

'They will soar on wings like eagles ...'
Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Allergy and Anaphylaxis Policy: Use of Spare Adrenaline Auto-Injectors (AAIs)

Date adopted by Trust Board: July 2026

Date of next Review: July 2028 or when guidance changes

Version	Date	Author	Change Description
V1	July 2026	AW	New policy

This policy outlines the procedures for the use of 'spare' adrenaline auto-injectors (AAIs) in Aquila schools to ensure the safety of students, staff and visitors at risk of anaphylaxis. Unforeseen circumstances where an AAI may need to be used include when an individual's prescribed devices are unavailable or not functioning, or in the event of a first anaphylactic episode where there is no assigned AAI.

1. Availability and Storage of Spare AAIs:

All Aquila schools have purchased spare adrenaline auto-injector devices for emergency use. These spare pens are to be used in the unforeseen event that a person is experiencing anaphylaxis, but their own AAI is not available, out of date, or malfunctioning. Or for those who are at risk of anaphylaxis but do not have their own devices because they either haven't been prescribed any or are unaware of the risk.

- The spare AAIs are stored in an Anaphylaxis Kitt provided by Kitt Medical, clearly labelled as 'Anaphylaxis Kitt'.
- The Kitt is kept in a safe, easily accessible location, known to all staff members. The Kitt is not locked away to ensure swift access in an emergency.

The Headteacher retains accountability for the management of the Anaphylaxis Kit, but this responsibility is shared with key staff who have responsibility for overseeing training and resources through the KITT Medical Portal.

2. Maintenance and Replacement of Spare AAIs:

The Headteacher is responsible for ensuring regular checking of the spare AAIs takes place in the case that the medication is cloudy or discoloured. This will be done on a half-term basis, and replacements will be made as necessary. The Kitt Medical Team supports this process and monitors the expiry dates through functions available on the Kitt Portal.

3. Administration of Spare AAIs:

All pupils at risk of anaphylaxis should have an Allergy Action Plan that describes exactly what to do and who to contact in the event that they have an allergic reaction. In the event of an anaphylactic emergency, if the individual does not have access to their own AAI, the spare AAI should be used without delay. In addition:

- Emergency services should be called immediately, and it should be stated that anaphylaxis is suspected.
- Follow the advice from emergency services to determine the next steps, which may include the administration of a second injection.
- Stay with the person until medical help arrives.
- Restrict the movement of the person until medical help arrives.

In cases where anaphylaxis is suspected in an undiagnosed individual:

- Emergency services should be called immediately, and it should be stated that anaphylaxis is suspected.
- Follow the advice from emergency services to determine whether the administration of the spare AAI is appropriate.
- Stay with the person until medical help arrives.
- Restrict the movement of the person until medical help arrives.

4. Legal Framework:

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions (excepting those who are “young children” from birth until the 1st September following their fifth birthday and subject to the requirements of the EYFS). In meeting the duty, the governing body, proprietor or management committee must have regard to statutory guidance on Supporting children with medical conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-> issued by the Secretary of State for Education under this section.

Section 34 of the [Children’s Wellbeing and Schools Act 2026](#) amends this by placing a further requirement on LA-maintained schools, academies and PRUs to have allergy safety policies, publish them and keep them under review. Schools must also have regard to statutory guidance on allergy safety. Regulations will permit the Secretary of State to make further allergy safety requirements, including to require schools to stock “spare” adrenaline devices and to require allergy safety training. This guidance is concerned with the allergy safety requirements introduced by section 34 only. It sits alongside the statutory guidance on <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions->

References to wider medical conditions or wider statutory duties should be read only to the extent that they are relevant to allergy safety and to the arrangements schools should make to identify, reduce and respond to allergy-related risks.

Where support for a child or young person requires healthcare activity that falls under NHS responsibility, this should be arranged through appropriate legal, clinical governance, training, competency and accountability arrangements.

In addition, other statutory duties are of relevance to children and young people with allergy, including:

- The duty of care under [section 3 of the Children Act 1989](#) for any person with the care of a child to do all that is reasonable for the purposes of safeguarding or promoting the welfare of the child;
- The duties to safeguard and promote the welfare of pupils and students under sections 20 and 175 of the [Education Act 2002](#), the Education (Independent School Standards) Regulations 2014 (and associated statutory guidance [Keeping children safe in education 2026 \(comes into force from 1 September 2026\)](#)) and the Non-Maintained Special Schools (England) Regulations 2015; 7
- The duty of the employer under section 2 of the Health and Safety at Work etc Act 1974 to take reasonable steps to ensure that employees are not exposed to risks to their health and safety;
- The duties under the [Equality Act 2010](#) to provide equality of opportunity for all, including those who are disabled.
- The Special Educational Needs and Disability (SEND) SEND code of practice: 0 to 25 years.
- The Early Years Foundation Stage (EYFS) statutory framework.
- The common law duty of care which requires schools, educational settings, and other persons responsible for children and young people to take reasonable care to avoid acts or omissions which could reasonably be foreseen to cause injury or harm. This includes taking appropriate steps to identify, assess and manage allergy-related risks and to respond appropriately in the event of an allergic reaction.

5. Staff Training:

The Headteacher is responsible for allocating key named members of staff to oversee the Kitt Medical portal. These staff are responsible for coordinating allergy and anaphylaxis training for school staff and ensuring that the Aquila anaphylaxis policy is available to all staff, including catering and mid-day staff, sports coaches and regular volunteers.

- An allergic reaction can occur at any time, so all staff should be trained on what to do in the event of an allergic reaction. All staff members will undergo regular allergy and anaphylaxis awareness training, which includes:

- o Understanding common allergens and triggers of anaphylaxis.
- o Recognising the signs and symptoms of an allergic reaction and anaphylaxis.
- o Administering emergency treatment, including the use of AAI, in the event of an anaphylactic reaction.
- o

Training Methods:

- Online training is available through the Kitt Medical portal and can be sent out via a variety of distribution means to all staff members. It is recommended that the training be completed at least once a year (at a minimum) by all staff members.
- Additional ad-hoc training sessions will be provided for new staff or anyone requiring refresher training.
- Additional training will be delivered to classroom staff who teach a child with known allergies.
- A trainer AAI pen will be held securely within school which can be used for practical training alongside the online training.

For government guidance:

[Allergy guidance for schools - GOV.UK](#)

[Standards for school food in England - GOV.UK](#)

[Allergy safety in schools statutory guidance](#)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions->