

Manland Primary School

Allergy and Anaphylaxis Policy



Last Review by School	July 2026
Next Review by School	September 2026

Last Review by Anaphylaxis UK	September 2025
Next Review	September 2026

This policy should be read alongside Manland Primary's Supporting Pupils in schools with medical conditions.

This policy has been produced by BSACI, Allergy UK and Anaphylaxis UK and approved by the Department for Education.

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:

- Miss Arbury, School Business Manager
- Mrs Wicks and Mr Comer, Co-Headteachers

The **allergy leads** in schools are: Mrs Wicks and Mr Comer.

The **Governor with responsibility for allergies** is: Jeff Philips

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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 Manland 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

Parent and carer Responsibilities

- On entry to the school, it is the parent and carer's responsibility to inform office staff of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication. At Manland, this information is collected by our Data Collection Pack which parents and carers complete before a child starts at Manland.
- Parents and carers are to supply a copy of their child's Allergy Action Plan ([BSACI plans](#) preferred) 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 and carers are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents and 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 and should be shared with school whenever it changes.

Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis (usually the September InSeT Day) and on an ad-hoc basis for any new members of staff.
- Staff (regular or cover classes) must 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. At Manland, this information is made available in register boxes and on SIMS. Any food-related activities must be supervised with due caution.

- Staff leading school trips will ensure they carry all relevant emergency supplies, including medication for all pupils with medical conditions and allergies. Where parents and carers have not been able to provide the required medication, the pupil will not be able to attend the excursion.
- The School Office will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent and carer's responsibility to ensure all medication is in date however the School Office will check medication kept at school on a termly basis and send a reminder to parents and carers if medication is approaching expiry.
- The School Office keeps 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.
- The Co-Headteachers ensure that any reaction or near misses 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 and should not be created by 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 individual healthcare plan.

4. 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, nausea 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 pupil 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 child where they are, call for help and do not leave them unattended.
- **LIE CHILD 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 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 or carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child 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 pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

5. Supply, storage and care of medication

At Manland, all medication (AAI's etc) is kept in the school office, within 5 minutes of all pupils, not locked away and **accessible to all staff**.

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

- Two AAIs i.e. EpiPen® or Jext®
- 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 parent and carer to ensure that their child's medication and allergy action plan are up-to-date and clearly labelled, however the School Office will check medication kept at school on a termly basis and send a reminder to parents and carers if medication is approaching expiry.

Parents and carers can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

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 to be obtained from and disposed of by a clinical waste contractor or local authority. The sharps bin is kept in the medical room in the school office room.

6. 'Spare' adrenaline auto-injectors in school

Manland Primary School has purchased spare **AAIs for emergency use in children who are risk of anaphylaxis**, if their own devices are not available or not working (e.g. because they are out of date) or not available.

These are stored in the medical room in the School Office clearly labelled 'Emergency Auto injector Epinephrin', kept safely, not locked away and **accessible and known to all staff**.



Manland Primary holds four spare AAIs:

- Epipen 0.3mg x 2
- Epipen Jnr 0.15mg x2

The School Office is responsible for checking the spare medication is in date on a monthly basis and to replace as needed.

Written permission for use of the spare AAIs is included in the pupil's allergy action plan.

7. Staff Training

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:-

- Miss Arbury
- Mrs Wicks and Mr Comer

All staff will complete allergy and anaphylaxis training annually, and on an ad-hoc basis during 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 AAIs) 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

Manland Primary School ensures that staff undertake an annual practical session using trainer devices (these can be obtained from the manufacturers' websites: www.epipen.co.uk and www.jext.co.uk)

8. Inclusion and safeguarding

Manland 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. Catering

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 and carers to view in advance with all ingredients listed and allergens highlighted on the website at <https://manland.herts.sch.uk/>.

Herts Catering (HCL), the school's catering provider, have an online allergy management system called Citrus (<https://specialdiet.citrus.online/login>). Parents and carers can use this portal to inform HCL of their child's update. Where required, HCL will prepare a specialised menu for children with allergies and parents and carers can access this specialised menu from the Citrus portal.

Please note, information shared by parents and carers with HCL is not shared with the school. Parents and carers must also inform the School Office of any allergies or changes in allergies for their child.

Where parents and carers provide the School Office with allergy information, this information is recorded in the school's MIS system. Each day, the School Office provide HCL with a list of dinner orders. This list contains details of any children with allergies who have ordered food that day. In addition to this, HCL also have their own allergy systems in place to identify pupils with allergies (see Citrus, above).

Parents/Carers are encouraged to discuss their child's needs with the School Office, and also HCL.

Other considerations:

The school adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents and carers for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- The pupil should be taught to also check with their class teacher, before selecting their lunch choice.
- Where food is provided by the school, staff should 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. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents and carers are encouraged to liaise with HCL, the school's catering provider.
- Hertfordshire County Council highly recommends that the practice of 'birthday or celebration sweets' should be discouraged in line with Anaphylaxis UK advice. For this reason, **Manland Primary does not permit any celebratory foods to be brought into school.**
- At Manland Primary, no food will be given to primary school age children without parental engagement and permission.
- 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, including allergies, carry their

medication. Pupils unable to produce their required medication will not be able to attend the excursion.

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.

Overnight school trips should be possible with careful planning and a meeting for parents and carers with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions

Allergic children should have every opportunity to attend sports trips to other schools. The school 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 and carers are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

11. Allergy awareness

Our school operates an **allergy aware approach**. We ask parents and carers **not to include foods containing nuts and peanuts in lunchboxes or snacks**, as some of our pupils have severe allergies. Whilst we take steps to reduce risk, it is not possible to guarantee a completely nut, or peanut free, environment. For this reason, we focus on promoting awareness, encouraging careful food choices and following safe practices around the school community to help protect pupils with allergies.

12. Risk Assessment

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.

School and individual risk assessments can be downloaded for free from: <https://www.anaphylaxis.org.uk/downloads-form/safer-schools-download/>.

13. 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/>
- Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline auto injectors in schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>

Footnotes:

- 1** It is strongly recommended that all staff complete allergy and anaphylaxis training to ensure that any member of staff can react quickly and accurately when a child has a reaction. When the training is limited to one or only a few members of staff, children with allergies are left in a potentially life-threatening situation if that member of staff is absent or deployed elsewhere.
- 2** AllergyWise® training is produced by Anaphylaxis UK, the only charity in the UK supporting those with severe allergies. The training is medically reviewed by leading allergy specialists.