Allergy and Anaphylaxis Policy

Adopted by Symphony Learning Trust on	29th June 2026
Next Review Due	Change of regulations or three years (29th June 2029)

This model policy has been produced by BSACI, Allergy UK and Anaphylaxis UK and approved by the Department for Education. This is a Trust wide policy that is tailored specifically to each school.

Contents

1. Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but are not limited to):-
Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Ashby Hastings Primary School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

The named staff members responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:

Rachel Mckeown (Headteacher)
Deborah Snow (School Business Manager)

2. Roles and Responsibilities

Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform office staff of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.

- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School Nurse/GP/allergy specialist.

- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.

- Parents are required to keep the school office up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities

- All staff will complete allergy and anaphylaxis awareness training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.

- Staff (regular or cover classes) must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.

- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, have their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

- Office staff will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.

- It is the parent's responsibility to ensure all medication in in date

however office staff will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

- Office staff / Headteacher keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.

- Headteacher / School Business Manager ensures that any reaction or near misses is recorded and reported internally or in accordance with RIDDOR.

Pupil Responsibilities

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.

- Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all time

3. Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto- injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional and should not be created by school. These are a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK. The allergy action plans are designed to function as an individual healthcare plan.

4. Emergency Treatment and Management of Anaphylaxis

What to look for:
Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting

More serious symptoms are often referred to as the ABC symptoms and can include:-

- AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing.
- CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?
- It opens up the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:
- Keep the child where they are, call for help and do not leave them unattended.

- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.

- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAIs should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.

- CALL **999** and state **ANAPHYLAXIS (ana-fil-axis).**

- If no improvement after 5 minutes, administer second AAI.

- If no signs of life commence CPR.

- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis even if they appear to

have recovered as a reaction can reoccur after treatment.

5. Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own **two** AAIs on them at all times in a suitable bag/container. A red drawstring bag for ease of identification.

For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept within 5 minutes of them, not locked away and **accessible to all staff**.

Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAIs i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the Office Staff will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.

Older children and medication
Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on **very suddenly**, so school staff need to be prepared to administer medication if the young person cannot.

Storage
AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal
AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a specialist collection service. The sharps bin is kept in the First Aid room.

6. "Spare" adrenaline auto-injectors in school

Ashby Hastings Primary School has purchased spare **AAIs for emergency use in children who are risk of anaphylaxis**, if their own devices are not available or not working (e.g. because they are out of date) or are experiencing anaphylaxis for the first time.

These are stored in the First Aid Room, clearly labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and **accessible and known to all staff.**

Ashby Hastings Primary School holds spare pens which are kept in the following location/s:-

First Aid Room

Office Staff are responsible for checking the spare medication is in date on a monthly basis and to replace as needed.

Written parental permission for use of the spare AAIs is included in the pupil's allergy action plan.

7. Staff Training

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:-

Rachel Mckeown – Headteacher
Deborah Snow – School Business Manager

All staff will complete allergy and anaphylaxis awareness training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.

Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what

- Managing allergy action plans and ensuring these are up to date

8. Inclusion and safeguarding

Ashby Hastings Primary School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school's menu is available for parents to view termly in advance with all ingredients listed and allergens highlighted on the organisation website at relishschoolfoods.co.uk.

All pupils' dietary and allergy information is automatically shared between the schools MIS system and Relish. Parents can see this within their child's personal account in the Relish website.

Catering staff identify children with allergies through the Relish system and a list of pupils with allergies including photographs is displayed in the school kitchen. Parents must update Office Staff of any new allergies or changes to an allergy.

The school adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.

- If food is purchased from the school canteen/tuck shop, parents should check the appropriateness of foods by speaking directly to the catering manager.

- The pupil should be taught to also check with catering staff, before purchasing food or selecting their lunch choice.

- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.

- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).

- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

10. School trips

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions
Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

11. Allergy awareness and nut bans

Ashby Hastings Primary School supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of

avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

12. Risk Assessment

Ashby Hastings Primary School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

School and individual risk assessments can be downloaded for free from:
https://www.anaphylaxis.org.uk/downloads-form/safer-schools-download/

13. Useful links

Anaphylaxis UK - https://www.anaphylaxis.org.uk/

Safer Schools Programme - https://www.anaphylaxis.org.uk/education/safer- schools-programme/

AllergyWise for Schools online training - https://www.allergywise.org.uk/p/allergywise-for-schools1

Allergy UK - https://www.allergyuk.org

Whole school allergy and awareness management - https://www.allergyuk.org/schools/whole-school-allergy-awareness- andmanagement

BSACI Allergy Action Plans - https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/

Spare Pens in Schools - http://www.sparepensinschools.uk

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_ data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_ data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) https://www.nice.org.uk/guidance/qs118

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020)
https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834

14. Appendix A – Individual Healthcare Plan

Date IHCP was created: Date of next review:

Child / Young Person's Information

Personal Details

Individuals name:		
Date of Birth:		
Year Group:		
School:		
Address:		
Postcode:		

Medical condition(s): Give a brief description of the medical condition(s) including the description of signs, symptoms, triggers, behaviours.	
Allergies:	
Date:	
Document to be updated:	

Parental responsibility Contact Information

Name:	
Relationship to child or young person:	
Address, if different to child or young person:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email	

Family Contact Information

		Name	Contact details
Specialist nurse (if applicable):			
Consultant paediatrician (if applicable):			

GP:			
Link person in education:			
Class teacher:			
Health visitor/school nurse:			
SEN co-ordinator:			
Other relevant non-teaching staff:			
Head Teacher:			
Person implementing plan(alternative plan if this person is absent): :			

This child / young person has the following medical conditions…
1.
…requiring the following medical treatments…
1.

Medical condition	Drug	Dose	Method of administration	When	Who is administrating

Does treatment of the medical condition affect behaviour or concentration?	
Are there any side effects of the medication?	

Is there any ongoing treatment hat is not be administered in school? What are the side effects? (if any)	

Routine Monitoring (if applicable)

Some medical conditions will require monitoring to help manage the child / young person's condition.

What monitoring is required?	
When does it need to be done?	
Who does the monitoring?	
Does it require any equipment?	
How is it done?	
Is there a target?	

Emergency Situations

An emergency situation occurs whenever a child / young person needs urgent treatment to deal with their condition.

What is considered as a known emergency situation?	•
What are the symptoms?	•
What are the triggers?	•
What action must be taken and by who?	•
Are there any follow up actions (e.g. tests or rest) that are required? Professionals to be notified?	•

Impact on Child or young person's Learning

How does the child or young person's medical condition affect learning? i.e. memory, processing speed, co-ordination etc.	

Does the child or young person require any further assessment of their learning?	

Care at Meal Times

Has a dietary requirement request form been completed (if required)?	
What other care is needed?	
When should this care be provided?	
How is it given?	
If it is medication, how much is needed?	
Any other important information?	

Toileting

Are there any present issues relating to toileting?	
What support does the child or young person need with toileting?	
Any other important information?	

Actions and reasonable adjustments to manage the school day

Adjustments needed:	within the classroom?	
	during in assembly?	
	Playtime?	
	During meal and snack times?	
	For self-care (e.g. toileting and dressing)?	
	To access common areas of the building and grounds?	

Physical Activity

Are there any physical restrictions caused by the medical condition(s)?	
Is any extra care needed for physical activity?	
Actions before exercise	
Actions during exercise	
Actions after exercise	

Trips and Activities Away from School

What reasonable adjustments are needed for travelling?	
What care needs to take place? When does it need to take place?	
Adjustments on the trip for self care (toileting and dressing), access to the site and access to the activities?	
What equipment/medication is needed? Who will look after medicine and equipment?	
Who outside of the school needs to be informed?	
Who will take overall responsibility for the child / young person on the trip?	

School Environment

Does the school environment affect the child's medical condition? (if so provide details)	
What changes can the school make to deal with these issues?	
Location of school medical room	

Educational, Social and Emotional Needs

Is the child / young person likely to need time off because of their condition?	

What is the process for catching up on missed work caused by any absences?	
Does the child/young person require extra time for keeping up with work?	
Does the child/young person require any additional support in lessons? (include detail)	
Is there a situation where the child / young person will need to leave the classroom?	
Does the child/young person require rest periods?	
Does the child/young person require any emotional support?	
Does the child/young person have a buddy? e.g. help carrying bags to and from lessons?	

Staff training

What training is required?	
Who needs to be trained?	
Who will deliver the training and how will this be arranged?	
When does the training need to take place and how often does the training need updating?	
Provide details of courses attended? (with dates)	

Additional Information

Are there any programmes to be carried out during the day or risk assessments?

Professional	Programme/risk assessment (attach copy to IHCP)

Sign off

	Name	Signature	Date
Parents / carer if under 16			
Young person over 16			
Healthcare professional			
School contact			
School nurse			

Care navigators can be contacted to

Education

If you are concerned about any aspect of the school day, please speak to school staff to find a quick solution or to call an early review of the IHCP, if there has been a significant change in need.

If you have spoken to the school and do not feel you can reach an agreement, you can raise a formal concern following the school complaints policy (available on the school website). If no agreement has been found following all stages of a school complaint, it may be possible to raise a concern with the department for education (DfE)
https://www.gov.uk/government/organisations/department-for-education/about/complaints-procedure

SENDIST for disability discrimination

If you believe that disability discrimination has taken place, it may be possible to complain to the Special educational needs and disability tribunal (SENDIST). For children who are of compulsory school age, the complaint must be made by a person with parental responsibility or their foster parent/carer. For those young people over compulsory school age but under the age of 18, the young person can bring the complaint. Any complaint must be made within 6 months of the discrimination taking place and relate to a school, nursery or pupil referral unit maintained by a local authority, an independent school, a free school or academy. SENDIST cannot hear complaints related to a private nursery (unless it is part of a school), a further education college or an organisation using a school's premises. It is free to make a complaint to SENDIST.

Website	https://www.gov.uk/complain-about-school/disability-discrimination
Email	sendistqueries@justice.gov.uk
Phone	0870 739 4017

Health
If you are concerned about any aspect of the health advice at school, please speak to the health staff to find a quick solution or to call an early review of the IHCP, if there has been a significant change in need. If you do not feel that this resolves the difficulty, you can contact patient services and raise a formal complaint through them.

Leicestershire Partnership Trust patient advice and liaison service (PALS)
Email LPT.pals@nhs.net
Phone 0116 295 0830

University Hospital Leicester patient information and liaison service (PILS)
Email pils.complaints.compliments@uhl-tr.nhs.uk
Phone 08081 788337

Parliamentary and Healthcare ombudsman
If you do not feel that your concern or complaint has been resolved by the NHS, after following the complaints procedures, you can ask the Parliamentary and healthcare ombudsman to consider the facts and make a final decision.
Website www.ombudsman.org.uk
Phone 0345 015 4033

Support Services
SENDIASS ** the different LAs can delete to cover their area only.
For support and advice, SENDIASS services offer free, confidential and impartial advice and support to parents and young people with disabilities who have concerns related to education.

SENDIASS Leicestershire
Website www.sendiassleicestershire.org.uk
Email info@sendiassleicestershire.org.uk
Phone 0116 305 5614

SENDIASS Leicester
Website www.sendiassleicester.org.uk
Email info@sendiassleicester.org.uk
Phone 0116 482 0870

SENDIASS Rutland
Website www.sendiassrutland.org.uk
Email info@sendiassrutland.org.uk
Phone 07977 015674

POhWER – East Midlands
For support and advice, POhWER offer free, confidential, independent information, advice and support for parents, carers and young people who have concerns about their experiences of health services.
Website www.pohwer.net/east-midlands
Phone 0300 456 2370

Supporting Pupils at School with Medical Conditions

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.
Section 6.9 CoP = EqA
Section 6.11 CoP = IHCP

DfE guidance:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/941900/health_needs_guidance_accessible.pdf