

Allergy and Anaphylaxis Management

POLICY

This policy identifies how My Choice School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

My Choice School aims to achieve the following:

- Identify all pupils with known allergies and put into place necessary controls to enable them to access and experience school safely and without detriment to their health.
- Be proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to remove all risks to pupils with regards to allergens.
- Continuously improve our health and safety performance.

Legislation and guidance

This policy is based on the following guidance:

DfE guidance Allergy Safety in Schools June 2026

https://assets.publishing.service.gov.uk/media/6a4b8f49045e1108aaa5ebbc/allergy_safety_in_schools_statutory_guidance_June_2026.pdf

DfE guidance Supporting pupils at school with Medical Conditions December 2015

<https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf>

Draft DfE Guidance Supporting Children and Young People with Medical Conditions and Allergy March 2026

https://consult.education.gov.uk/medical-conditions-at-school/medical-conditions-at-school-statutory-guidance/supporting_documents/supporting-children-and-young-people-with-medical-conditions-and-allergy.pdf

Department of Health and Social Care Guidance on the Use of Adrenaline Auto Injectors (AAI) in schools

https://assets.publishing.service.gov.uk/media/5a829e3940f0b6230269bcf4/Adrenaline_auto_injectors_in_schools.pdf

Background information

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 and 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.

It must be recognised that allergic reactions can happen at any time, even if the student has not been previously identified as having an allergy

The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs – also, food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk – also, food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia nuts, nut oils, marzipan
- Peanuts - sauces, cakes, desserts, ground Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, humus, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, and beer)

- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high-risk allergy and, as such, demands controls that are more rigorous. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life threatening and uncomfortable, if suffered.

Anaphylaxis

Anaphylaxis is a severe allergic reaction requiring immediate medical attention. The reaction usually occurs within minutes of exposure to the “trigger” substance although in some cases the reaction may be delayed for as much as a few hours.

Common trigger substances include peanuts, tree nuts, eggs, shellfish, insect stings and drugs such as penicillin and aspirin.

Signs and symptoms

The signs and symptoms of anaphylaxis vary from one person to another and may include some or all of the following.

The early symptoms of allergy

- Itchy, urticarial rash anywhere on the body
- Runny nose and watery eyes
- Nausea and vomiting
- Dizziness

The danger signs of anaphylaxis are

- Swelling of lips, tongue and throat
- Cough, wheeze, tightness of chest or shortness of breath
- Sudden collapse or unconsciousness

DfE Guidance on Adrenaline Auto-Injectors - AAI's

DfE guidance states that schools may hold spare Adrenaline Auto-Injectors **AAIs** (also known as EpiPens) for use in emergency situations involving students who are at known risk of anaphylaxis.

Spare AAIs are intended as a back-up emergency measure and can be used where the student has a prescribed AAI, written parental consent, and medical authorisation in place. These details must be clearly recorded on the student's Health Care Plan for Allergy, which should be:

- Completed by the parent following advice from a healthcare professional
- Maintained in the Medication Folder
- Recorded on the Allergy Register

DfE guidance advises that that spare AAIs **can** be administered to students who have not been prescribed an AAI.

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, **in an emergency situation**, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

In cases where a student experiences a suspected severe allergic reaction but has not been prescribed an AAI, an AAI will be used and staff must immediately contact Emergency Services on 999 and follow their advice.

School staff must specifically inform the Emergency Services that there is a student with anaphylaxis.

Schools must ensure staff are trained to recognise the signs of anaphylaxis, understand emergency procedures, and appreciate that younger students or students with SLCN or processing difficulties may have difficulty describing their symptoms.

My Choice School staff complete

- TES Develop online training in Understanding Anaphylaxis

- TES Develop online training in Administration of Medication in School

Procedures for handling an allergic reaction

Register of pupils with Health Care Plans for Allergy and AAIs

My Choice School maintains a register which summarise the students who have a Health Care Plan for Allergy and are prescribed AAIs

The register is kept in the Medication Folder in the school office as hard copy and electronic in the Medication Folder on the school SharePoint site, and is accessible by all school staff

The register records:

- Known allergens and risk factors for anaphylaxis
- Whether a student has been prescribed AAIs and if so, what type and dose
- Where a student has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the pupil

Health Care Plan for Allergy has a photo of the student, as does the student's school admission form.

Students will be permitted to keep their AAIs with them if they have been prescribed and provided by parents / carers. This will reduce delays and allows for confirmation of consent without the need to check the register.

School staff will be able to carry the spare AAI in their secure pouch and have them immediately accessible in the classroom, if there is a student with a known allergy. Spares AAIs will also be accessible in the school medical room. A student who requires an AAI must be less than 5 minutes away from accessing one.

AAIs will be taken on Educational Visits, as will a copy of the register.

Purchasing of spare AAIs

The Nominated Allergy Lead / Headteacher is responsible for buying AAIs and ensuring they are stored according to the guidance.

Schools can buy spare emergency AAIs directly from a pharmacy without a doctor's prescription, provided they supply a written order or request on school headed paper signed by the Headteacher.

An Emergency Anaphylaxis Kit will be provided for the school.

Storage of both spare and prescribed AAIs

The Nominated Allergy Lead / Headteacher will make sure all AAIs are:

- Stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extremes of temperature in the medical room in Adur building, next to the school office.
- School staff will be able to carry the spare AAI in their secure pouch and have them immediately accessible in the classroom, if there is a student with a known allergy. They will also carry a spare AAI on Educational Visits. A student who requires an AAI must be less than 5 minutes away from accessing one.
 - Student's own prescribed spare AAIs will be stored in the medical cabinet, and clearly labelled to avoid confusion with school spare AAIs.

Maintenance of spare AAIs

The Head of Education is responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

Disposal

AAIs can only be used once.

Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions, in a sharps bin and collected by a designated clinical waste company.

Spare Emergency AAI Staff Guidance

DO:

DO check that medical authorisation and written parental consent are in place and recorded on the student's Healthcare Plan for Allergy

DO call 999 immediately in all cases of suspected anaphylaxis, whether or not an AAI has been administered

DO follow training and the student's Healthcare Plan for Allergy, and stay with the student until emergency services arrive

DO be aware that students may struggle to explain symptoms and rely on observed signs

DO administer a spare emergency AAI to a student who is presenting with symptoms of anaphylaxis.

DO NOT:

DO NOT delay calling emergency services while deciding whether to administer medication.

DO NOT assume symptoms are mild if there is any concern of anaphylaxis

Roles and Responsibilities

Parents / Carers

Parents / carers are responsible for:

- Being aware of the My Choice School allergy policy
- Ensuring accurate completion of the student's Health Care Plan for Allergy where appropriate. This will be completed for the start of each academic year.
- Providing the school with up-to-date details of their child's medical needs, condition, dietary requirements, and any history of allergies, reactions and anaphylaxis including any changes required to the student's Health Care Plan for Allergy
- If required, providing their child with 2 in date AAIs and any other medication, including inhalers, antihistamine etc. Ensuring all medication has the original pharmacy label attached stating the student's name, date of birth and dose.
- Ensuring medication is replaced as necessary ie on change of dose or expiry date. And that surplus or expired medication is collected at the end of each academic year.
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's advice on any food brought in to be shared
- Advising the school if there are any activities which in the parent's view may need to be avoided or indicated as 'high risk' eg food preparation, science lessons, work experience, Educational Visits

Parents should also teach their child with allergies to:

- Recognise the first symptoms of an allergic / anaphylactic reaction
- Communicate with school staff as soon as they feel a reaction is starting and report to the My Choice School First Aider or any school staff
- Be able to carry, keep safe and use their own AAI if prescribed
- Not share snacks, lunches, drinks or utensils including water bottles
- Understand the importance of hand washing before and after eating

School Staff

Head of Education

- Responsible for writing policies
- Ensuring that My Choice School provides staff with the required training
- Monitoring the Health and Safety, including the recording, administration and storage of medication, in the school. Monitoring checks are completed monthly
- Completing risk assessments where students have been identified as having allergies requiring a Health Care Plan for Allergy

Headteacher

- Acting as the Nominated Allergy Lead, ensuring the student's have a Health Care Plan for Allergy where appropriate and that parents / carers have supplied the recorded and required medication AAIs.
- Promoting and maintaining allergy awareness across the My Choice School community

Ensuring:

- All allergy information is up to date and readily available to all staff
- All student's with allergies have a Health Care Plan for Allergy completed with advice provided via parents / carers from a medical professional
- All staff complete the appropriate training as provided by the Head of Education
- All staff are aware of the school's policy and procedures regarding allergies, including students recorded on the allergy register.
- Relevant staff are aware of what activities need an allergy risk assessment or activities that need to be avoided
- Keeping stock of the My Choice School spare AAIs where appropriate
- Alternative Provisions are advised if students have a Health Care Plan for Allergy

All My Choice School staff

All school staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis

- Completing appropriate allergy training as required
- Being aware of specific student's with allergies in their classes
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of Students with allergies

Students

Students with allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their AAI
- If appropriate, carrying their AAI on their person and only using it for its intended purpose

Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

Assessing and managing risk

The Head of Education will write a risk assessment for any student at risk of anaphylaxis taking part in:

- Lessons involving ingredients or food
- Science experiments involving food or ingredients
- Craft activities using food packaging
- Educational visits
- Any other activities involving animals or food, such as animal handling experiences or baking
- A risk assessment for any student at risk of an allergic reaction will also be carried out where a visitor or staff requires a service dog. On occasion a member of My Choice School might bring their dog to visit school, if a student (or staff) is allergic to dogs then this will not be permitted.

Hygiene procedures

- Students are reminded to wash their hands before and after eating

- Sharing of food will not be permitted if students have a Health Care Plan for Allergy
- Students have their own named water bottles

Catering

- Students and staff bring their own packed lunch to school.
- My Choice School will provide snacks however the packaging will be carefully checked for allergens
- End of term or celebratory foods will be carefully checked for allergens.
- Any food provided by My Choice School will be prepackaged or prepared by external establishments

We acknowledge that it is impractical to enforce an allergen-free school. However, if we have a student with a Health Care Plan for Allergy we would encourage students and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a student brings these foods into school, they may be asked to eat them away from others to minimise the risk and staff will ensure that surface and hand hygiene is maintained to avoid cross contamination.

Insect bites or stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

Animals

- All students pupils will always wash hands after interacting with animals to avoid putting others with allergies at risk through later contact
- Students with animal allergies will not interact with animals

Support for mental health

Students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. School staff will ensure that the student's mental health and wellbeing is supported and that they are vigilant in preventing bullying.

Students with a Health Care Plan for Allergy will not be excluded from events or activities, nor will they be blamed for curtailment of other events or activities for other students.

Educational visits

All Educational Visits will have plans and risk assessments completed on Form A and Form B.

All medication required on educational visits will be taken by the lead teacher, including a copy of the Allergy Register and Health Care Plan for Allergy where appropriate.

Appendix 1

Allergy and Anaphylaxis Register

Appendix 2

Health Care Plan for Allergy

Policy link:

Administration of Medication policy
Health and Safety policy
Educational Visits policy
Risk assessment policy

Reviewed September 2026

Annual review due June 2027

