☐	☐	SENCO ensures that the main kitchen staff are kept up to date with pupils who have allergens. IHP shared with catering manager. Where need identified joint meetings held with parent/carers.		SENCO-As required
		When purchasing ingredients/products allergens are taken into consideration.	☐	☐	☐	Ensure consideration given to resources for pupils e.g. play equipment		All Staff-On going

Hazard / Outcome List significant hazards which may result in serious harm or affect several people.	Risk Rating H/M/L Before	Controls Already in Place List of existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Yes	No	N/A	Further Actions Required List the hazards which are not adequately controlled and proposed action where it is reasonably practicable to do more	Risk Rating H/M/L After	By Whom & When
Training	H	Staff complete the National College Certificate in Allergy & Anaphylaxis Awareness annually.	☐	☐	☐	Training records are monitored	L	Trust Catering Manager
		Staff receive epi-pen training from the school nurse - County Durham's Families Information Service School Nursing Team	☐	☐	☐			
		Trust Catering Manager ensures that all kitchen staff complete - National College Certificate in Food Allergy Awareness and Anaphylaxis.	☐	☐	☐	Training records are monitored		Trust Catering Manager
Managing anaphylactic shock	H	Individual Health Care Plans are in place where pupils have allergens/medical needs and information shared with all relevant staff members. Staff follow the IHP.	☐	☐	☐		L	
		Where in place staff will follow Anaphylaxis Action Plan	☐	☐	☐			
		Staff are aware how to seek support from a First Aider/First Aiders in the event of an allergic reaction taking place in their presence.	☐	☐	☐			
		Pupils are moved to another location away from the individual who is experiencing anaphylaxis.	☐	☐	☐			
		The pupil experiencing anaphylaxis is not moved and, where safe and	☐	☐	☐			

Hazard / Outcome List significant hazards which may result in serious harm or affect several people.	Risk Rating H/M/L Before	Controls Already in Place List of existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Yes	No	N/A	Further Actions Required List the hazards which are not adequately controlled and proposed action where it is reasonably practicable to do more	Risk Rating H/M/L After	By Whom & When
		appropriate to do so, is made comfortable.						
		A member of staff requests an ambulance, and a suitably trained member of staff administers the adrenaline auto-injector (AAI), whilst another member of staff supports as requested.	☐	☐	☐	Where the adrenaline autoinjector (AAI) has been administered 999 are called and advised that the adrenaline autoinjector (AAI) has been administered.		Headteacher-As required
		Any staff member administering medication acts in accordance with the Supporting Pupils with Medical Conditions Policy and the Allergen and Anaphylaxis Policy	☐	☐	☐			
		A designated member of staff accompanies the pupil to hospital, where required.	☐	☐	☐			
		The pupils registered emergency contact is notified immediately and requested to attend the school site.	☐	☐	☐			
Contact based Allergens	H	Where pupil has a Natural Rubber (NRL) Latex allergy, the suitability of latex-containing school resources is assessed, e.g. the use of disposable gloves.	☐	☐	☐	- Where gloves are required, 'low-protein', powder-free or latex-free gloves are worn when: - The wearer has an NRL allergy. - Food is being prepared for an individual with an NRL allergy.	L	

Hazard / Outcome List significant hazards which may result in serious harm or affect several people.	Risk Rating H/M/L Before	Controls Already in Place List of existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Yes	No	N/A	Further Actions Required List the hazards which are not adequately controlled and proposed action where it is reasonably practicable to do more	Risk Rating H/M/L After	By Whom & When
						○ Care or first aid is being provided to an individual with an NRL allergy. • Low-protein latex products are manufactured in line with the European Standards indicated by EN420.		
		• Where items are purchased for use as play/activities for pupils' staff consider allergens prior to purchasing.	☐	☐	☐	• Ensure that staff are aware that Olive oil is used in play dough in place of other oils that may be allergens.		
Educational Visits	H	• All Educational Visits are logged on Evolve in advance of the visit.	☐	☐	☐		L	
		• Activity risk assessments completed.	☐	☐	☐			
		• Pupil medical needs are known and supported. Individual risk assessment in place for known allergies	☐	☐	☐			
		• At least one member of staff First Aid Trained that is supervising the educational visit.	☐	☐	☐			
		• Where pupil has a known allergen, all staff supervising the educational visit complete National College Certificate in Allergy & Anaphylaxis Awareness prior to the visit.	☐	☐	☐			

Hazard / Outcome List significant hazards which may result in serious harm or affect several people.	Risk Rating H/M/L Before	Controls Already in Place List of existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures)	Yes	No	N/A	Further Actions Required List the hazards which are not adequately controlled and proposed action where it is reasonably practicable to do more	Risk Rating H/M/L After	By Whom & When
		EVOLVE visits are reviewed by the EVC.	☐	☐	☐			

Date of review	Name	Signature
Click or tap to enter a date.		
Click or tap to enter a date.		
Click or tap to enter a date.		

[Appendix 4](#) – Individual Health & Care Plan

NAME – Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	
Arrangements for support: <i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i> <i>Outline measures to reduce the risk of contact with known allergens.</i> <i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i> <i>Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</i>	
Visits and trips: <i>Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.</i> <i>Note any requirement for a risk assessment and prompts for specific issues which should be considered.</i>	

Emergency response: <i>Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.</i> <i>Otherwise summarise the signs or symptoms which would indicate an emergency.</i> <i>Set out what to do in an emergency, including whom to contact.</i> <i>If relevant, note where “spare” adrenaline devices are located.</i>	
Last discussed with parents:	Date
Issued by:	Date:
Next planned review:	Date:

NAME – Individual Healthcare Plan for allergy Annex: Medication needed while in school / college / setting	
Non-prescription medication: <i>Record any <u>non</u>-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting</i> <i>Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access</i> <i>Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.</i>	
Parental consent:	Date:
Prescription medication: <i>Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).</i> <i>Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.</i> <i>Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.</i>	
Prescribed by:	Date:
Parental consent:	Date:
Use of “spare” adrenaline devices: <i>Note whether parental consent has been given to administer adrenaline (e.g. using “spare” adrenaline devices) in an emergency.</i>	
Parental consent:	Date:
Use of “spare” salbutamol inhaler: <i>If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a “spare” salbutamol reliever inhaler.</i>	
Parental consent:	Date:

NAME – Individual Healthcare Plan for allergy Annex: Care or Action Plans issued by healthcare professionals	
Allergy / Asthma Action Plan: <i>Attach any Action Plan to the IHP for use in an emergency.</i> <i>Note which healthcare professional issued the plan, their role and the date issued.</i>	
Issued by:	Date:
Care Plan: <i>Note where any relevant care plan can be found.</i> <i>Note what staff are responsible for delivering / supporting delivery of the care plan.</i> <i>Note which healthcare professional issued the plan, their role and the date issued.</i>	
Date:	Date: