# Allergy Safety and Anaphylaxis Policy

THE TRINITY CATHOLIC SCHOOL

Ad Dei Gloriam

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| **Date Issued** | September 2026 |
| **Governors' Committee Responsible**: | The Trinity Catholic School FGB |
| **Nominated Lead Member of Staff**: | Mike Griffin |
| **Status & Review Cycle:** | Annually |
| **Next Review Date:** | September 2027 |
| **Author/s** | Mike Griffin |

**Approvals**

This policy requires the following approvals:

| Date Approved | Version | Review Date |
|---|---|---|
| September 2026 | First Version | September 2027 |
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# Allergy Safety and Anaphylaxis Policy

This school is committed to providing a safe, inclusive environment for all pupils, staff, visitors, and contractors with allergies.

The school recognises that allergic reactions, including anaphylaxis, can be life-threatening and requires all staff to take reasonable steps to prevent exposure to known allergens and to respond promptly and effectively in an emergency.

The school will maintain appropriate allergy management systems, provide staff training, keep emergency adrenaline auto-injectors available, and implement individual healthcare plans for pupils with diagnosed allergies.

This policy applies to:

- All pupils
- Teaching staff
- Support staff
- Catering staff
- Volunteers
- Governors
- Contractors working regularly within the school
- Visitors attending school activities

The policy applies during:

- The school day
- Educational visits – Students that require Epi pen will be responsible for their own on trips and visits. All trip leaders will be aware of students with an IHP.
- Residential trips
- After-school clubs

## 1. Roles and Responsibilities

*The Headteacher will:*

- Ensure implementation of this policy.
- Approve and review the Allergy Safety and Anaphylaxis Policy annually.
- Ensure sufficient staff training is provided.
- Ensure adequate resources are available.
- Ensure that appropriate risk assessments are undertaken.
- Ensure compliance with statutory guidance and legal requirements.

*The Governing body will:*

- Approve and review the Allergy Safety and Anaphylaxis Policy annually
- Ensure compliance with statutory guidance and legal requirements.
- Monitor the effectiveness of the school's allergy management procedures.
- Ensure sufficient staff training is provided.
- Ensure sufficient resources are available.
- Receive reports on significant allergy incidents, anaphylaxis events, and trends identified through incident monitoring.
- Ensure that appropriate risk assessments are undertaken.
- Support the Headteacher and Allergy Lead in implementing continuous improvements arising from incident reviews, audits, and changes in legislation or guidance.

*The Allergy Lead:*

The school will appoint a named senior leader as Allergy Lead.

The Allergy Lead will:

- Oversee allergy management.
- Maintain allergy records.
- Monitor staff training.
- Review incidents and near misses.
- Coordinate communication with parents and healthcare professionals.

*All Staff will:*

- Be familiar with this policy.
- Know how to recognise an allergic reaction.
- Know the location of emergency medication.
- Respond appropriately in an emergency.
- Attend required training.

## 2. Identification of Pupils with Allergies

*The school will:*

- Obtain allergy information during admission.
- Maintain an allergy register.
- Review allergy information annually and following any change in condition.
- Ensure relevant staff are informed of pupils with severe allergies.
- Obtain medical evidence where necessary

## 3. Individual Healthcare Plans - Medical Passports

Pupils at risk of anaphylaxis will have an Individual Healthcare Plan (IHP).

The plan will include:

- Known allergens.
- Signs and symptoms of reaction.
- Prescribed medication.
- Emergency contact details.
- Specific emergency instructions.
- Reasonable adjustments required.

Plans will be reviewed:

- Annually.
- After any significant allergic reaction.
- Following medical updates.

## 4. Adrenaline Auto-Injectors (AAIs)

*Prescribed AAIs*

Parents/carers are expected to:

- Provide prescribed AAIs for their child.
- Ensure devices remain in date.
- Supply replacement devices when required.

The school will:

- Ensure AAIs are readily accessible.
- Ensure relevant staff know where devices are stored.
- Make AAIs available during educational visits and off-site activities.

*Spare AAIs*

The school will maintain spare, in-date adrenaline auto-injectors for emergency use.

Spare AAIs will:

- Be stored securely but be quickly accessible.
- Be checked regularly for expiry dates.
- Be replaced when used or expired.
- Be available throughout the school day and during school activities where practicable.

## 5. Prevention and Risk Reduction

The school will take reasonable measures to reduce risk including:

- Safe management of food preparation and serving.
- Communication of allergy information on a need-to-know basis.
- Allergy awareness education.
- Risk assessments for trips and school events.
- Procedures for classroom activities involving food.
- Appropriate cleaning arrangements.
- Monitoring of allergen-containing resources and materials.

The school will not claim to be entirely "allergen free" but will take reasonable precautions to minimise risk.

## 6. Emergency Procedures

Recognising Anaphylaxis

Symptoms may include:

- Difficulty breathing.
- Persistent cough.
- Wheezing.
- Swollen tongue or throat.
- Difficulty swallowing.
- Sudden collapse.
- Loss of consciousness.
- Severe dizziness.

## 7. Emergency Response

If anaphylaxis is suspected:

1. Administer an adrenaline auto-injector immediately.
2. Dial 999 and state "anaphylaxis."
3. Contact the school office and designated first aider.
4. Inform parents/carers as soon as possible.
5. Monitor the individual continuously.
6. Administer a second AAI if symptoms persist and another device is available.
7. Record the incident following emergency treatment.

**If in doubt, adrenaline should be administered.**

## 8. Staff Training

The school will ensure all staff receive allergy awareness training appropriate to their role.

Training will cover:

- Common allergens.
- Preventing exposure.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Use of AAIs.
- Emergency procedures.
- Reporting and recording incidents.

Training will be refreshed at least annually and when guidance changes.

Core number of staff have attended First Aid courses. All members of staff have the above awareness and training.

## 9. Educational Visits and Extra-Curricular Activities

The school will ensure:

- Allergy risks are considered during planning.
- Relevant staff are aware of affected pupils.
- Medication accompanies the pupil.
- Emergency communication arrangements are in place.
- Suitable food arrangements are considered where meals are provided.

## 10. Recording and Reporting

The school will maintain records of:

- Allergic reactions.
- Anaphylaxis incidents.
- Near misses.
- Use of AAIs.
- Staff training completion.

Incidents will be reviewed to identify lessons learned and opportunities for improvement.

## 11. Monitoring and review

This policy will be reviewed:

- Annually.
- Following a serious incident.
- Following changes in legislation or statutory guidance.