



The East Manchester Academy

Allergy and Anaphylaxis Policy

September 2026

Introduction

The East Manchester Academy recognises that a number of community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods.

The East Manchester Academy is committed to a whole school approach to the care and management of those members of the school community. This policy looks at food allergy and intolerances in particular.

The school's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification, instruction and information. This will encourage self-responsibility to all those with known allergens to make informed decisions on food choices. It is also important that the school has robust plans for an effective response to possible emergencies.

The school is committed to proactive risk food allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment.
- Being a 'Nut Aware' school.

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at The East Manchester Academy or attending any school related activity. The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information can be accessed to food allergens in the school kitchen facilities.

The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans (prawns, crab, lobster, scampi, shrimp paste)
- Eggs - also food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk - also food glazed with milk
- Nuts (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia nuts, nut oils, marzipan)
- Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, houmous, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- Lupin, seeds and flour in some bread and pastries
- Molluscs (mussels, whelks, oyster sauce, land snails and squid)

Allergy to nuts is the most common high-risk allergy and, as such, demands more rigorous controls. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life-threatening and uncomfortable, if suffered.

Definitions

<i>Allergy</i>	A condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.
<i>Allergen</i>	A normally harmless substance, that triggers an allergic reaction in the immune system of a susceptible person.
<i>Anaphylaxis</i>	Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
<i>Adrenaline device</i>	A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext which are particular brand names.

General Aspects (pupils)

The school will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- The school being involved with the parents and the child in establishing an Individual Care Plan.
- Effective communication of the Individual Care Plans to all relevant staff and departments.
- Ensuring staff first aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.

Responsibilities

Medical information for pupils is private and confidential. However, it is the business manager's responsibility to pass any information on to the Catering Manager with regards to food allergies of pupils. Staff will be made aware of these pupils via email.

Headteacher and school staff are responsible for:

- Staff training and instruction in the Catering Department.
- Alerts will automatically appear on kitchen tills displaying any recorded allergies.
- The information will be on SIMs for staff to download during trips and activities.
- Where possible, anaphylaxis recognition and treatment will be included as part of first aid training to ensure staff are equipped to respond appropriately in an emergency.
- All staff are to attend relevant training regarding allergens and anaphylaxis.
- Ensuring designated first aiders are trained in the use of adrenaline auto injectors and the management of anaphylaxis.

The parent/carer is responsible for supplying the relevant pupil medication (adrenaline device).

The Catering Staff are also responsible for:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for school catering.
- Ensuring suppliers of all foods and catering supplies are aware of the School's Food Allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'.
- Being aware of pupils and staff who have such food allergies and updating this training every three years. All staff must be informed of this during their in-house induction training.
- Clear labelling of items of food stuffs that may contain nuts.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice in an allergen incident log.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.

Parents are responsible for

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the year team.

Pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as a food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or they have come into contact with an allergen.

Packed Lunch Requirements

Since this condition can be life threatening, we are asking all members of the school community for their help in minimising the risk to these children by:

- Avoiding giving children nuts or nut products in their packed lunches.
- Avoiding giving nuts or nut products or snacks/bars containing nuts for break time snacks.
- Avoiding supplying the school with cakes or food items containing nuts for birthday celebrations, sales, or events.

We do acknowledge in our Allergy and anaphylaxis policy that many foods are labelled as '*may have been produced in a factory handling nuts and cannot be guaranteed to be nut free*'. Such items will be allowed in school as it would be unreasonable to expect these to be kept out of school.

- Please note where a member of staff notices a pupil eating a nut product, the product will be removed politely, and the member of staff will explain why this must be done.

- A phone call will then be made to the parent to explain what has happened, so they are fully informed, and to remind them of the Allergy policy.
- Due to the severity of the problem, it is important that all parents understand and carry out the suggested measures and reduce the risk of allergic reaction to the children.

Seasonal allergies:

- The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.
- Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.
- Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.
- Pupils will be encouraged to wash their hands after playing outside.
- Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.
- Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the facilities manager.
- The facilities manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.
- Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

Adrenaline auto-injectors (AAI)

Spare AAIs are located less than five minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the school's Reception.

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- Eli Coy-Prior
- Petra Cron

The above staff members conduct a monthly check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAI, its monitoring and implementation, and for maintaining the Register of AAI: Petra Cron

Educational Visits and In-House Events

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment where food intolerance has been identified, this must be relayed to the school kitchen if they are ordering packed lunches or any foods for in-house events from our catering suppliers.

At least one staff member undertaking an offsite trip must have attended the school's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from the catering department is served open and has been clearly labelled, checked against the allergen matrices and the child's specific allergies.
- When serving or distributing food, staff must check the allergen information for the item being provided and ask the pupil whether they have any known allergies or intolerances.
- This also needs to be done if the child purchases any food while attending a school event.

If an item of food that may contain nuts is used for a school event, a sign will be put directly in front of the food to make both staff and children aware. Any parent whose child has an allergy to nuts will be informed before the event to ensure the parent is happy for them to be at school during this time.

Managing Anaphylaxis

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible. If the pupil is feeling weak, dizzy, appears pale and is sweating, their legs will be raised. A designated staff member will be called for help and emergency services contacted immediately. The designated staff member will administer an AAI to the pupil. Spare AAI will only be administered if appropriate consent has been received.

Where there is a delay in contacting designated staff members, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAI.

A member of staff will stay with the pupil until emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The headteacher will be contacted immediately, as well as a trained first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

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

If a pupil who does not have a prescribed Adrenaline Auto-Injector (AAI) or a known medical diagnosis indicating a risk of anaphylaxis experiences a suspected severe allergic reaction, a designated member of staff must immediately contact the emergency services for advice and assistance. Any decision regarding the administration of an AAI should be made in accordance with emergency service guidance.

A designated staff member will contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergies the pupil has
- Possible causes of the reaction, e.g. certain food
- The time AAI was administered – including the time of the second dose, if applicable

Any used AAI's will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by ambulance, one member of staff will accompany them.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Monitoring and review

The Headteacher is responsible for reviewing this policy annually.