

Allergen and Anaphylaxis Policy

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Responsible Person: CEO & Named Board Member

revised

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Statement of intent

Horizons Specialist Academy Trust (HSAT) strives to ensure the safety and wellbeing of all members of our community. For this reason, this policy is to be adhered to by all staff members, parents/carers and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst attending an HSAT Academy.

Academies within the Trust will work in partnership with parents/carers to identify allergens, assess risk and put appropriate control measures in place so that pupils with allergies can attend safely and participate fully in Academy life.

The Academies will not be able to guarantee a completely allergen-free environment. However, the Academies will take all reasonable steps to minimise exposure to allergens, promote awareness and self-management where appropriate, and ensure that robust emergency procedures are in place for both known and unexpected allergic reactions.

The Trust & Academies will maintain this policy as a dedicated allergy safety policy, separate from its wider policy on supporting pupils with medical conditions, because of the specific and potentially life-threatening risks associated with anaphylaxis.

Equality Impact Assessment

The Trust has considered the impact of this policy in accordance with the Equality Act 2010 and the Public Sector Equality Duty. Particular consideration has been given to the needs of pupils with disabilities and medical conditions, including severe allergies and those at risk of anaphylaxis. The Trust is committed to ensuring that no pupil is disadvantaged as a result of a medical condition and will make reasonable adjustments where necessary to enable pupils to access education, educational visits, enrichment activities and wider academy life safely and inclusively. The implementation of this policy will be monitored to ensure it continues to promote equality of opportunity, eliminate discrimination and foster good relations across the academy community.

1. Legal Framework

This policy has due regard to all relevant legislation and 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 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE 'Supporting pupils with medical conditions at school'
- Children's Wellbeing and Schools Act 2026, section 34
- DfE 'Allergy safety in schools' statutory guidance, July 2026
- DfE 'Allergy guidance for schools' (updated July 2026)

This policy will be implemented in conjunction with the following Academy policies and documents:

- Health and Safety Policy
- Whole-Academy Food Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Animals in Academy Policy
- Educational Visits and Academy Trips Policy
- Allergen and Anaphylaxis Risk Assessment

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 a sudden, severe and potentially life-threatening allergic reaction involving Airway, Breathing and/or Circulation problems. Skin symptoms may also be present, but are not always present. 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 Early years Foundation Stage (EYFS) & primary age pupils:

- Becoming pale or floppy

3. Roles and responsibilities

The board of trustees is responsible for:

- Reviewing and approving this policy on an annual basis or following any interim changes.
- Ensuring that policies and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that allergy safety risks are appropriately identified, assessed and managed, and that any material risks are subject to regular review through the Trust's established risk management arrangements.
- Ensuring that the Trust & each Academy's 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 and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.
- Ensuring that there is a named trustee responsible for this policy.

Principals are responsible for:

- Ensuring that there is a senior leader named as the Academy's Designated Medical Conditions Lead (DMCL) - this incorporates the role of Designated Allergens Lead (DCL)
- Ensuring that parents/carers are informed of their responsibilities under this policy, including the provision of medical information, prescribed medication and consent arrangements.
- Ensuring relevant allergy risk assessments and controls are in place.
- Ensuring designated first aiders are trained in AAI use and anaphylaxis.
- Ensuring catering staff receive and act on allergy information, including this policy.

The Designated Medical Conditions Lead (DMCL) is responsible for:

- Overseeing the implementation of this policy.
- Ensuring medical information and Individual Healthcare Plans (IHPs) are kept up to date.
- Seeking and maintaining appropriate medical information from parents/carers and healthcare professionals.
- Maintaining records relating to allergies, anaphylaxis and emergency medication.
- Ensuring appropriate communication of medical information to relevant staff.
- Coordinating staff training and emergency response arrangements.
- Maintaining the Register of AAI and emergency anaphylaxis kits.
- Liaising with parents/carers, healthcare professionals and Academy staff regarding pupils with allergies and other medical conditions.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) 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.
- Remaining vigilant to food and drink brought into or provided within the Academy and taking appropriate action where they identify a potential allergen risk or unsafe practice.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.

The designated kitchen lead is 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.

Kitchen 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 designated kitchen lead if food labelling fails to comply with the law.

All parents/carers are expected to:

- Comply with this policy where it describes food-stuffs that should not be brought/sent into Academy

Parents/carers of children with an allergy are expected to:

- Notify the Academy 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.
- Keep the Academy up to date with their child's medical information.
- Provide written consent for the use of a spare AAI.
- Provide the Academy with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raise any concerns they may have about the management of their child's allergies with the classroom teacher.

Where they have capacity:

All pupils are expected to:

- Ensure that they do not exchange food with other pupils.

Pupils with an allergy are expected to:

- Avoid food which they know they are allergic to, as well as any food with unknown ingredients.
- Notify a member of staff immediately if they have come into contact with an allergen.
- Notify a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown.

4. Identifying individuals with allergies

The Academy will keep, and share as appropriate, a record of all individuals with allergies, including whether they have an IHP or an allergy action plan.

Where a pupil requires an IHP, the Academy will capture key information about their allergy within the IHP. A formal diagnosis will not be required before appropriate arrangements are put in place. This will include the following:

- Emergency contact details for the pupil's parents/carers or family
- An up-to-date photograph of the pupil
- What the pupil's known allergens are and whether the allergen is ingested, inhaled or absorbed
- Whether the pupil has an allergy action plan attached to their IHP
- Where available, a healthcare-professional-issued allergy action plan will be attached to and form part of the pupil's IHP
- Whenever an updated Allergy Action Plan or Asthma Action Plan is received, the pupil's IHP will be reviewed and updated as necessary
- Whether the pupil has been prescribed adrenaline devices and, if so, what make and dosage it is
- Whether there is prior medical and parental consent for a spare adrenaline device or emergency asthma reliever inhaler to be used – notwithstanding that in an emergency situation that could not be foreseen, a spare adrenaline device can be used without prior parental consent
- Whether the pupil also has asthma, and if so, an asthma plan will be attached to the IHP which includes whether there is parental consent to use an emergency asthma reliever inhaler in an emergency

The Academy will use its best endeavours to gather information about known allergies, e.g. by asking a pupil's previous setting for relevant information and by asking the pupil and their parents/carers to provide information.

Where pupils with allergies are starting at the Academy, arrangements will be put in place for the start of the relevant Academy term. In other cases, e.g. pupils moving to the Academy mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

In other cases, e.g. pupils moving to the Academy mid-term, clear arrangements to manage their allergy will be in place prior to their attending. Where necessary, this may include the emergency use of the Academy's spare AAI in the case of anaphylaxis. Every effort will be made to ensure that arrangements for the supply of prescribed AAIs are put in place within two weeks.

For staff members with allergies, they should bring this to the attention of their line-manager as soon as possible so that arrangements can be put in place before they commence work.

For visitors with allergies, they should notify the Academy as soon as possible so that appropriate support can be provided during their visit. Wherever possible, this information will be requested and obtained in advance of the visit.

The Academy will keep a list of individuals with known allergies in places where food may be served or handled. Such lists will be kept in areas accessible to staff only.

Information relating to an individual's allergy, medical condition and emergency treatment requirements constitutes special category personal data. The Academy will share this information only where necessary to support the individual's safety, health and inclusion, and will do so in a controlled, proportionate and respectful manner in accordance with UK GDPR, data protection legislation and the Trust's Data Protection Policy.

5. Managing exposure to allergens

The Academy will take reasonable steps to manage the risk of individuals with known allergies coming in to contact with allergens while on the Academy site or during Academy activities.

This includes considering potential exposure to allergens through food, environmental factors, classroom activities, animals, and external visits. Measures will focus on awareness, risk assessment, and appropriate control measures, while ensuring that pupils with allergies are able to participate fully in Academy life.

Pupils will not be prevented from participating in activities alongside their peers simply because of a risk of exposure to allergens. Where necessary, reasonable adjustments will be made to ensure activities can be carried out safely and inclusively.

Food allergies

The Academy will ensure that catering staff have effective systems in place to identify pupils with dietary requirements at mealtimes. At least two methods of identification will be used where appropriate. These may include staff awareness, allergy registers, photographs in food preparation areas or visible identifiers such as coloured lanyards.

The Academy and its catering provider will take reasonable steps to minimise the risk of allergen exposure in food provided on site.

This includes:

- Ensuring allergen information is available for food served in accordance with food allergen legislation.
- Ensuring catering staff are aware of pupils with dietary requirements and understand the controls in place to provide allergen-safe meals.
- Checking ingredients and product information when menus or suppliers change.
- Implementing procedures to minimise the risk of cross-contamination during the preparation, handling and serving of food.
- Working with parents/carers and pupils to provide suitable meal options for those with allergies, intolerances or coeliac disease wherever possible.

Pupils with food allergies will not be segregated from their peers at mealtimes.

Food brought into the Academy environment by pupils, parents/carers or staff may present a risk to individuals with allergies. To reduce this risk the Academy will:

- Encourage clear labelling of lunch boxes, drinks bottles and food containers belonging to pupils with allergies.
- Set expectations that pupils do not share or trade food, food utensils or containers.
- Seek parental engagement where food is brought in for celebrations or special events to ensure inclusion and safety for pupils with allergies.
- Ensure staff are aware that unlabelled foods may present a greater risk of allergen exposure than packaged foods with allergen information.

The Academy may discourage certain allergens from being brought onto site where appropriate. The Academy, however, recognises that it cannot guarantee an allergen-free environment and will adopt an allergy-aware approach supported by strong emergency procedures.

Environmental and contact allergens

Where pupils have known allergies to airborne or contact allergens, e.g. pollen, dust mites, animals or insect stings, the Academy will take reasonable steps to reduce the risk of exposure where possible.

This may include:

- Monitoring environmental conditions where appropriate.
- Ensuring staff are aware of pupils with known allergies.
- Implementing appropriate control measures as identified in the pupil's IHP.

Classroom activities and curriculum activities

Staff planning activities will consider the potential risk of exposure to allergens.

This includes activities such as:

- Craft activities.
- Science experiments.
- Cooking activities.
- Cultural or celebration events.
- Activities involving animals.

Where materials used in activities may contain allergens, staff will consider whether suitable alternatives should be used.

Where necessary, alternative materials or approaches will be used so that pupils with allergies are not excluded from activities.

External visits and trips

When planning Academy trips, excursions, residential visits or sporting events, staff will consider the risk of allergen exposure and ensure appropriate risk assessments are carried out.

Planning will include consideration of:

- Catering arrangements and allergen risks.
- Access to emergency medication and AAI.
- Staff awareness of pupils' allergies and emergency procedures.

The Academy will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a trip off the premises. All activities on the Academy 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.

Pupils at risk of anaphylaxis who have been prescribed an AAI will have their prescribed device with them, and there will be staff available who are trained to administer adrenaline in an emergency.

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

Where necessary, a designated adult will be available to support the pupil at all times during an Academy trip.

The Academy will consider whether it is appropriate to take spare AAI devices in case of emergency use on the trip.

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 Academy will provide a suitable packed lunch.

Reasonable adjustments will be made where necessary to enable pupils with allergies to participate safely in trips and activities.

Contractors and lettings

Where contractors, third-party providers, breakfast clubs, after-school provision, holiday clubs, healthcare professionals, catering providers, lettings users or other organisations operate on Academy premises, the Academy will take reasonable steps to ensure that relevant allergy information, emergency procedures and site-specific arrangements are communicated appropriately. Third parties will be expected to cooperate with the Academy's arrangements for managing allergies and reducing the risk of allergen exposure where their activities may affect pupils, staff or visitors with known allergies.

Animal allergies

The Animals in Academy Policy/Risk Assessment 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 Academy site, 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.

The Academy 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 medication is required for a pupil with an animal allergy, this will be managed in accordance with the pupil's IHP and the Academy's medication procedures. The Academy expects pupils who have been prescribed an AAI to have access to their own prescribed device. Spare or stock AAIs are

intended to supplement, not replace, prescribed medication and may be used in accordance with current legislation and consent arrangements.

6. Food allergen labelling

The Academy 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.

The Academy will 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 staff, e.g. kitchen 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

The Academy 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 the Academy'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 designated kitchen lead
- Allergen incidents and near misses, including incorrect practices and incorrect and/or incomplete packaging, will be recorded in an incident log by the designated kitchen lead and acted upon to minimise the risk of recurrence. Where required, incidents involving unsafe food will be reported to the relevant competent authority.

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 also 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 designated kitchen lead immediately, who will then contact the relevant supplier where necessary.

The designated kitchen lead 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

The Academy 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.

7. Adrenaline Auto-Injectors (AAIs)

Pupils who are at risk of severe allergic reactions may be prescribed an AAI (or another prescribed adrenaline device) for use in the event of an emergency.

Under The Human Medicines (Amendment) Regulations 2017, academies are permitted to obtain spare AAI devices without a prescription for emergency use on individuals at risk of anaphylaxis whose own device is unavailable, expired, damaged or not functioning correctly.

The Trust recognises that anaphylaxis can occur in individuals with both diagnosed and previously undiagnosed allergies. To support a rapid and effective emergency response, each Academy will have access to an externally managed emergency anaphylaxis kit containing spare AAIs and associated emergency response resources.

The externally managed emergency anaphylaxis provision will be supplied and maintained by a Trust-approved provider. This service will include routine monitoring, replenishment of stock following use or expiry, and periodic review to help ensure that appropriate AAI devices are available for the age and weight profile of pupils attending the Academy.

Any spare AAI held by the Academy, whether supplied through an externally managed emergency anaphylaxis service or obtained directly by the Academy, are supplementary to and not a replacement for an individual's prescribed medication. Pupils who have been prescribed AAI must continue to bring their prescribed devices to Academy and have access to them at all times.

Pupils prescribed AAI will have rapid access to them at all times, including in dining areas, playgrounds, sports fields and on educational visits. Academy arrangements will aim to enable adrenaline to be administered within five minutes. Where prescribed devices are taken home, arrangements will be in place to ensure they are brought into the Academy each day and remain within their expiry date.

Spare AAI may be used for:

- Pupils who have been prescribed AAI but whose own device is unavailable, expired, damaged or fails to operate correctly.
- Pupils who have been identified as being at risk of anaphylaxis and for whom appropriate medical authorisation and parental consent have been obtained.
- Any individual experiencing anaphylaxis in a life-threatening emergency, in accordance with The Human Medicines (Amendment) Regulations 2017 and current national guidance.

The Trust may utilise an externally managed emergency anaphylaxis service and/or locally sourced AAI. The Trust and Academy leadership team, in conjunction with appropriate healthcare professionals where required, will determine the most appropriate arrangements for each Academy.

Where locally sourced AAI are required, the Academy will obtain these in accordance with current legislation and national guidance.

Where possible, the Academy will seek to standardise the range of AAI devices held on site to reduce the risk of confusion during training and administration. However, where required to meet the needs of the Academy population, a range of approved devices and dosages may be stocked.

The Academy will ensure that spare AAI are available in dosages appropriate to the age, weight and needs of the pupils attending the Academy.

In line with current national guidance and manufacturer recommendations, emergency anaphylaxis kits will, where appropriate, contain a range of AAI suitable for different age and weight groups. The Academy will seek to ensure that an appropriate device can be accessed promptly in an emergency.

The Academy's emergency anaphylaxis arrangements, including any externally managed provision, will be reviewed periodically to ensure devices remain appropriate for the pupil population and reflect current national guidance, clinical recommendations and manufacturer instructions.

Staff members will receive training on:

- The types of AAI available within the Academy.
- The age and weight ranges for which each device is intended.
- The safe administration of AAI.
- Emergency response procedures following administration.

Where a pupil has been prescribed a specific AAI device, staff will follow the pupil's Individual Healthcare Plan (IHP) and the manufacturer's instructions for that device wherever possible.

Depending on their age, understanding and competence, pupils may carry their prescribed AAI's on their person at all times. Where this is not appropriate, their AAI's will be carried by staff or stored in an agreed location that is readily accessible in an emergency and not locked away.

When storing AAI's, the Academy will ensure that they are:

- Readily accessible and not locked away.
- Located so they can be accessed quickly in an emergency.
- Clearly labelled where appropriate to avoid confusion with AAI's prescribed to named individuals.
- Stored in accordance with manufacturer guidance.

Emergency anaphylaxis kits will be located in designated areas identified by each Academy and communicated to all relevant staff.

Emergency anaphylaxis kits will be positioned so that an appropriate adrenaline device can be brought to any person experiencing anaphylaxis within five minutes. Spare adrenaline devices will be stocked and stored in pairs. Academies with larger sites, or operating across more than one site, will hold sufficient pairs and appropriate dosages to meet this requirement across the site.

In line with manufacturer guidance, all AAI's will be stored:

- At room temperature.
- Protected from direct sunlight.
- Protected from extreme temperatures.
- In a secure but readily accessible location.

The Academy's Designated Medical Conditions Lead (DMCL) is responsible for overseeing the management, monitoring and use of spare AAI's and maintaining the Register of AAI's.

The DMCL will ensure that:

- Emergency anaphylaxis kits contain appropriate AAI devices for the age and weight profile of pupils attending the Academy.
- Required Academy checks of emergency equipment are undertaken at least termly.
- Additional checks are undertaken following any use of emergency medication.
- Records relating to emergency medication, stock levels, expiry dates and usage are maintained.
- The Academy liaises with the Trust-approved external provider regarding replenishment, replacement and maintenance arrangements.

Checks will confirm that:

- Spare AAI's are present and within their expiry date.
- Emergency medication is appropriately stored.
- The range of AAI's available remains appropriate for the Academy population.
- Kits remain fully stocked and operational.

- Any used items have been replaced or reported for replacement.

The Academy will work with its approved external provider to ensure:

- Spare AAI's are routinely monitored and replenished as required.
- Expired devices are replaced promptly.
- The range of devices available remains appropriate for the Academy population.
- Emergency kits remain fully stocked and operational in line with current guidance.

Any used or expired AAI's will be disposed of in accordance with manufacturer instructions and local clinical waste procedures. Used AAI's may be provided to attending paramedics following an anaphylactic incident where appropriate.

A sharps bin will be available for the disposal of used or expired AAI's.

Where an AAI is administered, the following information will be recorded:

- Pupil's name
- Date, time and location of the incident.
- Signs and symptoms observed.
- Medication administered, including device type and dosage where known.
- Name of the person administering the medication.
- Whether a second dose was required.
- Outcome of the incident and any follow-up actions taken.

8. Access to Spare AAI's

A spare AAI may be administered where an individual's prescribed AAI cannot be administered promptly or effectively, or where an emergency situation requires immediate access to adrenaline.

Spare AAI's held within Academy emergency anaphylaxis kits may be accessed by appropriately trained staff in accordance with this policy, current legislation, national guidance, manufacturer instructions and the individual's Individual Healthcare Plan (IHP), where one is in place.

Spare AAI's are available for:

- Pupils who have been prescribed AAI's and have appropriate medical authorisation and parental consent in place.
- Pupils identified as being at risk of anaphylaxis through medical advice and who have appropriate parental consent recorded.
- Individuals experiencing anaphylaxis in a life-threatening emergency where immediate intervention is required.

Staff administering a spare AAI will, wherever possible, select the most appropriate device based on the individual's age, weight, prescribed medication, available medical information and the guidance provided through training, the IHP and manufacturer instructions.

Consent for the administration of spare AAI's will normally be obtained through the development or review of an Individual Healthcare Plan.

Where consent has been provided, this will be clearly recorded within the individual's IHP and the Academy's Register of AAls.

The Academy maintains a Register of AAls which includes:

- Name of pupil.
- Class or tutor group.
- Known allergens.
- Identified risk factors for anaphylaxis.
- Confirmation of medical authorisation.
- Confirmation of parental consent.
- Prescribed AAI type and dosage, where applicable.
- Relevant dosage information provided by healthcare professionals.
- Location of prescribed medication where applicable.

Parents/carers are required to review and renew consent annually to ensure records remain accurate and up to date.

Parents/carers may withdraw consent at any time by writing to the Principal.

The DMCL is responsible for ensuring that:

- The Register of AAls is reviewed annually.
- Any changes to a pupil's medical needs, prescribed medication, consent arrangements or dosage requirements are recorded promptly.
- Relevant staff have access to accurate and up-to-date information regarding pupils at risk of anaphylaxis.
- Emergency anaphylaxis arrangements continue to meet the needs of the Academy population.

Copies of relevant information from the Register of AAls will be made available to staff responsible for the care and supervision of pupils identified as being at risk of anaphylaxis, whilst ensuring compliance with data protection requirements and maintaining confidentiality.

9. Medical attention and required support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents/carers, the relevant classroom teacher, health care professional 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 the Administering Medication Policy and the Supporting Pupils with Medical Conditions Policy.

Parents/carers will provide DMCL with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils who require life-saving medication, such as AAIs, will be expected to have their medication available at Academy and on educational visits.

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 will be 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 Academy operates a mobile phone-free environment for pupils in line with national guidance; however, where a pupil requires access to a mobile phone to support the management of their allergy, reasonable adjustments may be made in accordance with the Equality Act 2010. In such cases, pupils may be permitted to use their mobile phone for specific medical purposes related to their allergy management at agreed times and locations, as set out in their IHP.

The Academy's DMCL is responsible for working alongside relevant staff members and parents/carers in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

The Academy's DMCL has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the Academy community.

10. Staff training

All staff will receive regular allergy awareness training – at least annually. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. It is not intended to include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

Academy-wide allergy awareness training will ensure that all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how to manage it.
- Understand that allergy includes multiple conditions, e.g. food allergy, asthma, eczema, hay fever, which can co-exist.
- Understand and can identify the main food allergens, and understand the difference between food allergy, intolerance and coeliac disease.
- Can identify the range of symptoms of allergic reactions.
- Understand and can recognise anaphylaxis.
- Know how to respond in an emergency, including:
 - Calling the emergency services.
 - How to locate and administer AAIs in a case of anaphylaxis or an asthma reliever inhaler during an asthma attack.
 - How to use the AAI devices prescribed to pupils and the spare devices stocked by the Academy.

- Understand the impact allergies can have on a pupil's wellbeing.
- Understand this policy.
- Know how to check whether an individual is on the record of those with known allergies and how to use an allergy or asthma action plan.
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens.
- Understand how to report an allergic reaction or case of anaphylaxis – whether an incident or a near miss.

New staff members:

- will receive allergy awareness training as part of their induction.

Supply and temporary staff:

- will be provided with relevant information about pupils with allergies, emergency procedures and the location of emergency medication.
- may be asked to confirm that they have received equivalent allergy awareness training: they will be required to provide evidence of this training.

Where gaps in staff training are identified, the Academy will undertake a risk assessment and take appropriate action to address them. This may include arranging additional training or ensuring that appropriately trained staff are available to support pupils with allergies during lessons, activities, trips or other Academy events.

11. Mild to moderate allergic reaction

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

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Mild throat tightness
- 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/carers will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

For mild to moderate allergy symptoms, the pupil's IHP will be followed and the pupil will be monitored closely in a safe place for at least 60 minutes, or longer where directed by the IHP or healthcare advice, to ensure the reaction does not progress into anaphylaxis.

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

12. Managing anaphylaxis

All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis.

Staff members will be able to recognise the following signs of anaphylaxis:

- Airways:
 - Tightening of the throat
 - Hoarse voice
 - Difficulty swallowing
 - Swollen tongue
- Breathing:
 - Sudden wheezing
 - Difficult or noisy breathing
 - Persistent cough
- Circulation:
 - Persistent dizziness
 - Pale or floppy
 - Suddenly sleepy
 - Collapse/unconscious

Where a pupil with asthma and a food allergy develops sudden breathing difficulties, staff will consider anaphylaxis and administer adrenaline without delay rather than an asthma reliever inhaler.

If one or more of the signs above are present, the nearest trained staff member will follow & coordinate others to complete the procedure below (in-line with the Academy's own Medical Emergencies Procedure):

1. Lay the pupil flat with their legs raised. If breathing is difficult, allow them to sit upright.
2. Administer an AAI without delay, using the pupil's prescribed device or a spare device if necessary.
3. Call 999 immediately and request an ambulance, stating that the person is experiencing anaphylaxis.

After administering an AAI device, the staff member(s) handling the situation will stay with the pupil until the ambulance arrives and will keep them lying down, even if the situation appears to be improving. They will then phone the pupil's parent/carer or emergency contact.

If there is no improvement after five minutes, an additional dose of adrenaline will be administered using a second device.

CPR will be commenced at any time if there are no signs of life.

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

The Principal will be contacted immediately, as well as a suitably trained individual, such as a first aider.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a suspected severe allergic reaction, the nearest trained member of staff will administer a spare AAI without delay if anaphylaxis is suspected. Emergency services will be contacted immediately after AAI administration. Staff will be made aware that the risks associated with delaying adrenaline are greater than those associated with administering it unnecessarily.

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/carers.

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

A copy of the Register of AAI's will be held in each classroom, for adult eyes only but with easy access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with health care professionals, will review the adequacy of the Academy's response and will consider the need for any additional support, training or other corrective action.

13. Wellbeing of pupils with allergies

The Academy recognises that allergies can have a significant impact on a pupil's emotional wellbeing, confidence and sense of safety. Some pupils with allergies may experience anxiety because of the risk of exposure to allergens and the possibility of anaphylaxis. This may be further affected by related conditions such as asthma or eczema.

The Academy will take active steps to support the wellbeing of pupils with allergies by providing reassurance that reasonable measures are being taken to reduce the risk of allergen exposure and that robust emergency arrangements are in place.

The Academy will promote a culture of awareness, inclusion and respect in relation to allergies. This will include regular communication with pupils, parents/carers and staff so that the Academy community understands the risks associated with allergies and the importance of following control measures.

The Academy will take appropriate steps to prevent bullying, teasing or social exclusion related to allergies, dietary needs, medication or medical conditions. Any concerns of this nature will be addressed promptly in line with the Academy's Behaviour Policy and Anti-bullying Policy.

To support pupils with allergies, the Academy will:

- Provide proactive support for new pupils with known allergies as they join the Academy
- Explain to pupils and parents/carers the arrangements the Academy will put in place to support safety and inclusion.
- Offer opportunities, where appropriate, for pupils with allergies and their families to become familiar with the dining environment and key staff.
- Identify appropriate staff members who can act as a point of contact for pupils with allergies and their parents/carers.
- Encourage pupils with allergies, where appropriate, to share concerns and contribute to discussions about how they can be supported safely in Academy.

The Academy will, where appropriate, involve pupils with allergies and their parents/carers in the development and review of support arrangements. The Academy will also consider feedback from staff and, where relevant, from other members of the Academy community in order to improve practice.

14. Monitoring and review

This policy will be reviewed at least annually by the named Responsible Officer and named member of the Board of Trustees.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the DMCL immediately who will relay this to their Principal and the Responsible Officer without delay.

All allergy-related incidents and near misses will be recorded and reviewed by the DMCL. Where appropriate, investigations will be undertaken to identify root causes, lessons learned and any changes required to practice, training, risk assessments or procedures.

Parents/carers, pupils and healthcare professionals may report allergy-related incidents or near misses that become apparent after the pupil has left the Academy. Such reports will be recorded, reviewed and, where appropriate, investigated in accordance with the Academy's procedures.

Following each occurrence of an allergic reaction:

- The pupils' IHPs will be updated and amended as necessary.
- This policy will be reviewed in-house and:
 - Academy-specific sections amended as necessary.
 - A wider review will be requested if the Principal & DMCL consider this necessary

Concerns relating to the implementation of this policy or the management of allergies within the Academy should, in the first instance, be raised with the Principal. Where concerns cannot be resolved informally, complaints will be managed in accordance with the Trust Complaints Policy.

This policy will be published on the Trust website and made available to parents/carers on request.