



Education Learning Trust Multi Academy Trust

Allergy Policy

Updated	Summer 2026
Next review	

Revision History

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approval
June 2026	1.0	New Policy incorporating Benedict's Law	Tracey Payton – Trust Business Lead	

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Introduction

- 1.1 In line with Benedict's Law, our school is committed to safeguarding pupils with allergies by ensuring effective allergy awareness, prevention, and emergency response procedures are in place. We recognise that allergies can be life-threatening and that every member of staff has a role in helping to keep pupils safe.
- 1.2 Staff receive appropriate training to recognise the signs and symptoms of an allergic reaction, reduce the risk of allergen exposure, and respond quickly and appropriately in an emergency, including the administration of prescribed emergency medication where required. We work closely with parents, carers, healthcare professionals, and pupils to develop and regularly review individual healthcare plans, ensuring that children with allergies can participate fully and safely in all aspects of school life.
- 1.3 An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction called anaphylaxis.
- 1.4 Anaphylaxis is a serious, life-threatening allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.
- 1.5 Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).
- 1.6 It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

1.7 Common UK Allergens include (but are not limited to):-

- Peanuts
- Tree Nuts
- Sesame
- Milk
- Egg
- Fish
- Latex
- Insect venom
- Pollen
- Animal Dander

1.8 This policy sets out how The Kingsway School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

2 Roles and Responsibilities

2.1 Parent Responsibilities

2.2 On entry to the school, it is the parent's responsibility to inform the school of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.

2.3 Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. 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.

2.4 Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.

2.5 Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

2.6 Staff Responsibilities

2.7 All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.

- 2.8 Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- 2.9 Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- 2.10 The Medical Officer will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- 2.11 It is the parent's responsibility to ensure all medication is in date however, the School Medical Officer will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- 2.12 The medical Officer keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.

2.13 Student Responsibilities

- 2.14 Students are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- 2.15 Older students, who are trained and confident to administer their own AAIs, will be encouraged to take responsibility for carrying them on their person at all times.

3 Allergy Action Plans

- 3.1 Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline autoinjector.
- 3.2 The Kingsway School recommends using the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans to ensure continuity. This is a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK.
- 3.3 It is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional (e.g. GP/School Nurse/Allergy Specialist) and provide this to the school.

4 Emergency Treatment and Management of Anaphylaxis

- 4.1 Symptoms usually come on quickly, within minutes of exposure to the allergen. Mild to moderate allergic reaction symptoms may include:
- a red raised rash (known as hives or urticaria) anywhere on the body

- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting

4.2 More serious symptoms are often referred to as the ABC symptoms and can include:

- AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing)
- BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing
- CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

4.3 The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

4.4 If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction. Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly.

4.5 Adrenaline is the mainstay of treatment, and it starts to work within seconds. It works by:

- Opening up the airways
- Stopping swelling
- Raising the blood pressure#

4.6 As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

4.7 Action:

- Keep the child where they are, call for help and do not leave them unattended.
- LIE CHILD FLAT WITH LEGS RAISED – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- CALL 999 and state ANAPHYLAXIS (ana-fil-axis).
- If no improvement after 5 minutes, administer second AAl.

- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

4.8 Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

4.9 All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

5 **Supply, storage and care of medication**

5.1 Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAls on them at all times (in a suitable bag/container).

5.2 For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff.

5.3 Medication should be stored in a suitable container and clearly labelled with the pupil's name and class/form.

5.4 The pupil's medication storage container should contain:

- Two AAls i.e. EpiPen® or Jext® or Emerade®
- 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)

5.5 It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the school Medical Officer will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

5.6 Parents can subscribe to expiry alerts for the relevant AAls their child is prescribed, to make sure they can get replacement devices in good time.

5.7 **Older children and medication**

5.8 Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis

can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot.

- 5.9 Storage AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.
- 5.10 Disposal AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.
- 5.11 Sharps bins should be obtained from and disposed of by a clinical waste contractor/specialist collection service.
- 5.12 The sharps bin is kept in both medical rooms.

6 'Spare' adrenaline auto-injectors in school

- 6.1 The Kingsway School has purchased spare AAls for emergency use in children who are risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date).
- 6.2 These are stored in a red box clearly labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and accessible and known to all staff.
- 6.3 The Kingsway School holds 4 spare pens which are kept in Foxland and Broadway medical rooms.
- 6.4 The Medical Officer is responsible for checking the spare medication is in date on a monthly basis and to replace as needed.
- 6.5 Written parental permission for use of the spare AAls is included in the pupil's allergy action plan.
- 6.6 If anaphylaxis is suspected in an undiagnosed individual call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare AAI is appropriate.

7 Staff Training

- 7.1 The named staff members Mrs N Burgess and Mrs K Hopkins are responsible for co-ordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.
- 7.2 Training includes:
 - Knowing the common allergens and triggers of allergy

- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAls) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date.

8 Inclusion and Safeguarding

- 8.1 The Kingsway School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

9 Catering

- 9.1 All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.
- 9.2 The school menu is available for parents to view in advance with all ingredients listed and allergens highlighted on the school website.
- 9.3 The Medical Officer will inform the Catering Manager of pupils with food allergies. (Every school should have a system in place to ensure catering staff can identify pupils with allergies e.g. a list with photographs– include details here of your school system for identifying pupils and who has responsibility for keeping this up to date)
- 9.4 Parents/carers are encouraged to meet with the Catering Manager to discuss their child's needs.
- 9.5 The Kingsway School adheres to the following Department of Health guidance recommendations:
- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
 - If food is purchased from the school canteen, parents should check the appropriateness of foods by speaking directly to the catering manager.

- The pupil should be taught to also check with catering staff, before purchasing food or selecting their lunch choice.
- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food.

- 9.6 Examples include preparing food for children with food allergies first and careful cleaning (using 8 warm soapy water) of food preparation areas and utensils.
- 9.7 Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- 9.8 Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

10 School trips

- 10.1 Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, always have access to their medication.
- 10.2 All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.
- 10.3 Overnight school trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

10.4 Sporting Excursions

- 10.5 Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation.
- 10.6 The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team.
- 10.7 If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.
- 10.8 Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

11 Allergy awareness and nut bans

- 11.1 The Kingsway School supports a 'whole school awareness of allergies' approach towards nut bans/nut free schools. This is because nuts are only one of many allergens that could affect students, and no school could guarantee a truly allergen free environment for a child living with food allergy.
- 11.2 We ensure teachers, students and all other staff are aware of what allergies are, the importance of avoiding allergens, the signs and symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

12 Risk Assessment

- 12.1 The Kingsway School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe

13 Useful Links

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/saferschools-programme/>

AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools1>

Allergy UK - <https://www.allergyuk.org>

Resources for managing allergies at school - <https://www.allergyuk.org/living-with-an-allergy/at-school/>

BSACI Allergy Action Plans <https://www.bsaci.org/professionalresources/resources/paediatric-allergy-action-plans/>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>