

St Anne Line Catholic Infant School

part of the wider Christus Trust, Multi Academy Trust

Allergy Management Policy



Love Learn Pray

Aims of the Allergy Management Policy

The school is committed to ensuring the safety, health, and well-being of all students and staff with allergies. This policy aims to:

Ensure the safety and well-being of students and staff with allergies

Minimise the risk of allergic reactions by creating a safe, inclusive, and supportive school environment where allergy risks are identified, managed, and regularly reviewed.

Promote awareness and understanding of allergies

Educate staff, students, and the wider school community about the seriousness of allergies, including food allergies and anaphylaxis, and ensure that everyone understands their role in reducing risks and responding appropriately to allergic reactions.

Establish clear procedures for prevention and response

Implement consistent procedures for identifying allergens, preventing exposure, and managing allergic reactions effectively, including clear emergency response arrangements and access to prescribed medication.

Support students with allergies in accessing the full curriculum

Ensure that students with allergies are fully included in all aspects of school life, including educational visits, extracurricular activities, enrichment opportunities, and school events, without being disadvantaged because of their medical condition.

Comply with legal and medical guidance

Meet all relevant statutory requirements, including duties under the Equality Act 2010, Supporting Pupils with Medical Conditions guidance, healthcare professional recommendations, and the principles of Benedict's Law, which seeks to improve allergy awareness, preparedness, and protection for children and young people with severe allergies.

Encourage effective partnership working

Develop and maintain open communication between the school, parents/carers, healthcare professionals, catering providers, and other relevant agencies to ensure accurate and up-to-date medical information is shared and followed.

Current Allergy Management Arrangements

The school has established the following measures to support students with allergies and minimise the risk of exposure to allergens.

Lunchtime Arrangements

- Students with significant food allergies may be seated at a designated allergy-aware table where appropriate.

- Each student's meal is individually plated and provided directly to them.
- Designated adults are assigned to supervise and monitor the allergy-aware table.
- Staff actively monitor and discourage food sharing or swapping (taught generally in R/N and specifically in the curriculum in KS1).
- Strict handwashing procedures are followed before and after meals.
- Enhanced cleaning protocols are implemented within dining areas.
- Allergen-safe preparation and serving zones are maintained within kitchen and dining areas.

Identification of Students with Allergies

Students with severe allergies may wear allergy awareness badges displaying:

- Name
- Class
- Known allergens
- Whether an adrenaline auto-injector is prescribed
- Photograph of the child

This information supports staff in identifying and responding quickly to medical needs.

Medication Storage

- Adrenaline auto-injectors and other prescribed emergency medication are stored in clearly labelled first aid cupboards within classrooms or other agreed locations.
- As a legal requirement under Benedict's Law, the school stocks in-date spare Adrenaline Auto-Injectors (AAIs) for emergency use.
- Medication is readily accessible and never locked away.
- Medication storage locations are known to all relevant staff. For supply teachers, or teachers who are new to a class, current teacher or Allergy Lead will inform staff of medical procedures.

Adrenaline auto-injectors

Each child with prescribed adrenaline auto-injectors should have 2 in school – kept in the child's classroom, which is stored in the classroom medical cupboard. An emergency adrenaline auto-injector is kept in the After-School Club medical cupboard and office medical cupboard.

Should a child need their adrenaline auto-injectors if they are not in the classroom but they are on the school premises, one member of staff will stay with the child, while one member of staff retrieves the adrenaline auto-injector from the school office or classroom. Each adrenaline auto-injector should be clearly labelled. The office staff regularly check expiry dates and update parents/carers accordingly if a new adrenaline auto-injector needs to be brought into school.

Many members of staff have Anaphylaxis and adrenaline auto-injector training. These include senior leaders, first aiders and the staff working with children who currently have an adrenaline auto-injector. All adrenaline auto-injectors should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. An emergency adrenaline auto-injector can be used if the child's prescribed adrenaline auto-injector is not available (for example, because it is broken, or empty).

Anyone can administer an adrenaline auto-injector in an emergency if the adult/child is unable to do it themselves. Should a member of staff, who has not had the training, have to do this then the emergency services must be informed at the same time as the adrenaline auto-injector is administered.

From 1 October 2017, the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date).

The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. **See Appendix F.**

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

Staff Training and Awareness

The school recognises that effective allergy management depends upon knowledgeable and confident staff.

Training

All staff receive regular training on:

- Understanding allergies and anaphylaxis
- Recognising signs and symptoms of allergic reactions
- Administration of adrenaline auto-injectors
- Emergency response procedures
- Risk reduction and allergen avoidance strategies
- Responsibilities during educational visits and off-site activities

Training records are maintained and reviewed regularly.

Awareness

The school promotes allergy awareness throughout the school community and ensures that staff involved in food preparation, supervision, educational visits, clubs, and enrichment activities understand the specific needs of students with allergies. Staff are informed of changes to the policy and reminded of procedures at the start of the academic year and as appropriate and necessary throughout. New members of staff are informed of all procedures and are aware of the needs of all children with allergies who are in their care.

Emergency Response Procedures

The school maintains clear procedures for responding to allergic reactions and anaphylaxis.

Emergency Information

Emergency procedures are clearly displayed in key locations, including:

- Dining area
- School Office
- Classrooms/Nursery rooms - yellow medical folders

Step-by-step guidance for responding to anaphylaxis is displayed in all yellow medical folders for easy access.

Staff Responsibilities

Staff are trained to:

- Recognise symptoms of allergic reactions and anaphylaxis
- Administer prescribed adrenaline auto-injectors where required
- Call emergency services immediately
- Contact the designated first aider and/or senior leader
- Inform parents/carers as soon as practicable
- Record all incidents and actions taken
- Use Near Misses & Lessons Learned document where applicable in the event of an emergency/incident

Following any allergic reaction, a review will be conducted to identify lessons learned and any required amendments to risk assessments or healthcare plans. See separate allergies risk assessment.

Individual Healthcare Plans

Our medical officer, alongside SLT/Learning Mentor, Class teachers, Parents and Healthcare Professions (as necessary) will develop Individual Healthcare Plans which are personalised medical and allergy action plans for any pupil diagnosed with a severe allergy. These are kept in the office and also in each child's classroom. **See Appendix G.**

Allergy Safety Across School Food Provision

The school works closely with catering staff to embed allergy safety within all food provision.

Measures include:

- Identification and management of allergens within menus
- Allergen-safe food preparation areas where appropriate
- Clear communication between catering staff and school staff
- Procedures to prevent cross-contamination
- Regular review of menus and ingredients
- Communication with parents regarding menu changes where necessary

All staff involved in food provision understand the importance of allergen management and their role in protecting students with allergies.

Food Provision, Allergen Information and Legal Compliance

The school and its catering provider will comply with all relevant food safety and allergen legislation and guidance, including requirements relating to the provision of allergen information and the safe management of food allergens.

Food business operators in the retail and catering sector are legally required to provide allergen information to consumers and to manage food allergens effectively during food preparation and service. The school expects all catering staff, food handlers, and relevant personnel to adhere to these requirements at all times.

Provision of Allergen Information

The school will ensure that accurate allergen information is available for both prepacked and non-prepacked foods provided on site.

Parents, carers, students, and staff will be able to access information regarding ingredients and allergens contained within school meals and other food provided by the school.

Where food is supplied by external providers, the school will seek assurance that allergen information is accurate, up to date, and compliant with current legislation.

The 14 Legally Recognised Allergens

Food law requires the declaration of the following 14 allergens when they are used as ingredients in food products:

- Celery
- Cereals containing gluten (including wheat, rye, barley and oats)
- Crustaceans (such as prawns, crab and lobster)
- Eggs
- Fish
- Lupin
- Milk
- Molluscs (such as mussels, oysters and squid)
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites (at prescribed concentrations)
- Tree nuts (including almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)

The school recognises that individuals may also be allergic or intolerant to substances outside the 14 legally recognised allergens and will work with parents/carers and healthcare professionals to manage these risks where identified.

Reference: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

Educational Visits, Trips and Off-Site Activities

The school is committed to ensuring that students with allergies can participate safely in educational visits and off-site activities.

Risk Assessments

All educational visit risk assessments must:

- Identify students with allergies participating in the visit
- Record each student's specific allergens and medical needs
- Detail required control measures and emergency procedures
- Identify the location and accessibility of medication
- Be shared with all group leaders and supervising staff prior to the visit

Visit Planning

Trip leaders must:

- Liaise with parents/carers before the visit where necessary
- Ensure prescribed medication accompanies the student

- Confirm that supervising adults understand emergency procedures
- Consider allergen risks associated with venues, activities, travel arrangements, and food provision

Communication with Parents and Healthcare Professionals

The school values strong partnerships with parents/carers and healthcare professionals.

The school will:

- Review healthcare plans at least annually
- Communicate menu changes where relevant
- Inform parents of any allergic reactions or near misses
- Encourage parents to notify the school promptly of any new allergies, diagnoses, or changes to medical needs
- Seek advice from healthcare professionals where required

Record Keeping

The school maintains accurate records relating to allergy management, including:

- Individual healthcare plans
- Allergy and medical information
- Records of allergic reactions and near misses & lessons learned (Appendix H)
- Staff training records
- Medication records where applicable
- Reviews of healthcare plans and risk assessments
- Educational visit risk assessments relating to allergy management

These records support ongoing monitoring, review, and continuous improvement of allergy management practices across the school.

Wellbeing and Inclusion

At St Anne Line Catholic Infant School and Nursery, we recognise that living with an allergy can cause worry and anxiety for children and their families. We are committed to creating a safe, inclusive and supportive environment where every child feels valued, confident and able to participate fully in school life.

We work closely with parents and carers to understand each child's individual needs and ensure appropriate support is in place. Staff encourage children to develop age-appropriate awareness of their allergies and, where appropriate, support them to recognise symptoms, speak to a trusted adult if they are worried, and make safe choices as they grow in independence.

Children with allergies are fully included in all aspects of school life, including classroom activities, educational visits, celebrations and enrichment opportunities. Reasonable adjustments will be made where necessary to enable every child to participate safely without unnecessary exclusion.

The emotional wellbeing of children with allergies is regularly considered through our pastoral support, PSHE and RSHE curriculum, Zones of Regulation, and positive relationships with trusted adults. Where concerns about a child's wellbeing are identified, additional support will be provided in partnership with parents and, where appropriate, external agencies.

Preventing Bullying

The school has a zero-tolerance approach to bullying, including bullying related to a child's allergy or medical condition.

Children are taught about kindness, respect, inclusion and empathy through our Catholic values, British Values, Catholic Social Teaching and PSHE curriculum. They are encouraged to understand that everyone has different needs and that these differences should be respected.

Any teasing, intimidation, deliberate exposure to allergens, exclusion or other behaviour relating to a child's allergy will be treated as a serious incident and managed in accordance with the school's Behaviour and Anti-Bullying Policies. Incidents will be investigated promptly, appropriate action will be taken, and parents will be informed.

By promoting understanding, respect and inclusion, we aim to ensure that every child feels safe, supported and able to flourish within our school community.

Reviewed: May 2026

Next review: July 2026 (In light of guidance regarding Benedict's Law)

Next review May 2027



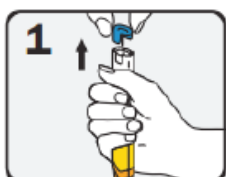
CONSENT FORM FOR USE OF EMERGENCY ADRENALINE AUTO INJECTOR

Child's Name _____

Child showing symptoms of an anaphylaxis shock.

1. I confirm my child has been diagnosed as having severe allergic reactions and has been prescribed an AAI.
2. My child has a working, in date epipen, clearly labelled with their name, which is kept in school.
3. In the event of my child displaying symptoms of a severe allergic reaction and if their AAI is not available or is unusable, I consent for my child to receive adrenaline from an emergency epipen held by the school for such emergencies.
4. I consent for an epipen to be administered following BSACI guidelines below:
- 5.

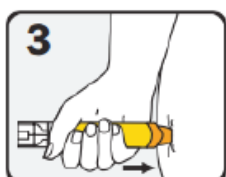
How to give EpiPen®



1 PULL OFF BLUE SAFETY CAP and grasp EpiPen.
Remember: "blue to sky, orange to the thigh"



2 Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"



3 PUSH DOWN HARD until a click is heard or felt and hold in place for **3 seconds**. Remove EpiPen.

Parent/Carer Signature

Parent/Carer Name (print) :

Contact Telephone Number:

NAME – Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	
Arrangements for support: <i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i> <i>Outline measures to reduce the risk of contact with known allergens.</i> <i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i> <i>Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</i>	
Visits and trips: <i>Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.</i> <i>Note any requirement for a risk assessment and prompts for specific issues which should be considered.</i>	

Emergency response:

Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.

Otherwise summarise the signs or symptoms which would indicate an emergency.

Set out what to do in an emergency, including whom to contact.

If relevant, note where "spare" adrenaline devices are located.

Last discussed with parents:	Date
Issued by:	Date:
Next planned review:	Date:

Appendix H

Allergy Safety: Near Misses and Lessons Learned Procedure

Purpose

St Anne Line Catholic Infant School and Nursery is committed to creating a safe environment for all pupils with allergies. We recognise that serious incidents and near misses provide valuable opportunities to improve our practice and reduce the risk of future harm.

What is a Near Miss?

A near miss is an event that could have resulted in an allergic reaction but did not, either because it was identified in time or by chance.

Examples include:

- A pupil is given the wrong meal but it is noticed before they eat it.
- A child is offered food containing an allergen but does not consume it.
- Allergy medication is not immediately available but no reaction occurs.
- An Individual Healthcare Plan is not followed, but no harm results.
- A potential allergen is found in a classroom or activity before a child is exposed.

Reporting

All staff must report:

- Any allergic reaction.
- Any near miss involving allergy safety.
- Any concerns raised by parents, pupils or healthcare professionals about a possible allergy-related incident.

Reports should be recorded as soon as possible using the school's agreed reporting system (see below).

Agreed Allergy Reporting System

All allergy incidents and near misses must be:

1. **Made safe immediately**, following the child's Individual Healthcare Plan (IHCP).
2. **Reported to the Headteacher or designated Allergy Lead** (Mrs Wootton) as soon as possible.
3. **Recorded on MyConcern** (or your school's safeguarding/incident reporting system) if a pupil is involved.
4. **Logged on the school's Allergy Incident and Near Miss Record** to enable monitoring of patterns and lessons learned.
5. **Parents/carers informed** on the same day by office staff or SLT.

6. **Reviewed by the Allergy Lead**, who will identify any actions required, such as:
 - updating the child's IHCP;
 - reviewing risk assessments;
 - providing additional staff training;
 - amending school procedures where necessary.
7. **Reported to governors** anonymously where trends or significant incidents are identified, as part of health and safety monitoring.

Review and Learning

Following every serious incident or near miss, the school will:

- Establish the facts of what happened.
- Identify the factors that contributed to the incident.
- Consider whether existing control measures were effective.
- Review the pupil's Individual Healthcare Plan where appropriate.
- Review the school's Allergy Safety Policy and risk assessments if required.
- Identify actions to reduce the likelihood of recurrence.
- Share key learning with relevant staff while maintaining confidentiality.

Possible Actions

Actions may include:

- Additional staff training.
- Changes to classroom or lunchtime routines.
- Improvements to communication with staff, parents or catering providers.
- Updating risk assessments or Individual Healthcare Plans.
- Purchasing or relocating emergency medication or equipment.
- Reviewing educational visits or curriculum activities.

Monitoring

The Headteacher or designated Allergy Lead will monitor all allergy incidents and near misses to identify patterns or recurring issues. Trends will be reported to governors where appropriate to support continual improvement in allergy safety.

By reviewing incidents and near misses and acting on lessons learned, we aim to continually strengthen our allergy safety arrangements and ensure all pupils can participate safely and fully in school life.