Brant Broughton Church of England & Methodist Primary School

Allergen and Anaphylaxis Policy

September 2026

Next review date: September 2027

Our inclusive church school celebrates each person and makes sure that everyone is known and valued. An ambitious and engaging curriculum strives to lay strong foundations to prepare pupils for their lives now and in the future. In the spirit of ubuntu (I am because we are) we travel together, discern possibilities and act in hope so that each person flourishes.

Allergen and Anaphylaxis Policy

Contents

Statement of Intent 2
Legal Framework 3
Definitions 4
Roles and Responsibilities 5
Food Allergies 7
Food Allergen Labelling 8
Animal Allergies 10
Seasonal Allergies 11
Adrenaline Auto-Injectors (AAIs) 11
Access to Spare AAIs 13
School Trips 14
Medical Attention and Required Support 14
Staff Training 15
Managing Mild to Moderate Allergic Reaction 16
Managing Anaphylaxis (severe allergic reaction) 17
Monitoring and Review 18
Appendix 1 - Allergy Safety Poster 19
Appendix 2 – Allergy Pen Location Poster 20

Statement of Intent

The school strives to ensure the safety and wellbeing of all members of the school 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 the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does 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.

In accordance with Benedict's Law, this policy will be published on the school website and made available to parents, pupils, and staff.

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
- Equality Act 2010
- Schools Admissions Code DfE (2021)
- The Data Protection Act 2018
- Working Together to Safeguard Children (2023)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Allergy guidance for schools'
- School Allergy Safety Bill (Benedict's Law)

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Attendance Policy
- Child Protection and Safeguarding Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy

This policy should be read alongside other relevant school policies, including those covering medical conditions, safeguarding, first aid and educational visits. Concerns about how this policy is applied should be raised with the school in the first instance. Formal complaints will be managed in line with the Concerns and Complaints Policy.

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 feint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Roles and Responsibilities

The headteacher is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils and staff 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 the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil and staff member.
- Ensuring that staff are properly trained to provide the support that pupils and colleagues need, and that they receive allergy and anaphylaxis training at least annually.
- Appointing an Allergy Lead.
- Monitoring the effectiveness of this policy and passing any queries to the Trust H&S Officer as they arise and after any incident where a pupil or staff member experiences an allergic reaction.
- The implementation and monitoring of this policy and related policies.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that staff members are informed of their responsibilities in relation to their allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- 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 the school's policies regarding food and hygiene, including this policy.
- Providing age-appropriate allergy awareness training to pupils.
- Reporting all allergic reactions to Governing Boards.

The Administrator 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 and temporary staff.
- Ensuring that information provided by parents is up-to-date and available for each pupil on the school MIS System, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a pupil's allergy.

The SENCo is responsible for:

- Drawing up, implementing and keeping under review the individual health care plan for each child and making sure that relevant staff are aware of these plans, in collaboration with parents.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual health care plans (IHCPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to pupils by both the school and parents.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.

The kitchen manager/external catering provider 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.
- 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 Headteacher if food labelling fails to comply with the law.

Midday Supervisors 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.
- Completing Food Hygiene Level 2 training.

All parents are responsible for:

- Notifying the school 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 the school up to date with their child's medical information.
- Providing consent for the use of a spare AAI via MCAS.
- Providing the school with 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/Administrator.
- Being involved in the development and review of their child's individual health care plan (see Supporting Pupils with Medical Conditions Policy).
- Carrying out any action they have agreed to as part of its implementation (e.g. provide medicines and equipment and ensure that they or another nominated adult are contactable at all times).
- Signing their child's individual health care plan to acknowledge that it is accurate and correct at the time of writing and that they are in agreement with the plan.

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.

Food Allergies

Parents will provide the school with a 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 and passed onto the school's catering service if it is not collected directly by an external provider.

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

- Checking any product changes with all food suppliers.
- 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.

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

Where the provision is outsourced, the school will ensure the external provider follows the above process.

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

Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate.

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.

Food items containing bread and wheat will be stored separately.

The chosen catering service of the school is responsible for ensuring that the school's 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 pupil IHCPs and staff risk assessments, taking into account any known allergies of the pupils involved.

Food Allergen Labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on a **three-year** basis, or as soon as there are any revisions to related guidance or legislation.

Food 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.

The school 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 the school's 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

The school 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

The Animals in School Risk Assessment will be reviewed annually or when school is made aware of new animal related allergies.

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

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The 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.

If deemed appropriate parents of pupils with allergies or staff members with allergies will supply antihistamine tablets to be kept in the office in case of an allergic reaction. (Ensuring that the procedures for storing, recording and administering pupil medication are in line with the Supporting Pupils with Medical Conditions Policy)

Seasonal Allergies

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

If deemed strictly necessary and if possible, due to staffing, pupils with severe seasonal allergies may be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens. If not possible, parents will be asked to assist in creating alternative arrangements.

Parents will advise whether they would prefer their child to stay indoors.

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

Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the Site Manager and completing a Risk Assessment if necessary.

The site staff are responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately, in line with their individual health care plan.

Adrenaline Auto-Injectors (AAIs)

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 the school can 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.

The school will purchase spare AAI(s) from a pharmaceutical supplier, such as the local pharmacy.

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

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

The headteacher will decide which brands of AAI to purchase.

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

The 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 and adults under 50KG: 0.3 milligrams of adrenaline
- For adults over 50KG: 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 (those for whom parents have given permission within the individual health care plan)
- An administration record (in line with the Supporting Pupils with Medical Conditions Policy)

AAI devices are stored in a suitably safe and easily accessible location.

Spare AAIs should be located no more than five minutes away from where they may be required and the location of these will be made clear within school using posters (**Appendix 2**).

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 or staff member.

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

The Allergy Lead will be responsible for maintaining the emergency anaphylaxis kit(s) and will conduct a monthly check of the emergency anaphylaxis kit(s) to ensure that:

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

A named staff member will be responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs.

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

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

Where any AAIs are used, the following information will be recorded on the administration of medicine record as per the Supporting Pupils with Medical Conditions Policy. It will be noted:

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

Access to Spare AAIs

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

Spare AAIs 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 an individual health care plan confirming their risk, but who have not been prescribed an AAI.

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

The school uses a register of pupils (Register of AAIs) to whom spare AAIs can be administered – this includes the following:

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

Parents are required to provide consent on an annual basis through the **individual health care plans** to ensure the register remains up to date.

Parents can withdraw their consent at any time. To do so, they must contact the school office.

The Allergy Lead within the schools will check the register is up to date on an annual basis and 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, which are accessible to all staff members.

School Trips

The headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip 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.

The 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.

If a pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. Any pupil allergy medication including AAIs 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.

AAI(s) will be taken on the trip and will be easily accessible at all times. One school emergency inhaler and the pupil's inhaler.

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 the school will provide a suitable packed lunch.

Medical Attention and Required Support

Once a pupil's allergies have been identified, a meeting will be arranged between the pupil's parents, the relevant classroom teacher, 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.

Allergy Action Plans (AAPs)

For every pupil with a diagnosed allergy, the school will hold a current Allergy Action Plan (AAP) completed and signed by a healthcare professional. The AAP provides clear medical instructions on recognising allergic reactions and responding to anaphylaxis, including when and how to administer an adrenaline auto-injector (AAI).

The AAP will be:

• Provided by parents/carers and updated annually or when medical advice changes

• Attached to the pupil's Individual Health Care Plan IHCP

• Stored in accessible locations for staff, including the classroom and with emergency medication

• Shared with all relevant staff, including supply staff where appropriate

The AAP forms the emergency response plan, while the IHCP outlines the school's day-to-day management and risk-reduction measures.

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 school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

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 IHCP.

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 IHCP.

The SENCo is responsible for working alongside relevant staff members and parents in order to develop IHCPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken when required i.e. trips or food tasting sessions.

The Headteacher has overall responsibility for ensuring that IHCPs are implemented, monitored and communicated to the relevant members of the school community.

Staff Training

All staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

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.

The school will arrange specialist training on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis. Otherwise, general training will be arranged that is not pupil specific.

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.

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

The Allergy Lead and other designated person(s) 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.

- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil or staff member is on the Register of AAIs.
- Understand how to access AAIs.
- Understand how to access help.
- Understand that it may be necessary for any staff member to administer AAI in a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy.

Managing 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 or staff member, the nearest adult will stay with them and refer to their IHCP to determine appropriate next steps.

The pupil's parents or staff member's next of kin will be contacted immediately if they suffer a mild to moderate allergic reaction, and if any medication has been administered.

In the event that a pupil or staff member 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. Parents and staff member's next of kin will be kept informed where possible depending on the immediacy of the situation.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil or staff member is required to go to the hospital, an ambulance will be called as will parents or next of kin.

Managing Anaphylaxis (severe allergic reaction)

In the event of anaphylaxis, the nearest adult will lay the pupil or adult flat on the floor and try to ensure the pupil or adult suffering an allergic reaction remains as still as possible; if they are feeling weak, dizzy, appear pale and are sweating their legs will be raised. The Allergy Lead or if unavailable, a first aider, will be called for help and the emergency services contacted immediately. The designated staff member will administer an AAI to the pupil or staff member. Spare AAIs will only be administered if appropriate consent has been received.

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.

A member of staff will stay with the pupil or staff member until the emergency services arrive – the pupil or staff member will remain lying flat and still. If the person'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 where the immediacy of the situation allows.

If the pupil/staff member 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 or staff member without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a severe 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 or staff member's next of kin as soon as is possible.

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

- Any known allergens the pupil/staff member 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 or staff member is given plenty of space, moving other pupils to a different room where necessary.

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

If a pupil is taken to hospital by ambulance, member(s) of staff will accompany them in the absence of their parents.

A copy of the Register of AAIs will be held in the school office for easy access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the Health and Safety Officer, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Monitoring and Review

The Health and Safety Officer is responsible for reviewing this policy annually.

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' IHCPs will be updated and amended as necessary.

Appendix 1 - Allergy Safety Poster

ALLERGY SAFETY



Identify allergies

- Look for lanyard / wristband specifying allergy
- Check the allergy list in the hall or kitchen

Serve carefully

- Confirm the right meal for the right child
- Use separate utensils for allergen-free meals
- No food sharing at any time





Signs of an allergic reaction?

- Follow the child's Allergy Plan
- Get a trained first-aider
- Use prescribed medication and alert parents
- Call 999 if unsure

Reminders

- If in doubt check again
- Never guess – ask if unsure
- Stay alert during the whole meal period
- Seat those with severe allergies separately



KEY TAKE AWAYS

1. Mild before doesn't mean mild again – any reaction can become severe.
2. Breathing, throat, or faintness symptoms = anaphylaxis. Act immediately.
3. Avoidance is protection – always check labels and ask about ingredients.

Appendix 2 – Allergy Pen Location Poster

WHERE DO WE KEEP OUR ALLERGY PENS?

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Who looks after our allergy pens?

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