



Allergy Management Policy

'I have come that they may have life, and have it to the full' (John 10:10).

Holy Cross Catholic High school is committed to providing a safe, inclusive environment for all pupils, including those with allergies. We recognise that allergic reactions, including anaphylaxis, can be life-threatening and require immediate and effective management.

Aims

- To comply with all relevant environmental legislation, regulations and requirements
- To encourage proactive steps to keep pupils safe
- To ensure pupils from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies and food labelling
- To work with the catering provider/team to establish a robust process and documentation for menu planning, food labelling, storing, avoidance of cross-contamination, stock ordering of food/drink used at the school
- To provide an effective staff awareness programme on food allergies and intolerances, possible symptoms (anaphylaxis) recognition and actions to take
- To develop a pupil awareness programme through Personal Development and other curriculum areas

Definitions

- Allergy: An immune system reaction to a food or substance
- Anaphylaxis: Severe, life-threatening allergic reaction requiring urgent treatment
- AAI (Adrenaline Auto-Injector): Emergency medication (eg EpiPen, Jext, Emerade, Neffy epinephrine nasal spray)
- IHP (Individual Healthcare Plan)
- AAP (Allergy Action Plan)

Roles and Responsibilities

Governing Body

- Ensure the school has a strategic vision for the management of allergies and emergency procedures
- Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headteacher
- Ensure the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective
- Ensure that the school provides training, information and instruction on an annual basis
- Ensure resources for managing allergies are available
- Ensure policy is available on the school website
- Monitor the effectiveness of this Policy to ensure it remains fit for purpose

Headteacher

- Provide a safe environment
- Ensure all visitors, volunteers, work experience students, sub-contractors are made aware of the school's commitment to allergy management as part of Safeguarding
- Ensure the curriculum contains age-appropriate content so all pupils can learn about allergies and how everyone can support those who have them
- Ensure that up-to-date allergy information for pupils is accessible to catering teams

- Ensure the school sends a copy of the medical details it holds for the child to parents/carers for review and update at the end of each school year and for any pupil joining mid year
- Where the pupil has an Individual Healthcare Plan (IHP), ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the pupil in establishing IHPs
- Encourage parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the pupil
- Ensure communication of individual pupil medical needs to all staff and that they know how and where to check for updated information
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises
- Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures
- Ensure risk assessment is undertaken prior to any school trips, excursions or off-site extra curricula activities for pupils who have allergies
- Ensure records of pupils medically prescribed an AAI and its use are kept correctly
- Ensure pupil documentation and in date medication is kept correctly and safely
- Ensure best practice in the labelling of foodstuffs and their contents
- Report to the Governors regarding the management of allergies within the school

Health and safety Lead (Andrea Holding)

- Maintain allergy register (Allergy Lead PWA)
- Coordinate care plans (IHPs) (LDA/PWA)
- Oversee training and communication (AHO)

Member(s) of Staff responsible for medical needs

- Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Report to the Allergy Lead regarding pupils with allergies
- Lead on the training of staff regarding allergy medical needs and their identification and management
- Work closely with in-house and sub-contracted Catering Managers and Chef Managers in assisting in the support of pupils with known allergies (including meeting with parents/carers where requested) to discuss any special requirements (SCO)
- Monitor where there is a school 'tuck shop' or home baked items are brought into school
- Liaise with parents/carers of pupils with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.
- Wherever possible use an AAP for pupils with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.
- Ensure medication is stored in a rigid box and clearly labelled with the pupil's name and a photograph (older pupils should carry their AAI and medication with them)
- Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the pupil's IHP and/or AAP

- Ensure that any other staff involved with those pupils requiring the use of an AAI are also adequately trained and competent
- Ensure all school trips, excursions or off-site extra curricula activities for pupils are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies
- Ensure the school has an audited spare supply of in date AAIs that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location
- Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the school by pupils or external sources and are of the correct dosage (PWA)
- Arrange for the correct disposal of out-of-date AAIs
- Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate
- Record all emergency uses of AAIs or reports of suspected emergencies
- Ensure that, if a pupil notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable)

School Staff

- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency
- Raise awareness about allergies and anaphylaxis amongst their pupils in the classroom and around school, especially in dining areas
- Encourage self-responsibility and learned avoidance strategies amongst pupils living with allergies
- Help all pupils understand which foods are safe for those with allergies and how they can support other pupils with specific dietary needs to stay safe
- Be aware of the pupils in their care (including regular cover classes) who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes
- Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food
- Any staff leading on a school trip must check that all pupils with medical conditions, including allergies, are carrying their medication (those unable to produce their required medication would not be able to attend the excursion)
- Staff leading a school trip, excursion or off-site extra curricula activity must ensure they carry all relevant emergency supplies with them
- Complete mandatory allergy awareness training annually
- Follow care plans and emergency procedures
- Take reasonable steps to minimise risk

Parents/Carers

- Notify the school of the pupil's allergies.
- Inform the school of any changes as soon as known

- Talk with your child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction
- Provide an AAP completed by a healthcare professional that can be kept with their medication and help the school support the pupil
- Contribute to the provision of an IHP in partnership with the school, and relevant healthcare professional, where required
- Provide any other written medical documentation, instructions and medications as directed by a health professional
- If you require it, meet with the Catering/Chef Manager to discuss any specific requirements relating to your child's allergy (information from these meetings will be recorded by the Catering/Chef Manager)
- Be aware of the school Allergy Policy and any arrangements for managing children with allergies and at risk of anaphylaxis
- Communicate regularly with the school to support our ability to keep our children safe and act immediately in the event of an allergic reaction
- Provide appropriate in date medication (two AAls) of the correct dosage and register their AAls on the manufacturer's websites to receive text alerts for expiry dates
- Providing appropriate foods to be consumed by the child if necessary
- Replace medications after use or upon expiry
- Review the Policy and procedures with the school's Head and/or Member of Staff responsible for medical needs, the pupil's doctor and the pupil (if age appropriate) after a reaction has occurred

Pupils with allergies

- Take responsibility (age-appropriate) for managing their allergy
- Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe
- Be proactive in the care and management of their food allergies and reactions and medication
- Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction
- Read food labelling but, if unsure, avoid the food
- Avoid eating anything with unknown ingredients
- Know where their medication is kept and (if age appropriate and confident enough to administer their own auto-injectors) take responsibility for carrying AAls on their person at all times
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.

Identification and Care Planning

- All pupils with allergies must have:
 - A completed Individual Healthcare Plan (IHP) which contains AAP
 - An Allergy Action Plan (from healthcare professional where applicable)
- IHPs will include:
 - Triggers and symptoms
 - Medication requirements
 - Emergency procedures
- Plans are reviewed annually or sooner if needed

Risk Management and Prevention

Whole-School Approach

- Maintain an up-to-date allergy register
- Share key medical information with relevant staff
- Risk assessments for lessons, trips, and events

Food Safety

- Compliance with Food Information Regulations 2014 (allergen labelling) [\[gov.uk\]](http://gov.uk)
- Catering staff trained in allergen management
- Clear labelling of allergens in all packaged school food

Reducing Exposure

- Careful management of practical subjects (e.g. Food Tech)

Medication and Equipment

- Pupils should carry their own AAIs where appropriate
- **School maintains spare AAIs** in accessible locations
- Medication:
 - Stored safely but quickly accessible
 - Clearly labelled
 - Regularly checked for expiry

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own AAIs on them at all times (in a suitable bag/container).

For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff.

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

- Two AAIs ie EpiPen® or Jext® or Neffy epinephrine nasal spray
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan)

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled

Training

- Knowing the common allergens and triggers of allergy (Appendix V)
- 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 eg allergen avoidance

- Knowing who is responsible for what
- Managing Allergy Action Plans and ensuring these are up to date

Emergency Procedures

Signs of Anaphylaxis

- Difficulty breathing
- Swelling of lips/tongue/throat
- Collapse or unconsciousness

Response

1. Administer AAI immediately
2. Call 999 and state “anaphylaxis”
3. Stay with pupil and monitor
4. Administer second AAI if required (after 5–10 minutes)
5. Inform parents/carers

All incidents must be recorded and reviewed.

Educational Visits and Activities

- Risk assessment required for all trips
- Staff trained and medication carried
- Clear communication with parents

Inclusion and Wellbeing

- Pupils with allergies will be:
 - Included in school life
- Awareness education delivered to pupils

Communication

- Clear communication between:
 - Staff
 - Parents/carers
 - Catering providers
 - Medical professionals
- Key allergy information shared appropriately while maintaining confidentiality

Monitoring and Review

- Policy reviewed annually or following:
 - Legislative changes
 - Serious incidents
- Incident logs used to improve practice

Updated: Summer 2026

Review Date: Summer 2027

Appendices

Appendix I - First Aid for Anaphylaxis poster

Appendix II - EpiPen AAI and Jext AAI

Appendix III - Flowchart for Allergic Reaction without use of Adrenaline Auto-Injector

Appendix IV - Flowchart for Allergic Reaction with use of Adrenaline Auto-Injector

Appendix V - Information on Allergies

Appendix VI - Allergy Management Checklist

Appendix VII - Top 14 Allergens poster

Appendix I - First Aid for Anaphylaxis poster

FIRST AID FOR ANAPHYLAXIS



Recognise the Signs of Anaphylaxis...

A Airways

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B Breathing

- Difficult or noisy breathing
- Wheeze or persistent cough

C Circulation

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

An allergic reaction can escalate to anaphylaxis which is potentially life-threatening.
Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

ANAPHYLAXIS: ACTIONS TO TAKE

If any one or more of the above ABC symptoms are present, take these steps.

1. Administer an Adrenaline Auto Injector (AAI) without delay

Inject the AAI into the top of the outer thigh. If you're in doubt that it is anaphylaxis but one or more ABC symptoms are present, give the AAI, it will not harm them.



2. Dial 999 and say anaphylaxis ('ana-fill-axis')

Stay with the person until the ambulance arrives. DO NOT let them stand up and walk around.



3. The person should lie down immediately

If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



4. Inject a second AAI into the outer thigh if there are no signs of improvement after 5 minutes

If there is no sign of life, start CPR immediately until help arrives.

Please learn these steps. This is life-saving information.
You never know when you will need to act in an anaphylaxis emergency.

Appendix II – Epipen AAI and Jext AAI

ANAPHYLAXIS

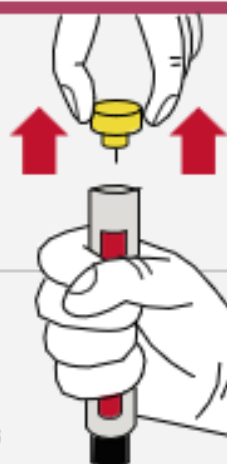
HOW TO USE JEXT AAIS

If you think someone has an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Hold the Jext AAI in the hand you write with

Hold with your thumb closest to the yellow cap. Pull off the yellow cap with your other hand.



2. Place the black injector tip against the outer thigh

Hold the injector at a right angles (approx. 90°) to the thigh.

3. Push the black tip as hard as you can into the outer thigh

Wait until you hear a 'click' confirming the injection has started, then keep it pushed in. Hold the injector firmly in place against the thigh for 10 seconds (a slow count to 10) then remove. The black tip will extend automatically and hide the needle.



4. Massage the injection area for 10 seconds

5. Once the Jext AAI has been administered call 999

Ask for an ambulance and say "ana-fill-axis".



6. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, with legs raised if possible.

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



7. If there are no signs of improvement after 5 minutes, use a second Jext AAI

The person should remain still and lying down until the ambulance arrives. Don't try to get up, even if you start to feel better.

8. Start CPR

If there are no signs of life, start CPR immediately until help arrives.



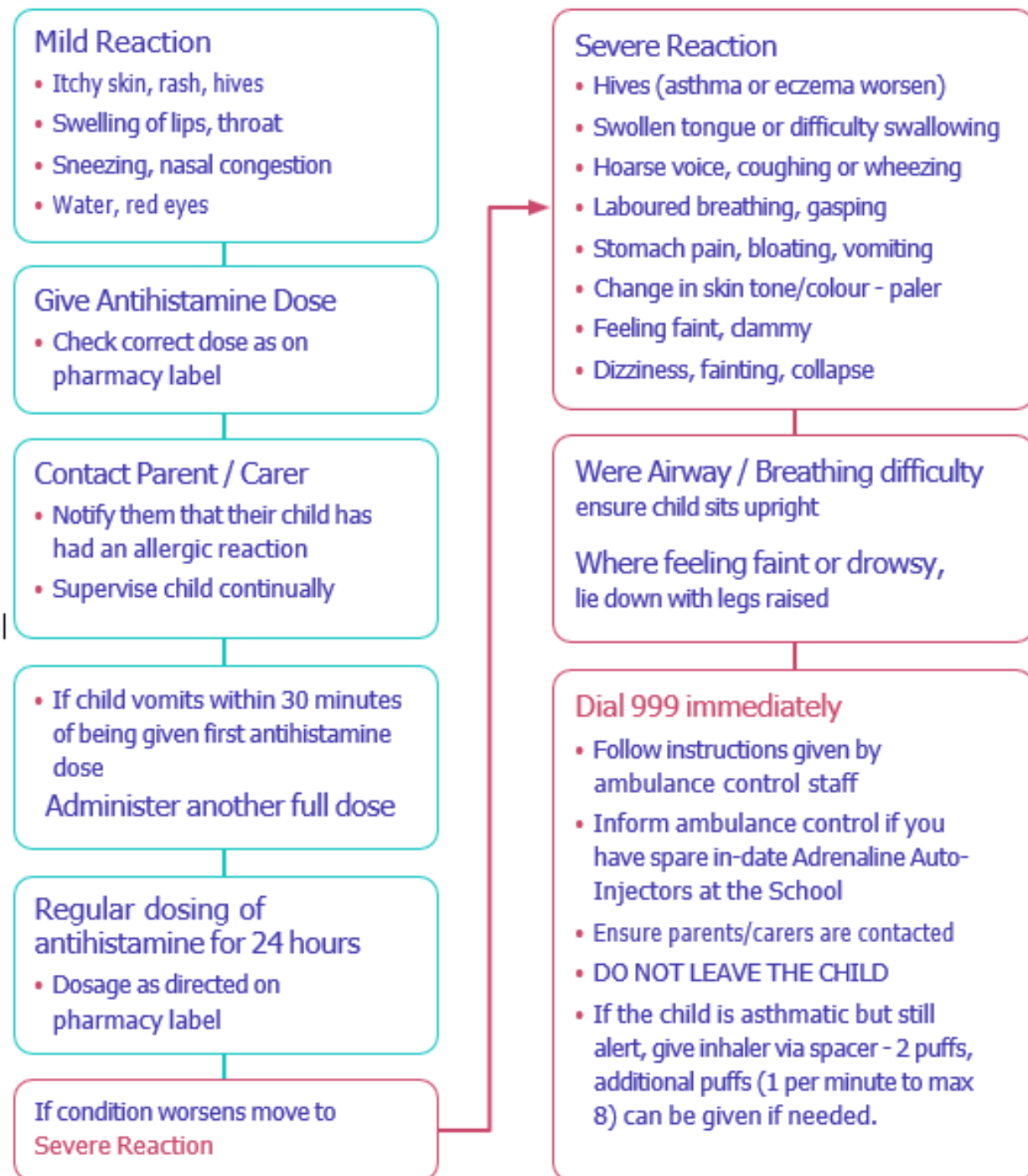
For more information on Jext AAIs >>



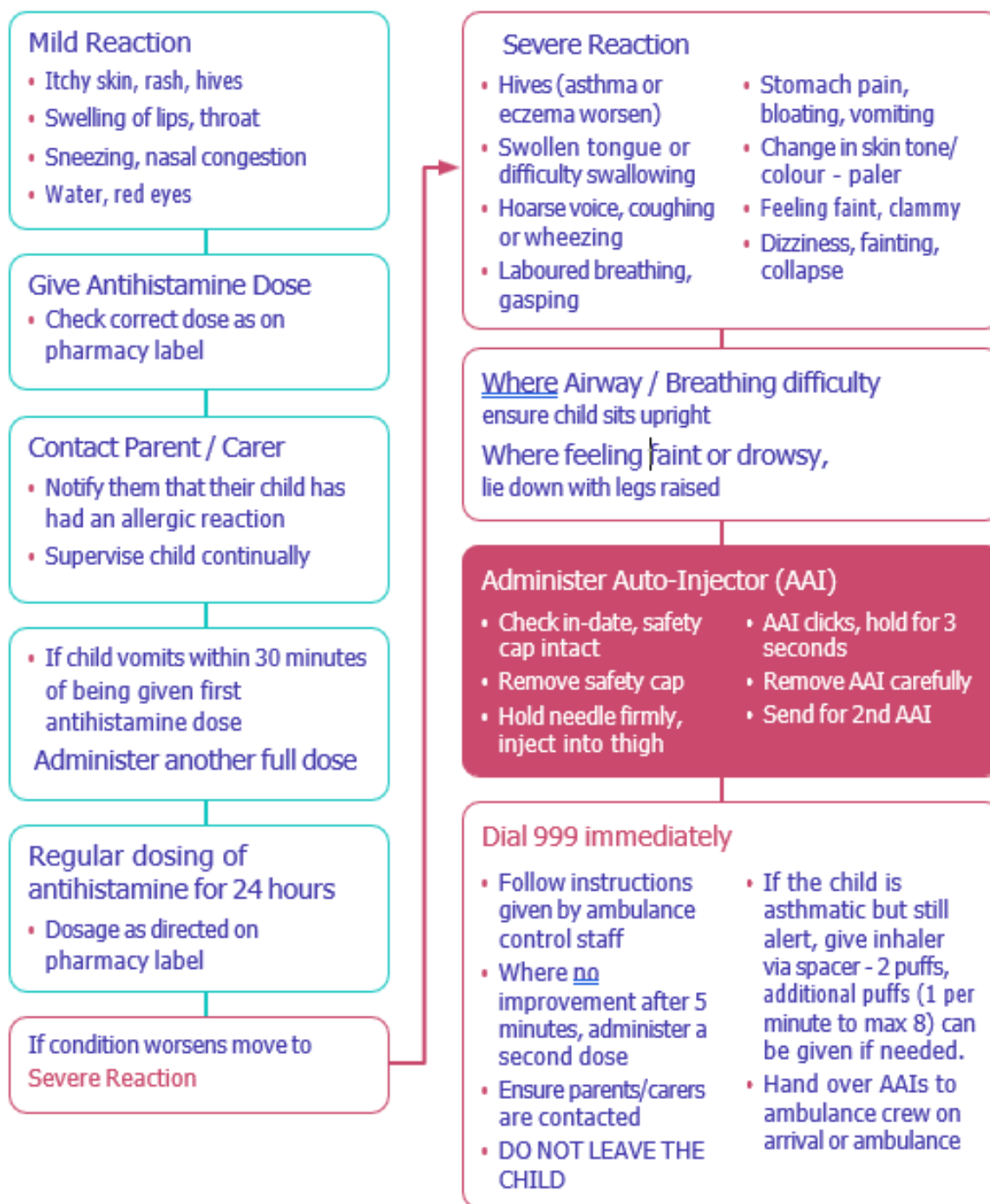
Sign up to the free expiry alert service and receive reminders by text or email when your Jext AAI is about to expire >>



Appendix III - Flowchart for Allergic Reaction without use of Adrenaline Auto-Injector



Appendix IV - Flowchart for Allergic Reaction with use of Adrenaline Auto-Injector



Appendix V - Information on Allergies

The most common causes of food allergies relevant to this Policy are the fourteen food allergens:

- Cereals Containing Gluten
- Celery
- Crustaceans
- Eggs
- Fish
- Soya
- Milk
- Nuts
- Peanuts
- Mustard
- Sesame Seeds
- Sulphur dioxide/Sulphites
- Lupin
- Molluscs

However, it is possible that any food has the potential to cause an allergic reaction. Contact with any food or materials containing a child's allergen has the potential to cause an allergic reaction for that child.

Latex, chemicals, medicines, grasses, pollen, weeds, trees, pets, insect venom and animal dander (shedded flakes of skin) can also cause allergic reactions.

Symptoms

Mild to moderate symptoms include:

- Swelling of the eyes, face and lips
- Runny or congested nose
- Raised itchy rash (hives), eczema flare, skin flushing
- Itchy mouth
- Stomach cramps, nausea, vomiting, diarrhoea

Severe symptoms include:

- Swollen tongue, hoarse voice or cry, difficulty swallowing and talking
- Chest tightness
- Breathing difficulties, persistent cough, wheeze
- Low blood pressure, feeling faint, collapse
- Pale and floppy (babies and small children)

Appendix VI – Allergy Management Checklist

- Does the child have an Individual Healthcare Plan?
- Has your school purchased spare pens?
- Does each child have a completed and signed Allergy Action Plan?
- Have ALL school staff been trained in allergy and anaphylaxis?
- Does the school allergy policy include where and how to store AAI's?
- Is there a schedule to check the expiry dates on spare AAI's and each child's AAI?
- Does the allergy policy cover catering for children with allergies?
- Does the allergy policy include pupil allergy awareness?
- Has the school completed an allergy risk assessment?
- Does the allergy policy include risk assessment of extra curricula activities?
- Does the allergy policy cover safeguarding children with allergies, including bullying?

Appendix VII - Top 14



Appendix VIII –

Pupil Allergy Declaration Form

Name of pupil			
Date of birth		Year group	
Name of GP			
Address of GP			
Nature of allergy			
Severity of allergy			
Symptoms of an adverse reaction			

Details of required medical attention	
Instructions for administering medication	
Control measures to avoid an adverse reaction	

Spare AAI

I understand that the school may purchase spare AAI to be used in the event of an emergency allergic reaction. I also understand that, in the event of my child's prescribed AAI not working, it may be necessary for the school to administer a spare AAI, but this is only possible with medical authorisation and my written consent.

In light of the above, I provide consent for the school to administer a spare AAI to my child.

Yes	☐	No	☐
Name of parent			
Relationship to child			
Contact details of parent			
Parental signature			