St John's Church of England Primary School

Gather, Grow, Go - The Parable of the Mustard Seed (Matthew 13: 31-32)

Allergen and Anaphylaxis Policy

Date agreed: September 2026

This policy will be reviewed at least annually and after incidents or near misses.

Statement of intent

St John's Church of England Primary 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.

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 'Allergy guidance for schools'

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

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- EYFS Food and Nutrition 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 faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Roles and responsibilities

The designated Allergy Safety Lead is the School Business Manager. They are responsible for implementation, monitoring, training, incident review and annual policy review.

The governing 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 the school's approach to allergies and anaphylaxis focuses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need.
- Monitoring the effectiveness of this policy.

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.
- 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 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.

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.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Minimising the opportunities for pupils to share food and drink, in order to prevent accidental contact with an allergen.

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 the school 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.

Food allergies

Parents will provide the school 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 made available to the school's catering service.

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

To ensure that catering staff can appropriately identify pupils with dietary needs, pupils with allergies will wear yellow lanyards when collecting their school dinner.

The chosen catering service of the school is responsible for ensuring that the school's policies are adhered to at all times, and that they 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.

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.

Managing Airborne and Contact Allergies

The school recognises that allergic reactions may be triggered not only by food, but also by airborne or contact allergens. These may include, but are not limited to, pollen, dust, animal dander, insect stings, latex, cleaning products, art and craft materials, and other substances encountered during the school day. The school will take reasonable steps to minimise the risk of exposure to known allergens and will implement appropriate control measures where a pupil has a diagnosed allergy.

Where a pupil has a known airborne or contact allergy, the school will work with parents, healthcare professionals and relevant staff to identify potential risks and agree appropriate arrangements, which may be recorded within an IHP where required. These arrangements may include reasonable adjustments to learning environments, activities, seating arrangements or supervision levels

Staff planning lessons, enrichment activities or special events will consider the potential presence of allergens and take reasonable precautions to reduce risks for pupils with known allergies. Particular consideration will be given to activities involving animals, plants, food, science experiments, sensory materials, paints, glues, craft materials and outdoor learning.

Where animals are present on site or involved in educational activities, staff will ensure that any pupils known to be allergic are protected from unnecessary exposure and that appropriate hygiene measures are followed, including handwashing after contact.

The school will ensure that cleaning, maintenance and pest-control arrangements are managed appropriately and that any known allergy risks are considered when selecting products or undertaking works on the premises. Where necessary, further risk assessments will be completed to support individual pupils with specific allergy needs.

All staff are expected to be aware of pupils with known airborne or contact allergies and to follow any control measures identified within the pupil's Allergy Action Plan or Individual Healthcare 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.

All prescribed AAI devices are stored in a suitably safe and easily accessible location, namely in lockable year group medicine cabinets.

In addition to any prescribed medication held for individual pupils, the school maintains a supply of spare Adrenaline Auto-Injectors (AAIs) for emergency use in accordance with relevant legislation and guidance. Spare AAIs are intended for use in an emergency where a pupil is known to be at risk of anaphylaxis and their prescribed AAI is not immediately available, is not working, or where a second dose of adrenaline is required.

The school's spare AAIs are stored in staff room in a clearly identified and readily accessible location, in Epipen carry cases. All staff are informed of the location of the spare AAIs and how to access them in an emergency.

The school has assessed its site and considers the combination of prescribed AAIs held within year-group medicine cabinets and spare AAIs stored in the staffroom to provide rapid access to emergency adrenaline from all areas of the school site.

The school will ensure that:

- Spare AAIs are stored in accordance with the manufacturer's instructions and protected from extreme temperatures and direct sunlight.
- Spare AAIs are checked regularly to ensure they remain in date and suitable for use.
- Any spare AAI that is used, damaged or reaches its expiry date is replaced as soon as reasonably practicable.
- Appropriate records are maintained of any use of a spare AAI, including the circumstances, action taken and subsequent follow-up.
- Staff receiving allergy awareness and emergency response training understand when and how a spare AAI may be used.

Where a pupil has been administered a spare AAI, emergency services will be called immediately and parents or carers informed as soon as possible. Any use of a spare AAI will be reviewed by the school to identify whether any further control measures, training or amendments to procedures are required.

Educational Activities and Curriculum Planning

The school is committed to ensuring that pupils with allergies are able to participate fully and safely in all aspects of school life. When planning lessons, curriculum activities, enrichment opportunities, themed events and extracurricular activities, staff will consider the potential risk of exposure to known allergens and take reasonable steps to minimise those risks.

All staff are responsible for checking whether any pupils involved in an activity have a known allergy and for following any control measures identified within the pupil's IHP or Allergy Action Plan. Where appropriate, advice will be sought from parents, carers or healthcare professionals before activities take place

Particular consideration will be given to activities that may involve allergens, including:

- Food preparation, tasting and cooking activities.
- Science investigations involving plants, food products, chemicals or other potential allergens.
- Art, craft and sensory activities involving substances such as paint, glue, clay, dough, seeds, latex or natural materials.
- Activities involving animals or animal products.
- Gardening, forest school and outdoor learning activities.
- Special events, celebrations and fundraising activities involving food.

Where an activity presents an increased risk to a pupil with a known allergy, a specific risk assessment will be completed and appropriate control measures implemented. These may include modifying the activity, substituting materials, increasing supervision, implementing additional hygiene measures or providing a suitable alternative activity where necessary. The school will make reasonable adjustments wherever possible to enable pupils with allergies to participate alongside their peers.

Staff must not introduce food, animals or other materials into lessons or activities without considering the potential allergy risks to pupils involved. Where food is provided by the school or brought in for educational purposes, allergen information must be obtained and appropriate precautions taken

Any concerns regarding allergy risks associated with planned activities should be discussed with the SENDCo, Allergy Safety Lead or a member of the Senior Leadership Team before the activity takes place.

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.

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

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 set up between the pupil's parents and the relevant Key Stage SENDCo, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed, which will be shared with the pupil's teacher and any other relevant staff.

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 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 SENDCos are 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.

The SENDCos have overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff training

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate annual training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. Training will also form part of all new staff inductions.

The school will arrange specialist training where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

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 AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.
- Wellbeing impacts.
- Avoiding allergen exposure.

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.

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, the school 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 if appropriate.

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 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.

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.

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

Wellbeing

The school recognises that allergies and the risk of an allergic reaction or anaphylaxis can have a significant impact on a pupil's emotional wellbeing, confidence and ability to participate fully in school life. The school is committed to creating a supportive, inclusive environment where pupils with allergies feel safe, respected and able to access all aspects of education.

The school will:

- Promote a culture of understanding and awareness of allergies amongst staff and pupils through age-appropriate education and discussion.
- Take reasonable steps to ensure that pupils with allergies are able to participate fully in lessons, enrichment activities, clubs, educational visits and residential trips.
- Work in partnership with parents, carers, healthcare professionals and pupils to ensure that appropriate support arrangements are in place for individual needs.
- Consider the emotional impact of living with a severe allergy when developing IHPs and when planning support for pupils.
- Encourage pupils with allergies, where appropriate to their age and understanding, to develop confidence in recognising risks, managing their condition and seeking help when required.

Anti-bullying

The school has a zero-tolerance approach to bullying, teasing, intimidation or discrimination relating to a pupil's allergy or medical condition.

Any behaviour which intentionally places a pupil at risk, including but not limited to:

- Deliberately exposing a pupil to a known allergen;
- Threatening a pupil with an allergen;
- Pressuring a pupil to eat food that may contain allergens;
- Excluding or ridiculing a pupil because of their allergy or medical needs;

will be treated as a serious breach of the school's Behaviour Policy and will be dealt with promptly and appropriately.

Pupils are encouraged to immediately report any concerns relating to allergy-related bullying, teasing or unsafe behaviour to a member of staff. All reports will be investigated and recorded in line with the school's safeguarding, behaviour and anti-bullying procedures. Appropriate support will be provided to any pupil affected.

Where appropriate and with parental agreement, staff may provide age-appropriate information to classmates to help them understand allergies, recognise the importance of keeping others safe and know how to summon help in an emergency. Such awareness activities will be undertaken sensitively and in a manner that respects the privacy and dignity of the pupil concerned.

Allergy Register and Identification of Allergies

The school will maintain up-to-date allergy information in its MIS to support the safe management of allergies and reduce the risk of accidental exposure to known allergens. The register will include pupils with diagnosed allergies and, where relevant, any members of staff or regular volunteers whose allergies may require consideration while on the school site.

Parents and carers are responsible for informing the school of any diagnosed allergy or change in medical circumstances and for providing appropriate medical evidence, care plans and medication as required. The school will take reasonable steps to gather relevant information from parents, healthcare professionals and, where appropriate, previous educational settings to ensure records remain accurate and current.

All staff are expected to familiarise themselves with the allergy information relevant to the pupils in their care and to follow any Allergy Action Plans or Individual Healthcare Plans in place.

Information regarding pupils' allergies will be shared only with staff who need the information to safeguard the pupil. Information will be processed in accordance with UK GDPR and the School's Data Protection Policy.