



Abbey Primary School  
Managing Allergies & Anaphylaxis Policy  
January 2025

## Abbey Primary School Anaphylaxis Policy

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<b>Purpose</b>	To minimise the risk of any pupil suffering a severe allergic reaction whilst at school or attending any school related activity. To ensure staff are properly prepared to recognise and manage severe allergic reactions should they arise.
<b>Links with other policies</b>	<b>Supporting pupils with medical conditions Health and safety policy</b>

Aaron Tanner and Lucy Wright are the named staff members responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.

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### 1. Introduction

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs.

**Definition:** *Anaphylaxis is a severe life threatening generalised or systemic hypersensitivity reaction.*

This is characterised by rapidly developing life-threatening airway / breathing / circulatory problems usually associated with skin or mucosal changes.

It is possible to be allergic to anything which contains a protein, however most people will react to a small group of potent allergens.

Common UK Allergens include (but not limited to):-

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Abbey Primary School will support pupils and staff with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

## 2. Role and Responsibilities

### **Parent responsibilities**

- On entry to the school, it is the parent's responsibility to inform reception staff of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (Individual Healthcare plan [.Gov/BSACI plans](#) ) to school. If they do not currently have an IHP/Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. Schools nurse/GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The IHP will be kept updated accordingly.
- Parents are to refrain from bringing food for sharing, including for birthdays, celebratory, or cultural events. This measure is to help minimize exposure to allergens for our students and staff with allergies.

### **Staff Responsibilities**

- All first aiders will complete anaphylaxis training. Training is provided for all first aiders on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes.

- All staff are required to verify any new allergy conditions of pupils participating in cooking or food-related activities. These checks should be conducted via Arbor.
- Staff must notify parents in writing of any food-related activities at least 72 hours in advance.
- Staff to ensure they are aware of the location of emergency supplies including school owned AAI's (School issued AAI's in emergency box outside main office).
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- SENCO/Office Administrator will ensure that the up-to-date IHP/Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the Office Administrator will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- SENCO/Office Administrator keeps a register of pupils who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given.
- Staff members are encouraged to disclose their allergies to the office administrator upon employment and update any changes as necessary.

### **Pupil Responsibilities**

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own auto-injectors will be encouraged to take responsibility for always carrying them on their person.

### **3. Individual Healthcare Plans - Allergy Action Plans**

Allergy action plans are designed to function as Individual Healthcare Plans for children and staff with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline autoinjector.

It is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional (e.g. GP/School Nurse/Allergy Specialist) and provide this to the school.

It is the responsibility of staff with allergies to ensure that their information is up to date and any changes to be notified to the office administrator.

### **4. Emergency Treatment and Management of Anaphylaxis**

**What to look for:**

- swelling of the mouth or throat
- difficulty swallowing or speaking
- difficulty breathing
- collapse / unconsciousness
- hives, rash anywhere on the body
- abdominal pain, nausea, vomiting
- sudden feeling of weakness
- strong feelings of impending doom

Anaphylaxis is likely if all the following 3 things happen:

- **sudden onset** (a reaction can start within minutes) and **rapid progression of symptoms**
- **life threatening airway and/or breathing difficulties** and/or **circulation problems** (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)
- **changes to the skin** e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.) Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all

If the pupil has been **exposed to something they are known to be allergic to**, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly.

**Adrenaline** is the mainstay of treatment and it starts to work within seconds. Adrenaline should be administered by an **injection into the muscle** (intramuscular injection)

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

Adrenaline must be administered with the **minimum of delay** as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

**ACTION:**

- Stay with the child and call for help. **DO NOT MOVE CHILD OR LEAVE UNATTENDED**
- Remove trigger if possible (e.g. Insect stinger)
- Lie child flat (with or without legs elevated) – A sitting position may make breathing easier

- **USE ADRENALINE WITHOUT DELAY** and note time given. (inject at upper, outer thigh - through clothing if necessary)
- CALL **999** and state **ANAPHYLAXIS**
- If no improvement after 5 minutes, administer second adrenaline auto-injector
- If no signs of life commence CPR
- Phone parent/carer as soon as possible

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

#### 5. Supply, storage and care of medication

(Around age 11 years +) Pupils will be encouraged to take responsibility for and to always carry their own two adrenaline injectors on them (in a suitable bag/ container).

For younger children or those assessed as not ready to take responsibility for their own medication there should be an anaphylaxis kit which is kept safely, **not locked away and accessible to all staff, our spare AAI pens are stored next to the defibrillator with a key in a break glass box ready for use.**

Medication should be stored in a rigid box and clearly labelled with the pupil's name and a photograph.

The pupil's medication storage box should contain:

- adrenaline injectors i.e. EpiPen® or Jext® (two of the same type being prescribed)
- an up-to-date allergy action plan
- antihistamine as tablets or syrup (if included on plan)
- spoon if required
- asthma inhaler (if included on plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the Office Administrator will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

#### **Older children and medication**

Older children and teenagers should, whenever possible, assume complete responsibility for their emergency kit under the responsibility of their parents.

However, symptoms of anaphylaxis can come on **very suddenly**, so school staff need to be prepared to administer medication if the young person cannot.

#### **Storage**

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

## **Disposal**

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor. The sharps bin is kept in the Site office.

## 6. 'Spare' adrenaline auto injectors in school

Abbey Primary School has purchased spare **adrenaline auto-injector (AAI) devices 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 outside main office labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and **accessible and known to all staff**.

Abbey Primary School holds 4 spare pens which are kept in the following location/s:-

### **Outside the main office**

The Office Administrator is 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 IHP/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.

## 7. Staff Training

Aaron TANNER and Lucy Wright are the named staff members responsible for coordinating all staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.

The External First Aid trainer will conduct a practical anaphylaxis training session as and when needed, **all staff have access to an e-learning course via KITT medical, records of completion are checked by Aaron Tanner and training is offered annually.**

Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services

- Administering emergency treatment (including AAI's) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing allergy action plans and ensuring these are up to date
- A practical session using trainer devices (these can be obtained from the manufacturers' websites [www.epipen.co.uk](http://www.epipen.co.uk), [Kitt Medical](http://Kitt Medical) and [www.jext.co.uk](http://www.jext.co.uk) )

## 8. Inclusion and safeguarding

Abbey Primary School is committed to ensuring that all children and staff with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## 9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents/staff to view in weekly/fortnightly/monthly advance with all ingredients listed and allergens highlighted on the school website at [Abbey Primary School - School Meals](#) \_

The SENCO/Office Administrator will inform the Catering Manager/Cook of pupils and staff with food allergies.

Parents/carers are encouraged to meet speak with Olive dining to discuss their child's needs.

The school adheres to the following [Department of Health guidance](#) recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school canteen/tuck shop, parents should check the appropriateness of foods by speaking directly to the catering manager.

- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats, cooking lessons).
- Foods containing nuts are discouraged from being brought in to school.
- Sharing food, including but not limited to cultural or celebratory purposes are not allowed on site.
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of children and their age, parents to be notified as per staff responsibilities section.

## 10. School trips

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips may be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

### Sporting Excursions

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

## 11. PTFA

The Primary School Parent-Teacher-Friends Association (PTFA) plays a crucial role in supporting the school's allergy policy. **Please see PTFA checklist in Appendix A**

### **Communication:**

- Ensuring that all food-related events organized by the PTA are communicated to parents well in advance, including details about the food being served.
- Collaborating with the school to maintain up-to-date records of pupils' allergy conditions and ensuring this information is accessible during PTFA events.

### **Event Planning:**

- Implementing strict guidelines for food preparation and handling during PTA-sponsored events to prevent cross-contamination.
- Providing allergy-friendly food options and clearly labelling all food items with potential allergens.

### **Emergency Preparedness:**

- Ensuring that PTFA members are trained in recognizing and responding to allergic reactions, including the use of emergency medication such as epinephrine auto-injectors.
- Establishing a clear protocol for managing allergy emergencies during PTFA events, including immediate communication with the school office and parents.

By actively participating in the school's allergy policy, the PTFA helps create a safer environment for all, ensuring that allergy management is a shared responsibility.

## 12. Allergy awareness

Abbey Primary School supports the approach advocated by The Anaphylaxis Campaign and Allergy UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any single allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure =- policies and procedures are in place to minimise risk.

### 13. Risk Assessment

Abbey Primary School will conduct a detailed risk assessment to help identify any gaps in our systems and processes for keeping allergic children safe for all new joining pupils with allergies and any pupils newly diagnosed.

### 14. Useful Links

Anaphylaxis Campaign- <https://www.anaphylaxis.org.uk>

- AllergyWise training for schools - <https://www.anaphylaxis.org.uk/information-on-training/allergywise-training/for-schools/training/allergywise-training/for-schools/>
- AllergyWise training for Healthcare Professionals <https://www.anaphylaxis.org.uk/information-training/allergywise-training/for-healthcare-professionals/healthcare-professionals/>

Allergy UK - <https://www.allergyuk.org>

- Whole school allergy and awareness management (Allergy UK) <https://www.allergyuk.org/schools/whole-school-allergy-awareness-andmanagementandmanagement>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Official guidance relating to supporting pupils with medical needs in schools: <http://medicalconditionsatschool.org.uk/documents/Legal-Situation-in-Schools.pdf>

Education for Health <http://www.educationforhealth.org>

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>

Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline auto injectors in schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

## Appendix A

### Abbey Primary PTFA Allergy-Safe Event Checklist

#### 1. Pre-Event Planning

- Confirm event date and share **menu details with parents** at least 1 week in advance.
- Check **school allergy register** for pupils attending the event.
- Ensure **allergen information** for food items is available and clearly labeled.
- Prepare **allergy-friendly options** (e.g., nut-free, dairy-free alternatives).
- Avoid **sharing food** (birthday cakes, cultural treats) unless pre-approved.

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#### 2. Food Preparation & Handling

- Use **separate utensils and surfaces** for allergy-safe foods.
- Clean preparation areas thoroughly with **warm soapy water** before use.
- Prepare allergy-safe foods **first** to reduce cross-contamination risk.
- Store allergy-safe foods **separately and clearly labelled**.

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#### 3. Communication .

- Display **allergen signage** at food stations.
- Inform volunteers of **pupils with allergies** and emergency procedures.
- Keep **school office contact details** accessible during the event.

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#### 4. Emergency Preparedness

- Ensure **trained PTFA members** know how to recognize allergic reactions.
- Confirm location of **spare AAIs** (emergency box outside main office).
- Have a **clear protocol**:
  - Call **999 – state ANAPHYLAXIS**
  - Administer AAI immediately
  - Inform school office and parents

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#### 5. Post-Event

- Dispose of any leftover food safely.
- Report any incidents to the **school office** immediately.
- Review and update checklist for future events.