



School Allergy and Anaphylaxis Protocols

(DRAFT)

To be read in conjunction with the
Mater Ecclesiae Catholic Multi Academy Trust
Trust Allergy and Anaphylaxis Policy

This document has been approved for operation within:	Sacred Heart Catholic Primary School		
Policy Status	School protocols to support the Trust Allergy and Anaphylaxis Policy		
Approved by:	Local Governing Board (TBC; following approval of Allergy and Anaphylaxis Policy by Trust Board)		
Owner:	Headteacher		
Date approved:	11.09.2026	Date of next review:	10.09.2027 or sooner if required
Review period:	Annually (or sooner if changes are necessary)	Version:	1.0
Amendments since last review			

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Appendices:

- A. Designated Allergy Lead Adrenaline Auto-Injector Register and Monitoring Form
- B. Designated Allergy Lead Adrenaline Auto-Injector Register and Monitoring Form
- C. Sample wordage for parental letter on birthday cakes in school (Provided by Sacred Heart School)
- D. Sample Allergy and Anaphylaxis Guidance Staff Declaration and Sign-Off (Provided by Sacred Heart School)

At Sacred Heart Catholic Primary School, the named members responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:

Headteacher	Lucy Scanlon
Designated Allergy Lead	Emma Langton
Nominated Allergy Governor	Colin Moss
Catering Lead	
SENDCO	Nuala Nixon
Member of school staff who is responsible for internally recording any allergy incidents or near misses	Sophie Aspden
Member of school staff who is responsible for externally reporting any allergy incidents or near misses	Sophie Aspden/ Lucy Scanlon

Adrenaline Auto-Injector (AAI) Storage within Sacred Heart Catholic Primary School

AAIs	Locations
Pupils Prescribed AAIs	Year 3 classroom
Spare Emergency AAIs	One in main school office first aid cupboard One in school kitchen
Provision for during Educational Visits and Off-Site Activities	Any children with known anaphylaxis will take AAI's with them whenever leaving the school building

Be Allergy Aware & Save a Life

Anaphylaxis is a serious and life-threatening reaction to allergens such as food, insect stings, medication and latex.

Recognise the **ABC symptoms** and act quickly - you could save a life.

WHAT TO LOOK FOR

A AIRWAY

- Swelling in throat, tongue or upper airways
- Vocal changes (hoarse voice)
- Difficulty swallowing

B BREATHING

- Sudden onset wheezing
- Breathing difficulty
- Noisy breathing
- Persistent cough

C CIRCULATION

- Dizziness or feeling faint
- Sudden sleepiness, confusion
- Pale clammy skin
- Loss of consciousness or collapse

These severe symptoms may occur alongside milder skin, mucosal or gut symptoms.

Anaphylaxis may occur without skin symptoms (e.g. hives or swelling).

WHAT TO DO



Lay the person flat and raise their legs - do **NOT** allow them to stand or walk anywhere.



If unconscious, place them in the recovery position



If breathing is difficult, allow them to sit up supported



Administer adrenaline without delay (use prescribed AAI or intranasal EURneffy) Refer to device label for instructions.



Phone 999 and tell them the person is suffering from **ana-fil-ax-is**



If symptoms don't improve after five minutes, or symptoms get worse, a second dose of adrenaline can be given

Medical observation in hospital is recommended after anaphylaxis.



www.anaphylaxis.org.uk

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Anaphylaxis UK, a charity registered in England and Wales [1085527] and in Scotland – charity number: SC051390

anaphylaxis UK

A brighter future for people with serious allergies

Posters for school are available to download from: [Posters](#) | [Anaphylaxis UK](#) | [Anaphylaxis UK](#)

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1. Core Principles

In line with “Benedict’s Law” and “Supporting Children and Young People With Medical Conditions”, our school is committed to providing a safe, inclusive, and welcoming environment for all our children, young people, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, these dedicated protocols establish robust risk-mitigation measures and emergency responses.

To ensure this we:

1. abide by the Trust Allergy and Anaphylaxis Policy;
2. have school protocols in place that we review at least annually;
3. have appointed a Designated Allergy Lead as well as a Nominated Allergy Governor;
4. identify pupils with allergies and add them to the Medical Conditions Register;
5. ensure all staff undertake regular allergy and anaphylaxis training so they can recognise and respond to anaphylaxis quickly and appropriately in line with the Trust Mandatory Training Policy;
6. have ensured access to emergency adrenaline auto-injectors (AAIs) where needed;
7. are working towards being an Allergy Aware School and have an Allergy Risk Assessment and Allergy-Aware Controls (including Individual Healthcare or Allergy Action Plans for pupils with diagnosed allergies);
8. are managing food and catering risks and work with our partners to receive assurances that they are allergy aware;
9. have robust communication and record-keeping around allergies and allergic reactions;
10. we have an incident and near-miss reporting system operating;
11. we learn from any incident or near miss and improve provision;
12. promote inclusion and wellbeing.

2. Allergens

We understand that the most common causes of "whole body" allergic reactions to be aware of are:

- foods including:
 - Tree nuts (e.g. almonds, Brazil, hazel, pistachio nuts, and walnuts)
 - peanuts
 - fish/shellfish/crustaceans
 - mustard
 - cow’s milk/dairy foods
 - celery
 - egg
 - cereals including wheat
 - sesame
 - lupin beans
 - sulphites
- pollen/animal fur/feathers
- insect stings (e.g. bee, wasp, hornet)
- latex (e.g. rubber gloves, balloons, swimming caps)
- mould spores
- medication (e.g. antibiotics, pain medicines such as ibuprofen)
- polyethene glycols (used in some medicines and makeup)
- cleaning chemicals (mainly chlorhexidine)

3. Being an Allergy-Aware School

Sacred Heart Catholic Primary School is an Allergy-Aware School. We are committed to safeguarding the health, safety and wellbeing of all pupils, staff and visitors, including those with food allergies and other allergic conditions.

We recognise that allergies can be serious and, in some cases, life-threatening. While it is not possible to guarantee a completely allergen-free environment, we take a proactive allergy-aware approach to reduce risks wherever reasonably practicable. This includes promoting awareness, encouraging good hygiene practices, implementing appropriate risk assessments, supporting pupils with individual healthcare needs, and ensuring staff are trained to recognise and respond to allergic reactions.

We ask all members of our school community to work together to help minimise the risk of allergen exposure, including following guidance on food sharing, adhering to individual allergy management plans, and supporting a culture of understanding and inclusion. Our aim is to ensure that pupils with allergies feel safe, supported and able to participate fully in all aspects of school life.

Allergy awareness and nut bans

Due to the presence of pupils with severe nut allergies, the school requests that nuts and nut-containing products are not brought onto the school site. This includes peanuts, tree nuts and food items where nuts are a primary ingredient. Whilst the school actively promotes compliance with this request, it cannot guarantee a completely nut-free environment and therefore maintains comprehensive allergy-aware control measures and emergency procedures at all times.

These are some of the steps we have taken as a school to be more allergy aware:

Awareness Area	School Control Measures
Leadership and Governance	Appointed a Designated Allergy Lead and Nominated Allergy Governor. Maintains an up-to-date allergy register. Ensure pupils with allergies have Individual Healthcare Plans where appropriate. Review allergy risk assessments regularly and following any incidents. Monitor compliance through the school's health and safety processes.
Staff Training	Provide annual allergy and anaphylaxis awareness training. Train staff to recognise signs and symptoms of allergic reactions. Ensure staff know when and how to administer Adrenaline Autoinjectors (AAIs). Sacred Heart holds 4 clearly stored and labelled TESTER AAI's to support with the training of all staff. All staff employed by Sacred Heart Primary School regardless of role within the school has received training on Allergy Awareness and Anaphylaxis provided by The National College and recognised by Anaphylaxis UK. PNE Community Trust who provide PE and Afterschool Sports Clubs and CoolKidz who manage and run AfterSchool and Holiday

	Wraparound care are all confirmed as Allergy and Anaphylaxis trained. Sacred Heart ensure all supply staff/visitors who would come into contact with children with allergies and anaphylaxis are aware of school procedures Conduct periodic emergency response drills.
Communication with Parents	Obtain detailed allergy information on admission and update annually. A parent questionnaire is routinely sent out to confirm pupil allergies and updated accordingly. Work closely with parents to agree practical control measures. Inform parents of food-related activities in advance. Encourage parents to provide in-date medication and emergency action plans.
Classroom Controls	Promote regular handwashing before. Implement a strict "no food sharing" rule. Check ingredients before using food in curriculum activities. Consider allergen-safe alternatives for cooking, science and craft activities and check risk assessments completed by subject leaders. Ensure supply staff and volunteers are aware of pupils with significant allergies.
Catering and Food Management	Ensure catering staff understand pupils' allergies. Clearly identify allergens in line with food information requirements. Display children's allergy posters in all classrooms, wraparound provision, kitchen and for children with anaphylaxis in the staff room also. Have procedures for checking ingredients when menus change. Provide suitable meal alternatives where required. Carefully risk assess food tasting and food technology activities. School menus and allergens displayed on the school website
Emergency Preparedness	Ensure prescribed AAIs are readily accessible. Sacred Heart holds 2 spare AAI's AAIs are accessible and located at a close distance for the first dose to be administered quickly. Emergency response procedures displayed in key locations. Trips, clubs and sporting activities are risk assessed in regard to having immediate access to medication and trained staff. Staff training follows requirements of 'Allergy Safety in Schools'
School Visits and Educational Visits	Sacred Heart include allergy considerations in all trip risk assessments. Liaise with venues regarding allergen management. Ensure medication accompanies the pupil at all times. Ensure at least one trained member of staff attends the visit.
Awareness and Inclusion	Use posters and awareness campaigns during relevant health promotion events. Ensure pupils with allergies can take part fully in school life, including clubs, visits and celebrations

4. Emergency Preparedness

We believe that emergency preparedness is arguably the most important element of being allergy aware. The aim is to ensure that if a reaction occurs, staff can recognise it immediately, administer treatment without delay and summon emergency assistance.

These are the steps we are taking to be better prepared for an emergency:

Emergency Area	School Emergency Preparedness Measures
Allergy Action Plans	Pupil Allergy Action plans should be completed at home with parents and healthcare professionals on a BSACI template, these are then shared with school. These are displayed with the medication and in the staffroom. Pupil Allergy Action plans are for children at risk of anaphylaxis. Pupil Allergy Action plans have a photograph for easy identification. They show allergens, symptoms, medication required and emergency contact details. Allergy posters show allergens and have a photograph for easy identification. Allergies are checked regularly and would be updated if necessary. For children who are prescribed inhalers, a consent letter has been sent out for use of emergency spare inhaler.
Access to Medication	Prescribed medication is kept with parental consent forms and administration instructions in the main school office. Prescribed AAI's are kept in close proximity to the person they are prescribed to. Emergency AAI's are stored in the main school office in an unlocked first aid cupboard, and in the school kitchen located upstairs. Signage is displayed across school to inform all staff, visitors and contractors of their location Parental consent is gained for pupils with a prescribed AAI to be able to administer the emergency AAI's- these are stored in the medication cupboard in the main school office Allergy Leads routinely check expiry dates of AAI's and medication, diarising any key dates to ensure swift reordering processes in place. Risk assessments are conducted to ensure all AAI's and medication needed for external school events.
Staff Training and Competency	All staff regardless of role complete annual allergy and anaphylaxis training- this is checked by the admin team routinely 30% of school staff have completed Level 3 Full Paediatric First Aid training with further training on anaphylaxis Allergy Lead completed DFE Allergy training session. Staff training sessions with TESTER AAI's are conducted annually. Supply staff are made aware of allergy processes within school at induction, and classroom staff make visitors aware of children at risk of anaphylaxis. New starters to receive training as part of their induction process.

	Agency staff to receive an induction pack for the class with relevant medical data on. Headteacher keeps training records and monitors the renewal date and informs staff when training needs to be completed.
Emergency Response Drills	Clear Allergy and Anaphylaxis procedures in place, with emergency response drills carried out annually.
Communication Systems	All allergy information across school meets GDPR requirements. Allergy lists are stored within classroom registers and on secure MIS systems. Allergy information and photographs are only stored in staff facing areas where this is necessary to safeguard All classrooms have external phone lines in case of an emergency and all class teachers/ office staff/ SLT have access to emergency contact numbers. Anaphylaxis information is displayed across school
.Clearly Identified Trained Staff	First aiders are clearly displayed on First Aid posters across school All staff are allergy trained regardless of role within school. Risk assessments are completed prior to trips and extracurricular activities.
Emergency Equipment and Resources	For out of school visits, the AAI is taken with the allergy action plan by a trained member of staff who will remain in close proximity to the child. In the event of an evacuation, class teacher to take AAI medication out with the class. Sophie Aspden to take emergency grab bag out with spare AAI's and spare inhalers. AAI's are stored in an open plastic wallet, clearly labelled with dose, age suitability and expiry date.
School Visits and Residential	Prior to any school trips all allergies are considered. Prior to any residential trips school contact provider to ensure they have full awareness of all medical and allergen information, and that all pupils can be safely accommodated. In the case of school providing meals for school trips, school kitchen staff have full detail of any children with dietary and allergen requirements. Medical, allergy and dietary information is considered for all school activities and trips. All staff are trained on allergy and anaphylaxis. Any medication needed by pupils is taken on any out of school activities.
Animals in School	School risk assessment in place for any activities within school involving animals. School consent letter requesting any allergen information to animals visiting school is requested in advance for all children. Further clarification is sought with parents as required to ensure all precautions are taken with this kind of activity.

Incident Reporting and Learning	All allergic reactions, near misses and medication administrations are documented on the school safeguarding system and the school accident logging system-IAM COMPLIANT. These systems contain the incident, investigation and outcomes. All changes to procedure following this are communicated to staff and parents if required. All incidents are reported to Headteacher, DSL, Lead Allergy Staff member and Lead Allergy Governor. They are also reported to the Academy Trust.
Strategic Preparedness	Allergy emergencies are including within first aid arrangements, educational visit procedures, catering procedures, emergency planning and business continuity arrangements. Allergy considerations are also built into school risk assessments.
Awareness and Inclusion	All allergies within school are considered carefully, and the safety and inclusion of all children is at the forefront of our approach. Promoting age-appropriate allergy awareness: We promote allergy awareness in an age-appropriate way through discussions around health, wellbeing, personal safety and caring for others. Children are encouraged to understand that some people have allergies and that these can be serious. We reinforce simple, age-appropriate messages about not sharing food, respecting individual dietary requirements and following instructions from adults. As a primary school, we recognise that children may not always fully understand the seriousness of allergies, so we do not rely solely on child voice or children's understanding. We work closely with parents and carers and ensure that relevant staff are fully informed of individual allergy requirements. Encouraging respect for classmates with allergies: We promote a culture of kindness, respect and inclusion across school. Children are encouraged to understand that everyone has different needs and that these should be respected without making children with allergies feel different or excluded. Staff model positive and inclusive language and ensure that allergy-related requirements are treated sensitively and appropriately. Posters and awareness campaigns: Allergy information is clearly communicated throughout school where appropriate. Allergy lists, posters and relevant information are displayed in key areas so that staff and visitors are aware of children's allergy requirements. We will also use appropriate health promotion events and awareness campaigns, where relevant, to raise awareness of allergies and the importance of inclusion and safety. Ensuring full participation in school life: We are committed to ensuring that children with allergies can participate fully in school life, including clubs, educational visits, celebrations and food-related activities. Activities involving food are risk assessed in advance, and individual allergy and dietary requirements are taken into consideration when planning activities. Appropriate alternatives are provided where necessary so that children are not excluded.

	For celebrations, we have introduced clear procedures to reduce the risk of allergen exposure. Parents and carers are respectfully asked to only bring sealed, nut-free items for birthdays. Homemade birthday cakes, chocolates and other unsealed or handmade food items are not permitted. This approach helps us to manage the risks associated with severe allergies while still allowing children to enjoy celebrations together. Information about allergies is shared with relevant staff and visitors through allergy lists, posters and appropriate communication. Parents and carers are consulted regarding their child's individual needs, and staff ensure that appropriate precautions are in place. Through these measures, we aim to balance safety, safeguarding and inclusion, ensuring that no child is unnecessarily prevented from participating in the full range of experiences offered by school.
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5.School Catering and Allergy Awareness

Sacred Heart Catholic Primary School recognises the important role that catering services play in supporting an allergy-aware environment. Catering staff will work closely with school leaders, parents and healthcare professionals to minimise the risk of allergen exposure. Accurate allergen information will be maintained for all food provided, suitable meal options will be considered where required, and robust procedures will be implemented to reduce the risk of cross-contamination. Through effective communication, staff training and careful food management practices, the school aims to ensure that pupils with allergies can access school meals safely and participate fully in all aspects of school life.

These are the steps we are taking with our Catering and Welfare Staff to ensure pupil safety:

Catering Area	School Catering and Welfare Measures
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Identification of Pupils and Staff/ Visitors with Allergies	The school maintains an allergy register of pupils with known allergies. Pupils with allergies have an Individual Healthcare Plan (IHP) or Allergy Action Plan which identifies their allergens, symptoms, emergency actions and any required medication. Relevant allergy information is shared with staff who need to know, including those responsible for supporting pupils during catering, welfare and other activities involving food. The information is shared appropriately while maintaining confidentiality. The School Office team together with School Allergy Lead/SENCo have responsibility for maintaining the allergy register and ensuring that allergy information, healthcare plans and emergency medication arrangements remain current. The school office works with parents/carers and relevant staff to ensure that information is updated when a pupil's needs change. Parents/carers are expected to provide accurate and up-to-date information and to communicate any changes to their child's allergy, medication or treatment plan promptly. Changes are then reflected in the pupil's relevant plan and communicated to staff who need the information.
Menu Planning	Menus and food provision are planned with consideration of pupils' individual allergies and dietary requirements. Where a pupil cannot safely have a particular food, appropriate alternative arrangements are considered so that the pupil can participate fully and safely in school life. Allergen risks are considered when planning food-related activities and provision. The school works with parents/carers and relevant staff to understand individual dietary requirements and to put appropriate control measures in place. Where menu items, ingredients or food products change, the suitability of the food for pupils with known allergies is checked and relevant information communicated to staff responsible for the pupil.

Allergen Information	The school maintains appropriate allergy information for pupils with diagnosed allergies. Individual Healthcare Plans or Allergy Action Plans record the pupil's identified allergens, symptoms, emergency actions and medication. School communicates known allergen information to relevant staff and ensures that staff responsible for pupils have access to the information they need to keep them safe. Parents/carers are asked to provide accurate and current allergy information and to communicate any changes to their child's allergy or dietary requirements. This information is reviewed as part of the pupil's healthcare/allergy arrangements. Parents/carers can discuss their child's individual allergy and dietary requirements with school staff and the Designated Allergy Lead so that appropriate arrangements can be considered.
Prevention of Cross-Contamination	The school recognises that allergen exposure can occur through food, food preparation, cooking activities and other activities involving potential allergens. Staff are therefore expected to take reasonable and proportionate precautions to reduce the risk of exposure. Relevant staff are informed of individual pupil allergies and are expected to avoid known allergens and follow appropriate hygiene and food-sharing procedures. Food preparation and other activities involving food are risk assessed according to the individual allergy, the activity and the environment. Appropriate control measures are put in place to reduce the risk of allergen exposure and cross-contamination. The school takes reasonable and proportionate steps to reduce allergen exposure and considers food preparation, cooking and cleaning arrangements as part of its risk management.
Staff Training	All staff receive allergy and anaphylaxis awareness training. This includes annual allergy and anaphylaxis awareness training for staff, together with training in the administration of adrenaline auto-injectors (AAIs). Training covers awareness of allergic reactions, recognising signs and symptoms, knowing which pupils have allergies, understanding emergency procedures and knowing where emergency medication is kept. New staff receive appropriate allergy information and training as part of their induction. This includes temporary and supply staff where relevant to their role. Allergy awareness training is completed annually. Additional training or support can be provided where required following an incident, near miss or change in a pupil's needs.

Safe Meal Service	Pupils with allergies have an Individual Healthcare Plan or Allergy Action Plan identifying their allergens, symptoms, emergency actions and medication. Relevant staff have access to the information they need to support the pupil safely. Staff are expected to avoid known allergens and to take reasonable precautions when providing food. Catering and welfare arrangements should therefore ensure that food provided to a pupil is appropriate for their identified dietary and allergy requirements. Where an alternative meal or food arrangement is required, this should be agreed according to the pupil's individual needs and communicated to the relevant staff. Temporary, supply and other supervising staff are provided with relevant allergy information where necessary. The policy supports age-appropriate involvement of pupils in understanding their own allergies, but pupils are not responsible for managing another child's allergy or emergency medication.
Communication with Parents	The school works closely with parents/carers to understand and manage each pupil's individual allergy and dietary requirements. Parents/carers are responsible for providing accurate and up-to-date information about their child's allergy, including allergens, symptoms, emergency treatment and medication. An Individual Healthcare Plan or Allergy Action Plan is put in place where required and is reviewed at least annually, Parents/carers are expected to communicate any changes to their child's allergy, medication or treatment plan promptly. The Designated Allergy Lead then ensures that relevant information is updated and communicated to staff who need to know. Parents/carers can raise concerns about their child's allergy management, food provision or participation in activities with school staff and the Designated Allergy Lead. The school works in partnership with families to support safe attendance and full participation in school life. The school menu is available online in advance with every ingredient and allergen highlighted. Where required, discussions and planning meetings can be arranged to ensure appropriate individual arrangements are in place. or more frequently if the pupil's needs change.

Special Events and Celebrations	Allergy risks are considered for food-related activities and special events, including cooking, food technology, clubs, celebrations, parties, trips and other activities where food may be involved. The same principles of reasonable and proportionate allergen risk reduction are applied to special events as to other school activities. Relevant staff are informed of pupils' allergies and appropriate precautions are taken. At our school, in response to severe allergies, parents/carers are respectfully asked to provide only sealed, nut-free items for birthdays. Homemade birthday cakes, chocolates and other homemade/unsealed food items are not permitted. This is a local school control measure to reduce allergen risk and support inclusion. For cooking and DT activities, allergy risks are considered as part of the activity risk assessment. Staff are made aware of relevant pupil allergies and appropriate control measures are put in place. Where a food activity presents a risk to an individual pupil, alternative arrangements are considered so that the pupil can still participate as fully as possible. No pupil should be excluded from school activities solely because of their allergy. The school aims to make food-related activities as inclusive as possible for all pupils with allergies and dietary requirements.
Emergency Procedures within Catering Areas	Catering and Welfare staff are expected to know the school's emergency allergy procedures and understand how to obtain assistance if a pupil experiences an allergic reaction. Staff are trained to recognise the signs and symptoms of an allergic reaction and know the emergency procedures to follow. Relevant staff know which pupils have allergies and where emergency medication is kept. Where a pupil has prescribed emergency medication, staff must ensure that it is available and accessible. Pupils cannot attend school or educational visits without their prescribed life-saving medication. If an allergic reaction occurs, staff should respond promptly, follow the pupil's Individual Healthcare Plan or Allergy Action Plan and obtain emergency assistance as required. Trained staff are able to administer adrenaline auto-injectors in accordance with the school's procedures. All allergic reactions and near misses are recorded and parents/carers are informed. Incidents are reviewed to identify whether any changes are needed to risk assessments, training, healthcare plans or other arrangements.

6. Storage and Accessibility of Adrenaline Auto-Injectors (AAIs)

Sacred Heart Catholic Primary School will ensure that all prescribed Adrenaline Auto-Injectors (AAIs) are stored safely whilst remaining immediately accessible in an emergency whether they are Pupil Prescribed or School Spare injectors.

We acknowledge that:

- AAIs will never be locked away or stored in locations that could delay access during a suspected anaphylactic reaction
- Staff know the location of each pupil's prescribed medication and understand the procedures for accessing it quickly
- Medication is stored in a suitable container and clearly labelled with the pupil's name and should contain:
 - Two AAIs i.e. EpiPen® or Jext® or EURneffy
 - 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).
- The school will maintain clear arrangements to ensure medication can be always retrieved without delay, including during breaktimes, lunchtimes, educational visits, sporting activities and extended school provision. Government guidance means that most schools will need to obtain two pairs of AAIs:

School type	AAIs for children under age 6 years (150 micrograms) e.g. EpiPen Junior, Jext 150	AAIs for individuals over 6 years of age (300 micrograms) e.g. EpiPen, Jext 300
State-funded nursery school	One pair of "spare" AAIs	n/a
Primary school	One pair of "spare" AAIs	One pair of "spare" AAIs
Secondary school	n/a	One or two pairs of "spare" AAIs *
Special school	One pair of "spare" AAIs	One pair of "spare" AAIs

* Secondary schools with large sites should consider having two pairs of "spare" AAIs, so that a pair of "spare" AAIs are available within five minutes of wherever they may be needed.

At Sacred Heart Catholic Primary School we have 4 spare AAIs. 2 AAI's are for children under 6 years old and 2 AAI's are for children over 6 years old. One of each dose is stored in the main school office in the First Aid Cupboard. One of each dose is stored in the main school kitchen. All are clearly labelled with the dose and expiry date.

Please refer to Appendix B for an example Designated Allergy Lead Adrenaline Auto-Injector Register and Monitoring Form

In order to fulfil this we:

Accessibility Area	School Measures
General Storage Requirements	Emergency adrenaline auto-injectors (AAIs) are stored safely and are readily accessible to staff in an emergency. Staff are informed

	of where emergency medication is kept and are trained in the administration of adrenaline auto-injectors. AAIs are available when required and are not stored in a way that could prevent or unnecessarily delay access during an allergic reaction. All staff are made aware of the location of emergency medication as part of the school's allergy and emergency arrangements. The school maintains appropriate arrangements for emergency medication and ensures that all staff know where medication is stored.
Pupil Prescribed AAIs	Pupils who have been prescribed an AAI have their emergency medication recorded as part of their Individual Healthcare Plan or Allergy Action Plan. The plan identifies the pupil's allergy, symptoms, emergency actions and required medication. The school maintains an allergy record and relevant emergency medication information. The Designated Allergy Lead is responsible for maintaining allergy records, individual plans and emergency medication arrangements. Prescribed emergency medication is available and accessible when the pupil is in school. Pupils must not attend school or educational visits without their prescribed life-saving medication. Where appropriate and according to the pupil's age and individual circumstances, pupils may develop increasing responsibility for understanding and managing their own allergy. Any arrangements for a pupil to carry their own medication should be appropriate to their individual needs and reflected within their healthcare arrangements. Emergency medication is available when pupils are taking part in trips, visits, residentials and other off-site activities. Trip leaders are responsible for ensuring that emergency medication is taken with the pupil.
Spare Emergency AAIs	The school maintains spare emergency adrenaline auto-injectors as part of its emergency allergy arrangements. Emergency medication is available and accessible. Spare AAIs are kept as part of the school's emergency medication arrangements and all staff are informed of their location so that they can be accessed promptly in an emergency. Staff are trained in the administration of AAIs and understand the school's emergency allergy response procedures. Spare AAI's are located in the school office and main school kitchen area, and the dose and expiry date clearly labelled.
Monitoring and Inspection	The Designated Allergy Lead is responsible for maintaining the school's allergy register, individual healthcare/allergy plans and emergency medication arrangements. Emergency medication is monitored as part of the school's allergy management arrangements. All allergy information and emergency medication arrangements are to remain current and Individual Healthcare Plans or Allergy Action Plans are reviewed at least annually, or more frequently where a pupil's needs change.

	Allergy incidents and near misses are reviewed so that any necessary changes to risk assessments, emergency arrangements, staff training or individual plans can be identified and implemented. AAI's are inspected termly checking location, expiry date, condition and storage compliance. Any prescribed medication should remain in date and available for use, and replacement arrangements should be followed where medication is approaching expiry or is no longer suitable for use.
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7. Signs of Anaphylaxis

For school staff, the easiest way to recognise anaphylaxis is to remember the ABC symptoms:

A = Airway

Look for:

- Swelling of the tongue, throat or upper airway
- Hoarse voice
- Difficulty swallowing
- Feeling that the throat is "closing up" or tightening

B = Breathing

Look for:

- Sudden wheezing
- Difficulty breathing
- Noisy breathing
- Persistent coughing
- Shortness of breath

C = Circulation

Look for:

- Dizziness or feeling faint
- Sudden drowsiness or sleepiness
- Confusion
- Pale, clammy skin
- Collapse or loss of consciousness
- Weakness or becoming "floppy"

Other symptoms that may occur

These may appear before the more serious ABC symptoms:

- Raised itchy rash (hives/urticaria)
- Swelling of lips, face or eyes
- Tingling or itching in the mouth
- Stomach pain
- Nausea or vomiting
- Diarrhoea
- Mild throat tightness

Biphasic Anaphylactic Reaction

This is when a person appears to recover from an episode of anaphylaxis, but then develops a second wave of symptoms hours later without further exposure to the allergen. This is why anyone treated for anaphylaxis must be assessed and monitored in hospital after the initial reaction.

Non-Verbal Communication

Some pupils, particularly those who are non-verbal, minimally verbal or who have SEND/ EAL, may be unable to communicate the early symptoms of an allergic reaction.

Staff should be familiar with each pupil's usual presentation and be alert to sudden changes in behaviour, distress, agitation, withdrawal, repeated touching of the mouth or throat, drooling, coughing, breathing difficulties, unusual sleepiness, pallor or a reduction in responsiveness. Such changes must be treated seriously and, where anaphylaxis is suspected, the school's emergency allergy procedures must be followed immediately.

8. Responding to an incident in school

Staff at school understand in the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a **mild to moderate allergic reaction**, the Designated Allergy Lead (or SLT member) will contact the emergency services and seek advice as to whether an AAI (or other spare medication) should be administered. An AAI will not be administered in these situations without contacting the emergency services but will be administered if there is a threat to life.

Emergency Response and Anaphylaxis

All school staff understand that anaphylaxis can occur without warning and can escalate rapidly.

All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis. If one or more signs are present, the nearest trained staff member will follow the below procedure:

1. Lay the pupil flat with their legs raised *but if breathing is difficult allow them to sit upright*
2. Call for help (but do not leave the pupil)
3. Locate the pupil's AAIs (should have 2) or the nearest spare emergency AAI and note the type:

Epi-Pen

Website: <http://www.epipen.co.uk/>

Patient information leaflet: <https://www.medicines.org.uk/emc/medicine/26972>

Dosage:

Two Dosage strengths:

- Child from 7.5 – 25kg – 0.15mg dosage (Green Label)
- Adult and children over 25kg – 0.3mg dosage (Yellow Label)



JEXT

Website: <http://www.jext.co.uk/>

Patient information leaflet: <http://www.emerade.com/adrenaline-auto-injector>

Dosage:

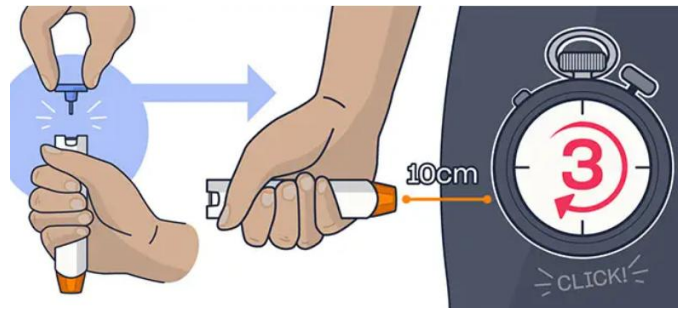
2 dosage strengths:-

- Children 15-30kg- 150 micrograms (yellow label)
- Adult and children over 30kg – 300 micrograms (red label)



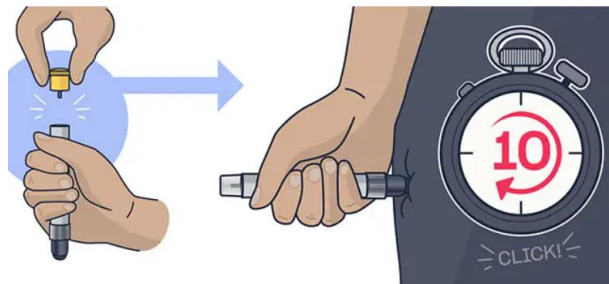
4. Administer an AAI without delay (it works best if within 5 minutes of symptoms) using the pupil's prescribed device or correct dose of the spare:

5. **With an EpiPen** (there are instructions on it if needed):



- i. Hold the EpiPen in a firm fist grip with the **Blue** safety cap pointing upwards and the **Orange** needle sheath downwards
- ii. Locate a good spot on their outer upper thigh through clothing
- iii. Keeping thumbs out of the way smoothly push the **Orange sheath** onto the leg until it **clicks**
- iv. **Count to 3** slowly out loud
- v. Release the EpiPen from the leg and rub the injection site gently
- vi. Note the injection time and the dose

b. **With an Jext Pen** (there are instructions on it if needed):



- i. Hold the Jext Pen in a firm fist grip with the **Yellow** safety cap pointing upwards and the **Black** needle sheath downwards
- ii. Locate a good spot on their outer upper thigh through clothing
- iii. Keeping thumbs out of the way smoothly push the **Black sheath** onto the leg until it **clicks**
- iv. **Count to 10** slowly out loud
- v. Release the Jext Pen from the leg and rub the injection site gently
- vi. Note the injection time and the dose

c. **With an EURneffy devise** (there are instructions on it if needed):

How Use Neffy

First Dose



Second Dose in the Same Nostril



- i. Hold the Neffy with your middle and index finger either side of the nozzle and your thumb on the plunger underneath (being careful not to press until ready)

- ii. Insert nozzle into one of the nostrils until your fingers touch the nose
- iii. Press the plunger firmly to activate
- iv. Ensure they do no sniff during and after administration
- v. If a second dose is needed after 5 minutes administer a new nasal spray in the same nostril as the first dose

6. Get someone to Call 999 immediately and request an ambulance, stating anaphylaxis

- 7. **Stay with the pupil and keep them lying down** until the ambulance arrives
- 8. If there is **no improvement after five minutes**, an additional dose of adrenaline must be administered using a second device
- 9. When the ambulance arrives inform them of the treatment given and times
- 10. Ensure they do go to hospital after an incident and accompany them if parents are not available
- 11. Complete the Adrenaline Auto-Injector Administration and Incident Record with the Designated Allergy Lead

9. Recording and Reporting Allergic Reactions

Following any episode of anaphylaxis or administration of an Adrenaline Auto-Injector (AAI), an AAI Administration and Incident Record will be completed, the pupil's Individual Healthcare Plan reviewed, replacement medication obtained where necessary, and a formal debrief undertaken to identify learning and any improvements required to prevent recurrence.

Schools will ensure any serious incident or near miss involving a child, young person, member of staff or visitor with a medical condition or allergy is recorded as soon as is feasible.

Any incident in school is recorded on CPOMS and IAM Compliant

It will state

- Who was affected;
- What happened, when and where;
- Why the incident occurred (as far as is known);
- How staff and students responded; what was done to support the individual; whether emergency services were called;
- How the incident concluded.

The parents or carers of a child aged up to sixteen will be notified of the incident or “near miss” as soon as possible, sharing the report and giving them the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review.

Please refer to Appendix A for an example Incident Record

The incident record will be added to the child's CPOMS records as well as stored on IAM Compliant and within the child's green folder

The incident will also be reported to the Trust by the School Business Manager or Designated Allergy Lead via the iAM Compliant platform.

10. Useful Information

Support:

- Anaphylaxis UK

- [Allergy UK](#)
- [The British Society for Allergy and Clinical Immunology \(BSACI\)](#)
- [The Royal College of Paediatrics and Child Health \(RCPCH\)](#)
- [Spare Pens in School website](#)

Resources:

Allergy Management Plans:

- [BSACI Paediatric Allergy Action Plans](#)
- [RCPCH Care Pathway for Children with Anaphylaxis](#)
- [BSACI Adult Allergy Action Plans](#)

Anaphylaxis UK:

- [Safer Schools Programme](#)
- [Adult Allergy Action Plans for Non-Medical Professionals](#)
- [EURneffy Action Plan](#)
- [Essential Tools to Support Allergy Awareness](#)

National Institute for Health and Care Excellence:

- [Anaphylaxis: assessment and referral after emergency treatment](#)

In-School Resources:

[Kitt Medical](#): Anaphylaxis Kitt adrenaline pens, storage and training

11. Monitoring and Review

The school's Headteacher is responsible for reviewing this policy annually in liaison with the Designated Allergy Lead and the Nominated Allergy Governor and taken to the Local Governing Board for ratification.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Headteacher immediately.

Appendix A:

Adrenaline Auto-Injector Administration and Incident Record for Sacred Heart Catholic Primary School

Pupil Name:
Class/ Form:
Date of Incident:

Location of Incident	
Suspected allergen	
How was contact with allergen made?	
Does the pupil have an Allergy Action Plan, IHP and risk assessment?	
Time symptoms were first noticed	
Time 999 was called, by whom and information provided?	
First AAI administration details Time: Prescribed or Spare Emergency AAI: Devise brand: Devise Dose: Name of person administering:	
Pupil response following first dose	
Second AAI administration details (if needed) Time: Prescribed or Spare Emergency AAI: Devise brand: Devise Dose: Name of person administering:	
Pupil response following second dose	
Additional support given to the child	
Ambulance arrival time handover information given	
Time Headteacher and DAL informed and actions undertaken	
Time Parents/Carers informed and actions undertaken	
Review of the pupil's Allergy Action Plan, IHP and risk assessment date	
Staff debrief, learning and follow-up actions	
How was the incident concluded? e.g. how long for the child to recover and return to school	

Replacement of prescribed or spare AAls actions and dates	
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Appendix B:

Designated Allergy Lead (DAL) Adrenaline Auto-Injector Register and Monitoring Form for Sacred Heart Catholic Primary School

Name of DAL: _____ **Date:** _____

The school's Designated Allergy Lead to ensure the following information at least termly:

Pupil Prescribed AAls:

Name of Pupil	Class/ Form	Storage area	Type of AAI and Dose	Expiry Date	Designated Allergy Lead Monitoring (Y/N?)									
					Pupil Information correct and readable	Is the pupil's Allergy Action Plan present	AAI is easily Accessible	AAI is stored Correctly (consider heat/ light/ dampness)	Safety cap present	Adrenaline solution appears clear and colourless	No signs of damage, leakage or activation	How long before expiry date?	Replacement needed?	Date replacement secured?

The Designated Allergy Lead should also ensure that each child has 2 AAls in school

Designated Allergy Lead Adrenaline Auto-Injector Register and Monitoring Form for Sacred Heart Catholic Primary
School

Name of DAL: _____ **Date:** _____

Spare Emergency AAI's:

Identification	Storage area	Type of AAI and Dose	Expiry Date	Designated Allergy Lead Monitoring (Y/N?)								
				Information correct and readable	AAI is easily Accessible	AAI is stored Correctly (consider heat/light/dampness)	Safety cap present	Adrenaline solution appears clear and colourless	No signs of damage, leakage or activation	How long before expiry date?	Replacement needed?	Date replacement secured?

Appendix C:

Sample wording for parental letter on birthday cakes in school

Birthday Celebrations in School

Dear Parents and Carers,

At Sacred Heart Catholic Primary School, we love celebrating our children's birthdays. Over the years, it has become a special tradition within our school community, and we know how much children enjoy marking their special day with their friends.

As always, the safety and wellbeing of every child is our highest priority. Following recent feedback from parents and as part of our ongoing review of school procedures, we have carefully considered how we can best support children with severe allergies while continuing to celebrate birthdays in school.

From **XXX**, we kindly ask that birthday cakes, homemade bakes and other unsealed food items are no longer brought into school to share with classmates. Unfortunately, due to the increasing number and severity of allergies within our school, we are unable to safely manage the sharing of cakes and similar items.

We know this will be a change for many families, and we appreciate your understanding. Please be assured that we remain committed to making every child's birthday feel special and ensuring they are celebrated by their class.

If you would still like your child to bring in a small treat to share with their classmates, we are happy to accept individually wrapped, sealed sweets, provided they are nut-free. We kindly ask that you check the packaging carefully before purchasing.

We are grateful for your continued support as we work together to provide a safe and inclusive environment for all our children. If you have any questions, please do not hesitate to contact the school office.

Thank you for your understanding and cooperation.

Appendix D:

Sample Allergy and Anaphylaxis Guidance Staff Declaration and Sign-Off

Sacred Heart Catholic Primary School

Staff Declaration and Sign-Off

Statutory Allergy and Anaphylaxis Guidance

Academic Year: _____

At Sacred Heart Catholic Primary School, we are committed to ensuring the safety and wellbeing of all pupils, including those with allergies and those at risk of anaphylaxis.

All staff have a duty of care to understand and follow the school's procedures relating to allergies and anaphylaxis management. This declaration confirms that staff have completed the required training and understand their responsibilities.

Staff Responsibilities

By signing this document, I confirm that:

- ☐ I have completed the required **Allergy and Anaphylaxis Training** through **The National College** platform.
- ☐ I understand the statutory guidance and my responsibilities in relation to supporting children with allergies and those at risk of anaphylaxis.
- ☐ I have read and understood the Trust's **Allergy and Anaphylaxis Policy** and understand my role and responsibilities within it
- ☐ I have read and understood the school's **Allergy and Anaphylaxis Protocols**, relevant risk assessments, healthcare plans, and emergency procedures.
- ☐ I am aware of the children currently identified as having severe allergies and/or being at risk of anaphylaxis.
- ☐ I know how to access information regarding identified pupils, including photographs, healthcare plans, dietary requirements, allergens, and emergency response procedures.
- ☐ I understand the signs and symptoms of an allergic reaction and anaphylaxis and know how to respond appropriately in an emergency.
- ☐ I know the location of emergency medication, including prescribed adrenaline auto-injectors (e.g. EpiPen, Jext, EURneffy) and any spare emergency medication held by the school.
- ☐ I understand the school's procedures for administering emergency medication and summoning emergency medical assistance.
- ☐ I understand the importance of preventing allergen exposure and maintaining vigilance during classroom activities, lunchtimes, educational visits, clubs, celebrations, and other school activities.
- ☐ I understand that any concerns regarding a pupil's allergy management should be reported immediately to the Headteacher, Dedicated Allergy Lead, SENDCo, or other designated member of staff.
- ☐ I understand that it is my responsibility to keep myself updated on any changes to pupils' healthcare plans and allergy-related information when communicated by the school.
- ☐ I understand that it is my responsibility to keep relevant school staff updated on any allergies I suffer from and any changes I encounter.

Declaration

I confirm that I have completed the required allergy and anaphylaxis training, have familiarised myself with the relevant school procedures, and understand my duties and responsibilities in supporting pupils with allergies and those at risk of anaphylaxis.

I understand that these responsibilities form part of my safeguarding and duty of care obligations whilst working at Sacred Heart Catholic Primary School.

Staff Details**Staff Name:****Signature:****Role:****Date:****Leadership Verification**

I confirm that the above member(s) of staff have been directed to complete the required allergy and anaphylaxis training and have been informed of relevant pupil healthcare needs and emergency procedures.

Signed: _____**Name:** _____**Position:** _____**Date:** _____**Document Review Date:** _____**Reviewed By:** _____

This sign-off sheet should be retained as evidence of staff training and awareness in line with school safeguarding, health and safety, and statutory allergy management requirements.