SWINFORD CE PRIMARY SCHOOL

Allergy and Anaphylaxis Policy

2026-27

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity, and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Version	Approval Level	Document History	Date	Review Period
V1	Trust Leader	Approved	29/06/2026	Annual* June 2027

* This policy will be reviewed annually or sooner following any serious incident or near-miss

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1. Aims and Objectives

1.1. This policy aims to:

- Set out the Trust's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how the Trust supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community.

2. Legislation and Guidance

2.1. This policy is based on the Department for Education's Allergy Guidance for Schools and Supporting Pupils with Medical Conditions at School, the Department of Health and Social Care's guidance on Using Emergency Adrenaline Auto-injectors in Schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

2.2. The policy also takes into account guidance set out in the Allergy Team's Schools Allergy Code.

3. Roles and Responsibilities

3.1. We take a whole-school approach to allergy awareness.

3.2. **Allergy Lead**

The allergy lead must be a member of the senior leadership team and will be responsible for the implementation, monitoring and annual review of allergy safety arrangements at the school. The allergy lead at our school is the headteacher.

Responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the Allergy Lead has ultimate responsibility, the information collection itself may be delegated to the office manager).
- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff
    - All pupils with allergies have an allergy action plan completed by a medical professional
    - All staff receive an appropriate level of allergy training
    - All staff are aware of the Trust's policy and procedures regarding allergies
    - Relevant staff are aware of what activities need an allergy risk assessment
    - Keeping stock of the school's adrenaline auto-injectors (AAIs).

3.3. **Medical Officer**

Responsible for:

- Coordinating paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead.

3.4. **Teaching and Support Staff**

Responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of the allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Helping pupils to administer AAIs in an emergency
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies.

3.5. **Parents**

Responsible for:

- Being aware of the Allergy Policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with two in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc, and making sure these are replaced in a timely manner
- Carefully considering the food they provide for their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition.

3.6. **Pupils with Allergies**

Responsible for:

- Being aware of their allergens and the risks
- Understanding how and when to use their adrenaline auto-injector (AAI)
- If age-appropriate, carrying their AAI on their person and only using it for its intended purpose (members of staff are still expected to help administer the AAI if the learner is not able to do so).

3.7. **Pupils without Allergies**

Responsible for:

- Being aware of allergens and the risk they pose to their peers

- Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Responsibilities of the Catering Service at Schools

4.1. The catering service is committed to providing safe food options to meet the dietary needs of pupils with allergies.

4.2. Menus are available for parents/carers to view with ingredients clearly labelled.

4.3. Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).

4.4. The top 14 allergens that the FSA state must be declared are:

- **celery** (including celeriac)
- **cereals containing gluten** (such as wheat, barley, rye, and oats)
- **crustaceans** (such as prawns, crabs, and lobsters)
- **eggs**
- **fish**
- **lupin**
- **milk**
- **molluscs** (such as mussels and oysters)
- **mustard**
- **peanuts**
- **sesame seeds**
- **soybeans**
- **sulphur dioxide and sulphites** (if at a concentration of more than ten parts per million)
- **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios, and macadamia nuts).

4.5. The Trust Food Safety Policy supports allergy awareness in the school.

4.6. **Estates and Compliance Manager (ECM)**

Responsible for:

- Ensuring that food provided in the Trust's catering kitchens conforms to the required legislation for allergen management, in line with the Trust Food Safety Policy and Natasha's Law
- Ensuring suppliers are fully traceable and provide allergen information for the products they provide
- Overseeing the produce recipes using products from the approved buying list
- Overseeing an up-to-date allergen matrix for menus, checked at least once per half term
- Cross checking substitutes to ensure there are no discrepancies with the allergen information

- Ensuring training is provided to all members of the catering team
- Ensuring that nuts, and products containing nuts, are not on the approved buying list
- Reviewing allergy processes and make changes as required
- Auditing each school's catering service to ensure their compliance with the Allergy Policy. *(Primary schools are with an external provider)*
- Ensuring that each school's online meal ordering system is up to date and allergen information is accurate
- Meeting with parents of pupils with allergies if requested, to discuss their needs.

4.7. **School Catering Manager**

Responsible for:

- Following the recipes provided using the specified ingredients
- Ordering ingredients as specified from the approved suppliers
- Fully assessing any substitutes and check if there are any changes to the ingredients and allergy information
- Informing the Trust of any menu changes because of substitutes and any allergens contained within
- Monitoring practices within the kitchen to reduce cross contamination, cleaning between preparation, using separate utensils and equipment, separate storage areas for products containing allergens
- Ensuring all staff are trained in allergies
- Communicating any updates concerning pupils and their allergies
- Briefing the catering team before service daily to highlight the choices available to those pupils with allergies
- Liaising with the school to identify those pupils with special dietary needs and using the resources within the school to identify them.

5. Assessing Risk

5.1. Risk assessments must consider food, airborne, contact, animal and activity-related allergens and any adjustments required for pupils with known allergies.

5.2. The school will conduct a risk assessment for any learner at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

5.3. A risk assessment for any pupils at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Managing Risk

- Pupils will be reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles.
- Parents informed that Swinford is a nut free school.

6.1. Food Restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds.

If a pupil brings these foods into the school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

6.2. Insect bites/stings

Procedures for preventing and dealing with insect bites/stings:

- Child is reviewed by the First Aid Lead – see **Allergic Reaction Procedures**

When outdoors:

- Shoes should always be worn
- Food and drink should be covered.

6.3. Animals

Hygiene procedures for managing allergies to animals such as dogs:

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals.

6.4. **Support for Mental Health**

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

- Pupils with allergies will have additional support through:
    - Pastoral care
    - Regular check-ins with their class teacher.

6.5. **Events and School Trips**

For events, including ones that take place outside, and school trips, no pupils with allergies will be excluded from taking part.

The headteacher/principal will plan accordingly for all events and trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training.

Appropriate measures will be taken in line with the Trust's AAI protocols for off-site events and trips and in line with the Trust Educational Visits Policy.

7. Procedures for Handling an Allergic Reaction

7.1. **Register of pupils with adrenaline auto-injectors (AAIs)**

The school will maintain records of prescribed AAIs, expiry dates, consent for spare AAI use and IHPs where applicable.

The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:

- Known 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 learner to allow a visual check to be made (with parental consent).

The register is kept in an easily accessible location by member(s) of staff in every classroom and the staffroom and can be checked quickly by any member of staff as part of initiating an emergency response.

Allowing pupils to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register.

7.2. **Allergic Reaction Procedures**

As part of the whole-school awareness approach to allergies, all staff are trained in the trust allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.

All members of staff are trained in the administration of AAIs.

If a pupil has an allergic reaction, the staff member will initiate the schools emergency response plan, following the learner's allergy action plan.

If an AAI needs to be administered, a member of staff member will use the pupil's own AAI, or if it is not available, the school AAI.

If the pupil has no allergy action plan, staff will follow the trust procedures on responding to allergy and, if needed, the school normal emergency procedures:

- Use an adrenaline auto-injector (such as an EpiPen) if there is one – instructions are included on the side of the injector.
- Call 999 for an ambulance and say that you think the child is having an anaphylactic reaction.
- Lie the child down – raise their legs, and if they're struggling to breathe, raise their shoulders or sit them up slowly.
- If they have been stung by an insect, try to remove the sting if it's still in the skin.
- If their symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
- Do not allow the child to stand or walk at any time, even if they feel better.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the learner to hospital by ambulance.

If the allergic reaction is mild (eg skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed.

8. Adrenaline Auto-Injectors (AAIs)

8.1. The allergy lead is responsible monitoring the Kitts medical unit, to make sure they are in date and none are missing.

8.2. **Storage (of both spare and prescribed AAIs)**

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of pupils
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed
- Spare AAIs will be kept separate from pupils' own prescribed AAIs and will be clearly labelled to avoid confusion.

(See pages 12 and 13 of the guidance)

8.3. **Maintenance (of spare AAIs)**

The office manager and headteacher are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near.

8.4. **Disposal**

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for waste collection). (See page 13 of the guidance.)

8.5. **Use of AAIs Outside of School Premises**

Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on trips and off-site events.

AAI's are placed in the general first aid bags that go on the school trips. Children who have their own AAI carry their own. (See page 13 of the guidance.)

8.6. **Emergency anaphylaxis kit**

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered.

9. Training

9.1. All new, temporary, agency and supply staff will receive allergy induction information before working with pupils. Training includes allergy, intolerance, coeliac disease, triggers, symptoms, anaphylaxis, emergency response, reporting and wellbeing impacts.

9.2. The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the school site, and how to access and administer them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies.

9.3. Training will be overseen annually by the office/operations manager.

10. Embrace Wellbeing Statement

10.1. The Trust will always put the effective education of its pupils at the heart of any decision that it makes. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason, the Trust and its schools will always endeavour to support staff when policies and procedures are being actioned.

11. Review of this Policy

11.1. All allergic reactions and near misses will be recorded, investigated and reviewed. Allergy information will be shared on a need-to-know basis in accordance with UK GDPR. This policy will be published on the school website and reviewed following any serious incident or near miss.

11.2. This policy will otherwise be reviewed annually, or sooner if required by new or statutory legislation by the Trust. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.