



St Catherine's
School & College

*Specialists in Speech, Language and
Communication Needs*

ALLERGY AND ANAPHYLAXIS POLICY SEPTEMBER 2026

Document Information

Title: Allergy and Anaphylaxis Policy

Status: **Final**

Revisions: New Policy

Review Frequency: Recommended annually

Next Review: September 2027

Please note where the procedure refers to school this also encompasses St Catherine's College.

This Policy is applicable to all students and staff at St Catherine's School and College.

Aim

To minimise the risk of any student suffering a serious allergic reaction whilst at school or attending any school related activity.

To ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise.

Introduction

An allergy is a reaction of 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 serious reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening 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 can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

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 are not limited to):
- Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how St Catherine's School will support students with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life

Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting students with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

Roles and responsibilities

We take a whole-school approach to allergy awareness.

Allergy lead

The nominated Allergy Lead is Katherine Cotton, Head of Residential.

The Allergy Lead is responsible for:

- Promoting and maintaining allergy awareness across our school community.
- Recording and collating allergy and special dietary information for all relevant students.

- Liaise with the Kitchen Team to ensure all food prepared in school follows the Food Information Regulations 2014.

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff.
- All students with allergies have an allergy action plan completed by a medical professional.
- All staff receive an appropriate level of allergy training.
- All staff are aware of the school's policy and procedures regarding allergies.
- Relevant staff are aware of what activities need an allergy risk assessment.
- Keeping stock of the school's Spare Emergency Adrenaline Auto-Injector (AAI) Kits (non-prescribed).
- Regularly reviewing and updating the Allergy and Anaphylaxis policy.

School Nurse

The School Nurse is responsible for:

- Co-ordinating the paperwork and information from families.
- Creating and updating Individual Health Care Plans for students with known Allergies.
- Co-ordinating medication with families.
- Ensure Individual Second Sets (prescribed AAI) are in date.
- Liaise with families to ensure they are aware of the out-of-date service provided by Anaphylaxis UK for prescribed AAI's.

Staff

- Staff should be aware of the Allergy and Anaphylaxis Policy.
- Staff will have access to information of the students in their care 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. All information can be found on the school's database.
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all students with medical conditions, including allergies, carry their medication. Students unable to produce their required medication may not be able to attend the excursion.
- Use of food in crafts, cooking classes, science experiments and special events (e.g. assemblies and cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children.
- All staff should do awareness of anaphylaxis training, with specific anaphylaxis training including administration of AAI in First Aid training. 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 AAI) 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.
 - Managing allergy action plans and ensuring these are up to date
- Staff are asked to carefully consider the food they bring in for their own packed lunches and snacks, which should not include allergens, following the school's guidance on food brought in to be shared.
 - For members of staff diagnosed with Allergies/Anaphylaxis:
 - Staff can inform the Allergy Lead, their Line Manager and/or People and Development, at their own discretion of any known allergies.
 - Any Allergic or Anaphylactic episode suffered by a member of staff on the school site will be recorded on the 'We are every' accident database.

Parents

- Parents should be aware of our school's Allergy and Anaphylaxis policy
- Parents should provide school with sufficient information regarding the student's allergies, via the form sent out. This information should include all previous serious allergic reactions, history of anaphylaxis, and details of all prescribed medications
- Parents should supply a copy of their child's Allergy Action Plan 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 to ensure any required medication is supplied to the school, including at least two in date **Adrenaline Auto-Injectors (AAI)** and/or **Antihistamines**.
- 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.
- It is the responsibility of parents to ensure all medication is in date. Parents will be made aware of the out-of-date service provided by Anaphylaxis UK.
- Parents are asked to carefully consider the food they provide for their child as packed lunches and snacks, and try to limit the number of allergens included, following the school's guidance on food brought in to be shared.

Student Responsibilities

- Where appropriate for our students they should be aware of their allergens.
- All students are encouraged to develop a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Students are encouraged to carry their AAI on their person at all times. They should be aware that they are only for personal use and **MUST NOT** be used by any other student.

Individual Healthcare Plans/Allergy Action Plans

All children with a history of anaphylaxis should have a personalised, written Allergy Action Plan. These plans are essential medical documents, created by specialists, that outline the child's specific allergies, symptoms to watch for, and clear instructions for administering medication, including adrenaline auto-injectors. Allergy action plans are designed to function as Individual Healthcare Plans for children with allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction.

St Catherine's School asks all parent/carers to complete the allergy action plan with input from a healthcare professional (e.g. GP/Allergy Specialist) and provide this to the school. If available the Allergy action plan will be included with the St Catherine's School Individual Health Care plan.

Assessing risk

The school will conduct a risk assessment for any student at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

Managing risk

St Catherine's School 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 potential.

St Catherine's School will conduct an individual risk assessment for all new joining Students with allergies and any Students newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

Hygiene procedures

- Students are reminded to wash their hands before and after eating.
- Sharing of food is not allowed.
- Students have their own named water bottles.

Catering

St Catherine's School is committed to providing safe food options to meet the dietary needs of Students with allergies.

All food prepared in school 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 kitchen staff receive appropriate training and will be made aware of students with food allergies on admission St Catherine's School, and information will also be passed on when a diagnosis is made for an existing Student.

Allergens are checked by the Kitchen team at every single meal and dish production time.

The school adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by the kitchen staff for students with food allergies should be clearly labelled with the name of the child for whom they are intended.
- School menus are available for parents/carers to view with ingredients clearly labelled.
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of Students.
- Kitchen staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.
- Students should be supported by the class team to also check with the kitchen staff, before selecting their lunch choice.
- For food not prepared by the school kitchen, 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.
- Use of food in crafts, cooking classes, science experiments and special events (e.g. assemblies and cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children.

Events and School trips

Staff leading school trips and/or sporting event will ensure they carry all relevant emergency supplies. Trip leaders will check that all students with medical conditions, including allergies, have their medication available.

Students unable to produce their required medication may not be able to attend the excursion. All the activities on the school trip will be risk assessed to see if they pose a threat to allergic Students and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and correspondence with parents/carers, where required, 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).

All students should have every opportunity to attend school trips and/or sporting events. Staff organising off school trips should check the school database to ensure they are aware of any Students with allergies attending. The venue being visited can be notified that a student has an allergy when arranging the trip. If the venue 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.

Food restrictions - Allergy awareness and nut bans

St Catherine's School supports the approach advocated by Anaphylaxis UK 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 Students, 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, Students and all other staff are aware of what allergies are, the importance

of avoiding the students' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

We acknowledge that it is impractical to enforce an allergen-free school. However, we will actively discourage all of our St Catherine's community from bring any high-risk foods into the school environment to reduce the chances of someone experiencing a reaction.

Insect bites/stings and Animals

Students will wash hands after interacting with animals to avoid putting Students with allergies at risk through later contact.

Students with allergies to animals will be supported in understanding the importance of not having contact with animals.

When outdoors:

Shoes should always be worn

Food and drink should be covered

Support for mental health

St Catherine's school acknowledges that students with allergies may experience bullying and may also suffer from anxiety relating to their allergy.

Students with allergies will be offered regular check-ins with the Mental Health First Aid Team or a Trusted Adult.

Supply, storage and care of medication

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

Anaphylaxis Second Sets will be kept in the Medical room and in the residential houses (if appropriate), these should be stored in a suitable container and clearly labelled with the Student's Name.

The Student's medication storage container should contain:

- One or Two AAls i.e. EpiPen® or Jext®.
- 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.

Parents can subscribe to expiry alerts for the relevant AAls their child is prescribed, to make sure they can get replacement devices in good time, links can be found via the Anaphylaxis UK website (link below). St Catherine's School recommends the use of alert services to prevent a disruption in the availability of AAls.

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

AAIs should **not** be stored in a locked cupboard.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs should be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins are also available at the Health Centre.

‘Spare’ adrenaline auto-injectors in school

St Catherine’s School has purchased **Emergency AAI Kits** for emergency use.

These are stored in a **White** colour boxes on a **Red** background, clearly labelled ‘**Anaphylaxis Kit**’, kept safely, not locked away, and accessible and known to all staff.

St Catherine’s School holds 3 sets of AAIs (6 pens) which are kept in the following locations: -

1. St Catherine’s School, Grove Road Site, School Playground.
2. St Margaret’s Residential House, Apple Store.
3. St Catherine’s College Reception.

Anaphylaxis is a medical emergency and can be fatal. The allergy awareness training set out above, will ensure all staff in schools, colleges and early years settings have received prior training in recognition and management of anaphylaxis. The Human Medicines (Amendment) Regulations 2017 permit “spare” adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy.

In the event of an anaphylaxis reaction:

- The child, young person or individual should be placed flat with legs raised. Adrenaline devices should be brought to them (whether their own prescribed ADs or “spare” AD as opposed to the patient being taken to where the adrenaline devices are).
- Adrenaline should be administered as soon as possible, within five minutes. Do not wait to contact the emergency services before administering adrenaline.
- Immediately call 999 and request an ambulance.
- If the child, young person or individual has their own prescribed adrenaline devices, these should be used in the first instance.
- If the child, young person or individual does not have prescribed adrenaline devices, “spare” adrenaline devices can be used.
- If the child, young person or individual’s prescribed adrenaline devices are not available or misfire, “spare” adrenaline devices can be used.

Policies to be read in conjunction:

Managing and administering medication First Aid

Useful Links

Anaphylaxis UK Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>

AllergyWise for Schools (including certificate) online training - <https://www.anaphylaxis.org.uk/allergywise/>

BSACI Allergy Action Plans - <https://www.bsaci.org/resources/resources/paediatricaction-plans/>
Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting Students at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-Students-at-school-with-medical-conditions.pdf

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

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>



Anaphylaxis/Allergy/Intolerance Care Information

This medical document has been completed by the child's Parent/Carers. It must not be altered without their permission. This document provides medical authorisation for schools to administer an adrenaline auto-injector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017.

Student Name	
Date of Birth	

Does the Student have an...

Anaphylaxis

Allergy

Intolerance

Please circle as appropriate.

What is the Student allergic to?

Under which conditions is the allergy	Ingestion	
	Direct Contact	
	Indirect contact	

Does the Student know when they are having a reaction?	Yes	No
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What signs are there that the Student is having a reaction?

What action needs to be taken?

Does the Student need help taking medication?	Yes	No
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Medication	Dose	Time given

If an Adrenaline Auto-Injector is required in school please supply one spare that can be kept in the medical room in the event of an emergency.

Parent/Carers Signature Date.....

This information is reviewed annually, Parents/carers will update school if the child's treatment changes during the year.
Medicines should be clearly labelled with the child's name and kept in agreement with the school.