

Anaphylaxis and Allergy Policy

Longfields Primary and Nursery School



Approved by:	Governing Body	Date: July 2026
Next review due by:	July 2027	

Contents

1. Introduction
2. Roles and responsibilities
3. Allergy action plans
4. Emergency treatment and management of anaphylaxis
5. Supply, storage and care of medication
6. 'Spare' adrenaline auto-injectors in school
7. Staff training
8. Inclusion and safeguarding
9. Catering
10. School trips
11. Allergy awareness and nut bans
12. Risk assessment
13. Useful links

1. Introduction

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.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

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

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

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

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

2. Role and responsibilities

Parental Responsibilities

- On entry to the school, it is the parent's responsibility to inform reception staff / First Aid Lead of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.

- Parents are to supply a copy of their child's Allergy Action Plan to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. 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 Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff. Staff will be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities will be supervised with due caution.
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all medication for pupils with medical conditions are available to the pupil if needed.
- First Aid Lead will ensure that the up-to-date 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 First Aid Lead will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- First Aid Lead will keep a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- First Aid Lead and Site Manager will ensure that any reaction or near miss is recorded and reported internally or in accordance with RIDDOR.

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.

3. Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans 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.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional. 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 individual healthcare plan.

4. Emergency Treatment and Management of Anaphylaxis

If a pupil is exposed to a known allergen we will refer to their Allergy Action Plan and follow that plan for their treatment. If a pupil does not have a known allergy but is displaying signs of anaphylaxis we will call 999 and follow the guidance of the call handler.

5. Supply, storage and care of medication

Pupils personal medication will be stored in an unlocked cabinet accessible to all staff in their classroom.

Medication should be clearly labelled with the pupil's name. This medication should contain:

- Two AAls i.e. EpiPen® or Jext® (second AAI will be stored at Cabin Club if the pupil attends)
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action 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 First Aid Lead will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Disposal

AAls are single use only and will be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or disposed of in sharps bin located in Site Manager's office if not required to go with the child.

6. 'Spare' adrenaline auto-injectors in school

Longfields Primary School has purchased spare AAls for emergency use in children 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 outside the toilets in our reception area. They are clearly labelled 'Emergency Anaphylaxis Kit', kept safely and accessible and known to all staff.

Longfields Primary School holds a 150mcg EpiPen AAI and a 300mcg EpiPen AAI.

The First Aider Lead 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 AAls is included on Medical Tracker.

7. Staff Training

The named staff members responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are Neal Tucker (Site Manager) and Stephanie Pearce (First Aid Lead).

All staff will complete Anaphylaxis & Allergy Training annually, and on an ad-hoc basis during the induction of new staff.

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 AAls) 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
- Managing allergy action plans and ensuring these are up to date

8. Inclusion and safeguarding

Longfields Primary School is committed to ensuring that all children 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. Fresh Start

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's menu is available for parents to view half termly in advance with all ingredients listed and allergens highlighted on the organisation website at [Fresh Start Catering](#).

The First Aid Lead will inform the Catering Manager of pupils with food allergies.

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 Fresh Start are providing lunch for a child, parents should check the appropriateness of foods on their website.
- The pupil should be taught to also check with catering staff, before selecting their lunch choice.
- Where food is provided by the school, staff will 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.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- 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 particular children and their age.

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 have access to their medication if required.

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.

Residential school trips will 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 a residential school trip will be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions

Allergic children will have every opportunity to attend sports trips to other schools. We 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 our school where possible, and we will need their co-operation with any special arrangements required.

11. Allergy awareness and nut bans

Longfields Primary School requests that parents, carers, and staff **do not send products containing nuts** into the school. This includes, but is not limited to:

- Whole, chopped, or ground nuts (e.g., peanuts, almonds, walnuts, cashews)
- Peanut butter, Nutella, or other nut-based spreads
- Cereal bars, cakes, or biscuits containing nuts
- Sauces or dishes prepared with nut oils (e.g., satay)

Any items identified as containing nuts will be safely confiscated by staff and returned to the parent at the end of the school day. We will offer your child an alternative snack or lunch as required.

12. Risk Assessment

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