



Allergy and Anaphylaxis Policy

Author:	B.Duffy and St Martins School
Date:	September 2026
School Review Period:	1 year



**Shaw
Education
Trust**



A. AIMS AND OBJECTIVES

This policy outlines St Martins School's approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does. It also sets out how we support our students with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an allergy aware school.

This policy applies to all staff, students, parents and visitors to the school and should be read alongside other relevant policies.

B. WHAT IS AN ALLERGY?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

C. DEFINITIONS

ANAPHYLAXIS: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

ALLERGEN: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin,





milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

ADRENALINE AUTO-INJECTOR: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAls, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy we will refer to them as Adrenaline Pens.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. We use the BSACI Allergy Action Plan paediatric templates which include versions for: people without a prescribed adrenaline pen, and people prescribed with different brands of adrenaline pen. [Paediatric Allergy Action Plans - BSACI](#)

DESIGNATED ALLERGY LEAD: The member of staff responsible for overseeing allergy management across the school and acting as the main point of contact for students, parents and staff.

NEFFY: Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved. [Neffy was approved for use in the UK in 2025 and distribution is expected from late September. There is a factsheet attached to this Policy for reference.]

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual student's medical conditions, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, students. All students with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

RISK ASSESSMENT: A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergy should be included on all risk assessments for events on and off the school site.

SPARE ADRENALINE PENS: Schools are able to purchase spare adrenaline pens. These should be held as a back-up, in case students' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

D. ROLES AND RESPONSIBILITIES





St Martins School takes a whole-school approach to allergy management.

Designated Allergy Lead

The Designated Allergy Lead is Amy Cameron. They report to Toni Beardmore (Headteacher). They are responsible for:

- Ensuring the safety, inclusion and wellbeing of students and staff with an allergy;
- Taking decisions on allergy management across the school;
- Championing and practising allergy awareness across the school;
- Being the overarching point of contact for staff, students and parents with concerns or questions about allergy management;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, students and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures Staff will be asked to sign to confirm that they have read and understood the policy.
- Reviewing the school's stock of spare adrenaline pens (check the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are;
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy; and
- Ensuring there is an anaphylaxis drill once a year.

At regular intervals the Designated Allergy Lead will check procedures and report to the SLT.

Medical Lead and Staff Medical Team

Amy Cameron (DAL/Medical Lead) and the Staff Medical Team are responsible for:





- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the admissions team for new joiners);
- Supporting the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, occasional staff and those running clubs
- Ensuring the information from families is up-to-date and reviewed annually (at a minimum). Coordinating medication with families and pastoral teams to ensure medication is in date and fully stocked.
- Keeping an adrenaline pen register to include adrenaline pens prescribed to students and the school's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens should also be documented;
- Regularly checking spare adrenaline pens are where they should be, and that they are in date;
- Replacing the spare adrenaline pens when necessary;
- Providing on-site adrenaline pen training for staff and students and refresher training as required e.g. before school trips

Admin Team

The admin team is likely to be the first to learn of a student or visitor's allergy. They should work with the Designated Allergy Lead and school medical team to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity;
- There is a clear structure in place to communicate this information to the relevant parties (i.e. school nursing team, catering team);
- Parents and applicants are informed of catering arrangements during admission events; and
- Plans are made for emergency medication if the child is to be left without parental supervision.

All staff

All school staff, including teaching staff, support staff, occasional staff (for example sports coaches, music teachers and those running breakfast and afterschool clubs) are responsible for:





- Championing and practising allergy awareness across the school;
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed;
- Being aware of students (and staff, when necessary) with allergies and what they are allergic to;
- Considering the risk to students with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensuring students always have access to their medication or carrying it on their behalf
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;
- Considering the safety, inclusion and wellbeing of students with allergies at all times. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the Medical Lead/DAL/School Medical Team; and
- Ensuring that students have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving school site, for a match or trip.

All parents

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of students with allergies;
- Providing the school pastoral team and family support team with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis or eczema;





- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks or for fundraising events;
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice; and
- Encouraging their child to be allergy aware.

Parents of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, ie. spoon or syringe), inhalers or creams;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school;
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Sign the associated permission for photographs of their child to be shared appropriately as part of their allergy management; and
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring eg. not eating the food to which they are allergic.

All students

All students at the school should:

- Be allergy aware;
- Understand the risks allergens might pose to their peers and respect measures to support them;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Older students will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency; and
- If students are likely to be buying or bringing in food from home and are capable of checking the ingredients, they will be expected to follow the guidelines in place and seek support from staff where appropriate.





All of the above should be done in an age and capability appropriate way – in-line with our 'One size fits one' - from the 10 Principles of Learning at St Martins.

Students with allergies

In addition to above, students with allergies are responsible for:

- Knowing what their allergies are and where possible how to mitigate personal risk (this will depend on capability);
- Avoiding their allergen as best as they can;
- Understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- Carrying two adrenaline auto-injectors with them at all times, if age and capability appropriate. They must only use them for their intended purpose;
- Understanding how and when to use their adrenaline auto-injector;
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy;
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;
- Horizons and Project SEARCH students permitted to leave the site should know what to do if they have an allergic reaction. This should include how to treat themselves and raise the alarm to get help; and
- If appropriate, students should ensure they have their medication with them on the journey to and from school.

E. INFORMATION AND DOCUMENTATION

Register of students with an allergy

The school has a register of students who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as students with an allergy where no adrenaline pens have been prescribed.





Individual Healthcare Plans

Each student with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- o Known allergens and risk factors for allergic reactions;
- o A history of their allergic reactions;
- o Detail of the medication the student has been prescribed including dose, this should include adrenaline pens, antihistamine etc;
- o A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis;
- o A photograph of each student; and
- o A copy of their Allergy Action Plan. See definitions for the BSACI templates.

F. ASSESSING RISK

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- o Classroom activities, for example craft using food packaging, science experiments where allergens are present, food lessons or cooking;
- o Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk;
- o Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all students; and
- o Planning special events, such as cultural days and celebrations.

Inclusion of students with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. The School will ensure compliance with the Equality Act 2010.





G.FOOD, INCLUDING MEALTIMES & SNACKS

Catering in school

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.

- o Due diligence is carried out with regard to allergen management when appointing catering staff;
 - o All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
 - o Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
 - o The catering team will endeavour to get to know the students with allergies and what their allergies are, supported by school staff;
 - o The catering team will endeavour to provide varied meal options to students and staff with allergies;
 - o The school has robust procedures in place to identify students with food allergies, these include the lunch order which states individual allergies, the allergy register displayed in the servery, staff supporting students who need support in communicating their allergy.
-
- o Food containing the main 14 allergens (see Allergens definition) will be clearly labelled. Other ingredient information will be available on request.
 - o Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging;
 - o Where changes are made to the ingredients this will be communicated to students with dietary needs by the catering team (school staff to support with the message being communicated where needed)
 - o No products containing nuts are purchased by the school and the catering team.
 - o For food sold during unstructured times or on stalls at events, food will be labelled if they contain any of the 14 allergens (apart from nuts – these will not be available due to St Martin's being a nut free school). Students with allergies will be supported by pastoral staff or parent/carers at these events when buying food from a stall. Prior to these events, students with allergies will be prepped to understand what food will be available.

Food brought into school





Food brought into school for celebrations by students must be prepackaged and not contain nuts. This food is to be given out at the end of the school day. For classes who have students with additional allergies, the pastoral team will be expected to communicate with parent/carers who want to send in food to ensure that it is inclusive where possible.

Food bans or restrictions

- This school is an Allergen Aware school. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food;
- We try to restrict peanuts and tree nuts as much as possible on the site and check all foods coming into the kitchen; and
- All food coming onto school premises or taken on a school trip or to a match should be checked to ensure peanuts and tree nuts are not an ingredient. Please check the label on all foods brought in. Common foods that contain peanuts and tree nuts as an ingredient include: packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread and sauces.

Food hygiene for students

- Students will wash their hands before and after eating;
- Sharing, swapping or throwing food is not allowed;
- Water bottles and packed lunches should be clearly labelled;
- When working with food, students will be supported to ensure that all surfaces and items used are cleaned

H. EDUCATIONAL VISITS AND SPORTS FIXTURES

- Staff leading the trip will have a register of students with allergies and details of their medication. Staff should notify the trip leader of any allergies;
- Allergies will be considered on the risk assessment and catering provision put in place;
- Parents, and students where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff (and some students, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction;





- Allergens will be clearly labelled on catered packed lunches in the form of stickers.
- If students will be catered for whilst on an educational visit, staff will ensure that allergies and dietary restrictions will be sent to the caterers and appropriate options will be available.
- Students with allergies will be supported to check all food provided to ensure that it is appropriate
- See Adrenaline Pens section for School Trips and Sports Fixtures.

I. INSECT STINGS

Insert your measures for preventing and dealing with insect stings. For example, those with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible, keep arms and legs covered;
- Avoid wearing strong perfumes or cosmetics; and
- Keep food and drink covered.

Equans (Facilities Management) and school staff will monitor the grounds for wasp or bee nests. Students (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

J. ANIMALS

It's normally the dander ([flakes](#) of skin) saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A student with a known animal allergy should avoid the animal to which they are allergic;
- If an animal comes on site a risk assessment will be done prior to the visit;
- Areas visited by animals will be cleaned thoroughly;
- Anyone in contact with an animal will wash their hands after contact;
- School trips that include visits to animals will be carefully risk assessed.





K. ALLERGIC RHINITIS/ HAY FEVER

Environmental/Cleaning Controls – To manage dust mites, carpets are cleaned regularly with a deep clean routinely carried out. Surfaces in classrooms are regularly wiped down on a daily basis.

Individual Healthcare plans state allergies and triggers so that staff are able to manage symptoms and avoid triggers in school – indoor spaces to be provided in unstructured times and activities to be adapted when the pollen levels outside are high for students with known hayfever or those with symptoms. The school has a stock of cetirizine hydrochloride on site which is able to be administered to students with consent from parent/carers.

L. INCLUSION AND MENTAL HEALTH

Allergies can have a significant impact on mental health and wellbeing. Students may experience anxiety and depression and are more susceptible to bullying.

- o No student with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip;
- o Students with allergies may require additional pastoral support including regular check-ins from their pastoral team or may be referred to the wellbeing team.
- o Affected students will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives; and
- o Bullying related to allergy will be treated in line with the school's anti-bullying policy.

M. ADRENALINE PENS

[See the government guidance on Adrenaline Pens in Schools.](#)

Storage of adrenaline pens

- o Students prescribed with adrenaline pens will have easy access to two, in-date pens at all times;
- o Due to the nature of the students moving around school, adrenaline pens will need to move around the school with the students either in a bag carried by the





student or a member of staff depending on the capability of the student (on a case by case basis). A copy of the student's allergy action plan should also be kept with the adrenaline pens.

- o Remember students must also have access to two adrenaline pens as they travel to and from school;
- o Spot checks will be made to ensure adrenaline pens are where they should be and in date;
- o Adrenaline pens must not be kept locked away;
- o Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator); and
- o Used or out of date pens will be disposed of as sharps.
- o Pastoral staff/Family Support Team are to liaise with the students if the adrenaline pens need replacing due to damage or expiry.

Spare adrenaline pens

This school has 4 spare adrenaline pens (on each site) to be used in accordance with government guidance (2 for adults and 2 for children)

The locations of spare adrenaline pens are clearly signposted. These are:

- On the main site – these are kept in the KS3 Workroom.
- In the indoor PE space, these are kept in the storage room.
- At Horizons, these are kept in the office
- At the Arboretum Café, these are kept on the wall opposite the kitchen

The Allergy Lead and Staff Medical Team are responsible for:

- o Deciding how many spare pens are required for the different sites.
- o What dosage is required, based on the Resuscitation Council UK's age-based guidance (see page 11);
- o Which brand(s) to buy.
- o The purchasing of spare adrenaline pens according to government guidance
- o Distribution around the site, checking and maintenance of and clear signage.
- o Liaising with Kitt Medical who currently provide the system for this provision.





Adrenaline pens on off-site activities

- o No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices. It is the trip leader's responsibility to check they have them;
- o Adrenaline pens will be kept close to the students at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms;
- o Adrenaline pens will be protected from extreme temperatures;
- o Staff accompanying the students will be aware of students with allergies and be trained to recognise and respond to an allergic reaction; and
- o Consider whether to take spare adrenaline pens to off-site activities. This should be recorded as part of the risk assessment process.

N. RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

See appendix on recognising and responding to an allergic reaction

If a student has an allergic reaction:

- o Treat the student in accordance with their Allergy Action Plan;
- o Instigate the school's Emergency Response Plan;
- o If anaphylaxis is suspected administer adrenaline without delay;
- o Treat the student where they are. Lie them down with their legs raised and bring medication to them;
- o Use student's own prescribed medication if immediately available;
- o Student can administer the adrenaline pen themselves [if able to] or a member of staff can administer pen. Ideally the member of staff will be trained, but in an emergency, anyone can administer adrenaline;
- o If the student's own adrenaline pen is not available or misfires, then use a spare adrenaline pen;
- o If anaphylaxis is suspected but the student does not have a prescribed adrenaline pen or Allergy Action Plan, lie the student down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life;





- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given;
- Do not move the student until a medical professional/ paramedic has arrived, even if they are feeling better; and
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany them in an ambulance until a parent or guardian arrives.

O.TRAINING

The school is committed to training all staff annually to give them a good understanding of allergy.

This includes:

- Understanding what an allergy is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis – staff will have training on the use of pens including using training pens to practise.
- How the school manages allergy, for example Emergency Response Plan, documentation, communication etc;
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them;
- The importance of inclusion of students with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- Understanding food labelling; and
- Taking part in an anaphylaxis drill.

The school will carry out an anaphylaxis drill once a year.

This includes:

- An exercise simulating an event where a student or member of staff has an allergic reaction and testing the whole school response.
-





E. ASTHMA

It is vital that students with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. We are currently finalising our Asthma Policy. If you have any questions in the meanwhile, please contact the School.

F. REPORTING ALLERGIC REACTIONS

The school will log allergic reaction incidents and near-misses via Staffordshire Health and Safety and in house reporting.

G. USEFUL LINKS

[Allergy guidance for schools - GOV.UK](#)

[Supporting students with medical conditions at school - GOV.UK](#)

[Allergy UK | National Charity](#)

"This policy has been equality impact assessed and we believe is in line with the Equality Act 2010. It does not have an adverse effect on race, gender or disability equality."



Opportunity



Integrity



Community



Equity



Working together to inspire communities where every school
is valued, every voice matters and every learner thrives.



**Shaw
Education
Trust**

Shaw Education Trust Head Office,
Kidsgrove Secondary School, Gloucester Road,
Kidsgrove, ST7 4DL

Email: info@shaw-education.org.uk

Call: 01782 948259

Visit: shaw-education.org.uk

LinkedIn: [@ShawEducationTrust](https://www.linkedin.com/company/ShawEducationTrust)