

Allergy & Anaphylaxis Policy

Freemantle Church of England Community Academy Trust



This policy should be read in conjunction with the following where further information may be found:

- First Aid Policy
- Health and Safety Policy
- Supporting pupils with medical conditions Policy

Written by:	Frances Line	Date: July 2026
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1. Aims & Objectives

This policy outlines our approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if ones do. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an allergy aware school.

2. Legislation and Guidance

Benedict's Law: <https://benedictblythe.com/benedicts-law/>

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 Appointed person(s)

Freemantle Academy takes a whole school approach to allergy management. The Designated Allergy Leads are Mark Seymour and Nicolas Whittle on behalf of the Senior Accountability Team. This is also overseen by the Headteacher, Nina Myszkowski.

They allergy leads will work with the medical lead to:

- Ensure the safety, inclusion and wellbeing of pupils and staff with an allergy;
- Take decisions on allergy management across the academy;
- Champion and practise allergy awareness across the academy;
- Be an overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Ensure allergy information is recorded, up to date and communicated to all staff - Collation of Information will be delegated to the medical lead, Abbie Barnett;
- Make sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensure staff, pupils and parents have a good awareness of the academy's Allergy and Anaphylaxis Policy, and other related procedures;

- Review the academy's stock of spare adrenaline pens (check the academy has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are;
- Keep a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. Under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Review and update the Allergy and Anaphylaxis Policy and ensure there is an anaphylaxis drill once a year.

3.2 The Board of Directors

The Board of Directors and Headteacher have ultimate responsibility for health and safety matters in the academy. The Designated Allergy Lead from the Board of Directors is Mrs Valerie Caldwell.

3.3 The Headteacher

The Headteacher is responsible for the overseeing of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the academy at all times;
- Ensuring that all staff are allergy and anaphylaxis training once a year;
- Ensuring appropriate risk assessments, action plans and health care plans are completed and appropriate measures are put in place.

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow Anaphylaxis procedures in the event of an emergency;
- Ensuring they know who the first aiders in the academy are;
- Completing accident records for all incidents they attend;
- Informing the Allergy and Anaphylaxis Leads of all incidents.

4. What is an allergy?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

5. Definitions

ANAPHYLAXIS: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

ALLERGEN: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

ADRENALINE AUTO-INJECTOR: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI's, adrenaline pens or by the brand

name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy we will refer to them as Adrenaline Pens.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

DESIGNATED ALLERGY LEAD: The member of staff responsible for overseeing allergy management across the academy and acting as the main point of contact for pupils, parents and staff.

NEFFY: Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

RISK ASSESSMENT: A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergy should be included on all risk assessments for events on and off the academy site.

SPARE ADRENALINE PENS: Freemantle Academy hold spare adrenaline pens. These should be held as a back-up, in case pupils' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

6. First Aid Advisor

The First Aid advisor is responsible for:

Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the admissions team for new joiners);

Supporting the Designated Allergy Lead with disseminating this information to all academy staff, including the catering team, occasional staff and those running clubs

Ensuring the information from families is up-to-date, and reviewed annually (at a minimum) Coordinating medication with families and ensuring medication is in date. Whilst it's the responsibility of parents/carers to ensure medication is up to date the First Aid Advisor will inform the lead to allow them to contact parents/carers.

Keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and the academy's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens to be documented and highlighted.

Regularly audit of spare adrenaline pens are where they should be, and that they are in date;

Replacing the spare adrenaline pens when necessary;

Providing on-site adrenaline pen training for staff and pupils and refresher training as required e.g. before academy trips;

To ensure a clear structure in place to communicate this information to the relevant parties (i.e. teachers, support staff and the catering team);

7. Admissions Team

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Designated Allergy Lead and First Aid advisor to ensure that:

There is a clear method to capture allergy information or special dietary information at the earliest opportunity [this should be in place before a visit, an Open Day or Taster Days if food is offered or likely to be eaten];

Parents and applicants are informed of catering arrangements during events;

Plans are made for emergency medication if the child is to be left without parental supervision.

8. All staff

All academy staff, including teaching staff, support staff, occasional staff (for example external sports coaches, music teachers, domestic and lunch time staff are responsible for:

Championing and practising allergy awareness across the academy;

Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed;

Being aware of pupils (and staff, when necessary) with allergies and what they are allergic to;

Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;

Ensuring pupils always have access to their medication or carrying it on their behalf [depending on the age of the pupils and the management of adrenaline pens in the academy];

Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;

Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the academy's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert the designated leads;

Considering the safety, inclusion and wellbeing of pupils with allergies at all times. Preventing and responding to allergy-related bullying, in line with the academy's anti-bullying policy;

Forwarding any communication or information that comes directly to them from parents regarding allergens to the Designated Leads and First Aid Advisor.

Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving the academy site, e.g. for an educational visit.

9. Parents of children with allergies

In addition to point 8 the parents and carers of children with allergies should:

Work with the academy to complete an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;

If applicable, provide the academy or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, ie. spoon or syringe), inhalers or creams;

Ensure that medication has the correct pharmacy labels on;

Ensure medication is in-date and replaced at the appropriate time;

Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from the academy;

Update the academy with any changes to their child's condition and ensure the relevant paperwork is updated too;

Provide the academy with an up-to-date photograph of their child and sign the associated permission for it to be shared appropriately as part of their allergy management; and

Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring eg. not eating the food to which they are allergic.

10. All pupils

All pupils at the academy should:

Be allergy aware;

Understand the risks allergens might pose to their peers and respect measures to support them;

Learn how they can support their peers and be alert to allergy-related bullying;

Older pupils will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency; and

[If pupils are likely to be buying or bringing in food from home and are old enough to check the ingredients include a line about adhering to food restrictions or guidance about food being brought in].

11. Pupils with allergies

In addition to point 10, pupils with allergies are responsible for:

Knowing what their allergies are and how to mitigate personal risk [this will depend on age and capability];

Avoiding their allergen as best as they can;

Understanding the importance of following the academy specific processes of lunch and snack services and how that mitigates risk;

Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;

Carrying two adrenaline auto-injectors with them at all times, if age and capability appropriate. They must only use them for their intended purpose;

Understanding how and when to use their adrenaline auto-injector;

Talking to the Designated Allergy Lead or a member of staff if they are concerned by any academy processes or systems related to their allergy;

Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;

If age and capability appropriate, ensuring they have their medication with them on the journey to and from the academy.

12. Register of pupils with an allergy

The academy has a register of pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.

13. Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan. The information on this plan includes:

Known allergens and risk factors for allergic reactions;

A history of their allergic reactions;

Detail of the medication the pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc;

A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis;

A photograph of each pupil; and

A copy of their Allergy Action Plan.

14. Assessing risk

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

Classroom activities, for example craft using food packaging, science experiments where allergens are present, food lessons or cooking;

Bringing animals into the academy, for example a dog or hatching chick eggs can pose a risk;

Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all pupils; and

Planning special events, such as cultural days and celebrations.

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. The academy will ensure compliance with the Equality Act 2010.

15. Catering in the academy

Freemantle Academy is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering staff;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- Freemantle Academy’s Early Years staff adhere to the [Early Years Foundation Stage statutory guidance](#) “Safer Eating”.
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
- All prepared foods must have allergy labels. An allergy booklet for all products passing through the kitchen.
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are, supported by academy staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The academy has robust procedures in place to identify pupils with food allergies; these are outline in this policy for those staff supporting the pupil in the dining hall.
- A visual check from a member of staff familiar with the pupils who have allergies.
- Photos of pupils with allergies will be available for all kitchen and lunchtime supervisors.
- Food containing the main 14 allergens (see Appendix A) will be clearly labelled. Other ingredient information will be available on request. For pupils or staff with allergies to food other than the “main 14” extra labelling will be in place to support their needs.
- Pre-packaged food will comply with PPDS legislation (Natasha’s Law) requiring the allergen information to be displayed on the packaging;
- Where changes are made to the ingredients this will be communicated to pupils with dietary needs by the catering manager;
- Freemantle Academy will ensure Precautionary Allergen Labelling or “May Contain” labelling are placed on any other foods;
- Food provided by wrap around care will follow these procedures
- Freemantle Academy is a nut and peanut free school.
- Staff and visitors should ensure all foods are kept away from pupils and should never be shared with pupils.

16. Training

All staff will be required to attend anaphylaxis training yearly.

All regular visitors to the academy with access to pupils will be offered anaphylaxis training. Those dealing with children on a 1-1 basis will be required to attend or prove they have undertaken awareness training.

17. Monitoring Arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Board of Directors.