



Allergies Policy

November 2025

Date of Review: October 2025
Approved by: Trust Board
Next Review Date: October 2026

1. Purpose

This policy ensures the safety and wellbeing of pupils with food allergies by:

- Establishing effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials in order to prevent allergic reactions.
- Having in place a training and education programme for school personnel and pupils.
- Sharing good practice within the school.
- Ensuring compliance with all relevant legislation connected to this policy.
- Complying with legal duties under the Children and Families Act 2014 and Food Information Regulations 2014.
- Minimising the risk of allergic reactions.
- Promoting an inclusive, allergy-aware environment.

2. Scope

- Applies to all food consumed on school premises, including packed lunches.
- Covers all pupils, staff, and visitors with known allergies.

3. Policy Statement

- **Children are not permitted to bring food into school except as part of a packed lunch or morning snack.**
- Packed lunches must meet safety requirements, including:
 - No nuts or nut products (including peanut butter, Nutella, cereal bars with nuts).
 - Avoid foods that commonly contain allergens unless clearly labelled and safe for the child.
- No sharing of food between pupils.
- **Birthday treats or food-based celebrations are not allowed.**
- Any food consumed via curriculum activities is risk assessed and signed-off by school senior leaders.

5. Roles and Responsibilities

School Leadership:

- Ensure policy implementation and staff training.
- Maintain an up-to-date register of pupils with allergies.

Staff:

- Complete annual allergy awareness training.
- Follow emergency procedures for allergic reactions.

Parents/Carers:

- Provide accurate allergy information on admission.
- Supply safe packed lunches in line with this policy.

Catering Team:

- Comply with allergen labelling and handling requirements.
- Maintain allergen matrix for all school-provided meals.

5. Legal Compliance and Responsibilities

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999

- Equality Act 2010
- School Premises (England) Regulations 2012
- Food Information Regulations 2014
- Food Safety & Hygiene (England) (Amendment) Regulations 2014
- Children and Families Act 2014, Section 100: Duty to support pupils with medical conditions
- Natasha's Law (2021): Applies to pre-packed for direct sale (PPDS) foods.

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

6. Allergens Preamble

It is common for people to have mild allergies to things such as nuts (in particular peanuts), milk, eggs, fish and shellfish, wasps, bees, ants and natural rubber latex. However, some people can experience a severe allergic reaction (anaphylaxis) if they touch, swallow, taste, eat or breathe in a particular substance.

We understand an allergic reaction occurs when the body's immune system over-reacts on contact with normally harmless substances. An allergic person's immune system treats certain substances as threats and releases a substance called histamine to defend the body against them. The release of histamine can cause the body to produce a range of mild to severe symptoms such as an itchy tingling or burning sensation in the mouth, a rash, hives, intense itching, swelling of the face, feeling hot or very chilled, rising anxiety, feeling flushed, nausea or vomiting, abdominal pain, mild wheeziness.

In the event of an acute reaction known as anaphylaxis or anaphylactic shock, which is potentially life-threatening, allergic people may suffer from breathing difficulties due to swelling within the throat and airway and experience a reduced level of consciousness.

7. Risk Management

Therefore, we have a duty to establish effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials. Therefore, we ensure all relevant school personnel:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.
- We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.
- We encourage pupils not to share food from their lunch boxes with other pupils at break times, lunch times or during any off-site educational visit or sporting event.

- We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.
- Any staff undertaking food making and/or tasting will use the **Risk Assessment Checklist: Food Tasting**, and this will be counter-signed by a member of SLT

[For EYFS food supervision and choking prevention, please see our 2025 EYFS Policy]

Emergency Procedures

- Individual Healthcare Plans for pupils with severe allergies.
- Adrenaline Auto-Injectors (AAls) stored in accessible locations.
- Staff trained in recognition and management of anaphylaxis.

Communication

- Policy shared with parents via website, prospectus, and induction.
- Annual reminders and updates provided to families.
- Clear signage and/or communication in dining areas: 'Nut-Free School'.

Review and Monitoring

- Policy reviewed annually or after any allergy-related incident.
- Feedback from parents and staff considered in updates.

8. Responsibility for the Policy and Procedure

Role of the Trustee Board

The Trustee Board has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to have in place a whole school approach to the health care and management of those members of the school community suffering from specific allergies;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;

- annually report to the Trustee Board on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- have a number of school personnel trained in first aid;
- undertake risk management of the school environment in order to minimise the risk of exposure to trigger foods, insects or materials;
- ensure Health Care Plans are in place for individual pupils;
- work closely with parents in establishing Individual Health Care Plans;
- ensure all school personnel are familiar with the Individual Health Care Plans of pupils in their care;
- ensure school personnel are aware of which children suffer from the following the most common allergens:
 - grass and tree pollen
 - dust mites
 - animal dander (tiny flakes of skin or hair)
 - food such as nuts, fruit, shellfish, eggs and cow's milk
 - insect bites and stings
 - medication such as ibuprofen, aspirin and certain anti-biotics latex
 - mould
 - household chemicals such as detergents and hair dyes
- purchase and have in place spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies;
- provide a training and education programme for school personnel and pupils;
- ensure school personnel attend periodic refresher training;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Trustee Board on the success and development of this policy.

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
 - work closely with the Headteacher and the nominated governor;
 - work closely with the school nurse team;
 - undertake risk assessments;
 - provide a training and education programme for school personnel and pupils;
 - work closely with parents, school personnel and pupils in establishing Individual Health Care Plans;
- ensure Individual Health Care Plans include:
- a photograph of the pupil
 - details of the pupil's medical condition plus the allergy triggers
 - written advice from the pupil's GP (if applicable)
 - details of the allergic reaction

- emergency medication and required dosage
- secure storage location of the emergency medication
- a list of current risk assessments
- emergency action plan for school personnel must follow
- ensure all school personnel are aware of Individual Health Care Plans;
- ensure all school personnel know what to do in an emergency;
- ensure allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events;
- inform parents of the importance of informing school if their child suffers from any form of allergy;
- provide allergy information workshops for parents;
- provide guidance and support to all staff;
- provide training for all school personnel on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Trustee Board on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be trained in first aid;
- be aware of which children suffer from the most common allergens:
- inform the Headteacher if they notice any child is suffering from any of the following:
 - sneezing
 - a runny or blocked nose
 - red, itchy, watery eyes
 - wheezing and coughing
 - a red, itchy rash
 - worsening of asthma or eczema symptoms
- be aware of all Individual Health Care Plans;
- be trained in how to administer medication in the case of a severe allergic reaction; ■ follow this course of action in an emergency:
 - take what the pupil says seriously
 - do not ask the pupil to wait and see how they feel later
 - look for signs that a reaction is occurring
 - reassure the pupil
 - administer the adrenaline using the Epipens
 - call an ambulance
 - lay the pupil down unless they are experiencing severe breathing difficulties
 - remain with the pupil
 - keep the pupil calm
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;

- report any concerns they have on any aspect of the school community.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.