



ALLERGEN AND ANAPHYLAXIS MANAGEMENT POLICY

Author: Mr N Ashton & Mr M Roberts

Date adopted: September 2026

Date of next review: September 2027

Signed:

Chair of Governors

1. Purpose

This policy sets out the school's commitment to providing a safe, inclusive environment for pupils, staff and visitors living with food allergies and other severe allergies. The school recognises that allergic reactions, including anaphylaxis, are potentially life-threatening medical emergencies requiring immediate recognition and treatment. This policy has been developed to comply with:

- Children's Wellbeing and Schools Act 2026, section 34 (allergy safety provisions), amending section 100 of the Children and Families Act 2014
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice
- Health and Safety at Work etc. Act 1974
- Supporting Pupils at School with Medical Conditions statutory guidance (DfE)
- DfE Allergy safety in schools statutory guidance (July 2026), DfE Allergy safety policy template, and relevant NHS/DHSC guidance on allergy, anaphylaxis and emergency adrenaline devices.

2. Policy Aims

The school aims to:

- Protect pupils with diagnosed allergies.
- Reduce the risk of allergen exposure where reasonably practicable, while maintaining an inclusive "allergy-aware" environment.
- Ensure all staff understand allergy risks.
- Promote inclusion and prevent discrimination.
- Ensure rapid and effective emergency responses.
- Work collaboratively with parents, carers and healthcare professionals.
- Maintain effective communication across the school community.

3. Scope

This policy applies to:

- All pupils
- All employees
- Governors
- Volunteers
- Contractors
- Visitors
- School catering providers
- External organisations using school premises

4. Definitions

Allergy - An immune system response to a normally harmless substance.

Anaphylaxis - A severe, rapidly developing allergic reaction that may be life-threatening.

Allergen - Any substance capable of causing an allergic reaction, including but not limited to:

Peanuts, Tree nuts, Milk, Eggs, Fish, Shellfish, Wheat, Sesame, Soya, Mustard, Celery, Lupin, Sulphites, Insect venom, Latex, Certain medications.

5. Responsibilities

The Governing Body will:

- Approve this policy.
- Monitor compliance.
- Ensure adequate resources are available.
- Review serious incidents.

The Headteacher will:

- Implement this policy.
- Appoint a named member of the Senior Leadership Team as the Designated Allergy Lead with overall responsibility for allergy safety and implementation of this policy.
- Ensure appropriate staff training.
- Ensure emergency procedures are maintained.
- Ensure compliance with statutory duties.

The Allergy Lead will:

- Maintain an accurate, up-to-date register of all pupils with diagnosed food allergies or other allergies that may require medical intervention.
- Coordinate and maintain Individual Healthcare Plans (IHCPs), ensuring every pupil assessed as being at risk of anaphylaxis has an IHCP in place.
- Ensure allergy information, IHCPs and emergency medication arrangements are completed before a pupil's first day in school wherever reasonably practicable.
- Ensure new pupils with allergies are identified to relevant staff and the school's contracted catering provider before their first attendance.
- Liaise with families, healthcare professionals and the school's contracted catering provider to support the effective management of pupils' allergies, providing the catering provider with current allergy and medical policies and notifying them promptly of any amendments.

- Ensure emergency medication is available, accessible and within its expiry date.
- Organise appropriate allergy and anaphylaxis training for staff.
- Monitor the implementation of the school's allergy procedures and review any allergy-related incidents to identify improvements.
- Maintain an up-to-date Allergen and Anaphylaxis Management Policy and Supporting Pupils with Medical Conditions Policy, reviewing both at least annually or sooner following changes in legislation, guidance or significant incidents.
- Review the allergy register and Individual Healthcare Plans whenever new medical information is received and at least annually.

All staff must:

- Complete mandatory allergy awareness training.
- Know which pupils have allergies.
- Know emergency procedures.
- Recognise signs of anaphylaxis.
- Administer adrenaline without delay when anaphylaxis is suspected, in accordance with the emergency procedure and training. In a life-threatening emergency, adrenaline may be administered by any person for the purpose of saving life; staff should not delay treatment while waiting for a first aider.
- Call 999 immediately if anaphylaxis is suspected.
- Record and report incidents.

Parents/carers should:

- Inform the school immediately of diagnosed allergies.
- Provide current medical information.
- Supply prescribed medication where required.
- Replace expired medication promptly.
- Notify the school of any changes.

Where appropriate, pupils should:

- Understand their allergies.
- Carry prescribed medication where agreed.
- Inform staff immediately if they feel unwell.
- Avoid sharing food.
- Follow agreed safety measures.

5A. School Expectations and Operational Arrangements

To ensure the effective management of pupils with allergies and to meet its statutory duties, the school will maintain robust operational arrangements in partnership with its contracted catering provider.

The school recognises that accurate communication with the contracted catering provider is essential to safeguarding pupils.

The school will:

- Notify the catering provider promptly whenever:
 - a new pupil with allergies joins the school;
 - an existing pupil receives a new allergy diagnosis;
 - a pupil's allergens change;
 - an Individual Healthcare Plan is updated; or
 - a pupil no longer requires allergy management arrangements.
- Ensure allergen information shared is accurate, current and provided in accordance with UK data protection legislation.
- Establish agreed arrangements with the catering provider for confirming receipt of updated allergy information.
- The school and its contracted catering provider will agree and maintain a robust system for identifying pupils with allergies during meal service. This may include:
 - the use of the school's Management Information System (MIS) to record allergy information;
 - secure integration or communication between the school's MIS and the catering management system where available;
 - allergy alerts displayed to authorised catering staff at the point of service;
 - alternative identification processes where electronic systems are unavailable; and
 - procedures to ensure temporary staff are aware of local arrangements.
 - Identification systems will be reviewed regularly to ensure they remain accurate and effective.

5B Emergency Arrangements

The school will establish and maintain clear emergency procedures for responding to allergic reactions and anaphylaxis. These arrangements will include:

- clearly identified staff trained in recognising and responding to allergic reactions and anaphylaxis;
- agreed methods of summoning trained staff immediately from any location on the school site;
- clear communication procedures between teaching staff, lunchtime supervisors, catering staff and first aiders;
- immediate access to emergency medication, including prescribed and, where available and permitted, spare adrenaline auto-injectors;
- procedures for contacting emergency services without delay; and

- post-incident reporting, review and communication with parents or carers.
- Emergency arrangements will be tested periodically as part of the school's emergency planning procedures.

5C Named Responsible Staff

The Headteacher will appoint appropriately trained members of staff to lead and coordinate allergy management.

The school will identify named leads for:

- Allergen Management: Mr Roberts & Mr Ashton
- First Aid: Mrs Baker
- SEND: Mrs Makin
- Safeguarding & and the Senior Leadership Team member with oversight of medical conditions: Mr Ashton

The names and contact arrangements for these staff will be maintained internally, reviewed regularly and communicated to relevant employees and the contracted catering provider where appropriate.

These designated staff will work collaboratively to ensure pupils with allergies receive safe, consistent and inclusive support throughout the school day and during all school activities.

6. Allergy Register

The school will maintain a confidential allergy register including:

- Name
- Photograph (where appropriate)
- Allergens
- Medication
- Emergency contacts
- Healthcare Plan
- Location of medication
- The register will be securely accessible to relevant staff.

7. Individual Healthcare Plans

Any pupil whose allergy requires the school to put specific supportive arrangements in place will have those arrangements captured in an Individual Healthcare Plan (IHP). This includes pupils at risk of anaphylaxis and may include other allergies where individual adjustments are required. Plans should include:

- Confirmed allergens

- Symptoms
- Emergency treatment
- Medication
- Auto-injector dosage
- Storage arrangements
- Emergency contacts
- Educational adjustments
- School trip arrangements

Plans will be reviewed:

- Annually
- Following any allergic reaction
- Following changes in treatment
- On transition into school

8. Staff Training

All staff present when pupils are scheduled to be on site will receive allergy awareness and emergency response training at least annually, covering:

- Allergy awareness
- Food allergen management
- Recognising allergic reactions
- Recognising anaphylaxis
- Emergency procedures
- Adrenaline auto-injector administration
- Storage of medication
- Incident reporting

Additional training will be provided for:

- Catering staff
- First aid staff
- Educational visits staff
- Sports staff
- Temporary staff where appropriate
- Training records will be maintained.

9. Medication

The school will:

- Enable pupils who are competent to self-manage to carry their prescribed adrenaline devices, in line with their IHP. Pupils at risk of anaphylaxis should

have immediate access to both of their two prescribed adrenaline devices at all times

- Store school “spare” adrenaline auto-injectors **readily accessibly and not locked** away, clearly distinguished from medication prescribed to a named individual.
- Maintain school “spare” adrenaline auto-injectors, with sufficient sets/locations to enable adrenaline to reach any person who needs it within five minutes;
- Check expiry dates regularly.
- Ensure medication is readily available during:
 - Lessons
 - Breaks
 - Sports
 - Trips
 - Residential visits
 - Off-site activities
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10. Catering and Food Safety

The catering provider will:

- Maintain accurate allergen information.
- Clearly identify allergens.
- Operate procedures to minimise cross-contamination.
- Train catering staff.
- Liaise with affected families.
- Follow food safety legislation.
Meet applicable allergen-information requirements, including allergen information for food served and labelling requirements for prepacked for direct sale (PPDS) food, and maintain a process for checking substitutions or last-minute menu changes against pupils’ dietary needs.
- The school cannot guarantee an allergen-free environment but will take all reasonable precautions.

11. Classroom Activities

Risk assessments will be undertaken before activities involving food. Staff will consider:

- Cooking
- Science
- Art materials
- Technology
- Rewards involving food
- Cultural events

- Alternative materials should be used where appropriate.

12. School Visits

Before educational visits the trip leader will:

- Review allergy needs.
- Carry emergency medication.
- Ensure supervising adults understand emergency procedures.
- Identify local emergency medical services.
- Consider catering arrangements.
- Complete appropriate risk assessments.
- Consider whether a school spare pair of AAls should accompany the visit, without leaving the school site without adequate spare provision.
- No pupil will be excluded solely because they have an allergy unless no safe reasonable adjustment can be made.

13. Emergency Response

If anaphylaxis is suspected: Treat Airway/Breathing/Circulation (ABC) symptoms as anaphylaxis. Do not wait for a rash or for every symptom to be present. If in doubt, give adrenaline and call 999.

- Administer adrenaline auto-injector immediately.
- Call 999.
- State "Anaphylaxis."
- Contact parents/carers.
- Monitor the pupil continuously.
- Administer a second auto-injector if symptoms persist after 5 minutes and one is available.

Keep the person lying down with legs raised where possible; if breathing is difficult they may sit up slowly. Do not allow them to stand or walk. If unconscious and breathing, place in the recovery position; commence CPR if needed.

- Send the used auto-injector with ambulance staff.
- Record the incident.
- Every suspected anaphylactic reaction requires emergency medical assessment, even if symptoms improve.

14. Communication

The school will:

- Share relevant information with staff.
- Respect confidentiality.

- Inform supply staff of relevant medical needs.
- Communicate with catering providers.
- Work collaboratively with families.
- Information will only be shared on a need-to-know basis.

15. Bullying

Bullying related to allergies will not be tolerated.

Examples include:

- Threatening exposure to allergens.
- Deliberately contaminating food.
- Teasing pupils regarding allergies.
- Intimidation involving allergens.
- Such behaviour will be managed under the Behaviour Policy and may be treated as serious misconduct.

16. Cleaning

The school will:

- Promote regular handwashing.
- Clean eating surfaces thoroughly.
- Follow cleaning schedules.
- Reduce opportunities for cross-contamination.

17. Risk Assessment

- The school will undertake allergy risk assessments for:
- Individual pupils
- Dining arrangements
- Educational visits
- Residential visits
- Practical lessons
- Special events
- External lettings where appropriate

18. Incident Reporting

All allergic reactions, serious allergy-related incidents and relevant “near misses” will be documented. Reports should include:

- Date and time
- Trigger (if known)
- Symptoms
- Treatment

- Staff involved
- Emergency services involvement
- Outcome
- Follow-up actions
- Serious incidents and near misses will be reported to parents/carers and the governing body as appropriate, alongside any statutory reporting. They will be investigated to identify learning and to determine whether this policy, risk assessments, catering controls or an IHP require amendment.

19. Monitoring

The Designated Allergy Lead will monitor:

- Staff training completion
- Healthcare plan reviews
- Medication expiry dates
- Incident reports
- Compliance with procedures
- Findings will be reported annually to governors.

The governing body will receive sufficient information about serious incidents and near misses to provide oversight of allergy safety, while respecting confidentiality.

20. Review

RECOMMENDED ADDITION: The governing body/proprietor is responsible for ensuring the policy is reviewed at least annually, amended where appropriate, published on the school website, and publicised in accordance with section 100A of the Children and Families Act 2014 (as inserted by the Children’s Wellbeing and Schools Act 2026).

This policy will be reviewed annually or sooner following:

- Legislative changes
- Updated statutory guidance
- Serious incidents
- Significant changes in school practice

Appendix A – Symptoms of Anaphylaxis

RECOMMENDED ADDITION: Use an ABC approach. Anaphylaxis is likely where there is sudden Airway, Breathing or Circulation compromise, with or without skin/mucosal symptoms. Skin symptoms may be absent.

- Symptoms may include:
- Difficulty breathing
- Persistent cough
- Wheezing
- Swollen tongue
- Swollen throat
- Difficulty swallowing
- Hoarse voice
- Collapse
- Dizziness
- Pale or floppy appearance
- Loss of consciousness
- Treat immediately as an emergency.

Appendix B – Emergency Contacts

- School Office
- Designated Allergy Lead
- First Aid Team
- Emergency Services (999)
- Appendix C – Related Policies
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Equality Policy
- Complaints Policy / Procedure
- Data Protection Policy / Privacy Notices

Appendix D – Review Basis and Benchmark Sources (September 2026)

Department for Education, Allergy safety in schools: statutory guidance (published 6 July 2026).

Department for Education, Allergy safety policy – template (July 2026).

Children's Wellbeing and Schools Act 2026, section 34 (new sections 100A and 100B of the Children and Families Act 2014).

Department for Education, School food standards: allergy guide (published 14 September 2026).

Current sector/model materials from Anaphylaxis UK, Allergy UK and Allergy School.

Benchmarking against current 2026 academy/school approaches, including Co-op Academies Trust Pupil Allergy Safety and Management Policy, Tewkesbury Academy Allergy Policy, and published allergy safety policies listed by other English schools/academies.

Reviewer assessment: With the highlighted amendments, this is broadly suitable as a whole-school allergy safety policy for an English secondary school. Local names, site-specific emergency kit locations, catering processes, training provider/frequency, communication routes and governance approval details should be completed before adoption.