



Alkrington Primary School

Food Allergy Policy

Introduction

Alkrington Primary School 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 school is committed to a whole school approach to the care and management of those members of the school community.

While it is not possible to guarantee a completely allergen-free environment, the school aims to minimise the risk of exposure through robust identification, training, communication and emergency planning. This policy outlines how we manage allergies, prevent exposure and respond to emergencies.

Legislative Framework

This policy is informed by the following legislation and guidance:

- Children and Families Act 2014
- Supporting Pupils with Medical Conditions at School (DfE, 2015)
- The Human Medicines (Amendment) Regulations 2017 – allows schools to hold spare adrenaline auto-injectors (AAIs)
- Food Information Regulations 2014 (EU 1169/2011) – allergen labelling requirements
- Natasha's Law (2021) – full ingredient and allergen labelling for pre-packed for direct sale (PPDS) food
- Health and Safety at Work Act 1974

Purpose

The purpose of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis or food intolerance whilst at Alkrington Primary School or attending any school-related activity. The policy aims to ensure all staff are aware of procedures to prevent and respond to allergic reactions, and outlines responsibilities for allergy management across the school community.

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/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.

Common Food Allergens

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 and dairy products - also food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) 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).

The 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.

Where food is labelled as 'May Contain', we cannot guarantee that the food item will be free from the allergen due being produced in factories where the allergen is present in other food.

Communication and Care Plans

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 Children's Welfare Officer being involved with the parents and the child in establishing an Individual Health Care Plan. IHCPs include details of allergens, symptoms and emergency response plans.
- Effective communication of individual IHCPs to all relevant staff and departments.
- Ensuring staff training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Posters with affected pupils' pictures, names and classes are on display in key locations.

Parents must inform the school of any known allergies or intolerances on admission and during annual data updates. Information is shared confidentially with relevant staff and updated annually or as required.

Roles and Responsibilities

- Headteacher / SLT: Ensure implementation, compliance, and review of this policy; ensure staff training and resources.
- Children's Welfare Officer: Maintain Individual Health Care Plans; liaise with parents; update medical information; communicate allergy information to staff.

- Catering Manager: Ensure allergen compliance in menus and supplier documentation; comply with Natasha's Law; manage cross-contamination prevention.
- All Staff: Be aware of pupils with allergies; avoid exposure risks; follow emergency procedures.
- Parents/Carers: Notify the school of allergies or intolerances; provide up-to-date medical advice; supply medication (e.g. Adrenaline Auto-Injectors – AAls).

Medical information for pupils is private and confidential. However, it is the **Senior Leadership Team's** responsibility to pass any information on to the **Catering Manager** and **Breakfast and After School Club Managers** with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and induction.
- Medical information for specific classes is contained within the 'Class Profiles' which are sent out on a half-termly basis to teachers. Teachers ensure that this information is shared with additional staff within their classroom.
- This medical information will be available for staff during trips and activities.
- The **Senior Leadership Team** will organise training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.
- Medical information is accessible by staff on Arbor.

The **Catering Staff** follow Food Standards Agency (FSA) guidance: Safer Food, Better Business for Caterers. All pre-packed items must comply with Natasha's Law and display full ingredient and allergen labelling. Suppliers are approved and required to confirm allergen information. Allergen management procedures include:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for school catering.
- Being aware of pupils and staff who have such food allergies and updating this training every year. All staff must be informed of this during their induction training.
- Clear labelling of foods, including items of food stuffs that may contain nuts.
- Colour-coded utensils and chopping boards.
- Separate storage/preparation areas for allergen-free items.
- Prevention of cross-contamination.

Educational Visits and Class Events (for example packed lunches/themed weeks)

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on Arbor. Where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering packed lunches/refreshments/food.

At least one member of staff undertaking an offsite trip will have attended the School's First Aid and Anaphylaxis training, as well as receiving training on providing medication.

Staff must also:

- Physically check that pupils' medication is with them before leaving site.
- Ensure that all food collected from the Catering Department has been clearly labelled and they are aware of any foods that should not be given to pupils (also any foods that pupils may purchase outside of school during the trip).

Where a class has an event inviting parents to bring food in for the pupils, the teacher will find out which allergens could be present in the food, before deciding which pupils can safely consume it.

Charity and Fundraising Events

When food is sold that has not been prepared on-site, signage will clearly state:

“This item was not produced at Alkington Primary School; therefore, we cannot guarantee that it is free from nuts or other allergens.”

All products should be plated separately, and stored as such (wrapped where possible) to prevent cross contamination to other items for sale.

Training

Catering staff receive annual allergy awareness and anaphylaxis training.

Where members of staff (teachers and TAs) have a child in their class with specific allergy management requirements, they also receive specific training in recognising symptoms, administering AAls and following emergency procedures. Beyond this, all staff receive allergy training as part of their first aid training every three years.

Adrenaline Auto-Injectors (AAls)

The school holds spare AAls, in accordance with the Human Medicines (Amendment) Regulations 2017. Parental consent is required for their use. AAls are stored securely in the first aid cupboard in the medical room and in the child’s classroom, and are accessible at all times.

Emergency Procedures

In the event of a suspected anaphylactic reaction:

1. Administer adrenaline immediately using the pupil’s AAI or a spare device.
2. Call 999 and state “anaphylaxis”.
3. Stay with the pupil; place them in a comfortable position (lying down with legs raised if possible).
4. Send another member of staff to meet the ambulance.
5. Inform parents/carers.
6. Record the incident and review the pupil’s IHCP.

Emergency action posters for anaphylaxis (Appendix A) are displayed in key areas, including the medical room, staffroom, the dining halls and kitchens.

Monitoring and Review

The policy will be reviewed annually, or sooner if legislation changes or an incident occurs. The review will be led by the Senior Leadership Team in consultation with the Catering Manager and Children’s Welfare Officer. Regular audits of allergen management procedures will be conducted.

Headteacher: _____

Date: _____

Next Review Due: November 2026