



Allergy and Anaphylaxis Policy

2026-27

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity, and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Version	Approval Level	Document History	Date	Review Period
V1	Trust Leader	Approved	29/06/2026	Annual*

* This policy will be reviewed annually or sooner following any serious incident or near-miss

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1. Aims and Objectives

1.1. This policy aims to:

- Set out the Trust's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how the Trust supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community.

2. Legislation and Guidance

2.1. This policy is based on the Department for Education's [Allergy Guidance for Schools](#) and [Supporting Pupils with Medical Conditions at School](#), the Department of Health and Social Care's guidance on [Using Emergency Adrenaline Auto-injectors in Schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

2.2. The policy also takes into account guidance set out in the [Allergy Team's Schools Allergy Code](#).

3. Roles and Responsibilities

3.1. We take a whole-school approach to allergy awareness.

At Manorfield C of E Primary School, we are an allergy-aware school where every child is safe, included and empowered to support others.

3.2. Allergy Lead

The allergy lead must be a member of the senior leadership team and will be responsible for the implementation, monitoring and annual review of allergy safety arrangements at the school. The allergy leads at our school are Ellen Thompson, Leanne Jones and Lauren Roach.

Responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the Allergy Lead has ultimate responsibility, the information collection itself may be delegated to administrative staff.
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have an allergy action plan completed by a medical professional
 - All staff receive an appropriate level of allergy training
 - All staff are aware of the Trust's policy and procedures regarding allergies

- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs).

3.3. **Medical Officer**

Responsible for:

- Coordinating paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead.

3.4. **Teaching and Support Staff**

Responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of the allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Helping pupils to administer AAIs in an emergency
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies.

3.5. **Parents**

Responsible for:

- Being aware of the Allergy Policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with two in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc, and making sure these are replaced in a timely manner
- Carefully considering the food they provide for their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition.

3.6. **Pupils with Allergies**

Responsible for:

- Being aware of their allergens and the risks
- Understanding how and when to use their adrenaline auto-injector (AAI)
- If age-appropriate, carrying their AAI on their person and only using it for its intended purpose (members of staff are still expected to help administer the AAI if the learner is not able to do so).

3.7. **Pupils without Allergies**

Responsible for:

- Being aware of allergens and the risk they pose to their peers
- Being aware of the actions they can take, such as handwashing and not sharing food to protect their peers
- Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Responsibilities of the Catering Service at Schools

- 4.1. The catering service is committed to providing safe food options to meet the dietary needs of pupils with allergies.
- 4.2. Menus are available for parents/carers to view with ingredients clearly labelled.
- 4.3. Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).
- 4.4. The top 14 allergens that the FSA state must be declared are:
 - **celery** (including celeriac)
 - **cereals containing gluten** (such as wheat, barley, rye, and oats)
 - **crustaceans** (such as prawns, crabs, and lobsters)
 - **eggs**
 - **fish**
 - **lupin**
 - **milk**
 - **molluscs** (such as mussels and oysters)
 - **mustard**
 - **peanuts**
 - **sesame seeds**
 - **soybeans**
 - **sulphur dioxide and sulphites** (if at a concentration of more than ten parts per million)
 - **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios, and macadamia nuts).

- 4.5. The Trust Food Safety Policy supports allergy awareness in the school.

4.6. **Estates and Compliance Manager (ECM)**

Responsible for:

- Ensuring that food provided in the Trust's catering kitchens conforms to the required legislation for allergen management, in line with the Trust Food Safety Policy and Natasha's Law
- Ensuring suppliers are fully traceable and provide allergen information for the

products they provide

- Overseeing the produce recipes using products from the approved buying list
- Overseeing an up-to-date allergen matrix for menus, checked at least once per half term
- Cross checking substitutes to ensure there are no discrepancies with the allergen information
- Ensuring training is provided to all members of the catering team
- Ensuring that nuts, and products containing nuts, are not on the approved buying list
- Reviewing allergy processes and make changes as required
- Auditing each school's catering service to ensure their compliance with the Allergy Policy. *(Primary schools are with an external provider)*
- Ensuring that each school's online meal ordering system is up to date and allergen information is accurate
- Meeting with parents of pupils with allergies if requested, to discuss their needs.

4.7. **School Catering Manager**

Responsible for:

- Following the recipes provided using the specified ingredients
- Ordering ingredients as specified from the approved suppliers
- Fully assessing any substitutes and check if there are any changes to the ingredients and allergy information
- Informing the Trust of any menu changes because of substitutes and any allergens contained within
- Monitoring practices within the kitchen to reduce cross contamination, cleaning between preparation, using separate utensils and equipment, separate storage areas for products containing allergens
- Ensuring all staff are trained in allergies
- Communicating any updates concerning pupils and their allergies
- Briefing the catering team before service daily to highlight the choices available to those pupils with allergies
- Liaising with the school to identify those pupils with special dietary needs and using the resources within the school to identify them.

5. **Assessing Risk**

- 5.1. Risk assessments must consider food, airborne, contact, animal and activity-related allergens and any adjustments required for pupils with known allergies.
- 5.2. The school will conduct a risk assessment for any learner at risk of anaphylaxis taking part in:
 - Lessons such as food technology
 - Science experiments involving foods
 - Crafts using food packaging

- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

5.3. A risk assessment for any pupils at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Managing Risk

The school recognises the importance of reducing the risk of accidental exposure to allergens and will implement the following measures:

- Staff, pupils and visitors will be encouraged to wash their hands thoroughly before and after eating.
- Pupils will be reminded not to share food, drinks, cutlery, straws or eating utensils with others.
- Tables and eating areas will be cleaned with appropriate cleaning products before and after food consumption.
- Staff will supervise meal and snack times to ensure safe food practices are followed.
- Careful consideration will be given to food used within curriculum activities, including cooking, tasting sessions and fundraising events.
- Staff will check ingredients and food labels where necessary and seek clarification if allergen information is unclear.
- Children with allergies will only consume food that has been approved by parents/carers and, where appropriate, in line with their healthcare plan.
- Any food preparation areas used by pupils will be cleaned thoroughly before and after use to minimise the risk of cross-contamination.
- Shared equipment used in food-based activities will be cleaned appropriately between uses.
- Consideration will be given to classroom resources that may contain allergens, including some craft, sensory and science materials.
- Individual risk assessments will be undertaken where a child has a severe allergy that requires additional control measures.
- Staff will follow agreed procedures for the safe storage and handling of food during trips, visits, celebrations and school events.

6.1. Food Restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like pupils and staff to refrain from bringing in certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds.

If a pupil brings these foods into the school, they will be unable to consume them and it will be returned home. If the food item is unwrapped or not sealed, the food will be disposed of safely.

6.2. **Insect bites/stings**

The school recognises that insect bites and stings can cause discomfort and, in some cases, severe allergic reactions. To minimise risks, the school will:

- Encourage pupils to wear appropriate clothing during outdoor activities.
- Ensure outdoor eating areas are supervised and cleared of food waste promptly.
- Maintain school grounds to reduce the presence of wasps, bees and other stinging insects where reasonably practicable.
- Encourage pupils to report any insect nests or swarms immediately to a member of staff.
- Consider the location of pupils with known severe insect sting allergies during outdoor learning, sporting activities and educational visits.
- Ensure pupils with known allergies to insect stings have an up-to-date healthcare plan and access to prescribed emergency medication.

Managing Insect Bites and Stings

If a pupil receives an insect bite or sting:

- A member of staff will assess the pupil and provide appropriate first aid.
- The affected area may be cleaned and a cold compress applied to reduce pain and swelling.
- The pupil will be monitored for any signs of an allergic reaction.
- Parents/carers will be informed where appropriate, particularly if symptoms are significant or ongoing.

Emergency Response

Staff will seek immediate medical assistance and follow the pupil's healthcare plan if they show signs of a severe allergic reaction (anaphylaxis), including:

- Difficulty breathing or wheezing.
- Swelling of the face, lips, tongue or throat.
- Difficulty swallowing or speaking.
- Severe dizziness, collapse or loss of consciousness.
- Rapid progression of symptoms following a bite or sting.

In such circumstances:

1. Prescribed adrenaline auto-injectors will be administered without delay by trained staff, where required.
2. Emergency services (999) will be called immediately.
3. Parents/carers will be informed as soon as practicable.
4. The pupil will remain under adult supervision until medical professionals take over their care.

6.3. **Animals**

The school recognises that some pupils may have allergies to animals and will take reasonable steps to minimise exposure by:

- Identifying pupils with animal allergies through medical information and healthcare plans.
- Informing relevant staff of pupils' specific needs and required control measures.
- Carefully considering the presence of animals during curriculum activities, visits and special events.
- Conducting risk assessments before animals are brought onto the school site.
- Ensuring pupils with known allergies are not required to handle animals.
- Encouraging thorough handwashing after contact with animals or animal equipment.
- Maintaining good cleaning and hygiene practices in areas where animals have been present.

Managing Exposure

If a pupil experiences symptoms of an animal allergy:

- Staff will assess the pupil and follow their individual healthcare plan.
- The pupil will be moved away from the allergen where appropriate.
- First aid and prescribed medication will be administered as required.
- Parents/carers will be informed where appropriate.

Emergency Response

If a pupil shows signs of a severe allergic reaction:

1. Staff will follow the pupil's healthcare plan immediately.
2. Prescribed adrenaline auto-injectors will be administered where required.
3. Emergency services (999) will be called without delay.
4. Parents/carers will be informed as soon as practicable.
5. The pupil will remain under adult supervision until medical professionals take over their care.

6.4. **Support for Mental Health**

The school recognises that pupils with allergies may experience anxiety, worry or bullying related to their condition. We are committed to creating a safe, inclusive environment where all pupils feel valued and supported.

The school will:

- Promote understanding and awareness of allergies through pupil education.
- Address any bullying, teasing or discrimination in line with the school's Behaviour and Anti-Bullying Policies.
- Encourage pupils to report concerns to a trusted adult.

- Ensure pupils with allergies are included in all aspects of school life, wherever it is safe to do so.
- Provide regular wellbeing check-ins with a known and trusted member of staff for pupils who may require additional support.
- Provide pastoral support where allergy-related anxiety or wellbeing concerns are identified.
- Work closely with parents/carers to support pupils' emotional wellbeing.

6.5. **Events and School Trips**

For events, including ones that take place outside, and school trips, no pupils with allergies will be excluded from taking part.

The headteacher will plan accordingly for all events and trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training.

Appropriate measures will be taken in line with the Trust's AAI protocols for off-site events and trips and in line with the Trust Educational Visits Policy.

7. Procedures for Handling an Allergic Reaction

7.1. **Register of pupils with adrenaline auto-injectors (AAIs)**

The school will maintain records of prescribed AAIs, expiry dates, consent for spare AAI use and IHPs where applicable.

The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil.

A photograph of each learner to allow a visual check to be made (with parental consent).

The register is kept in the class file, in an easily accessible location/by member(s) of staff/in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response.

Allowing pupils to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register.

7.2. Allergic Reaction Procedures

As part of the whole-school awareness approach to allergies, all staff are trained in the trust allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.

All members of staff are trained in the administration of AAls.

If a pupil has an allergic reaction, the staff member will initiate the schools emergency response plan, following the learner's allergy action plan.

If an AAI needs to be administered, a member of staff member will use the pupil's own AAI, or if it is not available, the school AAI.

If the pupil has no allergy action plan, staff will follow the trust procedures on responding to allergy and, if needed, the school normal emergency procedures.

Where an allergic reaction is suspected, staff will:

- Remain with the pupil and assess their symptoms.
- Send for a trained first aider and seek immediate assistance from the school office.
- If anaphylaxis is suspected, administer an adrenaline auto-injector without delay, if available and appropriate. Adrenaline is the first-line treatment for anaphylaxis. [\[nhs.uk\]](https://www.nhs.uk), [\[anaphylaxis.org.uk\]](https://www.anaphylaxis.org.uk)
- Call 999 immediately and state that the pupil is experiencing **anaphylaxis**. [\[nhs.uk\]](https://www.nhs.uk), [\[anaphylaxis.org.uk\]](https://www.anaphylaxis.org.uk)
- Contact the pupil's parents/carers as soon as possible.
- Keep the pupil lying flat with their legs raised where possible. If breathing is difficult, they may be supported in a sitting position. The pupil should not be allowed to stand, walk or run. [\[nhs.uk\]](https://www.nhs.uk), [\[anaphylaxis.org.uk\]](https://www.anaphylaxis.org.uk)
- If symptoms do not improve, or worsen after 5 minutes, administer a second adrenaline auto-injector if one is available. [\[nhs.uk\]](https://www.nhs.uk), [\[anaphylaxis.org.uk\]](https://www.anaphylaxis.org.uk)
- Ensure the pupil remains under adult supervision until emergency services arrive.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the learner to hospital by ambulance.

If the allergic reaction is mild (eg skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed.

8. Adrenaline Auto-Injectors (AAls)

8.1. The allergy lead is responsible monitoring the Kitts medical unit, to make sure they are in date and none are missing.

8.2. Storage (of both spare and prescribed AAls)

The allergy lead will make sure all AAls are:

- Stored at room temperature (in line with manufacturer's guidelines), protected

from direct sunlight and extremes of temperature

- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of pupils
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed
- Spare AAls will be kept separate from pupils' own prescribed AAls and will be clearly labelled to avoid confusion.

(See pages 12 and 13 of [the guidance](#))

8.3. **Maintenance (of spare AAls)**

Sara Remorini and Lauren Roach are responsible for checking monthly that:

- The AAls are present and in date
- Replacement AAls are obtained when the expiry date is near.

8.4. **Disposal**

AAls can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for waste collection). (See page 13 of [the guidance](#).)

8.5. **Use of AAls Outside of School Premises**

Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on trips and off-site events.

Before the visit, the visit leader will ensure that:

- Relevant pupils are identified and healthcare plans are available.
- Written parental consent is in place for the use of the spare AAI.
- Trained staff accompany the visit.
- All prescribed and spare AAls are readily accessible. [\[assets.pub...ice.gov.uk\]](#)

In an emergency, staff will administer an AAI without delay, call 999 and follow the pupil's healthcare plan and school emergency procedures.

(See page 13 of [the guidance](#).)

8.6. **Emergency anaphylaxis kit**

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered

- A record of when AAls have been administered.

9. Training

- 9.1. All new, temporary, agency and supply staff will receive allergy induction information before working with pupils. Training includes allergy, intolerance, coeliac disease, triggers, symptoms, anaphylaxis, emergency response, reporting and wellbeing impacts.
- 9.2. The school is committed to training all staff in allergy response. This includes:
 - How to reduce and prevent the risk of allergic reactions
 - How to spot the signs of allergic reactions (including anaphylaxis)
 - Where AAls are kept on the school site, and how to access and administer them
 - The importance of acting quickly in the case of anaphylaxis
 - The wellbeing and inclusion implications of allergies.
- 9.3. Training will be overseen annually by the office/operations manager.

10. Embrace Wellbeing Statement

- 10.1. The Trust will always put the effective education of its pupils at the heart of any decision that it makes. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason, the Trust and its schools will always endeavour to support staff when policies and procedures are being actioned.

11. Review of this Policy

- 11.1. All allergic reactions and near misses will be recorded, investigated and reviewed. Allergy information will be shared on a need-to-know basis in accordance with UK GDPR. This policy will be published on the school website and reviewed following any serious incident or near miss.
- 11.2. This policy will otherwise be reviewed annually, or sooner if required by new or statutory legislation by the Trust. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.