



## **Allergy and Anaphylaxis Policy**

For all Ivy Education Trust Early Years, Primary and Secondary School Settings

### **1. Policy Statement**

The school is committed to providing a safe, inclusive and supportive environment for all pupils with allergies and those at risk of anaphylaxis. We recognise that severe allergic reactions can be life-threatening and require immediate action. The school will take all reasonable steps to reduce the risk of allergen exposure while promoting the health, wellbeing and full participation of all pupils in school life.

This policy applies to:

- Early Years Foundation Stage (EYFS)
- Primary School
- Secondary School
- All staff, volunteers, governors, contractors and visitors
- School trips, clubs, sports activities and other off-site activities

### **2. Purpose**

The purpose of this policy is to:

- Identify pupils with allergies and anaphylaxis risks.
- Minimise exposure to known allergens.
- Ensure effective management of allergic reactions.
- Provide appropriate training for staff.
- Establish clear emergency procedures.
- Promote awareness among the school community.

### **3. Definitions**

#### **Allergy**

An immune system response to a normally harmless substance (allergen).

**Anaphylaxis**

A severe, rapid and potentially life-threatening allergic reaction requiring immediate emergency treatment.

**AAI**

Auto Adrenaline Injector – the device used to inject adrenaline into an individual during Anaphylaxis.

**Common Allergens**

These may include, but are not limited to:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Sesame
- Soy
- Wheat
- Insect stings
- Medicines
- Latex

## 4. Roles and Responsibilities

**Governing Body / Proprietor**

The Governing Body/Proprietor will:

- Ensure the school has an effective allergy management system.
- Monitor implementation of this policy through its Local Governing Bodies (LGBs).
- Ensure adequate resources for staff training and emergency medication arrangements.

**Headteacher**

The Headteacher will:

- Ensure this policy is implemented.

- Ensure staff are aware of pupils with allergies.
- Facilitate staff training.
- Ensure risk assessments are completed where required.
- Ensure emergency procedures are regularly reviewed.

### **Designated Medical Lead / First Aid Lead**

The designated lead will:

- Maintain allergy records.
- Ensure Individual Healthcare Plans (IHPs) are in place.
- Monitor expiry dates of medication.
- Coordinate staff training.
- Liaise with parents and healthcare professionals.

### **Staff**

All staff must:

- Be familiar with this policy.
- Know how to recognise symptoms of allergic reactions and anaphylaxis.
- Follow healthcare plans.
- Know the location of emergency medication.
- Act immediately in an emergency.

### **Parents/Carers**

Parents/carers are responsible for:

- Informing the school of all diagnosed allergies.
- Providing medical evidence where required.
- Supplying prescribed medication.
- Updating the school regarding changes in medical needs.
- Ensuring prescribed medication remains in date

### **Pupils**

Where age and understanding allow, pupils should:

- Understand their allergies.
- Avoid known allergens.
- Not share food.
- Inform an adult immediately if symptoms occur.

## **5. Identification of Pupils with Allergies**

The school will maintain an allergy register and review information annually. This is stored within the school's Management Information System (Arbor).

## **6. Individual Healthcare Plans (IHPs)**

Pupils at risk of anaphylaxis will have an Individual Healthcare Plan. This is often created by medical professionals and shared with schools. Information will be reviewed annually or following any significant change.

## **7. Medication**

Adrenaline auto-injectors (AAI) must be accessible, in date and available during all activities. Each school will have an emergency stock of Adrenaline auto-injectors with the doses required for their cohort. The preferred school AAI device will be the Epipen (150 mg for individuals under the age of 6 years old, 300mg for any individual over 6 years of age).

## **8. Prevention and Risk Reduction**

The school recognises that a completely allergen-free environment cannot be guaranteed but will take reasonable measures to reduce risks.

### **Food Management**

The school will:

- Promote a "no food sharing" culture.
- Make catering staff aware of pupils with allergies.
- Provide ingredient information where possible.
- Consider allergen risks during food-based activities.
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### **Classroom Activities**

Staff will:

- Check ingredients used in practical activities.
- Consider allergy risks in science, art, sensory play, cooking activities and other curriculum activities.
- Use safe alternatives where appropriate.

### **Early Years (EYFS)**

Additional controls may include:

- Close supervision during snack and mealtimes.

- Enhanced handwashing routines.
- Regular cleaning of surfaces and shared resources.
- Careful planning of sensory and messy play activities.

### **Primary School**

Additional measures may include:

- Age-appropriate allergy awareness education.
- Supervision during eating times.
- Monitoring of food-based celebrations and events.

### **Secondary School**

Additional measures may include:

- Supporting pupils in managing their own allergies.
- Education regarding risk-taking behaviours.
- Ensuring staff in specialist areas understand allergy risks.

## **9. School Meals and Catering**

The school will work with catering providers to:

- Comply with food allergen legislation.
- Provide clear allergen information.
- Minimise cross-contamination risks where reasonably practicable.
- Communicate menu changes that may affect allergic pupils.

## **10. Educational Visits and Off-Site Activities**

Risk assessments must be completed before visits.

Staff must ensure:

- Emergency medication is available.
- Trained staff accompany the pupil.
- Relevant healthcare plans are carried.
- Emergency services can be contacted.
- Catering arrangements are assessed for allergen risks.

Pupils with allergies will not be excluded from educational visits solely because of their medical condition.

## **11. Recognising an Allergic Reaction**

### **Mild to Moderate Symptoms**

May include:

- Itchy skin
- Rash or hives
- Swelling of lips or face
- Stomach pain
- Nausea
- Sneezing
- Runny nose

### **Severe Symptoms (Anaphylaxis)**

May include:

- Difficulty breathing
- Wheezing
- Persistent cough
- Swollen tongue
- Difficulty swallowing
- Hoarse voice
- Dizziness
- Collapse
- Loss of consciousness

Any severe symptoms should be treated as anaphylaxis.

## **12. Emergency Procedure for Anaphylaxis**

If anaphylaxis is suspected:

1. Administer the adrenaline auto-injector immediately.
2. Dial 999 and state:
  - "Anaphylaxis"
  - Location of the school
  - Age of the child
3. Inform the school office and senior leadership team.
4. Contact parents/carers.
5. Lay the pupil flat with legs raised where appropriate.
6. Do not allow the pupil to stand or walk.

7. If symptoms do not improve and medical guidance permits, administer a second autoinjector after the recommended interval.
8. Stay with the pupil until emergency services arrive.

All uses of adrenaline auto-injectors must be recorded.

### **13. Training**

All Trust staff will receive allergy awareness and anaphylaxis training. New staff will receive this training during their induction. Training for all staff will be refreshed regularly.

### **14. Record Keeping**

The school will maintain records of healthcare plans, training and incidents.

### **15. Communication**

The school will:

- Work in partnership with parents/carers.
- Share relevant information with staff on a need-to-know basis.
- Inform supply staff and volunteers of essential allergy information.
- Promote awareness among pupils in an age-appropriate manner.

### **16. Monitoring and Review**

This policy template for Ivy Education Trust school settings will be:

- Reviewed annually and approved by the IET Executive Team.
- Reviewed following any serious allergic incident.
- Updated in line with legislation, guidance and best practice.

### **Policy Amendment Record**

| Date    | Reviewed by | Nature of change                                                                  | Next review by |
|---------|-------------|-----------------------------------------------------------------------------------|----------------|
| 23.7.26 | AW/AT       | New IET policy template for all IET school settings in line with new legislation. | July 2027      |