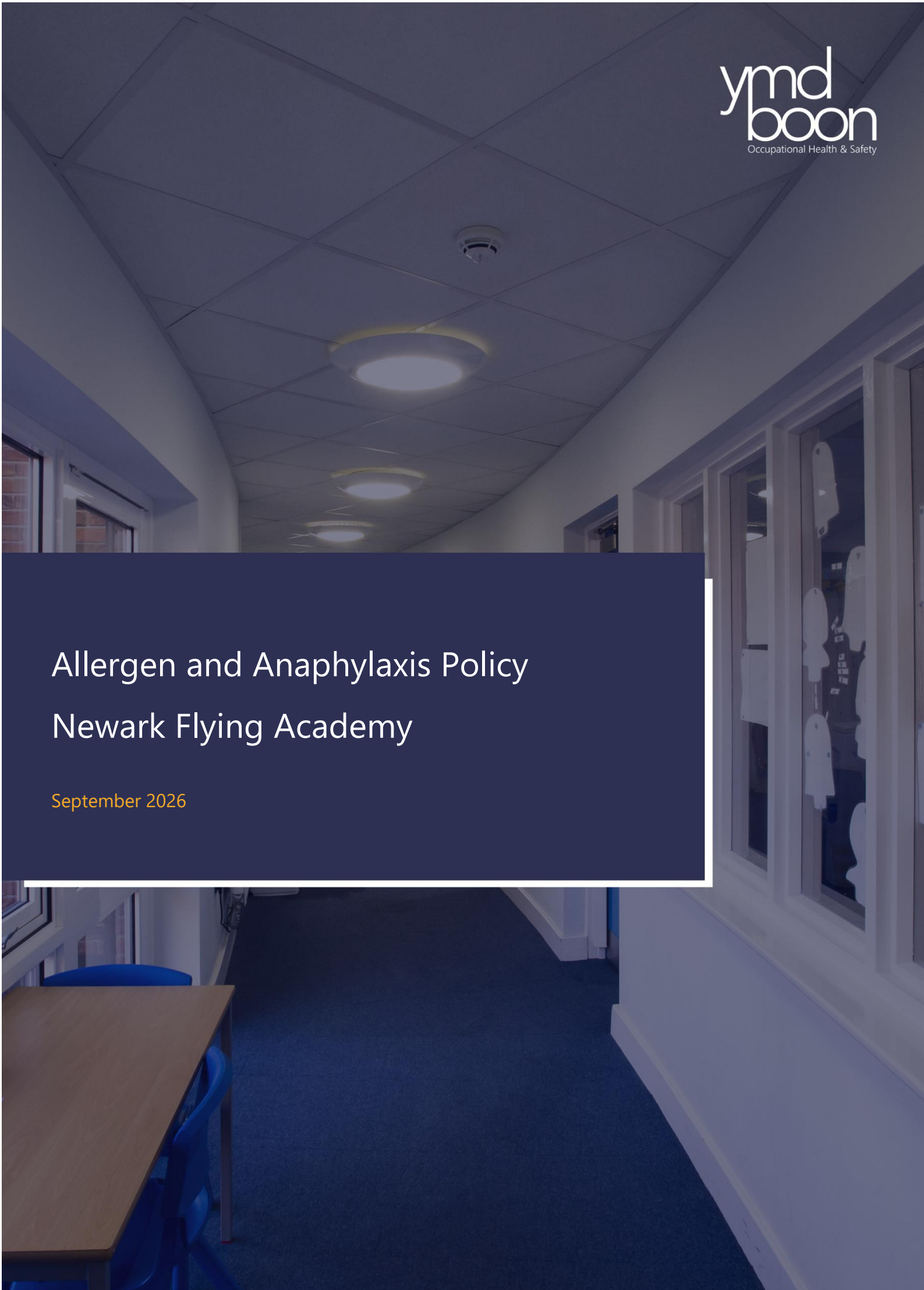

Allergen and Anaphylaxis Policy

Newark Flying Academy

September 2026

Statement of intent

NFHA strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents 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 are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The 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.

The 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. The 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 feint
- 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 governing 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.
- Allocated an allergy governor with relevant training to support the school.
- 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.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.

The headteacher is responsible for:

- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents 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 designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- 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 and ensuring compliance with relevant guidance.
- overseeing allergy registers, Individual Healthcare Plans (IHCPs), staff training, AAI management, and acting as the main contact.

The following staff member is the responsible allergy safety lead:

Mrs Louise Williams and Miss Tamlyn Campbell – Lead First Aiders

The School Business Lead, Miss Georgina Clarke is 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 on an annual basis, including information regarding any allergies.
- Contacting parents 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 healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Being aware of pupils with allergies within their area of responsibility and knowing where emergency medication is stored.
- 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 all 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 kitchen manager, Kena Edlin 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.

Kitchen staff 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.

- Report to the kitchen manager if food labelling fails to comply with the law.

All parents 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 written consent for the use of spare AAI.
- 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 immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

Food allergies

Parents 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.
The school will work with parents and catering providers to ensure suitable food options are available for pupils with medically diagnosed allergies and dietary requirements.
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 school will ensure that pupils' special dietary needs continue to be met by:

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

Kitchen staff will have a full list of allergens and will avoid using them within the menu where

possible.
Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.
The school will ensure that there are always dairy- and gluten-free options available for pupils with allergies and intolerances.

- To ensure that catering staff can appropriately identify pupils with dietary needs, pupils will wear coloured wristbands that denote their food allergy; a list of children with allergies is available to all kitchen staff and food is placed in white crockery with name labels to denote allergies.
- 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 fresh food will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate.
- Two stage cleaning takes place between preparing different groups of food (ready to eat and raw)
- 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. (currently there are no gluten free diets in school.
- Food items containing bread and wheat will be stored separately (when this becomes necessary for a specific intolerance/allergy)
- The chosen catering service of the school 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' IHPs, taking into account any known allergies of the pupils involved.

Food allergen labelling

The 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.
The school 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.
The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.
Food labelling
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

The school 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.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. 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 immediately, who will then contact the relevant supplier where necessary.
The kitchen manager will be responsible for monitoring food ingredients, packaging and

labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

The school 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

The Animals in School risk assessment will be adhered to at all times.
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.
The 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 monitor 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 site manager.
- The site manager is responsible for ensuring the appropriate removal of wasps, bee and ant nests on and around the school premises.
- 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.

The headteacher, in conjunction with the school allergy safety lead, will decide which brands of AAI to purchase.

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
- For pupil aged 12+: 0.3 or 0.5 milligrams of adrenaline

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

- Two x 150mcg AAIs (for children under 6).
- Two x 300mcg AAIs (for children aged 6 and over).
- 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 list of pupils to whom the AAI can be administered
- An administration record

Spare AAIs are not located more than 5 minutes away from any point on the school site. The emergency anaphylaxis kit(s) can be found at the following locations:

- Staff room

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.
Staff must know how to summon immediate assistance and how to access emergency medication without delay.
All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- Louise Williams
- Tamlyn Campbell
- Georgina Clarke

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 following staff members are responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs: XXXX.
Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.
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 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, if this cannot be administered correctly, without delay.
Spare AAIs are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.
Consent will be obtained as part of the introduction or development of a pupil's IHP.
If consent has been given to administer a spare AAI to a pupil, this will be recorded in their

IHP.
The school uses a register of pupils (Register of AAIs) to whom spare AAIs can be administered – this includes the following:

- Name of pupil
- Class
- Know allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up to date.
Parents can withdraw their consent at any time. To do so, they must write to the headteacher.

Georgina Clarke, Tamlyn Campbell or Louise Williams checks the register is up to date on an annual basis.
Either Georgina Clarke, Tamlyn Campbell or Louise Williams will update the register relevant to any changes in consent or a pupil's requirements.
Copies of the register are held in each classroom, which are accessible to all staff members.

School trips

The headteacher 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.

The school will speak to the parents 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 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.

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, a meeting will be set up between the pupil's parents, the relevant classroom teacher, the school allergy safety lead and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.
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.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.
All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require will be outlined in their IHP.
All staff members providing support to a pupil with a well-known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.
IHPs will be reviewed at least annually and whenever there is a change in the pupil's allergy, treatment, medication or circumstances.

Amy Graham is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided, and the required documentation is completed, including risk assessments being undertaken. Amy Graham has an overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff training

Designated staff members will be trained in how to administer AAI, and the sequence of events to follow when doing so.
In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.
The school will arrange specialist training on a annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.
The relevant staff, e.g. kitchen staff, will be trained in how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.
The relevant members of staff will be trained in how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

Designated staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Receive allergy awareness training at least annually.
- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAIs.
- Understand how to access AAIs.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy

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 in a pupil, the nearest adult will stay with the pupil and refer to their IHP to determine appropriate next steps.

- The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.
- In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services unless it is deemed life threatening and a

trained member of staff has identified signs of anaphylaxis. In this instance it is important that both the AAI is administered and the emergency services call made immediately.
- For mild to moderate allergy symptoms, the pupil's IHP will be followed, and the pupil will be monitored closely, and staff will remain with the pupil at all times and monitor for any signs that the reaction is progressing to anaphylaxis.
- 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 actions plans

- The school recognises the link between allergies and asthma and the increased risk where both conditions are present.
- Emergency salbutamol inhalers are maintained in line with statutory guidance and the school's Asthma Policy.
- Pupils may have Asthma Action Plans and school staff will respond accordingly.

Managing anaphylaxis

- In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A designated staff member will be called for help and the emergency services contacted immediately. The designated staff member will administer AAI to the pupil. Spare AAIs may be administered in accordance with the school's emergency arrangements where appropriate parental consent has previously been obtained and the pupil meets the criteria for use of the spare AAI.

- If there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.
- If necessary, other staff members may assist the designated staff members with administering AAIs.

- A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

- The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.
- If the pupil stops breathing, a suitably trained member of staff will administer CPR.

- If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

- In the event that a pupil without a prescribed AAI, or who has not been medically

diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services. Emergency services consent will be accepted where parental consent cannot be obtained due to the urgency of the emergency need.

A designated staff member will contact the pupil's parents as soon as is possible.
Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.
Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.
A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by ambulance, two members of staff will accompany them.

A copy of the Register of AAIs will be held in each classroom for easy access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school allergy safety lead, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Following any serious allergic reaction or near miss, the school will undertake a review of the incident to identify lessons learned and any improvements required to policies, procedures, training or risk assessments.

Information sharing and data protection

- Allergy information will be shared only with staff who require it to safeguard pupils.
- Information will be processed in accordance with UK GDPR and the school's Data Protection Policy.
- Data will be kept secure, accurate and accessible only to authorised school staff.

Monitoring and review

This policy is published on the school website, available on request, and covered through staff induction and annual training.
The headteacher is responsible for reviewing this policy annually.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.
Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.
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 in relation to The Department for Education's statutory guidance *Supporting Pupils at School with Medical Conditions* and the Department for Education's *Allergy Guidance for Schools* (2026), together with relevant food safety and medicines legislation.