Fordbridge Community Primary School

Achieving excellence together

# Allergy and Anaphylaxis Management Policy

Approved by trustees – Full Trust Board 07/07/2026

**Date – July 2026**

**Reviewed by – Mrs E Robertson**

**Review date – July 2027**

# Allergy and Anaphylaxis Management Policy

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Prosper Together Multi Academy Trust (the 'Trust') refers to all the Trust member schools and the central team.

## 1. Introduction and Purpose

This policy sets out how PROSPER TOGETHER MAT manages allergy and anaphylaxis risk across all schools.

It ensures that pupils, staff, and visitors with allergies are identified, supported, and able to participate safely in all aspects of school life.

The Trust recognises that allergic reactions can be life-threatening and that effective management requires:

- Prevention of allergen exposure where reasonably practicable
- Staff training and awareness
- Clear procedures and responsibilities
- Rapid and appropriate emergency response

This policy applies to all staff, pupils, contractors, volunteers, and visitors.

## 2. Legislative and Guidance Framework

This policy is informed by:

- Children's Well Being and Schools Act 2026
- Equality Act 2010
- Supporting Pupils at School with Medical Conditions (DfE statutory guidance)
- Food Information Regulations 2014 (as amended)
- Natasha's Law (PPDS food labelling requirements)
- Human Medicines (Amendment) Regulations 2017 (emergency AAIs)
- Relevant guidance from UK public health and allergy organisations

This policy reflects current best practice in allergy management, taking account of Department for Education guidance, existing legislation relating to supporting pupils with medical conditions, food information legislation and the recommendations contained within the Benedict Blythe campaign "Benedict's Law".

## 3. Policy Statement

The Trust will take all reasonable steps to:

- Identify individuals with known allergies
- Reduce risk of exposure to known allergens
- Ensure appropriate training for all relevant staff
- Ensure timely access to emergency medication
- Enable full inclusion in school life and activities
- Promote wellbeing and reduce anxiety related to allergies

## 4. Roles and Responsibilities

### 4.1 Governance

Trustees are responsible for:

- Strategic oversight of allergy management
- Ensuring appropriate resources and training are provided

The Local Advisory Board (LAB) is responsible for:

- Ensuring this policy is implemented effectively at a school level
- Reviewing incidents and monitoring effectiveness

Our named LAB representative responsible for the Allergen Policy is:

Ms Kath Minett-Waller - Designated Safeguarding LAB Member

### 4.2 Senior Leadership Team

Senior leaders are responsible for:

- Day-to-day implementation of this policy
- Ensuring Individual Healthcare Plans (IHPs) are in place
- Ensuring staff training is delivered and recorded
- Managing risk assessments for activities and trips
- Ensuring emergency procedures are understood and rehearsed

Our named staff member responsible for the Allergen Policy is:

Mrs Natalie Reilly - Designated Safeguarding Lead

### 4.3 All Staff

All staff must:

- Follow this policy and associated procedures
- Be aware of pupils with allergies in their care
- Act promptly in the event of an allergic reaction
- Follow Individual Healthcare Plans and Allergy Action Plans
- Report incidents and near misses appropriately

## 5. Identification and Recording of Allergies

The school will maintain accurate and up-to-date records of individuals with known allergies. This will be recorded on the school's MIS system (currently Arbor) and also on the Catering Till system (currently Cypad).

For each pupil with an allergy, records may include:

- Known allergens
- Type and severity of reaction
- Symptoms of previous reactions
- Prescribed medication
- Emergency contacts
- Individual Healthcare Plan (IHP)

Information will be shared with relevant staff on a need-to-know basis.

## 6. Individual Healthcare Plans (IHPs)

Where a pupil has a diagnosed allergy requiring ongoing management, an Individual Healthcare Plan will be developed.

Plans will be:

- Created in partnership with parents/carers
- Updated regularly
- Shared with relevant staff

## 7. Staff Training

All staff will receive allergy and anaphylaxis awareness training appropriate to their role.

Training will cover:

- Recognition of allergic reactions and anaphylaxis
- Use of adrenaline auto-injectors (AAIs)
- Emergency procedures
- Understanding Individual Healthcare Plans
- Reducing allergen exposure risks

Training will be refreshed regularly and included in staff induction.

## 8. Allergy-Aware Approach and Risk Reduction

The Trust adopts an allergy-aware approach rather than a blanket exclusion model.

Reasonable steps will be taken to reduce allergen exposure, including:

- Awareness of cross-contamination risks
- Risk assessment of classroom activities
- Food handling precautions
- Communication with parents/carers

No pupil will be excluded from activities solely due to allergy risk.

## 9. Food Provision and Catering

The Trust provides in-house lunchtime catering services, supported by a specialist Catering Management Consultant (CMC). CMC works with the Trust to ensure a robust, embedded and consistently applied allergen management system across all schools.

This system is well established and forms part of routine operational practice within school catering services.

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School catering arrangements will ensure:

- Full compliance with UK food allergen labelling legislation
- A clearly defined and consistently applied allergen management process
- Robust controls to prevent cross-contamination during food preparation, service and handling
- Accurate and accessible allergen information for pupils, staff and parents/carers
- Pupils will be identified by wearing a red wrist band during food service and by photo identification on the Catering Till System, where food choice and pupil allergens are also recorded.
- Clear communication between kitchen teams, school staff and families regarding dietary requirements

The Trust will ensure that allergen management is not treated as a standalone procedure, but as an embedded part of everyday catering operations, supported by training, monitoring and ongoing review with CMC.

Where required, reasonable adjustments will be made to enable pupils with allergies to safely access school meals, in line with their Individual Healthcare Plans.

***Please refer to CMC Allergen Management Procedure document stored in the main kitchen.***

## 10. Minimising Risk in School Activities

All activities will be risk assessed, including:

- Classroom work
- Food technology
- Science experiments
- Art and craft activities
- Outdoor learning

Risk assessments will be completed and necessary adjustments will be made to reduce exposure risk.

## 11. School Trips and Educational Visits

Risk assessments will ensure pupils with allergies can safely participate in trips.

Requirements include:

- Access to AAIs at all times
  Trained staff on visits
  Emergency procedures in place
- Consideration of allergen exposure risks

## 12. Early Years Foundation Stage (EYFS)

In Early Years:

- Children will be supervised during eating
- Food information will be shared with staff
- Allergy plans will be followed consistently
- Food sharing will be actively prevented

## 13. Breakfast Clubs and After-School Provision

All extended school provision will follow this policy.

This includes:

- Access to medication
- Staff awareness of allergy plans
- Safe food handling practices
- Emergency response procedures
- Food purchases will be monitored for allergens and ingredients checked on a daily basis

## 14. Managing Allergic Reactions

### Mild to moderate reactions may include:

- Rash or hives
- Swelling
- Abdominal pain
- Mild breathing discomfort

These will be managed in line with the pupil's care plan.

### Severe reactions (anaphylaxis) require immediate use of AAI.

## 15. Emergency Response (Anaphylaxis)

Anaphylaxis is a medical emergency.

If suspected:

1. Administer adrenaline auto-injector (AAI) immediately
2. Call 999 and state "ANAPHYLAXIS"
3. Keep the individual flat (or seated if breathing is difficult)
4. Do not allow the person to stand or walk
5. Stay with the individual until emergency services arrive
6. A second AAI may be given after 5 minutes if no improvement

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Delays in administration of adrenaline must be avoided.

## 16. Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs should have immediate access at all times.

The school will:

- Ensure AAIs are accessible throughout the school day
- Store AAIs appropriately if not carried by the pupil
- Maintain emergency “spare” AAIs
- Ensure staff know where AAIs are located

## 17. Storage and Management of Medication

AAIs must:

- Be stored at room temperature
- Not be refrigerated or exposed to heat or sunlight
- Be clearly labelled
- Be accessible at all times during the school day

Emergency kits must never be locked away.

## 18. Spare Adrenaline Auto-Injectors

The school will maintain spare AAIs for emergency use.

Spare AAIs may be used:

- Where a pupil’s prescribed device is not available
- Where an individual presents with suspected anaphylaxis and has no device

Spare AAIs will be:

- Clearly marked
- Stored in accessible emergency kits
- Regularly checked for expiry

## 19. Asthma and Co-existing Conditions

Allergy frequently co-exists with asthma.

Where pupils have both conditions:

- Both care plans must be followed

Emergency inhalers must be accessible
Staff must be aware of increased risk of severe reaction

## 20. Incident Reporting and Near Misses

All incidents and near misses will be:

- Recorded promptly
- Reviewed by senior staff
- Shared with relevant stakeholders
- Used to improve practice

## 21. Inclusion and Wellbeing

The Trust recognises the emotional impact of living with allergies.

The school will:

- Promote inclusion by educating pupils and parents
- Reduce anxiety through clear communication
- Address bullying related to allergies
- Support pupil wellbeing

## 22. Policy Review

This policy will be reviewed:

- Annually
- After any serious incident
- Following changes in statutory guidance