



V1.0



Allergen and Anaphylaxis Policy

**This policy applies to all the academies in
The Lionheart Educational Trust**

March 2026 – March 2027



Statement of intent

Lionheart Educational Trust (The Trust) is committed to ensuring the safety and wellbeing of all pupils, staff, and visitors who may be at risk of allergic reactions or anaphylaxis. This policy sets out the overarching approach to identifying, supporting and responding to allergy-related needs across all Trust settings. While the Trust cannot guarantee an allergen-free environment, reasonable steps will be taken to minimise risks and ensure effective emergency response.

Parents/carers are expected to work collaboratively with their academy to provide full, accurate and up-to-date information regarding their child's allergies, triggers, and required medication so that appropriate support arrangements can be made.

Definitions

For the purpose of this policy:

Allergy is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- [EYFS and primary schools] For infants and younger pupils, becoming pale or floppy



Roles and Responsibilities

Trust Board

- Ensures policies and procedures are in place to support individuals with allergies and those at risk of anaphylaxis.
- Ensures arrangements meet statutory requirements and are monitored for effectiveness.

Principal / Head of School / Associate Head of School

- Oversees implementation of this policy and related policies.
- Ensures that parents/carers are informed of their responsibilities regarding allergy information.
- Ensures that relevant risk assessments are completed and that appropriate control measures are in place.
- Ensures that designated staff receive appropriate allergy and anaphylaxis training.

Designated Health Lead / Medical Needs Lead

- Ensures medical information is kept up to date and shared with relevant staff.
- Contacts parents/carers for updated medical documentation where required.
- Supports the development and maintenance of Individual Healthcare Plans (IHPs).

All Staff

- Attend relevant training appropriate to their role.
- Familiarise themselves with IHPs and understand their responsibilities in supporting pupils with allergies.
- Respond appropriately and promptly in emergency situations.
- Promote good hygiene practices to reduce risk of exposure.
- Ensure food or drink is not shared between pupils to prevent accidental exposure.

Catering Provider / Catering Lead

- Maintains accurate allergen information for all food products.
- Ensures labelling complies with legal requirements, including Natasha's Law.
- Ensures catering staff are trained in food allergen management.
- Records and reports any allergen-related incidents or non-compliance.

Parents / Carers

- Provide updated allergy information, medical documentation and consent where required.
- Supply prescribed medication and ensure it remains in date.
- Communicate concerns regarding allergy management to the academy.

Pupils (where age-appropriate)

- Avoid sharing food or drink.
- Avoid known allergens where possible.
- Report symptoms or concerns to a member of staff immediately.

Managing Allergies - Food Allergies

Parents/carers must provide full written information about any foods to which their child has an allergy or intolerance, including details of symptoms, triggers and any required medication. This information will be recorded and shared with relevant staff and catering providers to ensure appropriate arrangements can be made.

Information regarding pupils' food allergies will be collected for all pupils, regardless of whether they consume meals provided by catering services or bring packed lunches. This ensures that all staff involved in food handling or supervision are aware of dietary needs. When planning menus, making substitutions or purchasing food products, catering providers must ensure that pupils' dietary requirements continue to be met. This includes:

- Checking ingredient changes with suppliers.



- Ensuring allergen information is read, understood and verified before use.
- Using approved allergen-identification tools, such as allergen matrices, to ensure ingredients are accurately recorded.
- Ensuring allergenic ingredients remain clearly identifiable throughout preparation.

Catering teams will maintain up-to-date allergen information and avoid the use of known allergens for affected pupils wherever reasonably possible. Where meals contain allergens or may contain traces, clear and visible labelling must be provided in line with legal requirements.

Catering providers must ensure a suitable range of alternatives is available to meet dietary needs, including dairy-free and gluten-free options where required.

Where systems are in place to support identification of pupils with specific dietary needs—such as coloured identifiers, wristbands or similar arrangements—these must be used consistently and understood by all relevant staff.

To minimise the risk of cross-contamination during food preparation and serving, catering providers must follow appropriate hygiene and food-safety standards. This may include:

- Ensuring food preparation areas and equipment are cleaned before and after use.
- Using colour-coded equipment where required to separate food types.
- Ensuring cleaning materials and utensils are used appropriately to avoid cross-contact.
- Storing allergen-containing food separately where appropriate.

Catering providers are responsible for ensuring compliance with all relevant food hygiene and allergen-safety legislation and for maintaining appropriate procedures that reflect this policy.

Learning activities involving food—including practical lessons and enrichment activities—must consider pupils' known allergies as recorded in their Individual Healthcare Plans (IHPs). Appropriate adjustments or alternative activities must be arranged to ensure safe participation.

Food Allergen Labelling and Traceability

The Trust will ensure full compliance with allergen labelling requirements for pre-packed food goods, in accordance with the Food Information (Amendment) (England) Regulations 2019 (“Natasha’s Law”). All food provided within Trust settings must be labelled accurately and checked prior to being offered for consumption.

Relevant staff involved in storing, handling, preparing, cooking or serving food must receive appropriate training so that they understand allergen labelling requirements and their associated responsibilities. Training will be refreshed regularly and whenever legislation or guidance changes.

Pre-Packed for Direct Sale (PPDS) Foods

Food goods classified as ‘pre-packed for direct sale’ (PPDS) must clearly display:

- The name of the food.
- A full ingredients list, with all allergens emphasised in accordance with legal requirements.

Allergen Traceability

To ensure accurate tracking of allergens throughout the food process, the following arrangements will be maintained by catering providers:

- Allergen information will be obtained from suppliers and recorded on delivery.
- Allergen details will be monitored throughout storage, preparation and serving.
- Allergen logs will be reviewed regularly to ensure completeness.
- Any inaccurate or incomplete information, including mislabelling or packaging concerns, will be recorded and acted upon appropriately.

Declared Allergens

The following allergens must be declared clearly on all PPDS foods:



- Cereals containing gluten (e.g. wheat, barley, rye, spelt)
- Crustaceans
- Nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites above 10mg/kg or 10mg/L
- Lupin
- Molluscs

This applies to food prepared on site (e.g., sandwiches, salads, baked items) where PPDS requirements are relevant.

PPDS products must carry clear and legible labelling either directly on the packaging or via a securely attached label. Any items with incorrect or incomplete labelling must be removed from use and disposed of appropriately.

Monitoring and Supplier Communication

Catering providers are responsible for ensuring that:

- Food ingredients, packaging and labelling are monitored regularly.
- Any anomalies or inconsistencies are reported promptly to suppliers.
- Documentation and allergen records are updated whenever there are changes to ingredients or packaging.

Clear communication with suppliers must be maintained to ensure that any updates to products or ingredients are shared with relevant staff without delay.

Trust and its catering providers will follow legal requirements for pre-packed foods for direct sale, ensuring labels:

- Include the name of the food.
- Provide a full ingredients list with allergens clearly emphasised.
- Are accurate, legible and reviewed regularly.

Allergen Tracking

- Allergen information will be obtained from suppliers and recorded.
- Allergen information will be tracked through storage, preparation and serving stages.
- Any anomalies will be recorded and acted upon.

Other Allergen Types

Animal Allergies

- Exposure to animals will be controlled in accordance with risk assessments.
- Pupils with known allergies will have restricted access where necessary.
- Hand-washing procedures will be followed after any contact.

Seasonal Allergies

- Reasonable steps will be taken to minimise exposure to pollen or other seasonal triggers.
- Pupils with severe seasonal allergies may require indoor space during certain conditions.
- Grounds management, such as treatment of insect nests, will be monitored appropriately.



Adrenaline Auto-Injectors (AIs)

Some pupils with severe allergies may require an adrenaline auto-injector (AAI) for use in an emergency. Parents/carers are responsible for supplying the academy with their child's prescribed AIs and ensuring these remain in date.

Under relevant regulations, academies within the Trust may obtain spare AIs for emergency use on pupils who are at risk of anaphylaxis and for whom medical authorisation and parental consent have been provided.

Spare AIs will be stored as part of an emergency anaphylaxis kit in clearly identified, accessible locations. These devices must remain protected from heat, direct sunlight and extreme temperatures, in line with manufacturer guidance.

Appropriate staff will be designated to monitor emergency anaphylaxis kits. Checks will be carried out regularly to ensure:

- Spare AIs are present and in date.
- Replacements are obtained before expiry.
- Records of checks and use are kept up to date.

All staff will be made aware of where AIs are stored and understand that devices must be kept accessible to staff but out of reach of pupils.

If an AAI is used, details of the incident will be recorded, including when and where it occurred, and the amount of medication administered. Used AIs will be disposed of safely or handed to paramedics as appropriate.

Access to Spare AIs

Spare AIs may be administered to a pupil when:

- The pupil is identified as being at risk of anaphylaxis, and
- Medical authorisation and written parental consent have been provided, and
- The pupil's own prescribed device is not available or cannot be used without delay.

Consent will be recorded within the pupil's Individual Healthcare Plan (IHP).

A register of pupils who may receive spare AIs will be maintained and include:

- Name of the pupil
- Known allergens
- Risk factors for anaphylaxis
- Confirmation of medical authorisation
- Confirmation of parental consent
- Dosage information appropriate to the pupil's age

Parents/carers will be asked to update consent annually and may withdraw consent at any time by notifying the academy.

The register will be reviewed regularly and updated when changes occur. Relevant staff will have access to the register to support emergency decision-making.

School Activities and Trips

For all visits, activities and trips, a risk assessment will be completed which takes into account any pupils with known allergies. Activities will be reviewed to identify any potential risks, and reasonable adjustments will be made to ensure pupils with allergies can participate safely.

Parents and carers will be consulted where necessary to support any specific arrangements required for the visit.

Where a pupil with allergies is attending, a designated member of staff will be responsible for supporting them throughout the visit and ensuring that any required medication is available at all times.

If a pupil has been prescribed an adrenaline auto-injector (AAI), at least one member of staff trained in its use will accompany the visit. The pupil's medication must be taken on the



trip and remain accessible. Pupils will not be able to attend if essential medication is not provided.

To ensure an appropriate emergency response, **two AAls will be taken on all trips** for pupils who require them, and these must always remain easily accessible to the responsible member of staff.

Where food is provided during a visit, consideration will be given to pupils' known allergies. If appropriate food cannot be guaranteed at the venue, suitable alternatives will be arranged, either supplied from home or provided by the academy.

Medical Attention and Individual Healthcare Plans (IHPs)

Once a pupil's allergies have been identified, a meeting will be arranged with parents and the relevant staff to discuss the pupil's needs and agree the support required. This meeting will inform the development of the pupil's Individual Healthcare Plan (IHP).

All medical attention, including the administration of medication, will follow the Trust's Administering Medication Policy and Supporting Pupils with Medical Conditions Policy. Parents and carers are responsible for providing any required medication, ensuring it is clearly labelled with the pupil's name, expiry date and instructions for use. Pupils must not attend school or participate in off-site activities without any essential life-saving medication they require, such as adrenaline auto-injectors (AAIs).

All staff supporting a pupil with an allergy will be aware of the location of emergency medication and understand the actions required in the event of an allergic reaction.

Any support required by the pupil will be detailed in their IHP. Staff providing support to a pupil with a medical condition, including allergies, must be familiar with the pupil's IHP and follow the guidance it contains.

A designated member of staff will work with parents and relevant colleagues to develop IHPs for pupils with allergies and ensure that appropriate documentation, including any necessary risk assessments, is completed. A named individual will hold overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant staff.

Training

Designated staff members will be trained in how to administer AAI, and the sequence of events to follow when doing so with this training be refreshed on an annual basis.

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The school will arrange specialist training on a termly basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

The relevant staff, e.g. kitchen staff, will be trained in how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

The relevant members of staff will be trained in how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

Designated staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAls according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.



All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.
- Understand that AAI should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAIs.
- Understand how to access AAIs.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy

Responding to Allergic Reactions

Mild to Moderate Reactions

Mild to moderate symptoms of an allergic reaction may include swollen lips, face or eyes, itching or tingling around the mouth, hives or an itchy skin rash, abdominal discomfort or vomiting, or a sudden change in behaviour.

If a pupil displays any of these symptoms, the nearest adult will remain with the pupil and refer to the pupil's Individual Healthcare Plan (IHP) to determine the appropriate next steps. Parents or carers will be contacted as soon as possible if a pupil experiences a mild to moderate allergic reaction or requires medication.

If a pupil who does not have a prescribed adrenaline auto-injector (AAI), or who has not been medically identified as being at risk of anaphylaxis, experiences an allergic reaction, staff will contact the emergency services for advice before an AAI is administered. An AAI will not be given without medical direction in these circumstances.

For mild to moderate symptoms, staff will follow the pupil's IHP and closely monitor the pupil to ensure the reaction does not progress.

If the reaction worsens or signs of anaphylaxis develop, staff will follow the Trust's emergency anaphylaxis procedures and call an ambulance.

Anaphylaxis

In the event of anaphylaxis, staff will follow the pupil's Individual Healthcare Plan (IHP) and respond immediately. The pupil should be kept as still as possible, and emergency services must be contacted without delay. A trained member of staff will administer the pupil's prescribed adrenaline auto-injector (AAI). Spare AAIs may be used only where appropriate consent and authorisation have been provided.

If the designated trained staff member is not immediately available, the nearest member of staff should administer the AAI to avoid delay. Other staff may assist as necessary.

A member of staff will remain with the pupil until emergency services arrive. If the pupil's condition deteriorates while waiting, emergency services will be contacted again. If required, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a second dose of adrenaline may be administered if another AAI is available.



For pupils without a prescribed AAI or without a diagnosis of anaphylaxis risk, staff will seek advice from emergency services before administering a spare AAI.

Parents or carers will be contacted as soon as possible following the incident. When emergency services arrive, staff will provide relevant information, including any known allergens, the suspected trigger, and the time any AAI doses were administered. Any used AAI will be handed to paramedics, and staff will ensure the pupil has sufficient space, moving others away where appropriate. Staff will remain calm and supportive to help reassure the pupil.

A member of staff will accompany the pupil to hospital if parents are not available. If the pupil is transported by ambulance, two members of staff will accompany them where possible.

Following any incident involving an allergic reaction, the response will be reviewed, and any additional training or corrective actions will be considered. The pupil's IHP and relevant records will be updated as needed.

Monitoring and Review

This policy will be reviewed annually or following any incident involving an allergic reaction. IHPs will be reviewed and updated where necessary.

Concerns regarding implementation of this policy must be reported to the Head of School.