

Allergy and anaphylaxis policy

Review date: May 2026
Date of next review: May 2027

Review history

Review Date	Reviewed by	Approved by	Implementation
May 2026	T Humphries A Stewart	Trustees	1 September 2026
May 2027			

Recent revisions

Issue No.	Date	Revisions made
1	May 2026	New policy

Purpose

This policy is in place to minimise the risk of any NELT pupil suffering a serious allergic reaction whilst attending a North East Learning Trust school or participating in Trust-related activities. It is also to ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise.

The North East Learning Trust (NELT) wishes to ensure that pupils/students with medical conditions receive appropriate care and support at all schools within the Trust. This document has been developed as a standalone policy to be utilised alongside NELT's ***Supporting Students at School with Medical Conditions Policy***, as per [Benedict's Law's DfE current Guidance's preferred documented method \(March, 2026\)](#).

Links to other policies

This policy should be read in conjunction with:

- Supporting Students with Medical Conditions Policy
- Health and Safety Policy
- First Aid Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Food Safety Procedures
- Risk Assessment Procedures

Named responsible staff

The named staff members responsible for coordinating allergy and anaphylaxis arrangements, staff training, and oversight of this policy within each academy are:

Headteachers (or delegated senior leader)

Tracey Humphries, NELT MAT School Nurse

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1. Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. Reactions may cause mild symptoms such as itching, sneezing or rashes, but may also result in a severe and life-threatening allergic reaction known as anaphylaxis.

Anaphylaxis can occur rapidly and may affect a person's **A**irway, **B**reathing and **C**irculation.

Common allergens include, but are not limited to:

- Peanuts
- Tree nuts
- Sesame
- Milk
- Egg
- Fish
- Shellfish
- Latex
- Insect venom
- Pollen
- Animal dander
- Medicines

North East Learning Trust is committed to ensuring that pupils with allergies are safe, supported, included, and not disadvantaged whilst participating fully in school life.

2. Roles and Responsibilities

Trust Responsibilities

The Trust will:

- Provide overarching policy direction and assurance.
- Ensure schools have appropriate arrangements for allergy management.
- Ensure suitable staff training arrangements are in place.
- Monitor compliance through MAT assurance processes, including Health and Safety audits.

Headteacher/Head of School's Responsibility

Headteachers/Head of school will ensure:

- Appropriate procedures are implemented locally.
- Staff receive suitable training.
- Pupils with allergies are identified.
- Risk assessments are completed where required.
- Emergency medication arrangements are maintained.

Parents/Carers Responsibility

Parents/carers must:

- Inform the academy of any allergy or history of anaphylaxis.
- Provide up-to-date medical information and Allergy Action Plans.
- Supply prescribed medication and ensure it remains in date.
- Replace medication as required.
- Inform the academy of any changes to allergy management.

Staff Responsibilities

All staff will:

- Complete annual allergy and anaphylaxis awareness training.
- Be aware of pupils with known allergies.
- Follow Allergy Action Plans and emergency procedures.
- Act promptly in the event of suspected anaphylaxis.
- Ensure appropriate arrangements are in place during trips, activities and food-related events.

The academy nominee will:

- Maintain student medical records.
- Maintain records of prescribed AAls.
- Ensure spare AAls are checked monthly including:
 - That expiry dates are in date and logged on Every
 - Viewing the solution through the viewing window, ensuring it remains clear and free from particles
 - Ordering replacements as required
- Ensure that staff record all incidents relating to allergy and anaphylaxis.

Student/Pupil Responsibilities

Where age and understanding permit, pupils will be encouraged to:

- Understand their allergy triggers.
- Report symptoms immediately.
- Carry prescribed AAls where appropriate.
- Avoid sharing food or drinks.

3. Allergy Action Plans

All pupils diagnosed with severe allergies should have an up-to-date Allergy Action Plan completed by a healthcare professional. This must be provided by parents.

The Trust recognises the British Society for Allergy and Clinical Immunology [BSACI] Allergy Action Plans as the preferred standard.

Action Plans will:

- Be accessible to relevant staff alongside pupil/student medical plans.
- Be stored with medication.
- Include parental consent for emergency treatment and use of spare AAls where applicable.

4. Emergency Treatment and Management of Anaphylaxis

Symptoms of Allergic Reaction

Mild to Moderate Symptoms

- Hives or rash
- Tingling mouth
- Swelling of lips, face or eyes
- Abdominal pain or vomiting

Severe Symptoms (Anaphylaxis)

Airway

- Swollen tongue or throat

- Difficulty swallowing
- Hoarse voice

Breathing

- Wheezing
- Breathing difficulty
- Persistent cough

Circulation

- Dizziness
- Collapse
- Pale or clammy skin
- Loss of consciousness

Emergency Procedure If anaphylaxis is suspected:

1. Call other staff for help immediately.
2. Keep the child where they are and do not leave them unattended.
3. Lay the child flat with legs raised where possible.
4. Administer the AAI immediately into the outer thigh, *see appendix 2*.
5. Call 999 and state:
"ANAPHYLAXIS"
6. Record the time adrenaline was administered.
7. If symptoms do not improve after 5 minutes, administer a second AAI.
8. Continue to monitor the child noting that no more than 2 AAI's can be administered
9. Commence CPR if there are no signs of life.
10. Contact parents/carers as soon as possible.

All pupils receiving adrenaline **must attend hospital** for observation.

Used AAI's are to be provided to the emergency ambulance crew / medical staff before being disposed of as clinical sharps.

5. Supply, Storage and Care of Medication

Pupils prescribed AAI's should normally have access to two devices at all times.

Where appropriate, pupils will carry their own medication in a clearly identifiable red medical bag or pouch.

For younger pupils or those unable to self-carry:

- Medication will be stored in a clearly labelled and accessible anaphylaxis kit that can be reached within a maximum of 3 minutes.
- Medication must never be locked away.

Medication kits should contain:

- Two prescribed AAls
- Current Allergy Action Plan
- Asthma inhaler (if prescribed)

Access to antihistamine

Antihistamine that has been prescribed for a pupil/student with anaphylaxis will be stored appropriately.

For pupils/students with prescribed AAls, medication kits will be checked termly by academy appointed first aider.

6. Spare Adrenaline Auto-Injectors (AAls)

North East Learning Trust academies must maintain spare AAls as mandated in Benedict's Law.

Spare AAls must be:

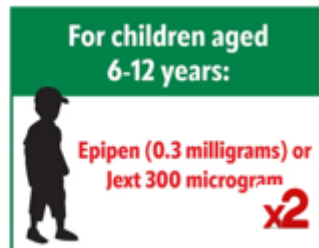
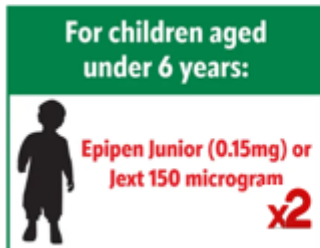
- Clearly labelled and stored in emergency AAI storage boxes
- Easily accessible to all staff and **stored centrally** i.e. school office, where medication is routinely kept. The spare AAls are **not** to be located in different areas of the school.
- Clear signage must be in place making their location easily accessible for all within a 3 minute window.
- Not locked away
- Be stored at room temperature
- Be protected from direct sunlight and extreme temperatures

AAI Types

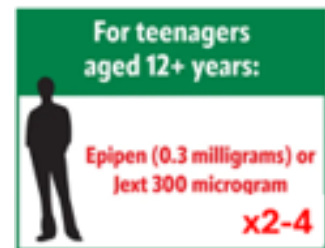
There are two AAI types on the market for school purchase, known as EpiPen and Jext. They both easily direct, almost identically, how to administer on the instructions displayed on the body of the pens, *see appendix 1*.

Recommended Stock Levels

Primary Schools



Secondary Schools



7. Staff Training

All staff will complete allergy and anaphylaxis awareness training annually and during induction. Updates will be provided as required.

Annual training will include:

- Recognising allergic reactions
- Understanding anaphylaxis
- Emergency response procedures
- Administration of AAIs
- Allergen avoidance and risk reduction
- Awareness of Allergy Action Plans

Practical familiarisation using trainer pens will be included with training.

8. Inclusion and Safeguarding

North East Learning Trust is committed to ensuring pupils with allergies:

- can fully participate in school life,
- are protected from discrimination,
- and are safeguarded appropriately.

Reasonable adjustments will be considered in line with:

- Equality Act 2010
- Benedict's Law 2026
- Supporting Pupils with Medical Conditions statutory guidance

9. Catering

All catering providers must comply with the Food Information Regulations 2014 regarding allergen information.

Schools will:

- Communicate relevant allergy information to catering teams.
- Implement systems to identify pupils with allergies where appropriate.
- Encourage parents/carers to discuss dietary requirements with catering staff.

Catering Leads will:

- Ensure allergen information is available.

Food-related activities, celebrations and curriculum activities will be risk assessed where necessary.

10. School Trips and Off-Site Visits

Educational visits will include consideration of allergy management.

Educational Visit Leaders (EVL) will ensure:

- Relevant medication is carried.
- Staff are aware of allergic pupils.
- Emergency procedures are understood.
- Appropriate food arrangements are made, including with external food provider.

Risk assessments will consider:

- food provision,
- remote locations,
- emergency access,
- overnight stays,
- and staffing arrangements.

11. Allergy Awareness and Nut Free Schools

While individual control measures will be implemented following appropriate risk assessments, the Trust recognises that it is not possible to guarantee an entirely allergen-free environment.

The Trust operates a **nut-free school approach** across all academies to reduce the risk of exposure to nut-related allergens and to support the safety and wellbeing of pupils and staff with severe allergies. This includes the avoidance of nuts and nut-based products within academy premises and activities, alongside clear expectations for all members of the school community.

All schools will take a proactive, risk-based approach to allergen management and will promote:

- allergy awareness across staff, pupils, visitors, and contractors;
- robust hand hygiene, cleaning, and food safety practices;
- discouragement of food sharing, particularly among pupils; and
- ongoing education and communication regarding allergy risks and safe behaviours.

Packed Lunches

Academies will communicate clearly with parents and carers regarding the nut-free expectation. Where packed lunches are provided from home, families are expected to avoid including nuts or nut-based products. Schools will take a supportive, educational approach to encourage compliance and reduce risk.

School Catering Provision

School catering services will operate in line with the nut-free approach. Catering providers must have clear allergen management procedures in place, including compliance with relevant food information and allergen labelling requirements. All food served will be prepared with controls to minimise cross-contamination risks.

Visitors, Volunteers, and Contractors

All visitors, volunteers, and contractors will be informed of the Trust's nut-free and allergy-aware expectations. Where food is brought onto site for events, meetings, or activities, it must comply with the nut-free approach unless prior agreement has been obtained following a risk assessment.

Contractors working on site must ensure that any food brought onto premises for staff consumption does not present an allergen risk, particularly in shared or pupil-accessible areas.

12. Risk Assessment

Individual allergy risk assessments will be completed where required for:

- newly admitted pupils,
- newly diagnosed pupils,
- educational visits,
- and curriculum activities involving food.

Risk assessments will be reviewed regularly and following incidents.

13. Monitoring and Review

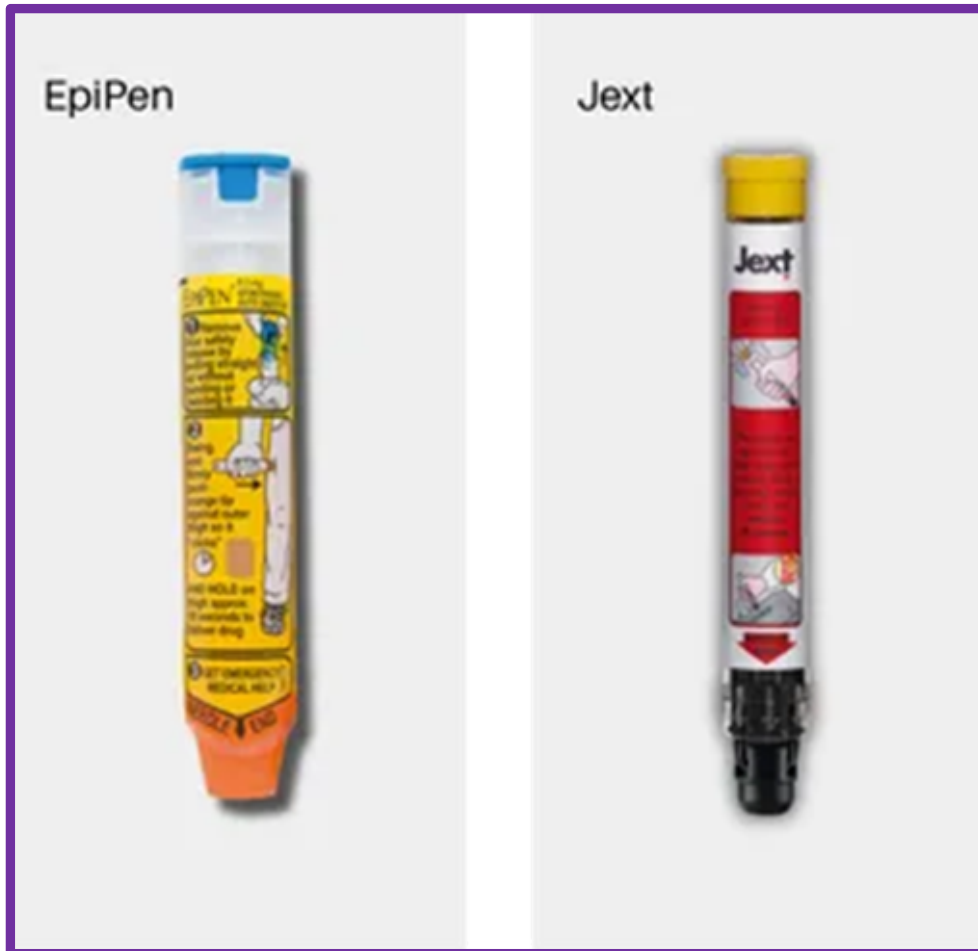
This policy will be reviewed annually by North East Learning Trust or earlier where:

- legislation changes,
- guidance changes,
- or following significant incidents.

Schools' SSMs, H&S Leads and nominees will monitor:

- training completion,
- medication and AAI checks,
- incidents,
- and implementation of local procedures.

Appendix 1: AAI Types



Appendix 2

How to Administer

EpiPen Adrenaline Device



Form fist around EpiPen
and PULL OFF **BLUE** CAP

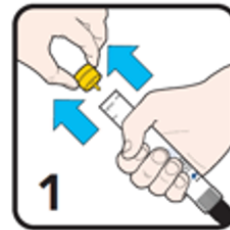


PLACE **ORANGE** TIP 10cm
away from outer mid-thigh
(with or without clothing)



Jab orange tip firmly at 90°
angle and hold for 3 seconds

Jext Adrenaline Device



Form fist around Jext® and
PULL OFF **YELLOW** CAP



PLACE **BLACK** INJECTOR TIP against
outer mid-thigh (with or without clothing)



PUSH **BLACK** TIP FIRMLY until a
click is heard and hold in place for
3 seconds. REMOVE Jext®

