



Trust Allergy and Anaphylaxis Policy

To be read in conjunction with the
Mater Ecclesiae Catholic Multi Academy Trust
School Allergy and Anaphylaxis Protocols
for each school

This document has been approved for operation within:	All Trust Establishments		
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1. Statement of Intent

At Mater Ecclesiae Catholic Multi Academy Trust our Catholic faith calls us to recognise the dignity and value of every person as a child of God. Guided by the Gospel values of compassion, care, respect, and service to others, we are committed to providing a safe, inclusive, and nurturing environment in which all members of our school community can thrive. We are committed to safeguarding and promoting the health, safety and wellbeing of all pupils, staff, volunteers and visitors across its schools. The Trust recognises that allergies are common in (but not just limited to) childhood and that, for some pupils and adults, exposure to allergens can result in serious and potentially life-threatening reactions, including anaphylaxis. For this reason, allergies are treated across the Trust as a health and safety, safeguarding and inclusion issue.

This policy sets out a clear Trust-wide framework for how schools manage allergies and respond to allergic reactions. It aims to ensure that pupils with allergies are supported to attend school safely, feel confident and are able to participate fully in all aspects of school life, including teaching and learning, extracurricular activities, trips and visits.

The Trust recognises that it is not possible to guarantee allergen-free environments. Instead, schools are encouraged to adopt an allergy-aware approach that focuses on reducing risk where reasonably possible, increasing staff awareness and ensuring that robust, well-understood emergency procedures are always in place.

Through this policy (and the associated Mater Ecclesiae School Allergy and Anaphylaxis Protocols), the Trust sets out a clear framework to ensure that all schools:

- take allergies seriously as a safeguarding and inclusion issue;
- have all the appropriate documentation and paperwork in place;
- work in close partnership with parents and carers;
- work in partnership with adults in school with known allergens;
- put proportionate and practical control measures in place;
- ensure staff are trained, confident and prepared to act;
- respond swiftly and effectively in the event of an emergency.

Trust schools will maintain a dedicated allergy policy and protocols, separate from the broader policies on supporting pupils with medical conditions, due to the specific and potentially life-threatening risks associated with anaphylaxis.

2. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- [Children and Families Act 2014](#);
- DfE '[Supporting children and young people with medical conditions and allergy](#)' 2026;
- [The Human Medicines Regulations 2017](#);
- [Standards for school food in England](#);
- [Equality Act 2010](#)
- [The Food Information Regulations 2019](#) (Natasha's Law);
- Department of Health '[Guidance on the use of adrenaline auto-injectors in schools](#)';
- DfE '[Allergy safety in schools](#)' statutory guidance incorporating Benedict's Law;
- DfE '[Allergy guidance for schools](#)'.

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

- Individual pupil Health Care Plans
- Health and Safety Policy;
- Safeguarding Policy;
- Supporting Pupils with Medical Conditions Policy;
- Administering Medication Policy;
- Whole School Food Procedures;
- Animals in School Procedure;
- Trips and Educational Visits policies;
- Allergen and Anaphylaxis Risk Assessments;
- Allergen and Anaphylaxis School Protocols;
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3. Definitions

For the purpose of this policy:

Adrenaline Auto-Injector (AAI) – a medical device (EpiPen/Jext/EURneffy) used to inject a measured dose of adrenaline to treat severe, life-threatening allergic reactions (anaphylaxis).

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person. Common UK Allergens include (but are not limited to) Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives;
- Generalised flushing of the skin;
- Itching and tingling of the skin;
- Tingling in and around the mouth;
- Burning sensation in the mouth;
- Swelling of the throat, mouth or face;
- Feeling wheezy;
- Abdominal pain;
- Rising anxiety;
- Nausea and vomiting;
- Alterations in heart rate;
- Feeling of weakness.

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life threatening allergic reaction. This kind of reaction may include the following symptoms:

- Pale or clammy skin;
- Persistent cough;
- Throat tightness;
- Change in voice, e.g. hoarse and croaky sounds;
- Wheeze (whistling noise due to a narrowed airway);
- Difficulty swallowing/speaking;
- Swollen tongue;
- Difficult or noisy breathing;
- Chest tightness;

- Feeling dizzy or feint;
- Suddenly becoming sleepy, unconscious or collapsing;
- Becoming pale or floppy
- Cardiac arrest.

Anaphylaxis reactions to food usually begin within 30 minutes of eating the trigger food, but can sometimes occur 4-6 hours later (e.g. allergy to mammalian meat).

4. Roles and Responsibilities

Trust Board and Local Governing Bodies

The Trust Board approves this policy and ensures that appropriate oversight and assurance arrangements are in place across the Trust.

Local Governing Bodies (LGBs) are responsible for adopting the policy at school level, ensuring it is implemented effectively and reviewing its impact at least annually and following any serious allergic incident. They are also responsible for approving and reviewing the school's Allergy and Anaphylaxis Protocols as well as providing a Nominated Allergy Governor.

Nominated Allergy Governors

The Nominated Allergy Governor's role is to provide governance oversight of the allergy management and safety across the school.

Responsibilities of the Nominated Allergy Governor include:

- Monitoring the School Allergy and Anaphylaxis Protocols document - checking it is up to date, implemented and reviewed regularly;
- Checking staff training, i.e. that relevant staff understand allergy awareness, anaphylaxis, emergency procedures and the use of adrenaline auto-injectors;
- Providing challenge and oversight - asking school leaders whether appropriate arrangements are in place for pupils with allergies;
- Reviewing risk management - checking risks are considered in classrooms, catering, trips, clubs, celebrations and other school activities;
- Checking emergency arrangements, including that staff know what to do if a child has an allergic reaction and that appropriate emergency medication arrangements are in place;
- Monitoring incidents - asking whether allergic reactions or near misses are recorded, reviewed and used to improve procedures;
- Supporting communication by checking there are effective arrangements for communicating allergy information to staff, parents/carers and relevant providers;
- Reporting to the governing body - bringing significant issues, concerns or recommended improvements to governors.

Headteachers

The Headteacher has overall responsibility for the implementation of this policy and the protocols within their school. This includes ensuring that appropriate systems are in place to identify pupils with allergies, that the school has robust protocols in place to support these pupils, that staff receive suitable training, and that emergency medication is always accessible.

Typical responsibilities of the Headteacher include:

- Ensure the Trust Allergy and Anaphylaxis Policy is implemented throughout school;
- Ensure the School Allergy and Anaphylaxis Protocols are in place and regularly reviewed;
- Appoint a suitable Designated Allergy Lead and ensure they have sufficient time, training, authority and resources to carry out the role;

- Ensure that a Nominated Allergy Governor is identified to oversee arrangements and liaise with them;
- Ensure staff understand their responsibilities and that appropriate allergy and anaphylaxis training is provided;
- Ensure individual allergy information and healthcare plans are appropriately managed, with relevant staff able to access the information they need;
- Ensure individual allergy information on adults in school is understood and relevant staff able to access the information they need;
- Ensure emergency arrangements are effective, including access to prescribed adrenaline auto-injectors and appropriate emergency medication procedures;
- Ensure suitable risk assessments are undertaken, including for trips, residential visits, food activities, clubs, celebrations and other higher-risk situations;
- Ensure catering arrangements are safe, including appropriate processes for identifying and managing food allergens;
- Ensure appropriate induction arrangements are in place for new pupils, staff, supply staff and visitors where relevant;
- Ensure incidents and near misses are recorded, investigated, with lessons learned and procedures amended where necessary;
- Provide adequate resources, including staff time, training and appropriate storage/access arrangements for medication;
- Ensure staff know what to do in an emergency and that emergency procedures are tested or reviewed where appropriate;
- Report significant issues to governors and Trust and provide assurance that allergy arrangements are working effectively;
- Ensure the school meets its wider legal and safeguarding responsibilities relating to pupils with medical conditions.

Designated Allergy Lead

The Designated Allergy Lead (DAL) is the person responsible for the day-to-day coordination and implementation of the school's allergy arrangements. The DAL should be a member of the school's Senior Leadership Team and cannot be a member of the catering team.

Typical responsibilities of the Designated Allergy Lead include:

- Responsibility for the strategic leadership and implementation of allergy safety in school (including the adherence to this policy)
- Maintain an allergy register - ensuring the school has accurate, up-to-date information about pupils and staff with known allergies;
- Ensure individual allergy plans are in place - including relevant medical information, emergency procedures and prescribed medication;
- Coordinate staff awareness and training - making sure staff who need to know about allergies understand the risks and know how to respond to an allergic reaction;
- Ensure emergency medication is available - checking that prescribed adrenaline auto-injectors and any other required medication are accessible, in date and stored appropriately;
- Oversee emergency procedures - ensuring staff know what to do if a pupil has anaphylaxis, including when and how to administer an adrenaline auto-injector and call emergency services;
- Support with risk assessments - particularly for school trips, cooking/food activities, lunchtime, celebrations, clubs and other situations where allergen exposure could occur;
- Work with the catering team - ensuring allergy information is communicated effectively and that appropriate food-management procedures are followed;
- Communicate with parents/carers - obtaining and updating information about allergies and ensuring significant changes are communicated to relevant staff;

- Coordinate with healthcare professionals where appropriate - for example, following advice contained in a child's medical documentation or individual healthcare plan;
- Record and review allergic reactions and near misses - identifying what happened and whether school procedures need to be changed;
- Keep policies and procedures under review - recommending updates when legislation, guidance or school circumstances change;
- Make sure temporary and supply staff know what they need to know - particularly where they are supervising a child with a serious allergy.

Staff

All staff share responsibility for supporting pupils with allergies.

Typical responsibilities of all school staff include:

- Know the signs and symptoms of an allergic reaction, particularly the signs of anaphylaxis;
- Being familiar with pupils (and staff if appropriate) who have known allergies;
- Know the school's emergency procedure and what to do if a pupil has an allergic reaction;
- Know where emergency medication is kept and how to access it quickly;
- Follow the pupil's individual healthcare/allergy plan and the school's medication procedures;
- Never knowingly expose a pupil to their identified allergen and follow appropriate food/allergen controls;
- Abide by and reinforce the school's hygiene and food-sharing rules;
- Take reasonable precautions during activities, including cooking, science, art, school trips, clubs, parties and other activities involving potential allergens;
- Check with the Designated Allergy Lead or SENDCo if they are unsure about a pupil's allergy, medication or required precautions;
- Report changes or concerns to the Designated Allergy Lead, including suspected exposures or near misses, reactions, medication issues or changes in a pupil's circumstances;
- Record and report allergic reactions and near misses in accordance with school procedures;
- Ensure information is passed on when responsibility for a pupil changes, for example to another teacher, lunchtime supervisor or trip leader;
- Attend required training and keep their knowledge up to date in line with the Trust's Mandatory Training Policy and local training requirements;
- Provide appropriate school staff with accurate and up-to-date relevant medical information about themselves, including the allergen(s), known symptoms, previous reactions and relevant medical advice.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, have their medication close to hand and stored/carried appropriately. **Pupils unable to produce their required medication will not be able to attend the excursion.** The Headteacher/ School Business Manager/ Designated Allergy Lead will ensure that any reaction or near miss is recorded and reported internally or in accordance with RIDDOR.

Parents and Carers

Parents and carers play a vital role in supporting safe allergy management. Their role is primarily to provide accurate information, keep the school informed of changes, and work with the school to manage their child's allergy safely.

Typical responsibilities of parents/carers include:

- Tell the school about their child's allergy as soon as possible, including newly diagnosed allergies;

- Provide accurate and up-to-date medical information, including the allergen(s), known symptoms, previous reactions and relevant medical advice;
- Supply a copy of their child's Allergy Action Plan to school (The British Society for Allergy and Clinical Immunology [BSACI] [plans](#) preferred). If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist;
- Provide prescribed medication, such as adrenaline auto-injectors, in accordance with the school's medication policy – correctly labelled;
- Ensure that pupil's prescribed medication is in date and replace it before it expires;
- Provide updated medication when the child's prescription, dose or medical circumstances change;
- Work with the school to develop or review the child's individual healthcare/allergy plan, where required;
- Provide information about emergency treatment, including any written instructions from the child's healthcare professional;
- Tell the school promptly about changes to the child's allergy, medication, treatment plan or circumstances;
- Ensure the school has appropriate emergency contact details and update them when they change;
- Discuss relevant risks with the school, particularly where the child has experienced a previous severe reaction or has multiple allergies;
- Ensure the child understands their allergy, as appropriate for their age and development, including what they should avoid and when to seek help;
- Support the child's attendance and participation in school activities while working with the school to manage reasonable risks;
- Inform the school of relevant issues arising outside school that could affect the child's allergy management;
- Work cooperatively with staff following an allergic reaction or near miss so that the circumstances can be reviewed and lessons learned;
- Provide written consent for the use of a spare AAIs if requested;
- Raise any concerns they may have about the management of their child's allergies with the classroom teacher or the school's Designated Allergy lead.

Parents must not be expected to provide supervision throughout the school day (or during school activities such as trips), though are free to volunteer support, and schools must not rely solely on a parent being available to administer emergency medication.

Pupils with allergies

Pupils should also have a clearly defined role, appropriate to their age, maturity and level of understanding. The school should support pupils to become increasingly confident in managing their own allergy, without placing responsibility on them that should sit with adults.

Typical responsibilities of pupils include (at an age-appropriate level):

- Understand their allergy, where age and developmentally appropriate, including what triggers a reaction and what symptoms to look out for;
- Avoid known allergens as far as reasonably possible and follow the arrangements agreed with the school;
- Tell a member of staff immediately if they think they have been exposed to an allergen or begin to feel unwell;
- Know how to seek help in an emergency and, where appropriate, know where their emergency medication is kept;

- Carry or have access to their prescribed medication, where this is appropriate and agreed with the school;
- Take part in discussions about their allergy management, particularly when developing or reviewing their individual healthcare plan;
- Follow school procedures relating to food, medication, trips, hygiene, activities and other situations where their allergy may be relevant;
- Tell staff if they notice a problem, such as missing or out-of-date medication or an unsafe situation;
- Discuss any concerns they have about school procedures with their parents;
- Develop age-appropriate self-management skills, including recognising symptoms and understanding when they need adult help.

Other Pupils

All pupils will be encouraged to develop an age-appropriate understanding of allergies and the importance of following the school's allergy-management arrangements.

Pupils should:

- understand that allergies can be serious and, in some circumstances, life-threatening;
- respect pupils who have allergies and never deliberately expose another pupil to an allergen;
- follow school rules regarding food and the sharing of food and drinks;
- follow school rules regarding hygiene especially around allergen safety;
- never share, swap or offer food to a pupil with a known food allergy unless this is specifically permitted by the school's arrangements;
- never interfere with, hide, move or play with another pupil's medication or adrenaline auto-injector;
- tell a member of staff immediately if they believe a pupil has been exposed to an allergen or is experiencing an allergic reaction;
- seek adult assistance rather than attempting to manage a serious allergic reaction themselves;
- support an inclusive environment in which pupils with allergies can participate fully and safely in school life and can feel safe and supported.

Trust schools will ensure that pupils are not placed in a position where they are expected to take responsibility for managing another pupil's allergy or emergency medication. Their role is to follow school expectations, act responsibly and alert an adult when they have a concern.

5. Identifying Pupils with Allergies

All Trust schools maintain a record of pupils with known allergies. **Pupils with allergies have an Individual Healthcare Plan (IHP) or Allergy Action Plan that sets out key information, including allergens, symptoms, emergency actions and medication.** Information is reviewed at least annually and more frequently where medical needs change. The school's Designated Allergy Lead will ensure that relevant staff have access to this information while maintaining appropriate confidentiality.

6. Known Allergens

The Trust recognises that pupils and staff may have allergies to a wide range of substances, including food, medication, insect venom, latex and environmental allergens. Allergic reactions can range from mild symptoms to life-threatening anaphylaxis.

The school will ensure that information about a pupil's known allergens is accurately recorded, regularly reviewed and communicated to staff who need the information to keep the pupil safe.

Schools will also reduce possible exposure to any known allergens across the school site as appropriate (e.g. use of non-latex gloves, promptly dealing with any wasp nests etc.).

7. Managing Risk and Reducing Exposure

All Trust schools will take reasonable and proportionate steps to reduce the risk of pupils being exposed to their known allergens.

This may include consideration of:

- food and drink provided or consumed on school premises;
- school meals and catering arrangements;
- food brought into school;
- cooking, food technology and other practical activities;
- science, art and craft activities;
- school trips, residential visits and off-site activities;
- clubs, after-school activities and sporting events;
- celebrations, parties and special events;
- cleaning products and other substances used within school;
- medication and healthcare products; and
- contact with animals, plants, insects or other environmental allergens where relevant.

Schools are encouraged to not assume that all pupils with allergies can be protected by a complete allergen-free environment. Instead, appropriate controls should be identified based on the individual pupil's allergy, the level of risk and the activity or environment involved.

8. Communication

Relevant staff will be made aware of a pupil's known allergens and the actions required to reduce the risk of exposure. Information will be shared on a **need-to-know basis**, while ensuring that staff responsible for the pupil have sufficient information to act safely. Temporary staff, supply staff, volunteers and other adults supervising pupils will be provided with relevant allergy information where necessary.

Pupils with allergies will be supported, according to their age and understanding, to recognise and communicate their known allergens and to understand how they can reduce their own risk. Other pupils will be given age-appropriate information about allergies and will be expected to follow school rules regarding food, sharing food and deliberate exposure to allergens.

9. Adrenaline Auto-Injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency. Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it. Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

The schools will keep a register of pupils to whom spare AAIs can be Administered (Register of AAIs). Parents are required to provide consent on an annual basis to ensure the register remains up-to-date. Parents can withdraw their consent at any time.

Under The Human Medicines (Amendment) Regulations 2017 the school can purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. School can purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Reference to the school's Allergy and Anaphylaxis Protocols will give more information about dealing with emergency treatment.

10. Recording and Reporting Allergic Reactions

All suspected or confirmed allergic reactions occurring within the school setting must be taken seriously and responded to promptly in accordance with the school's emergency procedures (see the School Allergy and Anaphylaxis Protocols for the school) and the individual pupil's healthcare or allergy action plan.

Any allergic reaction, including mild reactions and suspected anaphylaxis, must be recorded as soon as practicable. The record should include the date and time of the incident, the circumstances and suspected trigger where known, symptoms observed, actions taken, medication administered, the names of staff involved, and the pupil's response to treatment.

Parents or carers must be informed of any allergic reaction and advised of any further action required. Where emergency medical assistance is required, the appropriate emergency services must be contacted in accordance with the school's procedures and informed of any medication administered.

Significant allergic reactions, suspected anaphylaxis, medication errors, or incidents requiring emergency treatment must be reported to the school's Designated Allergy Lead and recorded through the school's incident-reporting system (i.e. CPOMS). The incident should also be reviewed to identify any necessary changes to the pupil's risk assessment, healthcare plan, staff training, or arrangements for preventing future exposure.

The designated member of staff indicated in the School Protocols must ensure that any reaction or near misses are also recorded and reported internally, at Trust level (via iAM Compliant) and/or externally (RIDDOR) according to the Trust Accident and Reporting Policy. All records relating to allergic reactions must be stored securely and handled in accordance with the school's data protection and confidentiality requirements.

11. Staff training

In accordance with the Trust Mandatory Training Policy staff members will receive appropriate training and support relevant to their level of responsibility. This includes being able to assist pupils with managing their allergies. A 'Certificate in Allergy & Anaphylaxis Awareness' must be completed by all staff via The National College website. This training is added into Learning Plans and must be completed annually.

All staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so, in line with the new DFE training directive on managing allergies and anaphylaxis. Schools may also organise on-site adrenaline pen training using a trainer pen, a needle-free practice device which functions exactly like the real AAI. Additional information is available for staff in the school's Allergy and Anaphylaxis Protocols document.

New staff receive training as part of induction. The online training completion is monitored at school and Trust level, and any gaps are addressed promptly through risk assessment and additional support.

12. Wellbeing, Inclusion and Equalities

The Trust recognises that allergies can have an impact on pupils' emotional wellbeing, confidence and sense of safety. All schools in the Mater Ecclesiae Catholic Multi Academy Trust actively promote awareness and understanding, challenge allergy-related bullying or teasing, and provide reassurance to pupils and families. No pupil should be excluded from school activities solely because of their allergy.

13. Further information

Further information supporting this policy can be found here:

- [Anaphylaxis UK](#)
- NHS, '[Food intolerance](#)'
- Food Standards Agency, '[Decoding food allergies](#)'
- Journal of Paediatric Psychology, '[Parental anxiety and posttraumatic stress symptoms in pediatric food allergy](#)'
- Benedict's Law - [Benedict Blythe Foundation](#)

14. Monitoring and Review

This policy is reviewed annually by the Trust. It is also reviewed following any serious allergic reaction or incident. Lessons learned are used to strengthen practice, improve training and enhance pupil safety across the Trust.