

Three Counties Academy Trust



Allergen and Anaphylaxis Policy

#SG17

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Version history

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Contents:

Version history

Policy abbreviations and acronyms

Statement of intent

Member, Trustee, Local Governor and Staff Summary

Parent and Pupil Summary

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Food allergies
5. Food allergen labelling
6. Animal allergies
7. Seasonal allergies

8. Adrenaline auto-injectors (AAI's)

9. Access to spare AAI's

10. School trips

11. Medical attention and required support

12. Staff training

13. Mild to moderate allergic reactions

14. Managing anaphylaxis

Monitoring and review

Appendices

A. Allergy declaration form

B. Nut-Aware Parental Letter

Trust Glossary

Policy Abbreviations and Acronyms

AAI	Adrenaline Auto-Injector
AIP	Alliance in Partnership
CEO	Chief Executive Officer
CFO	Chief Financial Officer
DfE	Department for Education
IHP	Individual Healthcare Plan
PPDS	Pre-Packed for Direct Sale
SENCO	Special Educational Needs Coordinator
TCAT	Three Counties Academy Trust
UK GDPR	UK General Data Protection Regulation

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

Three Counties Academy Trust (TCAT) strives to ensure the safety and wellbeing of all members of the TCAT community. For this reason, this policy is to be adhered to by all staff members, parents, and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst on TCAT premises.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside TCAT in identifying allergens and potential risks, in order to ensure the health and safety of their children.

TCAT does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Member, Trustee, Local Governor and Staff Summary

Purpose of the Policy

- Protect pupils with allergies and reduce the risk of allergic reactions and anaphylaxis across all schools
- Ensure appropriate planning, prevention, training and emergency response arrangements are in place
- Support pupils with allergies whilst recognising that schools cannot guarantee a completely allergen-free environment
- Promote effective partnership working between schools, parents, pupils, catering providers and healthcare professionals

Key Responsibilities of School Leaders

- Ensure parents understand and fulfil their responsibilities regarding allergy management
- Ensure risk assessments are completed and appropriate control measures implemented
- Ensure all staff receive allergy safety training, including recognising and responding to anaphylaxis and the use of Adrenaline Auto-Injectors (AAIs), as part of induction and at least annually thereafter
- Ensure staff understand allergy risks, preventative measures and emergency procedures
- Ensure catering teams are aware of pupil allergies and follow required food safety arrangements
- Ensure allergy risk assessments are completed for educational visits and school trips
- Ensure Individual Healthcare Plans are implemented, monitored and communicated to relevant staff
- Lead and review the school response following any significant allergic reaction or anaphylaxis incident

Responsibilities of Staff Administering an Adrenaline Auto-Injector

- Complete required allergy and anaphylaxis training
- Know how to identify signs and symptoms of severe allergic reactions
- Know how to access and administer available Adrenaline Auto-Injectors
- Understand when emergency action is required
- Act immediately without unnecessary delay during an emergency
- Call for assistance and contact emergency services
- Administer the Adrenaline Auto-Injector in accordance with training and manufacturer instructions

- Remain with the pupil until emergency services arrive
- Record medication administered and participate in incident reviews

Emergency Preparedness

- Maintain appropriate stocks of spare Adrenaline Auto-Injectors
- Ensure devices remain accessible and within expiry dates
- Maintain an up-to-date register of eligible pupils
- Obtain required parental consent and medical authorisation
- Ensure emergency anaphylaxis kits are complete and ready for use

School Visits and Educational Activities

- Complete risk assessments for pupils with known allergies
- Ensure trained staff accompany pupils where Adrenaline Auto-Injectors may be required
- Ensure medication is carried and immediately accessible
- Support full participation wherever it is safe to do so

Parent and Pupil Summary

Our Commitment

- We work to reduce the risk of allergic reactions and anaphylaxis in school
- We support pupils with allergies so they can participate safely in school life
- We work closely with families to keep children safe

What Parents Need to Do

- Tell the school about any allergies and provide up to date medical information
- Provide required medication including Adrenaline Auto-Injectors where prescribed
- Give consent if you wish a spare Adrenaline Auto-Injector to be used when permitted
- Keep the school informed if medical needs change
- Raise concerns with school leaders if you have questions about allergy arrangements

Keeping Pupils Safe

- Pupils should not share food or drinks with others
- Pupils should avoid foods they know may trigger an allergic reaction
- Pupils should tell a member of staff immediately if they feel unwell or think they have come into contact with an allergen
- The school maintains procedures to reduce exposure to allergens

Emergency Response

- Trained staff can respond to allergic reactions and anaphylaxis
- Emergency services will be contacted when required
- Staff may administer an Adrenaline Auto-Injector in accordance with medical guidance and school procedures
- Parents will be contacted as quickly as possible following a significant allergic reaction

School Trips and Activities

- Risk assessments are completed for pupils with known allergies
- Appropriate medication must accompany pupils on visits where required
- Reasonable adjustments are made to support safe participation in activities

What Parents and Pupils Can Expect

- Staff will take allergy information seriously
- Individual arrangements will be put in place where needed
- Relevant staff will be informed about significant allergies and emergency procedures
- The school will review incidents and continually improve safety arrangements

1. Legal framework

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

- [Children and Families Act 2014](#)
- [The Human Medicines \(Amendment\) Regulations 2017](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019 \(Natasha's Law\)](#)
- [Department of Health \(2017\) 'Guidance on the use of adrenaline auto-injectors in schools'](#)
- [DfE 'Supporting pupils at school with medical conditions'](#)
- [DfE 'Allergy guidance for schools'](#)
- [DfE 'Allergy safety in schools'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Allergen and Anaphylaxis Risk Assessment
- Educational Visits and School Trips Policy (CU10)
- Primary Food Policy (GN14)
- Health and Safety Policy (HS1)
- Animals in School Policy (HS3)
- Supporting Pupils with Medical Conditions Policy (SG4)
- Administering Medication Policy (SG20)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Definitions

For the purpose of this policy:

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.

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:

- Persistent cough
- Throat tightness
- Change in voice, e.g., hoarse, or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)

- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious, or collapsing
- For infants and younger pupils, becoming pale or floppy

3. Roles and responsibilities

The Trust Board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks
- Ensuring that the TCAT approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually
- Monitoring the effectiveness of this policy after any incident where a pupil experiences an allergic reaction and making amendments as required

The CEO is responsible for:

- The development, implementation and monitoring of this policy and related policies

Executive Headteachers, Headteachers and where delegated, Heads of School are responsible for:

- Ensuring that parents are informed of their responsibilities in relation to their child's allergies
- Ensuring that all relevant risk assessments, e.g., to do with food preparation, have been carried out and controls to mitigate risks are implemented within their schools

- Ensuring that all staff receive allergy safety training, including recognising the signs and symptoms of an allergic reaction and anaphylaxis, responding appropriately in an emergency, and the use of adrenaline auto-injectors (AAIs). Training will be provided as part of induction and refreshed at least annually, in accordance with statutory guidance
- Ensuring that designated first aiders receive any additional training required to support pupils at risk of anaphylaxis and to implement individual healthcare plans effectively
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond within their schools
- Ensuring that catering staff are aware of pupils' allergies and act in accordance with the TCAT's policies regarding food and hygiene, including this policy within their schools

Where available, the school nurse or delegated staff member is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including information regarding any allergies
- Contacting parents for required medical documentation regarding a pupil's allergy

The Assistant SENCO and Inclusion Support Officer is responsible for:

- Checking that the Register of Adrenaline Auto-Injectors (AAIs) is reviewed and kept up to date annually
- Updating the Register of Adrenaline Auto-Injectors when there are changes to parental consent or a pupil's allergy requirements
- Attending meetings with parents, school leaders, the school nurse and relevant staff once a pupil's allergies have been identified
- Supporting the development of an appropriate allergy management and support plan for the pupil
- Working alongside parents and staff to develop Individual Healthcare Plans (IHPs) for pupils with allergies
- Ensuring any necessary support arrangements for pupils with allergies are identified and put in place
- Ensuring required documentation relating to allergy management is completed
- Ensuring appropriate risk assessments are undertaken for pupils with allergies
- Supporting Executive Headteachers, Headteachers and Heads of School in ensuring that Individual Healthcare Plans are implemented, monitored and communicated to relevant members of the school community

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis
- Being familiar with and implementing pupils' individual healthcare plans (IHP's) as appropriate
- Responding immediately and appropriately in the event of a medical emergency
- Reinforcing effective hygiene practices, including those in relation to the management of food
- As far as is reasonable, monitoring all food supplied to pupils by Black Pepper School Lunches, AIP, TCAT and parents
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen

The Catering Manager (Black Pepper School Lunches and AIP) are responsible for:

- Monitoring the food allergen log and allergen tracking information for completeness
- Reporting any non-conforming food labelling to the supplier, where necessary
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised

Catering staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label
- Reporting to the Catering Manager if food labelling fails to comply with the law

All parents are responsible for:

- Notifying TCAT of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction
- Keeping TCAT up to date with their child's medical information
- Providing written consent for the use of a spare AAI
- Providing TCAT with written medical documentation, including instructions for administering medication as directed by the child's doctor
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher or appropriate senior leader

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen

4. Food allergies

Parents will provide their school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required at the time they are enrolled at the school or at any time thereafter where the medical needs of the child may have changed.

Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to Black Pepper School Lunches/AIP.

When making changes to menus or substituting food products, TCAT will ask Black Pepper School Lunches/AIP to ensure that pupils' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- Asking caterers to read labels and product information before use

- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals
- Ensuring allergen ingredients remain identifiable

Black Pepper School Lunches/AIP and TCAT appointed Lunchtime Assistants will have a full list of allergens and will avoid using them within the menu where possible.

Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.

TCAT in collaboration with Black Pepper School Lunches will ensure that there are always dairy and gluten-free options available for pupils with allergies and intolerances and request similar from AIP.

To ensure that Black Pepper/AIP staff can appropriately identify pupils with dietary needs, schools leaders will communicate such needs to the head of catering for Black Pepper School Lunches/AIP that denote their food allergy; a key explaining the colours will be displayed on the wall in the serving area so that it is visible to all kitchen staff. This will be updated each time a change occurs and reviewed at least once per term in full.

All food tables will be disinfected before and after being used and anti-bacterial wipes and cleaning fluid will be used.

Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate.

Any sponges or cloths that are used for cleaning will be colour-coded according to the areas that they are used to clean, e.g., a red sponge for an area which has been used for raw meat, to prevent cross-contamination.

There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.

There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.

Food items containing bread and wheat will be stored separately.

Black Pepper School Lunches/AIP are responsible for ensuring that the TCAT's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHP's, taking into account any known allergies of the pupils involved.

5. Food allergen labelling

TCAT, through Black Pepper School Lunches/AIP, will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

TCAT require that Black Pepper School Lunches/AIP ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant Black Pepper School Lunches/AIP staff will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

Food labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g., in bold, italics, or a different colour

TCAT via Black Pepper School Lunches/AIP will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
- Allergen tracking will continue throughout TCAT's handling of allergen-containing food goods, including during storage, preparation, handling, cooking, and serving

- The food allergen log will be monitored for completeness on a weekly basis by the Catering Manager for Black Pepper School Lunches and stress tested regularly by TCAT Executive Staff
- The food allergen log maintained by AIP will be requested by the CFO on a regular basis to ensure expectations are met by AIP where they provide catering services to TCAT schools
- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the Catering Manager

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g., spelt, rye and barley
- Crustaceans, e.g., crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g., mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g., sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the Catering Manager immediately, who will then contact the relevant supplier where necessary.

The Catering Manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

TCAT will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

6. Animal allergies

The TCAT Animals in School Policy will be adhered to at all times.

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the TCAT estate, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

TCAT will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

Where antihistamine medication has been prescribed or otherwise authorised for an individual pupil, it will be stored and administered in accordance with the pupil's Individual Healthcare Plan (IHP), the Trust's Administering Medication Policy and any instructions provided by an appropriate healthcare professional.

7. Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.

Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.

Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.

Pupils will be encouraged to wash their hands after playing outside.

Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.

Staff members will be diligent in the management of wasp, bee, and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the TCAT Estate Manager.

The TCAT Estate Manager is responsible for ensuring the appropriate removal of wasp, bee, and ant nests on and around TCAT premises.

Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

8. Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

Under The Human Medicines (Amendment) Regulations 2017 TCAT is able to 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.

TCAT will purchase spare AAI's from a pharmaceutical supplier, such as the local pharmacy.

TCAT will submit a request, signed by the Chief Financial Officer and/or CEO, to the pharmaceutical supplier when purchasing AAI's, which outlines:

- The name of the trust or school
- The purposes for which the product is required
- The total quantity required

The Chief Financial Officer and/or CEO, in conjunction with the school nurse, will decide which brands of AAI to purchase.

Where possible, TCAT will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, TCAT may decide to purchase multiple brands.

TCAT will purchase AAI's in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils under age 6: 0.15 milligrams of adrenaline
- For pupils aged 6-12: 0.3 milligrams of adrenaline
- For pupil aged 12+: 0.3 or 0.5 milligrams of adrenaline

Spare AAI's are stored as part of an emergency anaphylaxis kit, which includes the following:

- Spare AAI's will be stocked and stored in pairs, with appropriate dosages available for the age range of pupils within the school. Sufficient pairs will be available to ensure that an AAI can be brought to a person experiencing anaphylaxis within five minutes
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered
- An administration record

TCAT will maintain stocks of AAI's that are in date as the school-based AAI's, the responsibility for pupils' own devices with respect to expiry dates rests with the parents/carers.

In respect of our secondary schools, pupils who have prescribed AAI devices are able to keep their device in their possession.

In respect of our primary schools, pupils who have prescribed AAI devices, and are over the age of seven, are able to keep their device in their possession. For pupils under the age of seven who have prescribed AAI devices, these are stored in a suitably safe and easily accessible location.

All staff will have ready access to emergency AAI's. Spare AAI's will be stored in clearly identified, readily accessible locations and will not be locked away. Arrangements will ensure that an AAI can be brought to a person experiencing anaphylaxis and administered within five minutes. The location of emergency AAI's will be clearly communicated to all staff.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

Those staff members conduct a monthly check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired
- Replacement AAI's are obtained when expiry dates are approaching

Executive Headteachers, Headteachers or Heads of School, in collaboration with the Assistant SENCO and Inclusion Support Officer are responsible for overseeing the protocol for the use of spare AAI's, its monitoring and implementation, and for maintaining the Register of AAI's or designating a member of their SLT to do so.

Any used or expired AAI's are disposed of after use in accordance with manufacturer's instructions.

Used AAI's may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAI's are disposed of on the school premises.

Where any AAI's are used, the following information will be recorded on the AAI Register:

- Where and when the reaction took place
- How much medication was given and by whom

9. Access to spare AAI's

A spare AAI can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.

Spare AAIs will normally be used for pupils known to be at risk of anaphylaxis and for whom the appropriate medical authorisation and written parental consent have been provided. This does not prevent the emergency administration of a spare AAI to a pupil who is not known to be at risk of anaphylaxis where they are experiencing, or are reasonably suspected of experiencing, a life-threatening anaphylactic reaction. In such circumstances, staff will act immediately in accordance with their training and the emergency procedures set out within this policy.

Consent will be obtained as part of the introduction or development of a pupil's IHP.

If consent has been given to administer a spare AAI to a pupil, this will be recorded in their IHP.

TCAT uses a register of pupils (Register of AAI's) to whom spare AAI's can be administered – this includes the following:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

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. To do so, they must write to their Executive Headteacher, Headteacher or where delegated their Head of School.

TCAT's Assistant SENCO and Inclusion Support Officer checks the register is up to date on an annual basis.

The Assistant SENCO and Inclusion Support Officer will also ensure the register is updated as required for relevant to any changes in consent or a pupil's requirements.

Copies of the register are held in Reception, which are accessible to all staff members.

10. School trips

The Executive Headteacher, Headteacher or where delegated, the Head of School will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

The school will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely – if the pupil does not bring their medication, they will not be allowed to attend the trip unless provision for replacement medication can be put in place.

A member of staff is assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

Two AAI's will be taken on the trip and will be easily accessible at all times. The school's emergency kit must remain within school for use with other pupils if required.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food, or the school will provide a suitable packed lunch.

11. Medical attention and required support

TCAT schools will have arrangements in place to identify pupils whose allergies require an Individual Healthcare Plan (IHP). Where a pupil has a known or suspected allergy, the school will consider the nature and severity of the allergy, the risk of an allergic reaction or anaphylaxis, any medication or emergency treatment required, and information provided by parents and relevant healthcare professionals when determining whether an IHP is required.

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the Assistant SENCO and Inclusion Support Officer or their delegate, the relevant Executive Headteacher, Headteacher or where delegated, the Head of School, the school nurse where available, and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with TCAT's Administering Medication Policy and the Supporting Pupils with Medical Conditions Policy.

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 AAI's unless an urgent risk assessment has been conducted and adequate mitigations put in place.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require is outlined in their IHP.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

The Assistant SENCO and Inclusion Support Officer is responsible for working alongside relevant staff members and parents in order to develop IHP's for pupils with allergies, ensuring that any necessary support is provided, and the required documentation is completed, including risk assessments being undertaken.

The Executive Headteacher. Headteacher or where delegated, the Head of School, supported by TCAT's Assistant SENCO and Inclusion Support Officer, has overall responsibility for ensuring that IHP's are implemented, monitored, and communicated to the relevant members of their school community.

12. Staff training

In line with statutory requirements, all staff receive allergy safety training, including recognising the signs and symptoms of an allergic reaction and anaphylaxis, responding appropriately in an emergency, and the use of adrenaline auto-injectors (AAIs). Training will be provided as part of induction and refreshed at least annually.

In accordance with TCAT's Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The relevant staff, e.g., kitchen staff, are required to be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law by their employer Black Pepper School Lunches/AIP and to update the Chief Financial Officer as to the frequency and completion of their training.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through TCAT, from supplier delivery to consumption.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms, and recognise when emergency action is necessary and AAI's should be administered without delay as soon as anaphylaxis occurs
- Respond appropriately to a request for help from another member of staff
- Understand how to check if a pupil is on the Register of AAI's
- Understand how to access AAI's
- Understand that it may be necessary for any staff member to administer AAI's, e.g., in the event of a life-threatening situation
- Administer AAI's according to the manufacturer's instructions

- Make appropriate records of allergic reactions
- Be aware of the provisions of this policy

13. Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and refer to their IHP to determine appropriate next steps.

The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, staff members will contact the emergency services and seek advice as to whether an AAI should be administered.

In the event that a pupil without a prescribed AAI, or who has not previously been medically diagnosed as being at risk of anaphylaxis, shows signs of anaphylaxis, staff will act immediately in accordance with their training. Adrenaline will be administered without delay where anaphylaxis is suspected, using an available emergency AAI where appropriate, and 999 will be called immediately for an ambulance. Where there is uncertainty as to whether a reaction constitutes anaphylaxis, staff should treat for anaphylaxis and seek advice from the emergency services. Staff will remain with and monitor the pupil until emergency medical assistance arrives.

For mild to moderate allergy symptoms, the pupil's IHP will be followed, and the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, TCAT and the school will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

14. Managing anaphylaxis

In the event of anaphylaxis, the pupil will be positioned appropriately and kept as still as possible. A pupil who is feeling faint, weak or dizzy will be laid flat with their legs raised. Where the pupil is experiencing significant breathing difficulties, they may be allowed to sit up with their legs outstretched. A pupil who is unconscious will be placed in the recovery position. The pupil must not be allowed to stand or walk, even if they appear to have recovered.

Spare AAI's will only normally be administered if appropriate consent has been received. Where a pupil is known to be at risk of anaphylaxis, a spare AAI will normally be administered in accordance with the pupil's Individual Healthcare Plan (IHP) and recorded parental consent. This does not prevent emergency administration of a spare AAI without prior consent where a pupil is experiencing, or is reasonably suspected of experiencing, a life-threatening anaphylactic reaction.

If necessary, other staff members may assist colleagues with administering AAI's.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The CEO and the Executive Headteacher, Headteacher or Head of School will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, or if symptoms worsen after the first dose, a second dose of adrenaline will be administered using a second AAI. The time of each dose will be recorded and communicated to the emergency services.

In the event that a pupil without a prescribed AAI, or who has not previously been medically diagnosed as being at risk of anaphylaxis, shows signs of anaphylaxis, staff will act immediately in accordance with their training. Adrenaline will be administered without delay where anaphylaxis is suspected, using an available emergency AAI where appropriate, and 999 will be called immediately for an ambulance. Where there is

uncertainty as to whether a reaction constitutes anaphylaxis, staff should treat for anaphylaxis and seek advice from the emergency services. Staff will remain with and monitor the pupil until emergency medical assistance arrives.

A staff member will contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g., certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAI's will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by car, two members of staff will accompany them.

Following any serious allergic reaction, anaphylaxis incident or allergy-related near miss, the incident will be recorded and the CEO, in conjunction with the TCAT and school Senior Leadership Teams and, where available, the school nurse, will review the circumstances and adequacy of the school and TCAT response. The review will identify any lessons to be learned and consider whether changes are required to risk assessments, Individual Healthcare Plans (IHPs), procedures, staff training, supervision, catering arrangements or other control measures to reduce the likelihood of recurrence.

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 31st August 2029.

Date approved by the Board Appointed Trustee: 12th August 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 12th August 2026.

Appendix A: Allergy declaration form

Name of pupil:			
School:			
Date of birth:		Year group/Class:	
Name of GP:			
Address of GP:			

Nature of allergy:	
Severity of allergy:	
Symptoms of an adverse reaction:	

Details of required medical attention:	
Instructions for administering medication:	
Control measures to avoid an adverse reaction:	

Spare AAls

I understand that the school may purchase spare AAls to be used in the event of an emergency allergic reaction. I also understand that, in the event of my child's prescribed AAI not working, it may be necessary for the school to administer a spare AAI, but this is only possible with medical authorisation and my written consent. In light of this, I provide consent for the school to administer a spare AAI to my child.

Yes	☐	No	☐
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Name of parent:	
Relationship to child:	
Contact details of parent:	
Parental signature:	

Nut-aware school: Letter to parents

Address line 1

Address line 2

City/town

Postcode

Date

RE: Banning nut-based products from school

Dear Parent,

As you may already be aware, we now have a pupil that will be attending our school, who has a severe **peanut** allergy. The pupil's anaphylaxis (allergic reaction) can occur as a result of **digestion**, **inhalation**, or **any other contact** with nut-based products. For their safety, all nut-based products have been banned from the school premises where the school is responsible for food on school site. As part of our commitment to being a nut-aware school, we are asking that as far as is reasonably possible, parents and carers observe the following requests and ensure their children are clear on what is and what is not permissible on school site.

From this point forward we kindly request, please do not send your child into school with any nut-based product for a snack or packed lunch – this includes products that may contain traces of nuts. Potential allergens could include the following:

- Spreads, e.g., chocolate spread
- Cereal bars

- Some types of biscuit containing nuts
- Condiments, e.g., satay sauce
- Cakes containing nuts
- Some snack pots containing nuts

It is important that you check the labelling of food products before sending your child in to school with them – it is not always apparent that products contain nuts or traces of nuts.

We also ask that, if your child consumes any nut-based product before school, they wash their hands thoroughly and rinse their mouth before entering the school grounds. We understand that these measures may seem extreme; however, we want to ensure the health and safety of all our pupils, and the pupil in question's allergy is so severe that even the slightest of contact with nuts would cause a severe and potentially life-threatening reaction.

Further to these provisions, the school will no longer be serving dinners that contain nut-based products – this includes products that are labelled as 'may contain traces of nuts.' We will also ensure all food tables are disinfected before and after being used with antibacterial wipes and cleaning fluid. We have worked in close collaboration with Black Pepper School Lunches/AIP to minimise the risk of accidental contamination.

To further assist in this matter, we have invested in spare adrenaline auto-injectors (AAI) so that we are prepared in the event of the pupil's AAI failing or if they are not in possession of it at the time of the anaphylactic shock.

Due to the severity of the pupil's allergy, if any pupil is found with a nut-based product after this letter has been distributed, the school will have to confiscate and dispose of the item immediately. At this point we will ensure the child has a suitable replacement so that they are able to ensure they eat a meal, and we will call home to discuss forward preventative measures.

We appreciate that this is a big change for all and apologise for any inconvenience this may cause. Due to the severity of the situation, please can you sign the return form below and send it to the school office no later than **date**.

Thank you in advance for your cooperation with this matter.

Kind regards,

Name

Executive Headteacher/Headteacher/Head of School (delete as appropriate)

✂.....

I understand the terms outlined in this letter and I agree as far as reasonably possible to not send my child into school with nut-based products in their lunch or snacks. I understand that, if my child brings nut-based products into school these will be replaced and disposed of and that the school will contact me to discuss ways to avoid any further instances.

Name of child: _____

Name of parent: _____

Signed: _____ Date: _____

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher