

Allergy Management and Anaphylaxis Policy 2026

Review date September 2027

Contents

1.	
Aims.....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	3
4. Assessing risk.....	6
5. Managing risk.....	7
6. Procedures for handling an allergic reaction.....	10
7. Adrenaline auto-injectors (AAIs)	12
8. Training.....	14
9. Monitoring, reporting and review.....	15
10. Links to other policies.....	16

1. Aims

This policy aims to:

- Set out Nethergate Academy's approach to allergy management, including reducing the risk of exposure and the procedures in place in the event of an allergic reaction.
- Ensure pupils with allergies are safe, supported and fully included in all aspects of academy life.
- Promote allergy awareness across the academy community.

- Ensure compliance with current legislation, Department for Education guidance and the principles of Benedict's Law.
- Provide clear guidance for staff, pupils, parents/carers and visitors.

As a specialist SEND academy, we recognise that some pupils may have additional vulnerabilities relating to allergies, including communication difficulties, sensory needs, reduced awareness of risk or an inability to recognise symptoms. These needs will be considered in all planning and risk assessment activities.

2. Legislation and Guidance

This policy is based on:

- Department for Education guidance on allergy safety in schools.
- Supporting Pupils with Medical Conditions at School guidance.
- Department of Health and Social Care guidance on emergency adrenaline auto-injectors.
- The Food Information Regulations 2014.
- The Food Information (Amendment) (England) Regulations 2019.

This policy should be read alongside the academy's:

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Safeguarding Policy
- First Aid Policy

3. Roles and Responsibilities

Nethergate Academy adopts a whole-school approach to allergy management.

3.1 Greenwood Academies Trust has Oversight

Greenwood Academies Trust is responsible for ensuring appropriate oversight of allergy management across its academies.

Until a Named Trustee for Allergy Safety is appointed, responsibility remains with the Trust through its established governance arrangements.

The Trust will:

- Monitor compliance with statutory requirements.

- Support effective allergy management arrangements.
 - Review significant incidents where appropriate.
 - Promote continual improvement in allergy safety practice.
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Allergy Lead

The nominated Allergy Lead is Sarah Heery.

The Allergy Lead is responsible for:

- Promoting allergy awareness.
 - Maintaining the allergy register.
 - Ensuring allergy information is up to date.
 - Ensuring all relevant staff have access to allergy information.
 - Ensuring every pupil with a serious allergy has:
 - An Individual Healthcare Plan (IHP)
 - An Allergy Action Plan (AAP)
 - Ensuring plans are reviewed at least annually.
 - Coordinating allergy training.
 - Maintaining spare AAls.
 - Monitoring expiry dates.
 - Investigating incidents and near misses.
 - Reviewing this policy annually.
-

Administrative Support Staff

Administrative staff are responsible for:

- Collecting allergy information from families.
- Maintaining records.
- Supporting communication with parents and carers.
- Monitoring medication expiry dates.
- Supporting the maintenance of IHPs and AAPs.

- Recording incidents where required.
-

Teaching and Support Staff

Teaching and support staff are responsible for:

- Promoting allergy awareness.

Following academy procedures.

- Recognising allergic reactions and anaphylaxis.
 - Attending training.
 - Being familiar with pupils' IHPs and AAPs.
 - Considering allergens when planning activities.
 - Supporting pupils with allergies inclusively and safely.
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Parents and Carers

Parents and carers are responsible for:

- Informing the academy about allergies and medical conditions.
 - Providing accurate and up-to-date medical information.
 - Supplying prescribed medication where required.
 - Ensuring medication remains in date.
 - Informing the academy of any changes.
 - Participating in reviews of IHPs and AAPs.
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Pupils with Allergies

Where appropriate, pupils are encouraged to:

- Understand their allergies.
 - Recognise symptoms.
 - Carry medication where appropriate and agreed.
 - Inform staff if they feel unwell if possible.
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Drivers and Passenger Assistants

Drivers and passenger assistants are responsible for:

- Completing allergy awareness training.
 - Being aware of relevant pupils' allergies.
 - Knowing where emergency medication is located.
 - Following relevant IHPs and AAPs.
 - Summoning emergency assistance when required.
-

4. Assessing Risk

Risk assessments will be completed where allergy risks are identified, including:

- Food technology lessons.
- Cooking activities.
- Sensory activities involving food.
- Science experiments involving food products.
- Animal encounters.
- Educational visits.
- Academy transport.
- Special events.

As a specialist SEND academy, risk assessments will additionally consider:

- Pupils who mouth objects.
 - Pupils with pica behaviours.
 - Pupils who may be unable to communicate symptoms.
 - Pupils who may not recognise symptoms.
 - Pupils requiring feeding support.
 - Sensory-seeking behaviours involving food and non-food items.
-

5. Managing Risk

Hygiene Procedures

The academy will:

- Promote regular handwashing.
 - Clean tables before and after food activities.
 - Discourage food sharing.
 - Encourage pupils to use their own drinking containers.
-

5.2 Catering

The academy is committed to meeting dietary requirements safely.

Catering arrangements include:

- Staff training.
 - Access to allergen information.
 - Suitable menu adaptations.
 - Measures to reduce cross-contamination.
 - Communication with parents and carers.
-

5.3 Food Restrictions

The academy recognises that it is not practical to guarantee an allergen-free environment.

However, to minimise risk:

- Parents, carers, staff and visitors are requested not to bring nuts or nut-containing products onto academy premises.
 - High-risk foods containing nuts or sesame are restricted.
 - Foods brought in for sharing must comply with academy guidance.
 - The academy reserves the right to restrict specific food items where risks are identified.
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5.4 Insect Bites and Stings

When outdoors:

- Pupils should wear appropriate footwear.

- Food and drinks should be covered.
 - Outdoor eating areas should be monitored.
-

5.5 Animals

Where animals are present:

- Risk assessments will be completed.
 - Handwashing will be supervised.
 - Alternative arrangements will be made for pupils with relevant allergies.
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5.6 Support for Mental Health and Wellbeing

The academy recognises that allergies may affect emotional wellbeing.

Support may include:

- Pastoral support.
 - Staff mentoring.
 - Regular check-ins.
 - Access to anti-bullying procedures.
-

5.7 Educational Visits and Transport

No pupil will be excluded from activities solely because they have an allergy.

The academy will:

- Carry out appropriate risk assessments.
 - Ensure relevant staff are trained.
 - Ensure medication accompanies the pupil where necessary.
 - Share relevant information with staff supporting visits.
-

6. Procedures for Handling an Allergic Reaction

6.1 Individual Healthcare Plans and Allergy Action Plans

Every pupil with a diagnosed allergy will have:

- An Individual Healthcare Plan (IHP)
- An Allergy Action Plan (AAP)

The IHP will include:

- Allergy information.
- Daily management arrangements.
- Catering arrangements.
- Transport arrangements.
- Educational visit arrangements.
- SEND-specific support needs.
- Medication arrangements.
- Responsibilities of staff.

The AAP will include:

- Known allergens.
- Signs and symptoms.
- Emergency treatment instructions.
- Medication guidance.

Both documents will be reviewed annually or sooner if required.

6.2 Allergy Register

The academy maintains a register of pupils with allergies.

The register includes:

- Pupil photographs.
- Known allergens.
- Medication details.
- AAI requirements.
- Consent arrangements.

This information is accessible to relevant staff.

6.3 Allergic Reaction Procedures

Where a reaction is suspected:

1. Stay with the pupil.
2. Follow the pupil's AAP.
3. Administer medication if required.
4. Administer an AAI immediately if anaphylaxis is suspected.
5. Call 999.
6. Contact parents/carers.
7. Monitor the pupil continuously until emergency services arrive.

Any pupil receiving adrenaline must be taken to hospital by ambulance.

6.4 Incident Reporting and Near Misses

The academy operates a mandatory reporting system.

The following must be reported to the allergy lead:

- Allergic reactions.
- Suspected reactions.
- Medication errors.
- Catering errors.
- Accidental allergen exposure.
- Administration of AAls.
- Near misses.

The Allergy Lead will investigate all incidents and identify lessons learned.

7. Adrenaline Auto-Injectors (AAls)

7.1 Purchasing Spare AAls

Nethergate Academy maintains a minimum of two spare AAls on site.

Additional devices may be purchased following risk assessment.

7.2 Storage of AAls

AAls will be:

- Stored safely.
 - Accessible at all times.
 - Not locked away.
 - Protected from extreme temperatures.
 - Clearly labelled.
-

7.3 Maintenance

The Allergy Lead will ensure monthly checks are completed to confirm:

- Devices are present.
 - Devices remain in date.
 - Replacement arrangements are in place.
-

7.4 Disposal

Used or expired AAls will be disposed of in accordance with manufacturer instructions and local procedures.

7.5 Off-Site Activities and Transport

Pupils requiring AAls will have access to medication during:

- Educational visits.
- Academy transport.
- Sporting activities.
- Community-based learning.

A spare academy AAI may accompany activities following risk assessment.

7.6 Emergency Anaphylaxis Kit

The academy maintains an emergency anaphylaxis kit including:

- Spare AAls.
 - Manufacturer instructions.
 - Storage information.
 - Expiry date records.
 - Administration records.
 - Emergency contact information.
-

8. Training

All staff who may be present when pupils are in attendance will receive annual allergy training.

This includes:

- Teaching staff.
- Teaching assistants.
- Office staff.
- Lunchtime supervisors.
- Catering staff.
- Site staff.
- Drivers and passenger assistants.

Training covers:

- Allergy awareness.
- Risk reduction.
- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Emergency response procedures.
- Practical use of AAI trainer devices.
- Inclusion and wellbeing considerations.

Training records will be maintained by the Allergy Lead.

9. Monitoring, Reporting and Review

The Allergy Lead will:

- Monitor implementation of this policy.
- Review incidents and near misses.
- Monitor training compliance.
- Review medication arrangements.
- Ensure annual review of IHPs and AAPs.

This policy will be reviewed:

- Annually.
 - Following significant incidents.
 - Following changes to legislation or guidance.
-

10. Links to Other Policies

This policy should be read alongside:

- First Aid Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Food and Nutrition Procedures

Appendices recommended:

- Individual Healthcare Plan Template
- Allergy Action Plan Template
- Allergy Incident/Near Miss Form
- Anaphylaxis Emergency Flowchart
- AAI Monthly Inspection Log

Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing
support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

This child/young person has the following allergies:

Name:

DOB:

Mild/moderate reaction:

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

Action to take:

- Stay with person, call for help if needed
- Locate adrenaline autoinjector(s)
- Give antihistamine:

Loratadine 5mg

(If vomited, can repeat dose)

- Phone parent/emergency contact
- Do not take a shower to help with itchy skin, this can worsen the reaction

Watch for signs of ANAPHYLAXIS

(a potentially life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN DIFFICULTY IN BREATHING**

A AIRWAY

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

B BREATHING

- Difficult or noisy breathing
- Wheeze or persistent cough

C CONSCIOUSNESS

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:

- 1 Lie flat with legs raised (if breathing is difficult, allow person to sit)



- 2 Use Adrenaline autoinjector without delay (eg. EpiPen®) (Dose: mg)

- 3 Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")

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

AFTER GIVING ADRENALINE:

1. Stay with child/young person until ambulance arrives, do **NOT** stand them up. Keep them lying down, even if things seem to be getting better.
2. Phone parent/emergency contact. If you are on your own, call a friend or relative and ask them to come over.
3. If no improvement **after 5 minutes**, give a further adrenaline dose using a second autoinjector device, if available.

Commence CPR if there are no signs of life

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

Emergency contact details:

1) Name:



2) Name:



Parental consent: I hereby authorise school staff to administer the medicines listed on this plan, in accordance with Department of Health Guidance on the use of AAI's in schools.

Signed:

Print name:

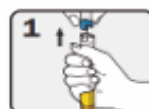
Date:

Consent is required for children under 16 years (and for young people over 16 unable to give consent themselves) except in an unforeseen emergency

For more information about managing anaphylaxis in schools and "spare" adrenaline autoinjectors, visit: sparepensinschools.uk

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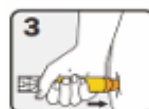
How to give EpiPen®



PULL OFF BLUE SAFETY CAP and grasp EpiPen. Remember: "blue to sky, orange to the thigh"



Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds. Remove EpiPen.

Additional instructions:

If wheezy due to an allergic reaction, GIVE ADRENALINE FIRST and then asthma reliever (e.g. blue puffer) via spacer, if prescribed

This is a medical document to be completed by a healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a "spare" back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and NOT in the luggage hold. This action plan and medical authorisation to carry emergency autoinjectors has been prepared by:

Sign & print name:

Hospital/Clinic:



Date:



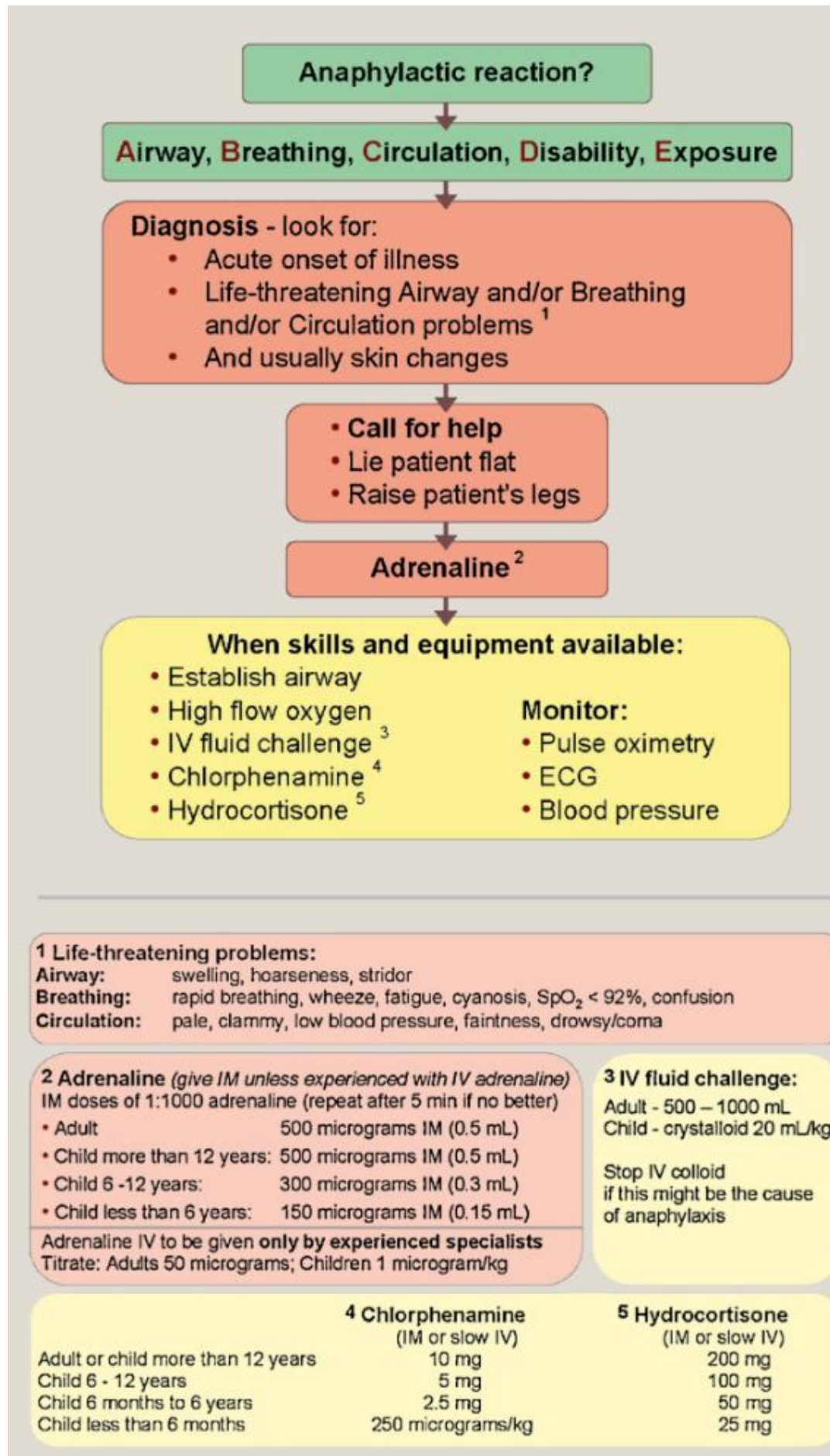
Allergy Incident form

Following a near miss, reaction or anaphylaxis a thorough review needs to be undertaken to understand why the incident happened and to identify the measures needed to prevent future occurrences.

Completed by		Role		Date	
Date of incident		Type of incident	Near miss/reaction/anaphylaxis		
Location of incident		Person affected	Student/employee		
What happened – the cause?					
Were AAls administered?	Yes No				
What action was taken?					
What were the contributory factors?					
What needs to happen in future to avoid a recurrence?					



Are there any training needs?	Yes No		
Does the policy need reviewing?	Yes No		
Have staff (and students) involved been debriefed?	Yes No	Have staff (and students) involved been offered support?	Yes No
Does the student have an allergy action plan?	Yes No	Has the allergy action plan been updated if needed?	Yes No
Does the student have an IHP?	Yes No	Has the IHP been updated?	Yes No
Has replacement medication been obtained?	Yes No		
Is this RIDDOR reportable?	Yes No		
Parent/staff comments			
Date reported to manager			
Manager's comments			
Manager's signature			
Form completer's signature			



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