



HAMILTON

PRIMARY SCHOOL

Food Allergy Policy

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Purpose

The purpose of this policy is to protect pupils, staff and visitors consuming food to which they are allergic or intolerant on school premises.

Policy

This policy details the responsibilities and procedures for managing food allergies across the whole school operation. The policy covers food and drink provided on school premises. We recognise food allergies and the need to provide a consistent and coordinated whole school approach to their management. This policy considers all members of the school community. Responsibility for management of this policy rests with the Headteacher.

The school cannot guarantee a food allergen free environment but will work to minimise the risk by hazard identification, risk management, communication, and instruction. An allergen emergency action plan has been developed to allow an effective response.

Definitions

- Allergy - A condition in which the body has an exaggerated response to a substance (e.g., food or drug) also known as hypersensitivity
- Allergen - A normally harmless substance, that triggers an allergic reaction in the immune system of a susceptible person
- Food Allergen - A specified food or foods to which elicit an immune response in an individual
- Anaphylaxis - Anaphylaxis or anaphylactic shock, is a sudden, severe, and potentially life threatening allergic reaction to a trigger such as food
- Adrenaline Auto-injector - A syringe device containing the drug adrenaline. A prescribed drug for the emergency treatment of severe, life-threatening allergic reactions, known as anaphylaxis
- (AAI) sufferers ready for immediate intra-muscular injection. Common brands include Epipen, Jext and Emerade
- Special Diet A menu provided by the school catering manager that caters for a food allergy or food intolerance. This is provided on request from a parent or carer accompanied by medical evidence of the food related condition
- Preference Diet - A vegetarian, vegan or pescatarian diet, requested by a parent or carer which avoids consumption of specific foods and is not related to a medical condition
- Nut Aware - The defined status of a school wishing to confirm to parents the school's awareness of this allergic condition
- Health care plan - A detailed personalised document outlining an individual's medical risk assessment and emergency needs
- Vulnerable pupils - Pupils whose circumstances may prevent or delay medical advice being made available to support their dietary needs

Allergens

The common causes of allergies relevant to this policy are the 14 major food allergens listed in Food Information Regulations and required to be controlled in commercial food operations:

- 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 nut, 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 breads and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid)

These allergens are listed in food information law and are specifically managed through this policy. In addition, any food allergen impacting on a pupil or staff member confirmed by a medical practitioner will be managed

School Food

This policy applies to all school food as follows:

- Breakfast club/service
- School lunch
- Break/Tuck
- Food technology
- After school clubs
- Classroom food
- Staff room food
- School trips
- School events and celebrations

Ingredients in school food use shall be determined by the significance of allergen responses in school, and this will be communicated to all relevant staff. Parents/Carers will be advised in writing on foods which are not acceptable in school in line with allergen status of pupils. Nuts will not be used in school catering or planned school food activities.

It is recognised that food brought from home by pupils or visitors to the school may contain nuts which the school cannot fully control, therefore the school will not designate a nut free status. A nut aware status recognises the school's awareness of nut allergies.

Food should not be shared by pupils where there is a food allergen concern, (Midday Assistants will monitor this in class and the hall) and this rule will be communicated through age related curriculum information and supervision.

Food inclusive school events will include a review of allergen needs and setting of clear allergen controls prior to the event.

School Responsibilities

- To implement and maintain this policy.
- The school has appointed a Designated Allergy Lead (The Headteacher) and a Link Governor for Allergy Safety. They are responsible for overseeing the implementation of this policy, ensuring training compliance, and conducting termly anaphylaxis response drills.
- To ensure all staff are appropriately trained in allergen awareness and control in relation to their roles.
- To lead any investigation into an allergen/anaphylaxis incident, document the outcomes and oversee improvements necessary to prevent a recurrence.
- To support vulnerable pupils being provided a balanced diet which meets their needs.
- Ensure any records of allergens, from parents/carers about pupils, have been recorded on the school system.
- Ensure any records of allergens, from staff have been recorded on the school system.
- Ensure parents/carers have provided medical confirmation or evidence of ongoing investigation into the allergy status of pupils, and affected staff have provided similar evidence of their allergen status.
- Ensure vulnerable pupils are identified and their needs are appropriately managed.
- Ensure clear lines of communication between relevant staff to ensure a consistent approach to managing allergens.
- Issue information to relevant parties in respect of pupils, staff, visitors, and others on site in respect of allergic conditions.

- Ensure age-appropriate spare Adrenaline Auto-Injectors are held in school and stored in a labelled container in the school office. Checking these are available and in-date will take place at half termly intervals. The school will maintain a minimum stock of four 'spare' (non-prescribed) Adrenaline Auto-Injectors (AAIs). These are kept for emergency use on any pupil showing signs of anaphylaxis, including those with no prior history of allergies or those whose own prescribed device has failed. These devices are stored in the school office in a clearly labelled, unlocked 'Emergency Allergy Kit'
- Co-ordinate an emergency response in the event of an anaphylaxis incident.
- Maintain records of allergy incidents, communications and actions.
- Ensure an individual healthcare plan and risk assessment has been completed for all pupils and staff with food allergies and share these with relevant staff in line with school data protection requirements.
- Undertake risk assessment on food provision for vulnerable children where medical evidence of their condition in relation to food may not be available in a documented format to ensure they are appropriately fed, in line with School Food Regulations and standards.
- Update the health plan annually and whenever new individual information is provided.
- Develop and implement a documented communication procedure to ensure allergen information is effectively communicated to all stakeholders.

Catering Manager

- Use authorised approved suppliers for school food.
- Check foods on delivery (when delivery takes place in working hours).
- Ensure nuts are not used as an ingredient in any food.
- Liaise with other school staff as necessary to ensure appropriate pupil and staff food allergen information is gained in a timely manner.
- Know pupils and staff who have food allergies and prepare food suitable for consumption.
- Undertake catering allergen management training.
- Ensure all catering staff have received allergen catering training.
- Maintain written recipes for all foods produced.
- Use an allergen matrix to identify all menu items and keep this up to date.
- Ensure all staff are aware of pupils, staff, and visitors as necessary who have food allergies and the allergen status of food prior to each day's service.
- Clearly label wrapped foods with allergen information.
- Manage allergens across the catering operation to prevent allergen cross contamination.

To ensure 100% accuracy during meal service, the school utilises a colour card system: pupils with severe allergies hold a coloured card with their name and allergy listed on the card. They also line up in order of allergy children first in the school meals line to further support catering staff.

School Staff – Class Teachers

- Know all pupils and staff relevant under their supervision/management who have food allergies and understand their specific needs.
- Know and manage the location and storage of Adrenaline Auto-injectors.
- Ensure all pupils are aware of allergen risks in an age related context.
- Control classroom food activities to effectively manage allergen hazards.
- Ensure surfaces are thoroughly cleaned before and after class based food activities.
- Promote hand washing before and after eating and ensure availability of hand wash materials in their locations.
- Review and understand food related curriculum hazards e.g., use of flour and eggs.
- Create a classroom risk assessment that includes non-food items that may contain allergens, such as, bird seed, pet food, glues and craft materials (e.g. play dough containing wheat or egg-box containers.)

School Trips and School Events

- Check the allergen health status of all pupils and staff who are taking part in activities and events.
- Plan for the event/activity to be inclusive for those attending.
- Include allergen management as part of the trip risk assessment.
- Nominate a member of the staff team to take responsibility for allergy management throughout the trip.
- Inform the catering manager when ordering packed lunches/refreshments or event food such as BBQ.
- Spare Adrenaline Auto-Injectors must be carried for all pupils and staff attending.
- Develop an emergency plan for an anaphylaxis incident including details of hospitals local to the event.
- Any allergen incidents must be recorded, and the information passed to the Headteacher on return to school.
- Where cake sales, coffee mornings or similar food inclusive events are held, allergen information must be provided on prepacked products or be available for unwrapped products at the point of sale.
- Separate display plates and utensils must be used to avoid cross contamination.
- Staff or volunteers manning such stalls must be aware of allergen controls.

Medical Information

- Parents/Carers, staff, including governors/trustees and volunteers are responsible for providing, in writing, current food allergy information in line with school health procedures, verifying this with medical information and updating this as requirements change.
- Visitors will be asked for food allergy information relevant to their visit.
- This information will be stored confidentially but will be provided to school staff and the catering team to effectively manage individual needs.
- Consent will be obtained from parents/carers, and allergic staff members to allow staff to administer Adrenaline Auto-Injectors in an emergency situation, as prescribed in the school first aid policy.

Supply, storage, care, and disposal of Adrenaline Auto Injectors

- AAI's supply, storage and care are controlled by a first aid retained member of the office team. Department of Health guidance on the use of Auto Injectors is followed by staff.
- Individual Adrenaline auto injectors must be held by the relevant individual or in a labelled container where they can be immediately accessed in the event of any emergency (This location must be designated (in this policy) and known by all relevant staff)
- Spare Adrenaline auto injectors will be held in the school office. At least one additional Adrenaline auto injectors will be held for each allergy identified pupil/staff member. The Adrenaline auto injectors will be brand and age compatible
- The additional Adrenaline auto injectors must be stored in labelled containers in the school office.
- The office/business manager /nominated lead will check availability condition and shelf life of Adrenaline auto injectors once each half term and after any emergency incident

Training

- Mandatory Annual Training: All staff, including teaching, catering, and support staff, are required to complete compulsory allergy awareness and AAI administration training annually.

This training must be refreshed at the start of every academic year to ensure all staff are prepared for new intake requirements.

- All staff will be trained in food allergens relevant to their role:
- Catering Manager – managing allergens in catering operations including relevant product labelling
- Catering staff – identification, use and control of food allergens and effective cleaning
- All staff – understanding food allergens, food labels, allergic responses, first aid actions, reporting procedures and effective cleaning
- Key staff – Managing and use of Adrenaline Auto Injectors. Dealing with an anaphylaxis incident.
- All training should be updated every 3 years as a minimum.
- All personal food health information must be managed in line with data protection rules.
- All staff allergen training must be recorded.
- All menus and recipes must be documented for those with allergenic needs.
- All allergen matrices must be in place for all food supplied from the catering operation.
- An allergen matrix should be developed for all school activities where pupils or adults with allergen needs are taking part and food is included in the activity
- All food allergy incidents must be reported, investigated and documented using the school medical system.
- Anaphylaxis incidents must be investigated by the Headteacher.
- Feedback from any incident must be shared with relevant staff to promote improved practice.
- Procedures and protocols must be updated to reflect any learning from incidents. Following any allergic reaction or 'near miss' on school premises, a formal debrief and 'lessons learned' session will be conducted within 48 hours. The findings will be used to update risk assessments and will be shared with the Board of Governors.
- The school will implement a termly allergy safety drill for staff. This will be actioned by the headteacher.

Emergency Procedure – Anaphylaxis Protocol Information

All staff must make themselves aware of the School First Aid Policy. This outlines Anaphylaxis and the recognition and treatment that should be followed.

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline.

Any allergic reaction, including Anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat. Anaphylaxis can be accompanied by shock (known as anaphylactic shock) this is a most extreme form of an allergic reaction.

Common food triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut and tree nut allergies frequently cause severe reactions.
- Other foods as listed on page 4
- Seeds, nuts, citrus fruits, kiwi, and coconut not specifically covered in this policy

Anaphylaxis has a wide range of symptoms. Any of the following may present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body.
- Nettle rash (hives) anywhere on the body.
- Difficulty in swallowing or speaking.
- Swelling of tongue/throat and mouth.
- Alteration in heart rate.
- Severe asthma symptoms.
- Abdominal pain, nausea, and vomiting.
- Sudden feeling of weakness (due to a drop in blood pressure).
- Collapse and unconsciousness.

Emergency Action

Ask other members of staff to support, particularly with making phone calls, one person must take charge and ensure that the following is undertaken:

- Ring 999 immediately to summon an ambulance.
- In the event of suspected anaphylaxis, the school aim is to administer adrenaline within five minutes of the onset of symptoms. Do not delay administration while waiting for a first aider or the Headteacher if symptoms are severe.
- Contact the Headteacher or nominated lead – state what has happened so that they can assess the situation. Please note that these staff may not be able to attend immediately, and there should be no delay in using the person’s medication.
- Locate the nearest first aider to come and assist.
- Use the person’s individual adrenaline device or the one located in the area for their use, check it is age appropriate and in date before use.
- Contact the child’s parents or carers or the adult’s next of kin.
- Ensure the office is aware that an ambulance is coming onto site.
- Stay in the immediate area to assist staff and/or direct the emergency services.
- Where a parent/carer cannot attend by the time the ambulance leaves, a member of staff must accompany a child to hospital.
- Ensure that incident forms are filled out if applicable.

Support the person affected as follows:

One person to call an ambulance, a qualified first aider to support the individual, a nominated person to manage the situation.

Signs of an Allergic Reaction Mild-moderate allergic reaction:

Swollen lips, face, or eyes
Itchy/tingling mouth
Hives or itchy skin rash

Abdominal pain or vomiting
Sudden change in behaviour

ACTION

- Stay with the child, call for help if necessary
- Locate adrenaline auto injector(s)
- Give antihistamine according to the child’s allergy treatment plan
- Phone parent/emergency contact