



# St Peter's Market Bosworth

## Allergy and Anaphylaxis Policy

### 2026-27

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

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

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# 1. Aims and Objectives

1.1. This policy aims to:

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

# 2. Legislation and Guidance

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

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

2.2. The policy also takes into account guidance set out in the [Allergy Team's Schools Allergy Code](#).

# 3. Roles and Responsibilities

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

## 3.2. Allergy Lead

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

Responsible for:

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

### 3.3. **Medical Officer**

Responsible for:

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

### 3.4. **Teaching and Support Staff**

Responsible for:

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

### 3.5. **Parents**

Responsible for:

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

### 3.6. **Pupils with Allergies**

Responsible for:

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

### 3.7. **Pupils without Allergies**

Responsible for:

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

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

#### 4. Responsibilities of the Catering Service at Schools

- 4.1. The catering service is committed to providing safe food options to meet the dietary needs of pupils with allergies.
- 4.2. Menus are available for parents/carers to view with ingredients clearly labelled.
- 4.3. Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).
- 4.4. The top 14 allergens that the FSA state must be declared are:
  - **celery** (including celeriac)
  - **cereals containing gluten** (such as wheat, barley, rye, and oats)
  - **crustaceans** (such as prawns, crabs, and lobsters)
  - **eggs**
  - **fish**
  - **lupin**
  - **milk**
  - **molluscs** (such as mussels and oysters)
  - **mustard**
  - **peanuts**
  - **sesame seeds**
  - **soybeans**
  - **sulphur dioxide and sulphites** (if at a concentration of more than ten parts per million)
  - **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios, and macadamia nuts).
- 4.5. The Trust Food Safety Policy supports allergy awareness in the school.
- 4.6. **Estates and Compliance Manager (ECM)**

##### Responsible for:

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

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

#### 4.7. **School Catering Manager**

##### Responsible for:

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

## **5. Assessing Risk**

- 5.1. Risk assessments must consider food, airborne, contact, animal and activity-related allergens and any adjustments required for pupils with known allergies.
- 5.2. The school will conduct a risk assessment for any learner at risk of anaphylaxis taking part in:
  - Lessons such as food technology
  - Science experiments involving foods
  - Crafts using food packaging
  - Off-site events and school trips
  - Any other activities involving animals or food, such as animal handling experiences or baking

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

## **6. Managing Risk – Measures taken to prevent contamination**

- Pupils will be reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles
- Parents informed that school is a nut free environment
- Lunchtime staff keep an eye on food in lunchboxes and remove nuts if sent in accidentally
- All staff informed of pupils with severe allergies and photo / information in staff first aid room
- All cooking in school or food activities do not contain any nuts or other products named on any children's allergy plan to make all activities accessible to all.

### **6.1. Food Restrictions**

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

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

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

### **6.2. Insect bites/stings**

Procedures for preventing and dealing with insect bites/stings:

- Keep children away from fruit trees on school grounds
- If wasp nests are found, this area is immediately taped off and expert advice sought.
- If a child is bitten or stung, a cold compress is applied, and the child is monitored for any reaction.

When outdoors:

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

### **Animals**

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

### 6.3. **Support for Mental Health**

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher.

### 6.4. **Events and School Trips**

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

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

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

## **7. Procedures for Handling an Allergic Reaction**

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

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

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

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil.

A photograph of each learner to allow a visual check to be made (with parental consent).

The register is kept in the school office and saved electronically accessible to all staff and can be checked quickly by any member of staff as part of initiating an emergency response.

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

### 7.2. **Allergic Reaction Procedures**

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

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

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

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

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

### **Recognising Anaphylaxis**

Anaphylaxis is a severe and potentially life-threatening allergic reaction. Staff should be alert to the following symptoms:

- Swelling of the lips, tongue or throat
- Difficulty swallowing or a hoarse voice
- Wheezing, persistent cough or difficulty breathing
- Sudden dizziness, faintness or confusion
- Pale, clammy skin
- Loss of consciousness or collapse
- A rapid progression of symptoms following exposure to a suspected allergen.

### **Emergency Procedure**

1. **Call 999** immediately and state clearly that the pupil is experiencing a suspected anaphylactic reaction.
2. **Administer an adrenaline auto-injector (AAI)** from our spare Kitts Kit by a member of staff that is trained to do so. Adrenaline is the first-line treatment for anaphylaxis and should be given as soon as anaphylaxis is suspected. If in doubt, administer the AAI.
3. **Position the pupil appropriately:**
  - If conscious, lie them flat and raise their legs.
  - If breathing is difficult, allow them to sit up slightly while keeping their legs outstretched.
  - If unconscious but breathing normally, place them in the recovery position.
  - Do not allow the pupil to stand, walk or run at any time.
4. **Monitor the pupil continuously** while waiting for emergency services, noting any changes in symptoms and the time any medication was administered.
5. If symptoms do not improve after 5 minutes, or if they worsen, **administer a second adrenaline auto-injector** if one is available.
6. **Contact the pupil's parents/carers** as soon as possible once emergency services have been called and the immediate medical needs of the pupil have been addressed.
7. A member of staff will **accompany the pupil to hospital if parents/carers are not present** and remain with the pupil until a parent/carer arrives.

### **Following the Incident**

Following any suspected anaphylactic reaction, the incident will be recorded in accordance with Trust procedures, reviewed by school leaders, and a meeting will be arranged with parents/carers to determine whether an Individual Healthcare Plan or Allergy Action Plan is required.

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

## **8. Adrenaline Auto-Injectors (AIs)**

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

### **8.2. Storage (of both spare and prescribed AIs)**

The allergy lead will make sure all AIs are:

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

(See pages 12 and 13 of [the guidance](#))

### **8.3. Maintenance (of spare AIs)**

Emily Holt & Alison Grimshaw are responsible for checking monthly that:

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

### **8.4. Disposal**

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

### **8.5. Use of AIs Outside of School Premises**

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

For educational visits, sporting activities and other off-site events, a risk assessment will be undertaken for any pupil identified as being at risk of anaphylaxis. Pupils who are prescribed an AI and are able to self-carry must take their prescribed AI with them.

A trained member of staff will be present on the visit and will be familiar with the pupil's allergy management plan and emergency procedures. Where deemed necessary through the risk assessment process, the school will take a spare AI obtained for emergency use, together with the pupil's Individual Healthcare Plan and emergency contact details. AIs will be readily accessible at all times during the visit and not stored in locked compartments or luggage. Staff accompanying visits will ensure that emergency medical assistance can be contacted promptly if an anaphylactic reaction is suspected, even where an AI has been administered.

#### 8.6. **Emergency anaphylaxis kit**

The school holds an emergency anaphylaxis kit. This includes:

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

### **9. Training**

- 9.1. All new, temporary, agency and supply staff will receive allergy induction information before working with pupils. Training includes allergy, intolerance, coeliac disease, triggers, symptoms, anaphylaxis, emergency response, reporting and wellbeing impacts.
- 9.2. The school is committed to training all staff in allergy response. This includes:
- How to reduce and prevent the risk of allergic reactions
  - How to spot the signs of allergic reactions (including anaphylaxis)
  - Where AAls are kept on the school site, and how to access and administer them
  - The importance of acting quickly in the case of anaphylaxis
  - The wellbeing and inclusion implications of allergies.
- 9.3. Training will be overseen by the office/operations manager.

### **10. Embrace Wellbeing Statement**

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

### **11. Review of this Policy**

- 11.1. All allergic reactions and near misses will be recorded, investigated and reviewed. Allergy information will be shared on a need-to-know basis in accordance with UK GDPR. This policy will be published on the school website and reviewed following any serious incident or near miss.
- 11.2. This policy will otherwise be reviewed annually, or sooner if required by new or statutory legislation by the Trust. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.