



Wonder
Learning Partnership
Educate | Empower | Engage | Enrich

Allergy & Anaphylaxis Policy

This policy must be read in conjunction with the Children with Medical Needs Policy and Children with Medical Needs Who Cannot Attend School Policy

This policy is applicable to the Wonder Learning Partnership (WLP)

Important: This document can only be considered valid when viewed on the Wonder Learning Partnership website. If this document has been printed or saved to another location, you must check that the version date on your copy matches that of the document online.

Version Approved: July 2026

Chief Executive Officer (CEO) Approved:	Summer Term 2026
Name of Responsible Committee/Individual:	Board of Trustees
Implementation Date:	Autumn Term 2026
Review Date:	Autumn Term 2029 or if an incident occurs (near miss or reaction)

Contents

Introduction	1
Role and responsibilities	2
Allergy Action Plans	3
Emergency Treatment and Management of Anaphylaxis	3
Supply, storage and care of medication	4
‘Spare’ adrenaline auto-injectors in school	5
Colleagues Training	6
Inclusion and safeguarding	7
Catering.....	7
School trips.....	8
Risk Assessment	8
Useful Links	8

Introduction

To minimise the risk of any pupil suffering a serious allergic reaction whilst at school or attending any school-related activity. To ensure colleagues are properly prepared to recognise and manage serious allergic reactions should they arise.

The named colleagues are responsible for coordinating anaphylaxis training for all colleagues and the upkeep of the Trust’s anaphylaxis policy.

- Chief Financial and Operating Officer
- Director of Estates, Investment, Sponsorship and Procurement
- Assistant Director of the Institute of Education and Training School
- Head Teachers
- People & Estates Lead/Estates Lead

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 severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. 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 the Wonder Learning Partnership and its schools will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

Role and responsibilities

Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform Admin/Attendance Manger (Primary School) or the Head of Lower School/Care & Achievement Coordinator Year 7 or for 'in year' admissions the relevant Head of School/Care & Achievement Coordinator (Secondary School) of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) 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. School nurse/GP/allergy specialist.
- Parents are responsible for ensuring that that any required medication is supplied, in date and replaced as necessary.
- 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.

Colleagues Responsibilities

- All colleagues will complete anaphylaxis training. Training is provided for all colleagues on a yearly basis and through the Induction Programme for any new colleagues.
- Colleagues (regular or cover classes) must be aware of the pupils 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.
- Colleagues leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- SENCO/Admin & Admissions Manager/Care & Achievement Coordinator will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the SENCO/Admin & Admissions Manager/Care & Achievement Coordinator will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

- SENCO/Admin & Admissions Manager/Care & Achievement Coordinator keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- SENCO/Admin & Admissions Manager/Care & Achievement Coordinator ensures that any reaction or near misses is recorded and reported internally or in accordance with RIDDOR.

Pupil Responsibilities

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times.

Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto-injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional and should not be created by school. These are national plans that have been agreed by the BSACI, Anaphylaxis UK and Allergy UK. The allergy action plans are designed to function as an individual healthcare plan.

Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more severe reaction is anaphylaxis. In extreme cases, there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a

sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the child where they are, call for help and do not leave them unattended.
- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAI should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- **CALL 999** and state **ANAPHYLAXIS** (ana-fil-axis).
- If there is no improvement after 5 minutes, administer the second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAIs on them at all times in a suitable bag/container which is easily identifiable and labelled.

For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept within 5 minutes of them, not locked away and accessible to all colleagues.

Medication should be stored in a suitable container and clearly labelled with the pupil's name.

The pupil's medication storage container should contain:

- 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, however the SENCO/Admin & Admissions Manager/Care & Achievement Coordinator will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

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.

Older children and medication

Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on **very suddenly**, so school staff need to be prepared to administer medication if the young person cannot.

Storage

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

Disposal

AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service. The sharps bin is kept in a designated lockable cupboard/room which all colleagues are aware of the location.

'Spare' adrenaline auto-injectors in school

Each school has purchased spare AAls for emergency use in children who are at risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date) or are experiencing anaphylaxis for the first time.

These are stored in an easily accessible location in an easily identifiable container, clearly labelled 'Emergency Anaphylaxis Adrenaline Pen,' kept safely, not locked away and **accessible and known to all colleagues.**

Woldgate School & Sixth Form College holds spare pens which are kept in the following location/s: **Emergency Grab Bag located in the Main Office and in the First Aid Office – both located on the Admin Corridor on Thixendale (Ground) Floor**

Pocklington Junior School holds spare pens in the first aid cabinet, **located directly outside the Admin office, at the Admin First Aid station.**

Melbourne Primary School holds spare pens which are kept in the following location:
Emergency Grab Bags located in Main Reception Area

Stamford Bridge Primary School holds spare pens which are kept in the following location/s: **Emergency Grab Bags located in Main Reception Area on Upper and Lower Site**

The Admin & Admissions Manager/Office Manager/People & Estates Lead is responsible for checking the spare medication is in date on a monthly basis and to replace as needed. Written parental permission for use of the spare AAls is included in the pupil's allergy action plan.

Colleagues Training

The named colleagues responsible for coordinating the anaphylaxis training and the upkeep of the Trust's anaphylaxis policy are: -

- Chief Financial and Operating Officer
- Director of Estates, Investment, Sponsorship and Procurement
- Assistant Director of the Institute of Education and Training School
- Head Teachers
- People & Estates Lead/Estates Lead

All colleagues will complete Allergy and anaphylaxis training annually through the Trust's nominated training provider and on an ad-hoc basis during induction of new colleagues.

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 AAls) 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

The Wonder Learning Partnership will ensure that school colleagues undertake a practical session using trainer devices (these can be obtained from the manufacturers' websites: www.epipen.co.uk and www.jext.co.uk)

Inclusion and safeguarding

The Wonder Learning Partnership and its schools 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 academic potential.

Catering

All food businesses (including school caterers) 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's menu is available for parents to view in advance with all ingredients listed and allergens highlighted on the school's website.

The Admin & Admissions Manager/Care & Achievement Coordinator/People & Estates Lead will inform the Cook of pupils with food allergies.

Every school should have a system in place to ensure the catering team can identify children with allergies, e.g. a list with photographs, EPOS System (Electronic Point of Sale), which provides the allergy information on each pupil.

Parents/carers are encouraged to meet with the Cook to discuss their child's needs.

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

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school canteen/tuck shop, parents should check the appropriateness of foods by speaking directly to the catering manager.
- The pupil should be taught to also check with the catering team, before purchasing food or selecting their lunch choice.
- Where food is provided by the school, colleagues 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. For further information, parents/carers are encouraged to liaise with the Cook.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

School trips

Colleagues leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will 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 pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and a meeting for parents with the trip leader should be arranged prior to the trip going ahead. Colleagues 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).

Risk Assessment

All Wonder Learning Partnerships schools will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

School and individual risk assessments can be downloaded for free from:

<https://www.anaphylaxis.org.uk/downloads-form/safer-schools-download/>.

Useful Links

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools1>

Allergy UK - <https://www.allergyuk.org>

- Whole school allergy and awareness management - <https://www.allergyuk.org/schools/whole-school-allergy-awareness-andmanagement>

BSACI Allergy Action Plans - [Paediatric Action Plans - BSACI](#)

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting pupils at school with medical conditions -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-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

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>