St Cuthbert's Catholic Academy – Blackpool

Allergens Policy 2026/2027

Policy Author	
Groups Involved In Discussion	Headteacher Allergy Lead Governors All Staff

Mission Statement

At St Cuthbert's we provide children with a sense of belonging to a loving community; enabling them to form positive relationships rooted in kindness, faith and forgiveness.

We help remove barriers to inspire children to realise their full potential and develop future aspirations.

Revision History

Document Revision	Reason For Change	Date	Date Of Next Review
V1	New Policy after training	01.09.2026	

General Statement

This policy is concerned with a whole school approach to the health care and management of those members of our community suffering from specific allergies. We are aware that our children may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Our position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

We are committed to no food and drink sharing.

Parents/care givers are asked to provide details of allergies in the child's School Admissions Forms, which are submitted before starting school.

General Aims

The intent of this policy is to minimize the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include;

- The establishment of effective risk management practices to minimise the child, staff, family member and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.
- Designated Allergy Lead

  - The Headteacher will appoint a designated Allergy Lead who will be responsible for:
  - Maintaining records of pupils with allergies and anaphylaxis.
  - Ensuring Individual Healthcare Plans are completed and reviewed annually.
  - Coordinating staff training and maintaining training records.
  - Monitoring compliance with this policy.
  - Acting as the main point of contact for parents/carers and external agencies regarding allergy management.

This policy applies to all members of the school community:

School Staff

Parents/care givers

Volunteers

Supply staff

Children

Students

Definitions

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

Signs and Symptoms of Anaphylaxis

- Symptoms of anaphylaxis may include:

- Swelling of the lips, tongue, face or throat.
- Difficulty breathing, wheezing or noisy breathing.
- Persistent coughing.
- Feeling faint, dizzy or collapsing.
- Pale, clammy skin.
- Sudden drowsiness, confusion or becoming unresponsive.
- Abdominal pain or vomiting following exposure to an allergen.

Adrenaline Auto-Injector (AAI) - Also known as adrenaline pens, are prescribed to people with allergies who are at risk of having a severe allergic reaction. Syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

EpiPen - Brand of AAI

Minimized Risk Environment- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan - A detailed document outlining an individual child's condition treatment, and action plan for location of EpiPen.

Procedures and Responsibilities for Allergy Management

General

- The involvement of parents/care givers and staff in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plan to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.
- Annual allergy awareness and anaphylaxis training for all staff, including temporary and supply staff. New staff will receive allergy awareness training as part of their induction.

Medical Information

- The school will seek updated information via medical form at the commencement of each calendar year.
- Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For children with an allergic condition, the school requires parents/care givers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Headteacher will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- All members of staff are required to review and familiarise themselves with the medical information.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.

Medical Information (AAIs)

Where AAIs are required in the Health Care Plan:

- Parents/care givers are responsible for the provision and timely replacement of the AAIs.
- The AAIs are located securely in relevant locations approved by the Headteacher.
- AAIs will be located so that all adults involved with the child know where they are at all times.
- The school will maintain a supply of spare emergency Adrenaline Auto-Injectors (AAIs) in accordance with the Human Medicines (Amendment) Regulations 2017. These may be administered to a pupil believed to be experiencing anaphylaxis, where parental consent has been obtained and where it is not possible to immediately access the pupil's own prescribed AAI.
- The school will maintain a supply of spare emergency Adrenaline Auto-Injectors (AAIs) in accordance with current legislation and Department for Education guidance.
- Parental consent for the use of a spare AAI will be obtained and recorded within the child's Healthcare Plan.
- Spare AAIs will be stored securely but remain readily accessible in an emergency.
- The location of spare AAIs will be known to all relevant staff.

The Role of Parents/care givers

Parents/care givers are responsible for providing, in writing, on-going accurate and current medical information to the school.

Parents/care givers are to send a letter and meet with the school to confirm and detail the nature of the allergy; including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an AAI a Health Care Plan must be completed and signed by the parents/care givers.
- It is the responsibility of the parents/care givers to provide the school with up to date medication / equipment clearly labelled in the original packaging.
- In the case of life saving medication like AAIs the child will not be allowed to attend without it.
- Where a pupil requires prescribed emergency medication, parents/carers must ensure it is provided and kept in date. Should medication not be available in school, the Headteacher or designated member of staff will undertake an immediate risk assessment and agree appropriate arrangements with parents/carers to ensure the pupil's safety.
- Parents/care givers are also required to provide up to date emergency contact information.
- Snacks and lunches brought into school are provided by each child‘s Parent/care giver.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents/care givers should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

The Role of Staff

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's School Admissions Form states that they have an allergy then a Health Care Plan is needed. A risk assessment should be carried out and any actions identified to be put in place. The Assessment should be stored with the child's Health Care Plan.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the Headteacher or Inclusion Team and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time foods are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
- However staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- We provide specific AAI use training.
- Training records will be maintained and reviewed annually by the Allergy Lead.
- Supply staff, volunteers and visitors working directly with affected pupils will be informed of relevant allergy risks and emergency procedures.
- We may ask parents/care givers for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents/care givers about snacks and any food-related activities.

Allergy Awareness and Pupil Education

The school will promote a culture of awareness, inclusion and safety regarding allergies. Age-appropriate allergy education will be provided to pupils, including:

- The importance of not sharing food or drinks.
- Understanding that allergies can be serious and life-threatening.
- Recognising when to inform an adult if a pupil appears unwell.
- Respecting individual healthcare needs and reducing the risk of accidental exposure to allergens.

Actions

In the event of a child suffering an allergic reaction:

For mild to moderate allergic reactions:

- Follow the child's Healthcare Plan.
- Administer prescribed medication as directed.
- Monitor the child closely and inform parents/carers.

If anaphylaxis is suspected:

1. Administer an Adrenaline Auto-Injector (AAI) immediately.
2. Call 999 and state "ANAPHYLAXIS".
3. Request an ambulance even if symptoms begin to improve.
4. Contact parents/carers as soon as possible.

5. If symptoms do not improve after 5 minutes and a second AAI is available, administer the second AAI.
6. Keep the child lying flat if possible and reassure them until emergency services arrive.
7. A member of staff will accompany the child to hospital if parents/carers are not present.
8. Children who receive an AAI must always be assessed in hospital, even if symptoms appear to have resolved.

Post-Incident Procedures

Following any allergic reaction requiring medication or emergency treatment:

1. An accident/incident report will be completed.
2. Parents/carers will be informed of the incident.
3. The circumstances leading to the reaction will be reviewed.
4. Risk assessments and Healthcare Plans will be updated where necessary.
5. Any lessons learned will be shared with relevant staff to reduce future risk.

Role of other parents/care givers

Snacks and lunches brought into the school by other parents/care givers should be peanut and nut free wherever possible.

The school will ensure that parents/care givers are regularly reminded and will monitor the contents of lunchboxes and snack.

Catering

Our current school lunch provider have their own policy for food allergies. Parents/care givers are required to make an appointment with the School Cook and provide a current medical letter stating the allergy of their child.

Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body, or sooner if:

- A significant allergy-related incident occurs.
- Medical guidance changes.
- Legislation or Department for Education guidance is updated.
- Changes are required following monitoring or audit activities.

The Governing Body will monitor the effectiveness of the policy and ensure that appropriate arrangements remain in place to safeguard pupils with allergies and anaphylaxis.