

Sutton CE Primary School



Allergy and Anaphylaxis Policy

Approved by: SLT/Governing body

Last reviewed on: Sept 2026

Next review due by: Sept 2027

1. POLICY STATEMENT

Sutton Oak CE Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and those at risk of anaphylaxis.

The school recognises that allergies can significantly affect a child's health, wellbeing, attendance and participation in school life. Whilst many allergic reactions are mild, some can be severe and potentially life-threatening. The school therefore takes all allergies seriously and is committed to reducing risks through effective communication, education, training, risk assessment and emergency preparedness.

We aim to ensure that pupils with allergies are able to participate fully and safely in all aspects of school life including classroom activities, educational visits, school meals, breakfast provision, celebrations, clubs and enrichment activities.

The school promotes a culture of awareness, inclusion and shared responsibility. Supporting pupils with allergies is the responsibility of the whole school community, including governors, staff, parents, pupils, visitors and external providers.

2. AIMS OF THE POLICY

The aims of this policy are to:

- * Safeguard pupils with allergies and those at risk of anaphylaxis.
- * Ensure pupils with medical conditions can access all aspects of school life.
- * Promote a whole-school awareness of allergies.
- * Reduce the risk of exposure to known allergens.
- * Ensure effective communication between school, home and healthcare professionals.
- * Ensure all staff understand their responsibilities.
- * Provide clear emergency procedures.
- * Promote pupil understanding and self-management where appropriate.
- * Comply with statutory guidance and emerging best practice associated with Benedict's Law.

3. LEGAL FRAMEWORK

This policy should be read alongside:

- * Supporting Pupils with Medical Conditions Policy
- * First Aid Policy
- * Health and Safety Policy
- * Safeguarding and Child Protection Policy
- * Educational Visits Policy
- * Behaviour Policy
- * Anti-Bullying Policy

This policy has been developed with reference to:

- * Children and Families Act 2014
- * Equality Act 2010
- * Human Medicines Regulations 2012
- * Supporting Pupils at School with Medical Conditions (DfE)
- * Guidance on the Use of Adrenaline Autoinjectors in Schools
- * Food Information Regulations 2014
- * Keeping Children Safe in Education
- * Recommendations associated with Benedict's Law

4. DEFINITIONS

Allergy

An abnormal immune system response to a substance known as an allergen.

Allergen

A substance capable of triggering an allergic reaction.

Common allergens include:

- * Peanuts
- * Tree nuts
- * Milk
- * Eggs
- * Fish
- * Shellfish
- * Wheat
- * Soya
- * Sesame
- * Insect stings
- * Latex
- * Certain medications

Anaphylaxis

A severe and potentially life-threatening allergic reaction that requires immediate medical treatment.

Adrenaline Autoinjector (AAI)

A device containing adrenaline used to treat anaphylaxis.

5. SCHOOL CONTEXT

Sutton Oak CE Primary is a Church of England primary school serving pupils from Nursery through to Year 6.

The school provides:

- * Nursery provision
- * Breakfast and After School provision
- * Extra-curricular activities
- * Educational visits
- * School meals provided by St Helens Catering Service

The school operates a Nut Aware approach.

Parents and carers are strongly requested not to send nut-containing products into school. This includes products such as:

- * Packets of nuts
- * Peanut butter
- * Nut-based snack bars
- * Chocolate spreads containing nuts

Whilst every effort is made to reduce risk, the school cannot guarantee a completely nut-free or allergen-free environment.

The school maintains centrally stored emergency Adrenaline Autoinjectors (AAIs) in accordance with national guidance and local procedures. These are available for use during an anaphylactic emergency and form part of the school's wider emergency response arrangements.

6. PRINCIPLES

The school will:

- * Promote inclusion and equal access.
- * Encourage pupils to develop age-appropriate self-management skills.
- * Reduce exposure to known allergens wherever reasonably practicable.
- * Ensure effective emergency arrangements are in place.
- * Ensure staff receive appropriate training.
- * Maintain accurate records.
- * Work collaboratively with parents and healthcare professionals.
- * Foster a culture of understanding and respect.

7. ROLES AND RESPONSIBILITIES

Governing Body

The Governing Body will:

- * Ensure effective arrangements are in place to support pupils with allergies.
- * Monitor implementation of this policy.
- * Ensure sufficient resources are available.
- * Review serious incidents and lessons learned.
- * Ensure annual policy review.

Headteacher

The Headteacher will:

- * Ensure implementation of this policy.
- * Ensure allergy management remains a strategic priority.
- * Support the Allergy Lead.
- * Ensure sufficient trained staff are available.
- * Ensure emergency medication is available and monitored.
- * Ensure educational visit procedures are robust.
- * Ensure allergy incidents are investigated and reviewed.

Allergy Lead

The Allergy Lead will:

- * Maintain the school's allergy register.
- * Coordinate Individual Healthcare Plans.
- * Liaise with parents and healthcare professionals.
- * Ensure relevant information is communicated to staff.
- * Monitor medication expiry dates.
- * Maintain training records.
- * Coordinate risk assessments.
- * Lead post-incident reviews.
- * Monitor policy implementation.

All Staff

All staff must:

- * Read and follow this policy.
- * Be aware of pupils with allergies.
- * Attend annual allergy training.
- * Understand how to recognise allergic reactions.

- * Know how to access emergency medication.
- * Follow Healthcare Plans.
- * Take reasonable steps to reduce allergen exposure.
- * Report concerns immediately.

Staff should never ignore a pupil who reports symptoms of an allergic reaction.

Parents and Carers

Parents and carers are responsible for:

- * Informing school of allergies upon admission.
- * Providing updated medical information.
- * Supplying prescribed medication where required.
- * Providing up-to-date Allergy Action Plans.
- * Informing school of any changes in medical advice.
- * Replacing medication before expiry.

Pupils

Where age appropriate, pupils will be encouraged to:

- * Understand their allergies.
- * Avoid known allergens.
- * Tell an adult if they feel unwell.
- * Avoid sharing food.
- * Follow agreed management plans.

8. IDENTIFICATION OF PUPILS WITH ALLERGIES

The school must be informed of all diagnosed allergies.

Information may be gathered through:

- * Admission forms
- * Medical information forms
- * Healthcare professional reports
- * Parent meetings
- * Annual data collection exercises

Upon notification, the Allergy Lead will determine whether:

- * An Individual Healthcare Plan is required.
- * An Allergy Action Plan is required.
- * A specific risk assessment is required.

All relevant staff will be informed on a need-to-know basis.

9. ALLERGY REGISTER

The school maintains an Allergy Register containing:

- * Pupil name
- * Class
- * Photograph
- * Allergens
- * Medication requirements

- * Healthcare Plan status
- * Emergency contact details

The register will be reviewed termly and updated whenever changes occur.

The register will be accessible to relevant staff including:

- * Teachers
- * Teaching Assistants
- * Senior Leaders
- * Office Staff
- * First Aiders
- * Breakfast/After School Staff
- * Nursery Staff
- * Educational Visit Leaders

10. INDIVIDUAL HEALTHCARE PLANS (IHPs)

Where a pupil has a diagnosed allergy that may require ongoing management in school, an Individual Healthcare Plan (IHP) will be developed in partnership with parents/carers and relevant healthcare professionals.

The purpose of the IHP is to ensure that all staff understand the pupil's medical needs and know how to respond appropriately should an allergic reaction occur.

An IHP may include:

- Details of the pupil's allergy or allergies.
- Known allergens and triggers.
- Signs and symptoms of an allergic reaction.
- Signs and symptoms of anaphylaxis.
- Medication requirements.
- Location of medication.
- Emergency procedures.
- Educational visit requirements.
- Arrangements for school meals and food provision.
- Reasonable adjustments required to support inclusion.
- Named emergency contacts.

Healthcare Plans will be reviewed:

- Annually.
- Following any allergic reaction.
- Following changes in medical advice.
- Following changes to medication.
- When a pupil transfers to a new key stage.

Copies of relevant Healthcare Plans will be available to staff who work directly with the pupil.

11. MEDICATION MANAGEMENT

Parents are responsible for providing prescribed medication required by their child.

All medication supplied to school must:

- Be prescribed by an appropriate healthcare professional.
- Be in the original packaging.
- Display the pupil's name.
- Be clearly labelled.

- Be within its expiry date.

The school will maintain a register of medication held on site.

Medication will be checked regularly by the Allergy Lead to ensure that:

- Expiry dates remain valid.
- Packaging remains intact.
- Medication is stored appropriately.

Parents will be informed when medication is approaching expiry and will be expected to provide replacements promptly.

Where medication is used, parents will be informed as soon as possible, and appropriate records will be completed.

12. STORAGE OF MEDICATION

The school recognises that medication must be readily accessible in an emergency.

Medication will therefore be stored:

- In clearly labelled containers.
- In agreed locations known to relevant staff.
- At room temperature where appropriate.
- Securely but not locked away.
- In accordance with manufacturer guidance.

Medication must be capable of being accessed immediately in the event of an emergency.

Where pupils are deemed sufficiently mature and responsible, arrangements for carrying medication may be agreed between parents, healthcare professionals and school leaders.

At present, medication for pupils with allergies will normally be centrally stored and managed by designated staff.

13. SCHOOL-HELD EMERGENCY ADRENALINE AUTOINJECTORS (AAIs)

Sutton Oak CE Primary School maintains centrally stored emergency Adrenaline Autoinjectors (AAIs) as part of its commitment to safeguarding pupils and responding effectively to severe allergic reactions.

The school recognises that:

- Severe allergic reactions can occur in individuals with no previous diagnosis.
- Immediate access to adrenaline can be lifesaving.
- Early intervention significantly improves outcomes.

The emergency AAIs are:

- Stored in a designated central location.
- Clearly identified.
- Accessible to trained staff at all times.
- Checked regularly for expiry dates.
- Monitored by the Allergy Lead.

The location of emergency AAIs is communicated to all staff through induction and annual training. The school will maintain records relating to:

- Expiry date monitoring.
- Staff training.
- Emergency use.

- Replacement procedures.

Where anaphylaxis is suspected, trained staff should not delay treatment while seeking further confirmation.

Emergency AAs may be administered in accordance with current national guidance and emergency procedures.

14. CATERING AND FOOD MANAGEMENT

Sutton Oak CE Primary School works closely with St Helens Catering Service to ensure the safe management of pupils with food allergies.

The school and catering provider will:

- Share relevant allergy information where appropriate.
- Ensure allergen information is available.
- Comply with Food Information Regulations.
- Minimise the risk of cross-contamination.
- Support pupils with identified dietary requirements.

Where a pupil has a diagnosed food allergy:

- Parents may be invited to meet with school and catering representatives.
- Appropriate arrangements will be agreed.
- Risk assessments will be completed where necessary.

Staff will not make assumptions regarding ingredients or allergens.

Where uncertainty exists regarding food ingredients, the food will not be offered to the pupil concerned. The school recognises the fourteen major allergens identified within food legislation and will ensure that staff understand the importance of allergen awareness.

15. BREAKFAST/AFTER SCHOOL PROVISION

The same high standards applied throughout the school day will apply within the Breakfast/After School Provision.

Breakfast/After School staff will:

- Be informed of pupils with allergies.
- Have access to relevant healthcare information.
- Understand emergency procedures.
- Receive appropriate allergy awareness training.
- Monitor food provision carefully.

Food served within the Breakfast/After School Provision will be subject to the same allergen management procedures applied during lunchtime provision.

Any concerns regarding allergens or dietary requirements must be referred immediately to a senior member of staff.

16. NURSERY PROVISION

The school recognises that younger children may be at increased risk due to their age, developmental stage and limited ability to recognise symptoms independently.

Nursery staff will:

- Receive allergy awareness training.
- Be familiar with pupils' Healthcare Plans.
- Supervise food-related activities carefully.

- Monitor children closely during snack and mealtimes.
- Ensure handwashing routines are followed.
- Report concerns immediately.

Where food is used as part of learning activities, staff will undertake appropriate risk assessments and consider alternative materials where necessary.

Parents will be informed in advance where food-based activities are planned.

17. CURRICULUM ACTIVITIES AND FOOD-BASED LEARNING

The school recognises that allergens may be present within educational activities including:

- Cooking lessons.
- Food technology activities.
- Science investigations.
- Sensory play.
- Craft activities.
- Enterprise projects.
- Cultural celebrations.

All food-based activities will be risk assessed.

Staff will:

- Consider known allergies before planning activities.
- Use alternative ingredients where appropriate.
- Avoid unnecessary allergen exposure.
- Ensure supervision is appropriate.
- Consult parents where required.

No pupil will be excluded from activities unnecessarily and reasonable adjustments will be made wherever possible.

18. CELEBRATIONS, REWARDS AND SPECIAL EVENTS

The school recognises that food is often associated with celebrations and rewards.

However, staff will ensure that pupils with allergies are able to participate safely and inclusively. When organising events such as:

- Birthday celebrations.
- Class parties.
- Cultural celebrations.
- Fundraising events.
- Seasonal activities.

Staff will consider:

- Known allergies.
- Alternative options.
- Communication with parents.
- Safe food handling.

Food will not be distributed to pupils with known allergies unless appropriate checks have been completed.

The school encourages staff to consider non-food rewards and celebrations wherever possible in order to promote inclusion and reduce risk.

19. EDUCATIONAL VISITS, OFF-SITE ACTIVITIES AND RESIDENTIAL VISITS

Sutton Oak CE Primary School is committed to ensuring that pupils with allergies are able to participate fully in educational visits, residential visits and off-site activities.

All visits will be planned in accordance with the school's Educational Visits Policy and relevant risk assessment procedures.

The Visit Leader will ensure that:

- Allergy information is considered during the planning process.
- Individual risk assessments are completed where necessary.
- Relevant staff are aware of pupils' medical needs.
- Emergency medication accompanies the pupil.
- Emergency contact information is available.
- Suitable food arrangements are identified before the visit.
- Staff understand emergency procedures.

Where a pupil has an Individual Healthcare Plan, the Visit Leader must review the plan before the visit takes place.

For residential visits, additional consideration will be given to:

- Catering arrangements.
- Food preparation procedures.
- Cross-contamination risks.
- Access to emergency medical services.
- Storage of medication.
- Staff training requirements.

A pupil will not be excluded from an educational visit solely because they have an allergy unless a risk assessment identifies that participation cannot be made safe despite reasonable adjustments.

20. STAFF TRAINING

Sutton Oak CE Primary School recognises that effective training is essential to ensuring the safety of pupils with allergies.

All staff will receive annual allergy awareness training.

Training will include:

- Understanding allergies and anaphylaxis.
- Common allergens and triggers.
- Signs and symptoms of allergic reactions.
- Signs and symptoms of anaphylaxis.
- Emergency procedures.
- Administration of Adrenaline Autoinjectors (AAIs).
- Storage and location of medication.
- Responsibilities under this policy.
- Educational visit requirements.
- Allergy-related safeguarding concerns.

Training will be provided to:

- Teachers.
- Teaching Assistants.
- Midday Supervisors.
- Office Staff.
- Senior Leaders.
- Breakfast/After School Staff.

- Nursery Staff.
- After-school club staff.
- Volunteers where appropriate.

New staff will receive allergy awareness information as part of their induction.

Training records will be maintained by the Allergy Lead.

The school will ensure that an appropriate number of staff are trained to respond to an allergy emergency at all times.

21. ALLERGY AWARENESS AND PUPIL EDUCATION

The school recognises the importance of developing a culture of understanding and respect.

Age-appropriate allergy awareness may be promoted through:

- PSHE lessons.
- Worship.
- Health education.
- Class discussions.

Pupils will be encouraged to:

- Respect the needs of others.
- Understand the seriousness of allergies.
- Avoid sharing food.
- Wash hands appropriately.
- Seek adult help if they are concerned about another pupil.

The school will work to ensure that pupils with allergies feel safe, supported and included.

22. SAFEGUARDING AND ALLERGY-RELATED BULLYING

The school recognises that allergy-related bullying can place pupils at significant physical and emotional risk.

Allergy-related bullying will be treated as a safeguarding concern and dealt with in accordance with the Behaviour Policy and Anti-Bullying Policy.

Examples may include:

- Deliberately exposing a pupil to an allergen.
- Threatening a pupil with food or substances that may cause a reaction.
- Hiding or interfering with medication.
- Teasing or mocking a pupil because of their allergy.
- Excluding a pupil from activities because of dietary requirements.
- Encouraging a pupil to consume food that may cause harm.

Any such behaviour will be investigated promptly and appropriate action taken.

Staff must report concerns immediately to a member of the Senior Leadership Team.

23. RECOGNISING AN ALLERGIC REACTION

Staff should be aware that allergic reactions can vary significantly in severity.

Symptoms of a mild to moderate allergic reaction may include:

- Itchy skin.
- Hives or rash.
- Swelling of the lips, eyes or face.
- Tingling in the mouth.
- Sneezing or nasal congestion.
- Mild stomach discomfort.

Symptoms of a severe allergic reaction (anaphylaxis) may include:

Airway

- Swollen tongue.
- Swollen throat.
- Difficulty swallowing.
- Hoarse voice.

Breathing

- Wheezing.
- Persistent cough.
- Breathing difficulties.
- Noisy breathing.

Circulation

- Dizziness.
- Pale or clammy skin.
- Sudden drowsiness.
- Collapse.
- Loss of consciousness.

Gastrointestinal Symptoms

- Severe abdominal pain.
- Repeated vomiting.

Staff should be aware that anaphylaxis may occur without a skin rash.

Any concern that a pupil may be experiencing anaphylaxis must be treated as a medical emergency.

24. EMERGENCY PROCEDURES FOR ANAPHYLAXIS

If anaphylaxis is suspected:

Step 1 – Administer Adrenaline Immediately

Administer the pupil's prescribed AAI or the school's emergency AAI without delay. Staff should not wait for symptoms to worsen before acting.

Step 2 – Call Emergency Services

Dial 999 immediately and clearly state:
"ANAPHYLAXIS"

Provide:

- School name.
- School address.
- Details of symptoms.
- Details of medication administered.

Step 3 – Inform School Leadership

Notify:

- Headteacher.
- Deputy Headteacher.
- Allergy Lead.

- Designated First Aider.

Step 4 – Position the Pupil Appropriately

If the pupil is feeling faint:

- Lie them flat.
- Raise their legs if possible.

If breathing is difficult:

- Allow them to sit upright.

The pupil must not be allowed to walk around.

Step 5 – Administer a Second AAI if Required

If symptoms do not improve after five minutes and a second AAI is available, administer the second AAI.

Step 6 – Monitor Continuously

A member of staff must remain with the pupil until emergency services arrive.

Step 7 – Contact Parents

Parents or carers will be contacted as soon as reasonably practicable following the emergency call.

Step 8 – Transfer to Hospital

Any pupil who has received adrenaline must be assessed in hospital, even if symptoms improve.

25. USE OF THE SCHOOL'S EMERGENCY AAI

The school maintains centrally stored emergency AAI's.

These may be used:

- Where a pupil has been diagnosed as being at risk of anaphylaxis and prescribed an AAI.
- In circumstances permitted by current national guidance.
- Where anaphylaxis is suspected and immediate treatment is required.

The use of an emergency AAI will always be followed by:

- A 999 call.
- Notification of parents.
- Completion of school records.
- Review of procedures where appropriate.

26. INCIDENT REPORTING AND POST-INCIDENT REVIEW

All allergic reactions occurring within school, on educational visits or during school activities will be recorded.

Incident records will include:

- Date and time.
- Location.
- Symptoms observed.
- Treatment provided.
- Staff involved.
- Outcome.

Following a significant allergic reaction, the school will undertake a review to identify:

- Contributing factors.
- Effectiveness of procedures.
- Additional control measures required.

- Training needs.

Parents will be involved in the review process where appropriate.

Any lessons learned will be shared with relevant staff.

27. MONITORING AND REVIEW

The Governing Body and Headteacher will monitor the effectiveness of this policy.

The policy will be reviewed:

- Annually.
- Following significant incidents.
- Following changes in legislation or national guidance.
- Following updates associated with Benedict's Law.

The review process will consider:

- Staff training records.
- Incident reports.
- Risk assessments.
- Parent feedback.
- Advice from healthcare professionals.

The school is committed to continuous improvement in allergy awareness, risk management and emergency preparedness.

28. LINKED POLICIES

This policy should be read in conjunction with:

- Supporting Pupils with Medical Conditions Policy.
- First Aid Policy.
- Health and Safety Policy.
- Educational Visits Policy.
- Behaviour Policy.
- Anti-Bullying Policy.
- Safeguarding and Child Protection Policy.
- Accessibility Plan.



SUTTON OAK CE PRIMARY SCHOOL ANAPHYLAXIS FLOW CHART



We are a
**NUT AWARE
SCHOOL**

Please help us
keep everyone
safe.

Act FAST – Every Second Counts



Anaphylaxis is a severe allergic reaction that can be life-threatening.

If in doubt, treat it as ANAPHYLAXIS.

1



ADMINISTER ADRENALINE AUTO-INJECTOR (AAI) IMMEDIATELY

Use the pupil's own AAI if available.
If not, use the school emergency AAI.
Do not delay.

2



CALL 999 IMMEDIATELY

State clearly:
"ANAPHYLAXIS"
Give the school name, address and
details of the symptoms and treatment
given.

3



INFORM A SENIOR MEMBER OF STAFF

Notify the Headteacher, Deputy
Headteacher or Allergy Lead
(Laura Kirby, Learning Mentor).

4



POSITION THE PUPIL APPROPRIATELY

Lie flat with legs raised (if possible)
unless they are having difficulty
breathing.
If breathing is difficult, allow them
to sit upright.

5



SECOND AAI

If there is no improvement after
5 minutes and a second AAI is
available, administer it.

6



STAY WITH THE PUPIL

Do not leave them.
Monitor breathing and level of response
until emergency services arrive.

7



PARENT/CARER CONTACT

Contact parent/carers as soon as possible
after the emergency call.

8



TRANSFER TO HOSPITAL

The pupil must be taken to hospital for
further assessment even if symptoms
improve.

SIGNS OF ANAPHYLAXIS



AIRWAY

- Swollen tongue
- Swollen lips / throat
- Difficulty swallowing
- Hoarse voice



BREATHING

- Wheezing
- Shortness of breath
- Persistent cough
- Noisy breathing



CIRCULATION

- Dizziness / feeling faint
- Pale or floppy
- Collapse / unconscious



OTHER SYMPTOMS

- Hives / rash
- Swelling
- Nausea / vomiting
- Severe abdominal pain

IMPORTANT REMINDERS

- ✓ Act quickly – every second counts.
- ✓ Do not delay to check for a rash.
- ✓ Use the AAI immediately if anaphylaxis is suspected.
- ✓ Call 999 every time.
- ✓ Always stay with the pupil.
- ✓ Record the incident (see Incident Report Form).

WHERE IS OUR EMERGENCY AAI?



Our school emergency
AAI is stored in:

**School Office
(First Aid Cupboard)**

All staff are trained in
its use and location.



All staff have a duty to act. You could save a life.
If in doubt, give the adrenaline.



Be calm.
Be kind.
Be prepared.