



Victoria
ACADEMIES TRUST

Allergy and Anaphylaxis Policy

<i>Date of last review:</i>	<i>July 2026</i>	<i>Review period:</i>	<i>1 years</i>
<i>Date of next review:</i>	<i>July 2027</i>	<i>Owner:</i>	<i>DOE</i>
<i>Type of policy:</i>	<i>Trust</i>	<i>LGB or Board approval:</i>	<i>LGB</i>
<i>Signature (Trust)</i>	<i>[Signature]</i>		
<i>Signature (School)</i>	<i>A. Beaumont</i>		

1. Aims

Victoria Academies Trust is committed to providing a safe, inclusive and supportive environment for all pupils with allergies.

We recognise that allergies can be serious, life-threatening medical conditions and that effective allergy management is essential in ensuring pupils can participate fully in school life.

The aims of this policy are to:

- Protect pupils with allergies from avoidable exposure to allergens
- Ensure staff understand their responsibilities in relation to allergy management
- Promote a whole-school approach to allergy safety
- Ensure prompt and effective action is taken in response to allergic reactions and anaphylaxis
- Meet statutory duties relating to supporting pupils with medical conditions and allergy safety
- Reduce the risk of allergy-related incidents through effective planning, training and communication
- Ensure pupils with allergies can access the same educational opportunities as their peers

This policy should be read alongside the Trust's Supporting Pupils with Medical Conditions Policy.

2. Legislation and Guidance

This policy is based upon:

- Children and Families Act 2014
- Equality Act 2010
- Food Information Regulations 2014
- Human Medicines Regulations 2012
- Supporting Pupils at School with Medical Conditions Statutory Guidance
- Allergy Safety in Schools Statutory Guidance (2026)
- Department for Education guidance relating to spare adrenaline auto-injectors in schools

The Trust will comply with all relevant legislation and statutory guidance concerning pupils with allergies

3. Definitions

Allergy

An abnormal immune response to a normally harmless substance.

Allergen

A substance capable of triggering an allergic reaction.

Common allergens include (but are not limited to):

- *Peanuts*
- *Tree nuts*
- *Milk*
- *Eggs*
- *Fish*
- *Shellfish*
- *Wheat*
- *Soya*
- *Sesame*
- *Insect stings*
- *Latex*
- *Medicines*

Anaphylaxis

A severe and potentially life-threatening allergic reaction requiring immediate emergency treatment.

4. Roles and Responsibilities

4.1 Trust Board

The Trust Board will:

- *Ensure suitable arrangements are in place for supporting pupils with allergies*
- *Approve and review this policy*
- *Monitor implementation across Trust schools*

4.2 Headteachers

Headteachers will:

- *Implement this policy*
- *Ensure appropriate staffing and training arrangements are in place*
- *Maintain oversight of pupils with allergies*
- *Ensure emergency medication is available*
- *Ensure appropriate record keeping*

- *Ensure allergy incidents are reviewed and lessons learned*

4.3 Staff

Staff will:

- *Follow this policy and relevant healthcare plans*
- *Attend training appropriate to their role*
- *Take reasonable steps to reduce allergy risks*
- *Respond appropriately during an allergy emergency*
- *Report incidents and near misses*

4.4 Parents and Carers

Parents and carers will:

- *Inform the school of allergies and changes to medical needs*
- *Provide prescribed medication*
- *Ensure medication remains in date*
- *Participate in reviews of Individual Healthcare Plans*

4.5 Pupils

Pupils will be encouraged, where age and understanding allow, to:

- *Understand their allergy*
- *Avoid known allergens*
- *Inform staff if they feel unwell*
- *Carry prescribed medication where appropriate*

5. Identification of Pupils with Allergies

The school will identify pupils with allergies through:

- *Admissions documentation*
- *Medical information forms*
- *Communication with parents/carers*
- *Healthcare professionals*
- *School nursing services*

Each school will maintain an up-to-date Allergy Register that identifies:

- *Allergens*
- *Severity of allergy*
- *Medication required*

- Location of medication
- Staff requiring awareness

The register will be reviewed regularly.

6. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be developed for pupils whose allergies require management within school.

Plans will include:

- Allergens and triggers
- Symptoms and warning signs
- Medication requirements
- Emergency procedures
- Responsibilities of staff
- Reasonable adjustments required
- Arrangements for school trips and educational visits

Plans will:

- Be reviewed annually as a minimum
- Be reviewed following any allergic reaction
- Be updated when medical advice changes

7. Allergy Risk Reduction

The Trust recognises that it is impossible to guarantee an allergen-free environment.

Therefore, schools will adopt risk-reduction measures appropriate to individual circumstances.

Measures may include:

- Handwashing routines
- Supervised eating arrangements
- Appropriate cleaning routines
- Careful management of food-related activities
- Avoiding food sharing
- Consideration of allergen risks during visits and events
- Management of insect sting risks where appropriate

Risk assessments will be undertaken where necessary.

Blanket bans on foods will only be implemented following a risk assessment and consideration of practical effectiveness.

8. Catering and Food Management

Schools and catering providers will:

- *Comply with Food Information Regulations*
- *Maintain allergen information for food served*
- *Ensure allergen information is available to pupils and parents*
- *Consider allergy needs when menus change*
- *Verify ingredients when products are substituted*
- *Label food appropriately*
- *Follow safe food handling practices*

Staff organising food-related events must consider known allergies before food is provided.

9. Staff Training

Allergy awareness information will be provided to pupils, staff, volunteers, contractors and visitors where appropriate to support a whole-school culture of allergy safety.

Training will cover:

- *Common allergies*
- *Recognition of allergic reactions*
- *Recognition of anaphylaxis*
- *Emergency procedures*
- *Use of adrenaline auto-injectors*
- *Responsibilities under this policy*

Additional training will be provided to staff who support pupils with specific allergy-related needs.

Training records will be maintained.

New staff will receive training as part of induction.

10. Medication

10.1 Pupil Medication

Pupils prescribed allergy medication should have access to it at all times.

Medication may include:

- *Adrenaline auto-injectors*
- *Antihistamines*
- *Inhalers where relevant*

Medication must:

- *Be clearly labelled*
- *Be in date*
- *Be stored safely but remain immediately accessible*

10.2 Spare Adrenaline Auto-Injectors

Each school will maintain appropriately stocked, in-date spare adrenaline auto-injectors in accordance with current Department for Education statutory guidance and local healthcare recommendations

Schools will:

- *Keep spare AAIs in clearly identified locations*
- *Ensure staff know where they are located*
- *Monitor expiry dates*
- *Replace expired devices promptly*
- *Maintain records of checks*
- *Complete appendix 2 of this document*

Written parental consent will be obtained where required.

11. Allergy Emergencies

Any suspected severe allergic reaction will be treated as a medical emergency.

Staff will:

1. *Follow the pupil's healthcare plan*
2. *Administer adrenaline without delay where indicated*
3. *Call 999 immediately*
4. *State that anaphylaxis is suspected*
5. *Contact parents/carers*
6. *Continue monitoring the pupil until emergency services arrive*

Where there is doubt, staff should administer adrenaline and seek emergency assistance.

12. Educational Visits and Off-Site Activities

Pupils with allergies will be included in educational visits wherever reasonably possible.

Visit leaders will:

- *Review healthcare plans*
- *Carry emergency medication*
- *Ensure trained adults are present*

- Undertake appropriate risk assessments

Pupils will not be excluded from activities solely because they have an allergy.

13. Communication

Schools will ensure relevant information is shared appropriately with:

- Teaching staff
- Support staff
- Lunchtime supervisors
- Catering staff
- Supply staff
- Volunteers

Confidentiality will be respected whilst ensuring pupils are kept safe.

Age-appropriate allergy awareness education may be provided to pupils.

14. Recording, Monitoring and Review

School will keep an up to date allergy record of all pupils with allergies including the following information:

- Pupil name
- Allergy
- Severity
- Medication
- Location
- Whether and IHP is in place

Schools will also record:

- Allergic reactions
- Use of medication
- Anaphylaxis incidents
- Near misses
- Medication audits
- Staff training records

All significant allergic reactions, administration of adrenaline auto-injectors, medication errors, allergen exposure incidents and identified near misses will be formally reviewed by the school. Findings will be recorded, shared appropriately and used to improve procedures, staff training, risk assessments and healthcare plans.

Following any significant incident:

- *A review will be undertaken*
- *Learning points identified*
- *Risk assessments amended if necessary*
- *Healthcare plans updated where required*

The headteacher will review allergy management arrangements annually.

15. Equality and Inclusion

The Trust will comply with the Equality Act 2010.

Reasonable adjustments will be made to support pupils with allergies and ensure they can access:

- *Learning opportunities*
- *School trips*
- *Clubs*
- *Sports activities*
- *Wider school experiences*

Pupils will not be disadvantaged because of their medical condition.

16. Monitoring and Review

This policy will be reviewed annually or sooner if:

- *Legislation changes*
- *Statutory guidance changes*
- *Significant incidents indicate a review is required*

The Trust Board is responsible for approval of this policy.

Related Policies

- *Supporting Pupils with Medical Conditions Policy*
- *First Aid Policy*
- *Health and Safety Policy*
- *Safeguarding Policy*
- *Educational Visits Policy*
- *Accessibility Plan*
- *SEND Policy*
- *Equality Policy*

Signs and symptoms include:

Mild-moderate allergic reaction:

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

ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):

AIRWAY:

Persistent cough
Hoarse voice
Difficulty swallowing, swollen tongue

BREATHING:

Difficult or noisy breathing
Wheeze or persistent cough

CONSCIOUSNESS:

Persistent dizziness
Becoming pale or floppy
Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:
(if breathing is difficult, allow child to sit)
2. Use Adrenaline autoinjector* **without delay**
3. Dial 999 to request ambulance and say ANAPHYLAXIS



***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do **NOT** stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes**, give a further dose of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS** use adrenaline autoinjector **FIRST** in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

Appendix 2 :

Use of Adrenaline Auto Injectors in school

Rowley Park Primary Academy has purchased spare AAIs for emergency use in children who are risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date).

These are stored in a Red colour pack/container, clearly labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and accessible and known to all staff.

Rowley Park holds 2 spare pens which are kept in the following location/s:-

- *Front office kitchen*
- *HT office*

The Front office staff (Mrs Pike and Mrs Hulmes) are responsible for checking the spare medication is in date on a monthly basis and to replace as needed. Written parental permission for use of the spare AAIs is included in the pupil's allergy action plan.

If anaphylaxis is suspected in an undiagnosed individual call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare AAI is appropriate.