Allergen & Anaphylaxis Policy

Date: Autumn 2026
Review: Autumn 2027

TMPF Trust comprises fourteen primary and first schools:
Bishop Rawle C.E. Primary School; Dilhorne Endowed C.E. Primary School; Great Wood Community Primary School; Hollinsclough C.E. Academy; Ilam C.E. Primary School; Manifold C.E. Academy; St. Bartholomew's CE Primary School; St. John's C.E. Primary School; St. Leonard's C.E. First School; St. Peter's C.E. First School; St. Werburgh's C.E. Primary School; Talbot First School; The Valley Primary School; and Waterhouses C.E. Primary Academy,

TMPF Values
Trust
Mindful
Peace
Friendship

This policy relates to each school comprising TMPF Trust (see above). From this point onwards, collectively, they will be referred to as the Trust, TMPF Trust or TMPF.

Statement of intent

TMPF Trust strives to ensure the safety and wellbeing of all members of the school communities. For this reason, this policy is to be adhered to by all staff members, parents/ carers and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents/ carers are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

School does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

School is committed to providing an inclusive environment in which pupils with allergies and associated conditions, including allergy-related asthma, can participate fully and safely in all aspects of school life. School also recognises the importance of supporting pupils' wellbeing and will take reasonable steps to prevent bullying, discrimination or unnecessary exclusion related to allergies or medical conditions.

Definitions

For the purpose of this policy:
Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives;
- Generalised flushing of the skin;
- Itching and tingling of the skin;
- Tingling in and around the mouth;
- Burning sensation in the mouth;
- Swelling of the throat, mouth or face;

- Feeling wheezy;
- Abdominal pain;
- Rising anxiety;
- Nausea and vomiting;
- Alterations in heart rate;
- Feeling of weakness.

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough;
- Throat tightness;
- Change in voice, e.g. hoarse or croaky sounds;
- Wheeze (whistling noise due to a narrowed airway);
- Difficulty swallowing/speaking;
- Swollen tongue;
- Difficult or noisy breathing;
- Chest tightness;
- Feeling dizzy or faint;
- Suddenly becoming sleepy, unconscious or collapsing;
- [EYFS and primary schools] For infants and younger pupils, becoming pale or floppy.

Asthma – condition affecting the airways which can cause coughing, wheezing, chest tightness and difficulty breathing. Asthma is commonly associated with allergies, and breathing difficulties during an allergic reaction may indicate anaphylaxis and must be treated as a medical emergency.

Roles and responsibilities

The Trust Board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Allocating an allergy Trustee with relevant training to support the schools.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.

The School Leader/ Executive School Leader/Headteacher/ Executive Principal is responsible for:

- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents/carers are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.

- Ensuring that catering staff are aware of pupils' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy.
- Ensuring appropriate arrangements are in place to identify and manage allergy-related risks involving staff, volunteers and visitors, particularly where food is provided.

The allergy safety lead is responsible for:

- Overseeing the implementation of this policy.
- Overseeing allergy registers, Individual Care Plans, staff training, AAI (Adrenaline Auto-Injector) management, and acting as the main contact.

Person responsible for this policy & its implementation	
Bishop Rawle CE Primary:	L. Brayford
Dilhorne Endowed CE Primary:	A. Kirk
Great Wood Community Primary:	B. Adamson
Hollinsclough CE Academy:	K. Stanesby
Ilam CE Primary:	E. Johnson
Manifold CE Academy:	C. Bould
St. Bartholomew's CE Primary:	K. Stanesby
St. John's CE Primary:	C. Broome
St. Leonard's CE First:	K. Stanesby
St. Peter's CE First:	A. Kirk
St. Werburgh's CE Primary:	N. Ainsworth
Talbot First:	A. Kirk
The Valley Primary:	C. Bould
Waterhouses CE Primary:	R. Linton/ J. Hulme

School administrative staff are responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents/ carers on an annual basis, including information regarding any allergies.
- Contacting parents/ carers for required medical documentation regarding a pupil's allergy.

All staff members are responsible for:

- Attending and completing relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual care plans as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Ensuring they receive relevant allergy information before supervising pupils or undertaking activities involving food.

- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring food supplied to pupils by both the school and parents.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.

The catering (external providers: Edwards & Ward, or ABM) manager is responsible for:

- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Other catering staff (external providers: Edwards & Ward, or ABM) are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.

All parents/ carers are responsible for:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with any changes to allergy diagnosis, medication, treatment plans or emergency arrangements.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff, to the best of their ability, if they believe they are having an allergic reaction or have come into contact with an allergen, even if the cause is unknown.
- Not intentionally putting a child/ adult at risk in relation to their known allergens.

Food allergies

Parents/ carers will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils' food allergies will be collected, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service (external providers: Edwards & Ward, or ABM).

The school will work with parents/ carers and catering providers (Edwards & Ward, or ABM) to ensure suitable food options are available for pupils with medically diagnosed allergies and dietary requirements.

Along with catering providers, the school will ensure that appropriate systems are in place to enable catering and relevant staff to identify pupils with dietary requirements safely while protecting pupils' dignity and avoiding unnecessary identification.

When making changes to menus or substituting food products, the catering providers alongside school will ensure that pupils' special dietary needs continue to be met by:

- Requesting that caterers check any product changes with all food suppliers;
- Asking caterers to read labels and product information before use;
- Asking caterers to read the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Asking caterers to ensure that allergen ingredients remain identifiable.

Catering staff engaged through service level agreements (Edwards and Ward, or ABM) will have a full list of allergens and avoid using them within the menu where possible.

Where meals include allergens/traces of allergens, staff will use clear, fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.

Catering providers, Edwards and Ward and ABM, have processes in place whereby parents/ carers provide up-to-date information directly to them regarding dietary requirements, including food allergies, food intolerances and coeliac disease. Schools are able to direct parents/ carers towards these and will provide support, where needed, to parents in order to complete these.

The school recognises that these conditions are different. Food allergy involves an immune response and may result in anaphylaxis. Food intolerance does not cause anaphylaxis. Coeliac disease is an autoimmune condition and is not a food allergy or food intolerance.

Arrangements for individual pupils will reflect their diagnosed condition and any associated healthcare requirements.

- The school will have appropriate arrangements in place to share with catering provider (Edwards & Ward, or ABM) information which they can then use to enable their catering staff to identify pupils with allergies and dietary requirements safely. The identification system used will be appropriate to the school's circumstances and will take account of pupils' privacy and dignity.
- All food tables will be disinfected before and after being used - anti-bacterial wipes and cleaning fluid will be used.

- Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate.
- Any sponges or cloths that are used for cleaning will be colour-coded according to the areas that they are used to clean, e.g. a red sponge for an area which has been used for raw meat, to prevent cross-contamination.
- There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.
- There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.
- Food items containing bread and wheat will be stored separately.
- The chosen catering service of the school (Edwards & Ward, or ABM) is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.
- Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' care plans, taking into account any known allergies of the pupils involved.
- In the event of 'shop-bought' packaged food being sent into school for celebrations/ fund-raising etc, the list of ingredients on the packaging will be displayed (in the event of cake sales etc) so adults present are able to access the contents. Staff are aware that any 'home-made food' may not be assured as being allergen-free so should be avoided by those with known food allergies.

Food allergen labelling

School will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

Caterers will ensure that all food is labelled accurately, that food is never labelled as being clear of an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food;
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour.

Caterers (Edwards & Ward, or ABM) will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving
- The food allergen log will be monitored for completeness on a weekly basis by the kitchen manager
- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager.

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen manager/ supervisor immediately, who will then contact the relevant supplier where necessary.

Changes to ingredients and food packaging

Caterers (Edwards & Ward, or ABM) will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

Animal Allergies

Any schools with animals on-site will have an Animals in school risk assessment which will be adhered to. Additional measures will ALSO be in place for our Farm School site.

Pupils, staff, volunteers and visitors with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any pupils, staff, volunteers and visitors to whom this may pose a risk and will be responsible for ensuring that the individual does not come into contact with the specified allergen.

School will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of spreading allergens.

Where antihistamine medication forms part of an individual's healthcare arrangements, it will be stored and administered in accordance with the school's medication policy.

Seasonal and environmental allergies

Seasonal and environmental allergies include reactions to pollen, grass, plants and insect stings.

- Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.
- Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- Staff members will endeavour to be mindful of pollen counts, making professional judgement as to whether the pupil should stay indoors.
- Pupils will be encouraged to wash their hands after playing outside.
- Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change into after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.
- Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the school office or leadership.
- The school office will make contact with the relevant service in the event of needing to appropriately remove wasps, bee and ant nests on and around the school premises and staff will maintain a safe space around these areas until remedied.
- Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed AAI for use in the event of an emergency.

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request signed by the headteacher to the pharmaceutical supplier when purchasing AAIs, which outlines:

- The name of the school.
- The purposes for which the product is required.
- The total quantity required.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils under 6: 0.15 milligrams of adrenaline
- For pupils aged 6-12: 0.3 milligrams of adrenaline

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- Spare AAIs, held in pairs and in appropriate strengths for the pupils the school supports
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors
- A copy of, or access to, the Register of AAIs for pupils known to be at risk of anaphylaxis
- Administration Record form (blank version to be completed upon any administration of the medication).

Spare AAIs are not located more than 5 minutes away from any point on the school site. All staff will be notified as to the location of these. Administrative staff will ensure a poster notifying of this location will be displayed.

All staff have access to the school's spare AAI devices. These are stored out of reach of pupils but are not locked away or otherwise stored in a way that would delay access in an emergency.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

All AAI devices will be stored at room temperature in line with the manufacturer's guidelines and protected from direct sunlight and extreme temperatures.

The school's administration team are responsible for maintaining the emergency anaphylaxis kit(s).

The above staff conduct a monthly check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The names person with responsibility in this area is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs.

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions. Recently expired AAIs may be kept on site (but not as the emergency use) but will not be used unless directed by medical professionals who will be advised that they are within a year of the expiry date.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAIs are regularly disposed of on the school premises.

Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place.
- How much medication was given and by whom.

Access to spare AAIs

A spare AAI can be administered as a substitute for a pupil's own prescribed AAI where their own device is not immediately available, has expired, is not working or cannot be administered correctly or where an individual doesn't currently have a prescribed AAI or known allergy.

Where possible, the school will obtain advance parental consent for the use of a spare AAI as part of the development or review of a pupil's care plan. Where consent has been provided, this will be recorded within the pupil's care plan. Where a care plan is not in place due to the allergy being unknown, consent will not be required to administer the AAI and will be administered without delay.

The school will maintain a Register of AAIs containing relevant information about pupils known to be at risk of anaphylaxis, including:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Relevant medical information
- Whether advance parental consent has been received
- AAI dosage requirements, where known

The register will be reviewed at least annually and updated whenever the school is informed of a change to a pupil's allergy, treatment, medication or other relevant circumstances.

Advance parental consent is good practice but is not a legal requirement for the emergency administration of a spare AAI. In a life-threatening emergency, staff will not delay the administration of adrenaline in order to check whether prior parental consent or medical authorisation has been obtained and will administer it immediately in line with their training and arrange for the emergency services to be called.

Information contained within the Register of AAIs will be readily accessible to staff who require it for the safety and care of pupils. It will be stored and shared in accordance with the school's data protection arrangements.

School trips

School leadership will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

School will speak to the parents/ carers of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip. A designated adult will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely.

Where prescribed emergency medication is unavailable before departure, the school will undertake an individual risk assessment with parents/ carers before deciding whether it is safe for the pupil to participate.

A member of staff will be assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

A spare AAI will be taken on the trip and will be readily accessible at all times for use in an anaphylaxis emergency, including where an individual has not previously been diagnosed with an allergy or prescribed an AAI.

Where the venue or site being visited cannot be assured appropriate food can be provided to cater for pupils' allergies, the pupils will take their own food, or the school will provide a suitable packed lunch.

Medical attention and required support

Once a pupil's allergies have been identified, an Allergy Action Plan should be completed by medical professionals and provided to school by parents/ carers.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Administering Medication Policy and the Supporting Pupils with Medical Conditions Policy.

Parents will provide the school allergy safety lead with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Where a pupil's prescribed life-saving medication, such as an AAI, is unavailable, the school will assess the individual circumstances and take appropriate action to manage the pupil's safety including the use of a spare AAI, and then seek advice from healthcare professionals where appropriate.

Any specified support which the pupil may require will be outlined in their care plan/ Individual Healthcare Plan (IHP). IHPs/Care plans will be reviewed at least annually and whenever there is a change in the pupil's allergy, treatment, medication or circumstances.

Specified staff are responsible for working alongside relevant staff members and parents/ carers in order to develop care plans for pupils with allergies, ensuring that any necessary support is provided, and the required documentation is completed, including risk assessments being undertaken.

Named staff have an overall responsibility for ensuring that care plans are implemented, monitored and communicated to the relevant members of the school community.

Staff training

All staff who are present when pupils are on the school premises will receive appropriate allergy awareness and emergency response training, relevant to their role. This includes permanent, temporary and supply staff, trainees, relevant agency, lunchtime supervisors, administration and catering staff, staff supervising wraparound provision, and regular volunteers.

All staff will receive allergy awareness training at least annually, with additional or updated training provided where required, including following significant changes to guidance, an identified training need, a serious allergic reaction or a near miss. Training will ensure that staff:

- Understand allergies, anaphylaxis, food intolerance and coeliac disease, and can recognise the signs and symptoms of an allergic reaction.
- Understand the relationship between allergies, asthma and anaphylaxis and the need for an immediate response to breathing difficulties or suspected anaphylaxis.
- Understand the potential impact of allergies on pupils' wellbeing and the importance of preventing allergy-related bullying, discrimination and unnecessary exclusion.
- Know where emergency medication is located and how to access it without delay.
- Know how to administer an AAI and summon emergency assistance and understand that emergency treatment must not be delayed.
- Understand the school's arrangements for emergency asthma inhalers and spacers where these are held.
- Be familiar with pupils' IHPs/care plans and the relevant provisions of this policy, as appropriate to their role.

Staff with additional allergy-management responsibilities will receive appropriate role-specific training. Relevant catering staff will receive additional training in allergen management, food labelling, prevention of cross-contact and applicable PPDS requirements through their employer.

Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes;
- Itchy/tingling mouth;
- Hives or itchy skin rash;
- Abdominal pain or vomiting;
- Sudden change in behaviour.

If any of the above symptoms occur, an adult will stay with/ monitor the pupil (for at least an hour) and refer to their care plan/ IHP to determine appropriate next steps.

- The pupil's parents/ carers will be contacted as soon as practicable if the pupil suffers a mild to moderate allergic reaction or if any medication has been administered.
- Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

Emergency asthma inhalers and asthma action plans

The school recognises the link between allergies and asthma and the increased risk where both conditions are present.

Where the school holds emergency asthma reliever inhalers and spacers, these will be stored in a clearly identified and readily accessible location, where appropriate alongside or close to the school's emergency anaphylaxis equipment. Staff will know where they are located and how to access them.

Emergency inhalers and spacers will be stored, checked and used in accordance with applicable guidance and the school's Asthma Policy. Staff will follow individual Asthma Action Plans where applicable.

Managing anaphylaxis

In the event of suspected anaphylaxis:

- Respond immediately. Keep the pupil as still as possible. Lay them flat with their legs raised where appropriate. If they are having difficulty breathing, allow them to sit up with their legs extended. Do not allow them to stand or walk.
- Administer an AAI without delay. Use the pupil's own AAI if immediately available and appropriate; otherwise, a spare AAI may be used. Do not delay treatment while waiting for a designated member of staff, parental consent, medical authorisation or contact with parents.
- Call the emergency services immediately. Other staff should assist where available, including notifying the headteacher and contacting the pupil's parents.
- Stay with the pupil, monitor their condition and keep them appropriately positioned until the emergency services arrive. If their condition deteriorates, update the emergency services.
- If there is no improvement after five minutes, administer a second dose of adrenaline using another AAI, if available.
- If the pupil stops breathing, a suitably trained adult will administer CPR.

Where a pupil with no previous allergy diagnosis or prescribed AAI develops signs or symptoms suggesting anaphylaxis, staff will treat this as a medical emergency. An AAI may be administered where appropriate and the emergency services contacted immediately; treatment will not be delayed while seeking consent or medical authorisation.

On arrival, emergency services will be informed of any known allergens or suspected cause and the time and number of AAI doses administered. Used AAIs will be given to paramedics.

Staff will endeavour to keep the area calm and give the pupil appropriate space and reassurance. A staff member will accompany the pupil to hospital in the absence of their parents/ carers.

Information sharing and data protection

Information about pupils' allergies, medical conditions, medication and healthcare arrangements is special category personal data and will be handled in accordance with applicable data protection legislation, the school's Data Protection Policy and relevant privacy notices.

Relevant information will be shared with staff who need it to protect a pupil's health, safety and wellbeing, including those responsible for supervision, emergency response, food preparation or serving, and implementation of care plan.

Allergy and medical information, including registers and care plans, will be kept secure, accurate and up to date, with access limited to those who reasonably require it. Emergency information will remain readily accessible to appropriate staff where necessary to protect life. This includes allergies of staff.

Information will not be displayed or shared more widely than necessary. The school will balance the need to manage allergy-related risks effectively with pupils' privacy, dignity and individual circumstances.

The safeguarding leaflet shared by the office upon entry during school hours, requests that visitors make staff aware of any relevant allergies. This will be recorded and information shared with any relevant staff to mitigate risk.

Monitoring and review

This policy is published on the school website, available on request, and covered through staff induction and annual training. TMPF Trust will review this policy annually. Any concerns will be reported to the school leadership immediately.

Allergic reactions, serious incidents and near misses will be recorded, reviewed and used to identify improvements to allergy safety arrangements.

This policy has been developed with regard to the Department for Education's (DfE) statutory guidance *Supporting pupils at school with medical conditions;* and *Allergy safety in schools (2026)*; and the Children's Wellbeing and Schools Act 2026;

together with relevant medicines, food safety and data protection legislation and guidance. This document has been developed from the policy published by TMPF Trust's Health and Safety partner, YMD Boon.