Infinity Academies Trust

Ready to learn; Prepared to flourish.

Allergen Policy –

Bourne Abbey C of E Primary Academy

IAT-CW-021

This document constitutes the Trust's standalone Allergen Policy
and should be read alongside the Trust's
Supporting Pupils with Medical Needs Policy IAT-CW-006
and SOP-OPR-012 Responding to Allergic Reactions and Anaphylaxis

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Document Management Information

Policy Reference	IAT-CW-021
Applicable to:	All academies within the Infinity Academies Trust
Development and Consultation:	Schools have a responsibility to make sure that safety measures cover the needs of all pupils. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.
Dissemination:	This policy will be published on the academy website and made available to parents, carers, staff, governors and visitors. This document constitutes the Trust's standalone Allergen Policy and should be read alongside the Trust's Supporting Pupils with Medical Needs Policy IAT-CW-006 and Stand Operating Procedure
Implementation:	Applicable to all internal and external stakeholders to the Trust. To be communicated accordingly
Training:	As required, and in relation to the individual needs of the pupil requirements at the individual settings
Review Frequency:	This policy will be reviewed annually and immediately following any allergy-related incident, change in legislation, statutory guidance or clinical best practice
Policy Author:	Governance and Compliance Officer
Executive Policy Owner:	Chief Operating Officer
Approval by:	CEO
Approval Date:	August 2026
Next Review Due:	August 2027

Revision History

Document Version	Description of Revision	Date
1.0	Transferred onto the Infinity document template and reflects changes to ensure compliancy with the new DFE Allergy Safety in Schools Statutory guidance (July 2026) Commonly referred to as "Benedict's Law"	July 2026

1.0 Policy Statement

To minimise the risk of any pupil suffering a severe allergic reaction whilst at school or attending any school related activity. To ensure staff are properly prepared to recognise and manage severe allergic reactions should they arise.

2.0 Introduction

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis. Anaphylaxis is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or medication.

Anaphylaxis is a severe life threatening generalised or systemic hypersensitivity reaction. This is characterised by rapidly developing life-threatening airway / breathing / circulatory problems usually associated with skin or mucosal changes. It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens. Common UK Allergens include (but not limited to):- Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander. This policy sets out how Infinity Academies Trust will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

3.0 Role and Responsibilities

Parent responsibilities

- On entry to the school, it is the parent's responsibility to inform reception staff/ /SENDCO/First Aider of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (British Society of Allergy and Clinical Immunology [BSACI] plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- School Nurse/SENDCO/First Aider (delete or substitute as appropriate) will ensure that the up to date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the appointed person will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- Appointed person keeps a register of pupils who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given. Pupil Responsibilities
- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.

Allergy Lead

Each academy will appoint a named member of the Senior Leadership Team to act as the Allergy Lead.
Responsibilities include:

- overseeing implementation of this policy;
- monitoring staff training;
- ensuring Allergy Action Plans remain current;
- monitoring incidents and near misses;
- ensuring emergency medication is available and in date;
- leading annual reviews of allergy management procedures.

4.0 Allergy Action Plans

Allergy Action Plans are designed to function as Individual Healthcare Plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline autoinjector. Allergy Action Plans are medical documents and should be completed by a child's health professional. It is the parent/carer's responsibility to complete the Allergy Action Plan with help from a healthcare professional (e.g. GP/Allergy Specialist) and provide this to the school.

5.0 Emergency Treatment and Management of Anaphylaxis

What to look for:

- swelling of the mouth or throat
- difficulty swallowing or speaking
- difficulty breathing
- sudden collapse / unconsciousness
- hives, rash anywhere on the body
- abdominal pain, nausea, vomiting
- sudden feeling of weakness
- strong feelings of impending doom

Anaphylaxis is likely if all of the following 3 things happen:

- sudden onset (a reaction can start within minutes) and rapid progression of symptoms.
- life threatening airway and/or breathing difficulties and/or circulation problems (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)
- changes to the skin e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.) Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment and it starts to work within seconds. Adrenaline should be administered by an injection into the muscle (intramuscular injection).

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

Adrenaline must be administered with the minimum of delay as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

ACTION:

- Stay with the child and call for help. **DO NOT MOVE CHILD OR LEAVE UNATTENDED**
- Remove trigger if possible (e.g. Insect stinger)
- Lie child flat (with or without legs elevated) – A sitting position may make breathing easier
- **USE ADRENALINE WITHOUT DELAY** and note time given. (inject at upper, outer thigh - through clothing if necessary)
- **CALL 999 and state ANAPHYLAXIS**
- If no improvement after 5 minutes, administer second adrenaline auto-injector
- If no signs of life commence CPR
- Phone parent/carer as soon as possible. All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

Ensure staff are aware of the Emergency vehicle access location and have someone who will meet and greet the Ambulance crew upon arrival.

6.0 Supply, storage and care of medication

Supply:
Each school has an anaphylaxis kit which is kept safely, with access being available to all, each site has an AAI Station and this is accessible to all staff. Emergency AAIs must be accessible and capable of administration within five minutes of symptoms being recognised. Academies will determine the number and location of AAI stations through site-specific risk assessment. Medication should be stored in a rigid box and clearly labelled with the pupil's name and a photograph. The pupil's medication storage box should contain:

- adrenaline auto injectors
- an up-to-date allergy action plan
- antihistamine as tablets or syrup (if included on plan)
- spoon if required
- asthma inhaler (if included on plan)

Note: it is helpful if there is a note on the box identifying the shortest dated item
It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the person in School responsible for First Aid will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry. Parents can subscribe to expiry alerts for the relevant adrenaline auto-injectors (AAIs) their child is prescribed, to make sure they can get replacement devices in good time.

Storage:
AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes. Disposable AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service/local authority. The sharps bin is kept in First Aid room.

7.0 'Spare' adrenaline auto injectors in school

Each School has purchased a spare adrenaline auto-injector (AAI) devices for emergency use in children who are risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date). These are stored in a colour rigid box, clearly labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and accessible and known to all staff.

The person in School responsible for First Aid is responsible for checking the spare medication is in date on a monthly basis and to replace as needed. Written parental permission for use of the spare AAIs is included in the pupil's Allergy Action Plan. If anaphylaxis is suspected in an undiagnosed individual call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of a spare AAI is appropriate.

8.0 Staff Training

The Head teacher is the named staff member responsible for coordinating all staff anaphylaxis training and the upkeep of the Trust's Allergen policy. All staff will complete online anaphylaxis awareness training at the start of every new academic year. Training is also available on an ad-hoc basis for any new members of staff. Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing allergy action plans and ensuring these are up to date
- A practical session using trainer devices (these can be obtained from the manufacturers' websites www.epipen.co.uk; www.emerade-bausch.co.uk and www.jext.co.uk)

Annual allergy awareness and emergency response training will be completed by all staff, including:

- teachers
- support staff
- catering staff
- midday supervisors
- after-school club staff
- breakfast club staff
- office staff
- site staff
- regular volunteers

9.0 Inclusion and safeguarding

Infinity Academies Trust is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Pupils with allergies must not be excluded from activities solely because of their medical condition where reasonable adjustments can be made.

The academy will not tolerate bullying, teasing or discriminatory behaviour relating to allergies, medical conditions, medication or dietary requirements.

Allergy awareness education will be promoted amongst pupils to support understanding and inclusion.

10.0 Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products. The school menu is available for parents to view advance with all ingredients listed and allergens highlighted. The Headteacher will inform the Catering Manager/Mid-day Supervisors of any pupils with food allergies. Every school should have a system in place to ensure catering staff can identify pupils with allergies e.g. a list with photographs. It is the responsibility of the Headteacher to identify pupils and is responsible for keeping this up to date. Parents/carers are encouraged to meet with the Headteacher/Midday Supervisors to discuss their child's needs. The school adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is obtained from the school canteen/tuck shop, parents should check the appropriateness of foods by speaking directly to the Head/Catering Manager/ Midday Supervisor.
- Where possible, the pupil should be taught to also check with Midday Supervisors, before selecting their food choice.
- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Headteacher/Catering Manager.
- Food should not be given to primary school age, food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Foods containing nuts are discouraged from being brought in to school.
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

11.0 Activities Outside Normal School Hours

Staff leading activities outside of normal school hours will ensure they carry all relevant emergency supplies. The staff leading the activity will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the trip or activity. All the activities will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion. Overnight school trips may be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue). Sporting Excursions - Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food. Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

The requirements of this policy apply equally to all extended-school activities operated by or on behalf of the academy.

12.0 Allergy awareness

Infinity Academies Trust supports the approach advocated by The Anaphylaxis Campaign and Allergy UK and aims towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education. A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

13.0 Risk Assessment

Infinity Academies Trust school's will conduct a detailed risk assessment to help identify any gaps in our systems and processes for keeping allergic children safe for all new joining pupils with allergies and any pupils newly diagnosed. An Individual Pupil Allergen Risk Assessment form is available on Every.

Each academy has an AAI Station in a central place which is accessible to ensure staff are aware of the number and location of spare AAIs required to ensure timely emergency access throughout the site.

14.0 Incident and Near Miss Reporting

All allergy incidents, suspected allergic reactions and near misses shall be recorded using the Trust accident reporting procedures.

Following any allergy-related incident:

- parents will be informed promptly;
- a review will be undertaken;
- lessons learned will be identified;
- risk assessments and healthcare plans will be updated where required.

Near misses shall also be recorded to support continual improvement.

15.0 Useful Links

The Spotty Book on Every.

Anaphylaxis Campaign- https://www.anaphylaxis.org.uk

AllergyWise training for schools - https://www.anaphylaxis.org.uk/informationtraining/allergywise-training/for-schools/

AllergyWise training for Healthcare Professionals https://www.anaphylaxis.org.uk/information-training/allergywise-training/forhealthcare-professionals

Allergy UK - https://www.allergyuk.org

DfE *Allergy Safety in Schools* Statutory Guidance (July 2026)

Benedict Blythe Foundation resources

Anaphylaxis UK Benedict's Law guidance

Official guidance relating to supporting pupils with medical needs in schools: http://medicalconditionsatschool.org.uk/documents/Legal-Situation-in-Schools.pdf

Education for Health http://www.educationforhealth.org

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

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

Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Appendix 1 - Academy Allergy Safety

Item	Detail
Academy Name	**Bourne Abbey CofE Primary Academy**
Allergy Lead	**Mrs Danielle Gould**
Deputy Allergy Lead	**Miss Deborah Newnham**
First Aid Lead	**Mr Luke Revell** **Miss Alex Worrall**
Reception number	**01778 422163**
Emergency Contact Point for Ambulance	**Double gates from car park into KS2 playground**
Location of Prescribed AAIs	**Reception** **Year 2** **Year 6** **Located in individual classrooms and moved around school with pupils, e.g. to the dinner hall, school field etc.**
Number of Spare AAIs Held	**2**
Sharps Bin Location	**Hygiene Suite (Yr3)**
Emergency Poster Locations	• **Shared areas in all year groups** • **Kitchen (serving hatch side)** • **Dinner hall** • **Staff Room** • **'Spare' AAI box** • **SEND office** • **Small office (next to SEND office)** • **Front office** • **Admin office (DY)** • **Admin office (SC-S)** • **Deputy office** • **DSL office** • **Head Teacher's office**
Last Site Review Date	**29.09.2026**