

St Mary's CE High School

Allergy & Anaphylaxis Policy

Date of Review: July 2026

Date of Next Review: July 2027

[Based on Anaphylaxis UK Model Policy 2026]

Date of Review	July 2026
Ratified by Governors	July 2026
Date of Next Review	July 2027
Author	Elena Mason – Office Manager

"Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower, where

Through God's love, we are the rich soil where seeds flourish and roots grow,
based on the Parable of the Sower, Mark 4: 3-9

This underpins our motto, **We believe everyone is equal, everyone deserves the best**, and is key to what we do. We believe that we are all equal, irrespective of our background and beliefs. We provide a safe, nurturing environment in which we can all flourish. We have the very highest aspirations for our students, their families, our local community, and ourselves, and want nothing but the best. We challenge students by having a rich and exciting curriculum provision and by making learning practical, engaging and enjoyable. We enable students to succeed by providing the best possible personalised support."

Richard Vaughan – Headteacher

Contents

Introduction	4
1. Role and Responsibilities	4
2. Allergy Action Plans.....	5
3. Emergency Treatment and Management of Anaphylaxis.....	5
4. Supply, storage and care of medication.....	6
5. 'Spare' Adrenaline Auto-Injectors in School	7
6. Staff Training.....	7
7. Inclusion and Safeguarding	8
8. Catering	8
9. School Trips	9
10. Allergy Awareness and Nut Bans.....	10
11. Useful Links	10

Introduction

This policy has been developed by Anaphylaxis UK specifically for schools and is compliant with Benedict's Law which came into effect in 2026.

The named members of staff are responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy:

- **Elena Mason Central Office Manager**
- **Jo Ricouard HR Officer**

This policy sets out how St Mary's CE High School will support students with allergies and to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

The purpose of policy is to ensure that our systems and processes in managing allergies minimises the risk of any student suffering a serious allergic reaction whilst at school or attending any school related activity. It ensures that staff are properly prepared to recognise and manage serious allergic reactions should they arise.

An allergy is a reaction of 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 serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

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

- Peanuts
- Tree Nuts
- Sesame
- Milk
- Egg
- Fish
- Latex
- Insect Venom
- Pollen
- Animal Dander

1. Role and Responsibilities

Parent/Carer Responsibilities:

- On entry to the school, it is the parent/carers' responsibility to inform the Central office (via the admission supplementary form) of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents/Carers are also expected to fill in a health care plan if medication is expected to be given.
- Parents/Carers are responsible for ensuring any required medication is supplied, in date and replaced as

necessary.

- Parents/Carers are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities:

- All staff will complete anaphylaxis training. Training is provided on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff (regular or cover classes) must be aware of the students in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Our Subject Lead for Hospitality and Catering ensures any food-related activities must be supervised with due caution.
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders and administrative staff will check that all students with medical conditions, including allergies, carry their medication. Students unable to produce their required medication will not be able to attend the trip.
- The Central Office manager will ensure that the up-to-date Health care plan is kept with the student's medication.
- It is the parent/carer's responsibility to ensure all medication is in date; however, the first aid department will check medication kept at school on a termly basis and send a reminder to parents/carers if medication is approaching expiry.

Student Responsibilities:

- Students 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.
- All students with allergies carry their own epi pens and are trained to administer them.

2. Allergy Action Plans

Allergy action plans are designed to function as Individual Health Care Plans (IHCPs) for children 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 auto-injector.

St Mary's CE High School will use British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans, which are produced by a medical professional and will not be created by the school. These are a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK. The Allergy Action Plans are designed to function as an IHCP.

3. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY:** swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING:** sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION:** dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the student 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.

What does adrenaline do?

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

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the student where they are, call for help and do not leave them unattended.
- **LIE THE STUDENT FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR (AAI) WITHOUT DELAY** and note the time given. AAI's should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- **CALL 999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst waiting for the ambulance, keep the student where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

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

4. Supply, storage and care of medication

Students are encouraged to take responsibility for, and to always carry, their own two AAI's. This should be kept in a suitable bag.

Medication should be stored in a suitable container and clearly labelled with the student's name. The student's medication storage container should contain:

- Two AAI's i.e. EpiPen® or Jext®

- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on their allergy action plan)
- Spoon (if required)
- Asthma inhaler (if included on allergy action plan).

Storage

AAIs are stored at room temperature, protected from direct sunlight and temperature extremes. They are kept in a box (not locked away) under the first aid desk. Each student's EpiPen is marked with their name and a list of all the checks that are taken place termly.

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 are obtained from and disposed of by a specialist collection service. The sharps bin is kept in the first aid room.

5. 'Spare' Adrenaline Auto-Injectors in School

St Mary's has purchased spare **AAIs for emergency use with students who are at risk of anaphylaxis**, but their own devices are not available or not working (e.g. because they are out of date) or are experiencing anaphylaxis for the first time.

These are stored in the central office in a labelled box under the first aid desk with other Epi pens (belonging to students and are labelled), kept safely, not locked away and accessible and known to all staff.

The school also holds spare pens kept in the following locations:

- Central Office
- Student Services
- Sports Centre
- Dining Room

The Central Office manager is responsible for checking that the spare medication is in date termly and to replace as needed. A log is kept in the box when these are checked.

Written parental permission for use of the spare AAIs is included in the student's Allergy Action Plan.

6. Staff Training

HR and Central Office are responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.

All staff will complete AllergyWise® Allergy and Anaphylaxis training annually, and on an ad-hoc basis during induction of new staff. This is compliant with Benedict's Law 2026 requirements.

Training includes:

- Knowing the common allergens and triggers of allergies
- 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 AAls) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a student having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date

St Mary's CE High School ensures that first aid trained staff undertake a practical session which are run by British Red Cross. Records of this training are kept in HR and certificates are displayed in the first aid room.

7. Inclusion and Safeguarding

St Mary's CE High School is committed to ensuring that all students with medical conditions, including allergies, are properly supported so that they can play a full and active role in school life.

Our inclusive practice, in terms of both physical and mental health, supports students so that they remain healthy, flourish and can achieve their potential.

8. Catering

St Mary's sub-contracts its catering provision to Innovate, part of the Impact Food Group. The school monitors catering provision through regular monitoring meetings so that, amongst other Key Performance Indicators, Innovate follows 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's menu is available for parents/carers to view termly and in advance, with all ingredients listed and allergens highlighted. This is available via our parent/carer portal, My School Portal (MSP).

When students join our school, parents/carers provide their child's medical and allergy information during the admissions process. This information is entered into our Management Information System (SIMS), which is linked to each student's lanyard card.

When a student visits the dining room, their lanyard card is scanned at the till, and any recorded allergy information is displayed to the catering staff. This enables staff to alert the student and help ensure they make appropriate food choices based on their recorded allergies.

In addition, the catering team displays a daily allergy matrix, which identifies the allergens present in each food item served. This allows students to make informed choices about the meals available.

As part of our commitment to allergen safety, we do not offer any food containing nuts.

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

- Bottles, other drinks and lunch boxes provided by parents/carers for students 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, parents/carers should check the appropriateness of foods by speaking directly to the catering manager.
- The student should be taught by parents/carers, to check with catering staff, before purchasing food or selecting their lunch choice.
- Where food is provided by the school, catering staff are 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 students 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.

- Use of food in Hospitality & Catering classes, science experiments and special events (e.g. Acts of Worship, cultural events) are considered and restricted/risk assessed.
- During activities, students are required to indicate if they have any allergies/intolerance/religious dietary needs.

If allergies are through digestion, students have the option of adapting recipes or making dishes and taking them home.

If the allergy is airborne, students will be asked to work in a set space within the Hospitality & Catering rooms. They will be assigned a set of tools and equipment which will go through a hot wash after they do their first washing up. This ensures equality of opportunity and supports our inclusive approach to the curriculum.

9. School Trips

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders and the relevant administrative staff in charge of the trip will check that all students with medical conditions, including allergies, carry their medication. Students unable to produce their required medication will not be able to attend the trip.

In addition to this, two spare epi pens are sent on each trip with the trip leader and if the school uses its own minibuses for transportation, they will have 2 further spare pens on the bus.

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

As per Benedicts Law, AAls are always carried as a pair and they are not split up. The Central Office manager checks these termly, ensures they are in date and these checks are recorded.

Before day trips or overnight residential visits take place, a risk assessment is completed to ensure spare adrenaline devices are available in case of an emergency. The risk assessment considers the location of the trip, including whether it is remote (e.g. Duke of Edinburgh Award), whether there accessible hospital services that could treat anaphylaxis nearby and if there any potential communication difficulties. If the risk assessment shows that spare adrenaline devices are needed on the trip, St Mary's makes sure that enough devices remain available for students who stay at school.

Overnight/residential school trips require careful planning and communication between parents/carers and the lead member of staff in charge of the trip. Staff at the venue for an overnight/residential school trip are briefed early on children with allergies and will need appropriate food (if provided by the venue).

Sporting Excursions:

Students with allergies have every opportunity to attend sports fixtures and trips to other schools. St Mary's will ensure that the P.E. teacher(s) is fully aware of the student and their needs. The school being visited is notified when a member of the team has a severe allergy when arranging the fixture. A member of staff trained in administering an AAI will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school arranges for the child to take their own food.

10. Allergy Awareness and Nut Bans

St Mary's CE High School supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools; we do not support a blanket ban on any particular allergen. This is because nuts are only one of many allergens that could affect students, and no school could guarantee a truly allergen free environment for a child living with food allergy. Furthermore, we advocate a culture of allergy awareness and education.

11. Useful Links

- Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>
- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools1>
- Allergy UK - <https://www.allergyuk.org>
- Whole school allergy and awareness management - <https://www.allergyuk.org/schools/whole-school-allergy-awareness-andmanagement>
- BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

This policy has been developed by Anaphylaxis UK specifically for schools and is compliant with Benedict's Law 2026.
