NYES | Health and Safety

ALLERGENS POLICY

LEAVENING PRIMARY SCHOOL

General Statement

We are an allergy-aware school. We recognise that allergic reactions can be life-threatening and commit to a whole-school approach that reduces risk, ensures rapid, effective emergency response, and supports inclusion and wellbeing.
This Policy applies to all pupils, staff, visitors and volunteers and should be read alongside our policies on Supporting Pupils with Medical Conditions, Safeguarding, Equality/DEI, Mental Health, Asthma and Educational Visits.
We cannot guarantee an allergen-free environment; instead, we minimise risk, promote self-management where age-appropriate, and plan for emergencies.
The school recognises that serious allergic reactions, including anaphylaxis, may occur in individuals with no previously known allergy. Emergency arrangements therefore apply to all pupils, staff, visitors and volunteers.

Equality
Some allergies may amount to a disability under the Equality Act. We will make reasonable adjustments to enable safe participation in all aspects of school life.

General Aims

The school recognises that effective allergy management requires leadership, training, clear accountability and inclusion of pupils with allergies across all aspects of school life.
The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.
While peanut and tree nut allergies are common, the school recognises that all allergens can cause severe reactions. Control measures are based on individual risk assessments rather than allergen type.
The management of allergy safety is not limited to IgE-mediated allergies. Some pupils or staff may have medically recognised sensitivities or conditions, such as mast cell disorders or systemic hypersensitivity conditions, which may not meet the clinical definition of allergy but may nonetheless result in serious or potentially life-threatening reactions. Any known trigger with the potential to cause harm will be identified and managed appropriately.

The underlying principles of this policy include;

- Keep pupils and staff with allergies safe, included and supported.
- Ensure clear roles and responsibilities, reliable documentation, and effective communication.
- Provide staff training, annual anaphylaxis drills, and robust emergency procedures.
- Embed proportionate controls around food, curriculum activities and visits.

This policy applies to all members of the school community:
School Staff
Parents/care givers
Volunteers
Supply staff
Children
Students

Definitions

Allergen: A normally harmless substance that can trigger an allergic reaction (e.g., foods, medications, insect venom, latex, animal dander, pollens). There are 14 allergens that must be highlighted in UK food law: celery; cereals containing gluten; crustaceans; egg; fish; lupin; milk; molluscs; mustard; peanuts; tree nuts; soya; sulphites/sulphur dioxide; sesame. The identification of these 14 allergens is a legal requirement for food information purposes only and does not limit the range of substances that may cause an allergic reaction.
***It is a legal requirement that when food is offered at school or in the school building at any time of the day that all ingredients are labelled and the 14 allergens highlighted.**
The school recognises that any food, substance or environmental exposure may be an allergen for an individual and will manage risks based on individual need and risk assessment rather than allergen type.
Anaphylaxis: A severe, potentially life-threatening allergic reaction and a time-critical medical emergency.
Adrenaline Auto-Injector (AAI): A single-use device delivering a pre-measured intramuscular dose of adrenaline into the upper, outer thigh muscle (e.g., EpiPen, Jext). Where clinically appropriate and prescribed, nasal adrenaline may be used in line with current guidance.
IgE-mediated allergy: A type of allergic reaction that occurs when the immune system produces immunoglobulin E (IgE) antibodies in response to a specific allergen (for example food, insect venom, medication, latex or airborne allergens).
On re-exposure to the allergen, IgE antibodies trigger the rapid release of chemicals (including histamine) from immune cells. This can result in fast-onset symptoms, ranging from mild allergic reactions (such as itching, hives or swelling) to severe, life-threatening anaphylaxis.
Individual Healthcare Plan (IHP): School document outlining a pupil's condition, triggers, medication, risk-reduction measures and emergency actions; used alongside their Allergy Action Plan (clinical template).
Neffy: Neffy, officially known as EURNeffy in the United Kingdom, is a nasal spray designed to administer adrenaline. It provides an approved, needle-free alternative to traditional adrenaline auto-injectors. Where nasal adrenaline is prescribed, its use will follow current Medicines and Healthcare products Regulatory Agency (MHRA) approval and Department for Education guidance. Current legislation relating to schools holding emergency "spare" adrenaline devices applies to adrenaline auto-injectors and does not currently extend to nasal adrenaline devices.
Risk Assessment: This comprehensive document identifies a specific activity, evaluates associated risks, and outlines measures implemented to mitigate those risks. Allergies must be addressed in all risk assessments for both on-site and off-site school events.
Spare Adrenaline Pens: Educational institutions are permitted to acquire additional adrenaline pens to serve as contingency supplies should a student's prescribed device be unavailable. These pens may also be administered to individuals experiencing anaphylaxis who do not have their own prescription.

Roles and Responsibilities for Allergy Management

Designated Allergy Lead (DAL)
The Designated Allergy Lead is Nichola Oxtoby (Acting Headteacher)

The Deputy Allergy Lead is Sarah Bennett

Key responsibilities include:

- **Ensuring the safety, inclusion and wellbeing of pupils and staff with allergies**, so that no individual is disadvantaged or placed at unnecessary risk due to their allergy.
- **Providing strategic oversight and leadership for allergy management across the school**, including decision-making in relation to reasonable adjustments, control measures and responses to identified risks.
- **Promoting, championing and modelling good allergy awareness and safe practice** throughout the school community.
- **Acting as the overarching point of contact** for staff, pupils, parents and carers in relation to allergy-related concerns, queries or incidents.
- **Ensuring that allergy information is accurately recorded, kept up to date and effectively communicated to all relevant staff.**
- **Ensuring all staff receive appropriate information, instruction and training** to develop good allergy awareness and to understand:
    - their individual roles and responsibilities;
    - how to recognise signs of an allergic reaction or anaphylaxis;
    - what actions to take in an emergency; and
    - when an activity requires an allergy-specific risk assessment (e.g. curriculum activities, trips, food handling, special events).
- **Ensuring staff, pupils and parents/carers are aware of the school's Allergy and Anaphylaxis Policy and related procedures.**
  The school should consider obtaining and retaining confirmation that staff have read and understood the policy.
- **Overseeing the provision and management of spare adrenaline auto-injectors**, including ensuring that:
    - an appropriate number is available for the setting;
    - the correct doses are held;
    - devices are stored securely but accessibly; and
    - staff are aware of their locations and use.
- **Ensuring that all allergic reactions, incidents and near-misses are recorded and reviewed.**
  Where required, incidents will be reported to the appropriate authority (e.g. under RIDDOR). The circumstances will be investigated and lessons learned shared to prevent recurrence.

What are the allergy reporting requirements under RIDDOR?
Yes, anaphylaxis is considered a reportable incident under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Anaphylaxis fits the definition of a "dangerous occurrence" or might be classified as a "specified injury" if it leads to hospital admission for more than 24 hours or causes loss of consciousness. In addition, a near-miss incident that results in a hospital admission is also reportable.

- **Regularly reviewing and updating the Allergy and Anaphylaxis Policy**, or sooner where there are changes in legislation, guidance, pupil needs or following a significant incident.
- **Ensuring that an anaphylaxis emergency drill is carried out at least once per year**, with outcomes reviewed and any required improvements implemented.

Named Governor
The Named Governor is Emma Isaac
Provides oversight and assurance that systems, training, records and reviews are effective.

- **Collecting, collating and coordinating allergy-related documentation and information from families**, including Allergy Action Plans and Individual Healthcare Plans (IHPs).
  This may include liaison with the admissions team to ensure appropriate information is obtained for new pupils prior to or on entry to the school.
- **Ensuring allergy information provided by families is kept accurate and up to date**, with a formal review taking place at least annually, and sooner where there is a change in medical advice, diagnosis or pupil needs.
- **Coordinating prescribed medication with parents/carers**, ensuring that medication required to be held in school is received, appropriately labelled and stored.
- **Supporting systems to monitor medication expiry dates.**
  While parents/carers retain responsibility for ensuring medication remains in date, the nursing team or medical lead should have arrangements in place to:
  - check expiry dates of medicines held by the school; and
  - notify parents/carers in advance where expiry dates are approaching.
- **Maintaining an up-to-date adrenaline auto-injector register**, which records:
  - adrenaline auto-injectors prescribed to individual pupils; and
  - the school's stock of spare adrenaline auto-injectors,
    including the brand, dose, expiry date and storage location of each device.
- **Regularly checking that spare adrenaline auto-injectors are stored in their designated locations**, are accessible in an emergency and remain within their expiry dates.
- **Arranging for the replacement of spare adrenaline auto-injectors** where these have been used, are nearing expiry or are otherwise no longer suitable for use.
- **Supporting the provision of on-site adrenaline auto-injector training**, including:
  - initial training for staff and, where appropriate, pupils; and
  - refresher training as required, for example in advance of educational visits or activities with increased risk.

Admin Team

The School Administrator is the first point of contact where information about a pupil's or visitor's allergy or special dietary requirement is identified. The Administrator will work in partnership with the Designated Allergy Lead to ensure that appropriate arrangements are in place at the earliest opportunity.

Key responsibilities include:

- **Ensuring there is a clear and effective process for capturing allergy and special dietary information** as early as possible during the admissions process.
  This should be in place prior to:
  - school visits;
  - open days;
  - taster days; or
  - any other admissions-related events where food is provided or likely to be consumed.
- **Ensuring there is a clear structure for communicating allergy-related information** to all relevant parties, as appropriate, including:
  - the Designated Allergy Lead;
  - the catering provider or catering manager.
- **Providing parents/carers and applicants with clear information about catering arrangements** during admissions events, including how food is managed and what steps

are taken to support individuals with allergies.
- **Supporting early planning for emergency arrangements**, including ensuring that appropriate medication and control measures are in place where a child or young person with an allergy is attending an event without parental or carer supervision.

All staff (including agency, volunteers, club leads, FONS and HSA)

Staff responsibilities include:
- **Championing and practising good allergy awareness** at all times, helping to promote a culture of safety, inclusion and shared responsibility across the school.
- **Reading, understanding and complying with the school's Allergy and Anaphylaxis Policy and associated procedures**, and seeking advice or support from the Designated Allergy Lead where clarification or additional guidance is required.
- **Being aware of pupils and colleagues with allergies**, including knowledge of the allergens involved and the control measures in place to reduce risk.
- **Being aware of pupils and colleagues with food sensitivities**, including knowledge of the foods involved and the control measures in place to reduce risk.
- **Considering the potential risks to pupils with allergies when planning or supervising activities** and assessing whether the use of any allergen is necessary, appropriate or can be avoided. Where required, staff must ensure that an allergy-specific risk assessment is completed.
- **Ensuring pupils have timely access to their prescribed medication**, or carrying medication on their behalf where appropriate, in line with:
    - the age and maturity of the pupil; and
    - the school's arrangements for managing adrenaline auto-injectors.

See APPENDIX 1:
Storage of AAI
- **Being able to recognise the signs and symptoms of an allergic reaction, including anaphylaxis**, and responding appropriately in accordance with training and school procedures.

SEE APPENDIX 2:
Sign and Symptons of Allergic Reaction Poster
- **Participating in allergy and anaphylaxis training and emergency drills as required**, which will take place at least annually.
  While the school is responsible for ensuring staff receive appropriate training, any member of staff who is aware they have not received allergy training within the previous 12 months must inform their allergy lead.
- **Consistently considering the safety, inclusion and wellbeing of pupils with allergies**, ensuring that they are not excluded from activities unnecessarily and that reasonable adjustments are implemented.
- **Preventing and responding to allergy-related bullying or harassment**, in line with the school's Anti-Bullying Policy and behaviour procedures.
- **Passing on any allergy-related communication received directly from parents/carers** to the School Allergy Lead to ensure information is recorded and managed appropriately.
- **Ensuring that pupils have their medication and relevant documentation** (Allergy Action Plan and/or Individual Healthcare Plan) when leaving the school site for educational visits, sporting fixtures or other off-site activities.

Parents/carers (all)
Parents and carers play a vital role in supporting the safe and effective management of allergies

and anaphylaxis within the school.
Their responsibilities include:

- **Being aware of and understanding the school's Allergy and Anaphylaxis Policy and related procedures**, and supporting the school in promoting the safety, inclusion and wellbeing of pupils with allergies.
- **Providing the school with accurate, timely and comprehensive information about their child's medical needs**, by liaising with the designated school contact, Designated Allergy Lead – Miss N Oxtoby
  This information should include, as applicable:
  - confirmed allergies and dietary requirements;
  - the nature and history of the allergy;
  - details of any previous allergic reactions or anaphylaxis; and
  - any related medical conditions, such as asthma, hay fever, rhinitis or eczema.
- **Informing the school promptly of any changes** to their child's medical condition, allergy status, prescribed medication or medical advice.
- **Adhering to any food restrictions, controls or guidance implemented by the school** when providing food for their child, including packed lunches, snacks, birthday treats or food supplied for fundraising or social events.
- **Ensuring that information provided to the school about allergies or intolerances is medically accurate**, and not reporting preferences, lifestyle choices or non-medical dietary requirements as allergies or intolerances.
- **Encouraging their child to be allergy aware**, in line with their age and understanding, including recognising symptoms, avoiding known allergens where appropriate, and informing an adult if they feel unwell or at risk.

Parents/carers of pupils with allergies
In addition to the points above, the parents and carers of children with allergies should:

- **Work with the school to complete an Individual Healthcare Plan (IHP)** and provide an accompanying **Allergy Action Plan**, completed and signed by an appropriate healthcare professional where required.
- **Provide the school, or their child (where age-appropriate), with prescribed medication**, including:
  - two clearly labelled adrenaline auto-injectors where these have been prescribed; and
  - any other required medication, such as antihistamines (with a suitable measuring device), inhalers or topical treatments.
- **Ensure that all medication supplied is in date, correctly labelled and replaced promptly** when used or approaching expiry.
- **Ensure their child has access to their allergy medication on the journey to and from school**, including two adrenaline auto-injectors where prescribed.
- **Inform the school immediately of any changes to their child's allergy status, medical condition or prescribed treatment**, and ensuring that relevant documentation (including the IHP and Allergy Action Plan) is updated accordingly.
- **Provide the school with a current photograph of their child** and giving written consent for this to be shared appropriately with relevant staff as part of the child's allergy management arrangements.
- **Support their child to understand their allergy diagnosis**, in line with their age and level of understanding, and encouraging them to:
  - advocate for themselves where appropriate; and
  - take reasonable steps to reduce the risk of an allergic reaction, for example by

avoiding foods or substances to which they are allergic and alerting an adult if they feel unwell or at risk.

All Pupils
Pupils are expected to contribute to a safe, supportive and inclusive school environment for everyone, including those with allergies. In line with their age and understanding, pupils are expected to:

- **Be allergy aware** and understand that allergies can be serious and, in some cases, life-threatening.
- **Recognise and respect the risks that allergens may pose to others**, and follow any measures, rules or guidance put in place by the school to support pupils with allergies.
- **Show consideration and support towards peers with allergies**, including understanding how their actions may affect others and being alert to, and reporting, any allergy-related bullying or unkind behaviour.
- **Learn how they can help keep others safe**, for example by not sharing food, drinks or utensils where this could pose a risk.
- **Older pupils, where appropriate, will be supported to learn how to recognise the signs of an allergic reaction**, and how to alert staff and assist appropriately in an emergency, in line with school training and guidance.
- **Where pupils are permitted to bring food from home or purchase food independently**, and are of an appropriate age and maturity, they are expected to:
    - check ingredient information where required; and
    - follow any school guidance or restrictions relating to food brought onto the school site.

APPENDIX 3:
Curriculum Plan for the Teaching of Allergy Awareness in the Nawton and Rosedale Abbey Federation.

Pupils with Allergies
In addition to the general responsibilities set out above, pupils with allergies are expected, in line with their age, maturity and capability, to take an active role in managing their condition and keeping themselves safe.

These responsibilities include:

- **Knowing and understanding their own allergies**, and how they can take reasonable steps to reduce personal risk. Expectations will be proportionate to the pupil's age, understanding and ability.
- **Avoiding their allergen(s) as far as reasonably practicable**, and following advice provided by parents/carers, healthcare professionals and the school.
- **Understanding and following the school's procedures for lunches, snacks and food provision**, and recognising how these arrangements help to reduce the risk of an allergic reaction.

Appendix 4:
Food Allergy Safety Procedures.

- **Informing a member of staff immediately if they feel unwell**, or if they believe they may be experiencing an allergic reaction.
- **Carrying two adrenaline auto-injectors at all times where prescribed**, if this is appropriate for the pupil's age and capability and using them only for their intended purpose.

- **Understanding how and when to use their adrenaline auto-injector**, in line with their Allergy Action Plan and any training provided.
- **Speaking to the Designated Allergy Lead or another trusted member of staff** if they have concerns about school processes, arrangements or systems relating to their allergy.
- **Raising concerns with a member of staff if they experience, or witness, inappropriate behaviour** related to their allergy, including bullying or teasing.
- **Where pupils are permitted to leave the school site during the school day or are boarding**, understanding what to do if they experience an allergic reaction off school premises.
  This should include:
  - how to treat themselves;
  - how to raise the alarm and seek help; and
  - who to contact in an emergency.
- **Ensuring they have their prescribed medication with them on the journey to and from school**, where this is appropriate for their age and capability.

Information, Documentation and Communication

Allergy Register

The school will maintain an **up-to-date register of pupils with diagnosed allergies, sensitivities and intolerances**. A paper copy will be maintained in the Medical Cupboard in the School Office and on the STAFF DRIVE – ACADEMIC YEAR 2026/2027 – ALLERGY SAFETY - ALLERGY REGISTER.

The register will include:

- pupils with a **history of anaphylaxis**;
- pupils who have been **prescribed adrenaline auto-injectors**; and
- pupils with a **clinically diagnosed allergy where adrenaline auto-injectors have not been prescribed**.
- Pupils with food, medicine or other sensitivity

The allergy register will be used to support effective allergy management, risk assessment and communication with relevant staff, and will be reviewed and updated regularly to reflect changes in pupil medical information.

Individual Healthcare Plans (IHPs)

Each pupil with a diagnosed allergy will have an **Individual Healthcare Plan (IHP)** in place. The IHP will be developed in partnership with parents/carers and relevant healthcare professionals and will be reviewed regularly and updated as required.

The IHP will include, as a minimum:

- **Details of the pupil's known allergens** and any identified risk factors that may increase the likelihood or severity of an allergic reaction.
- **A summary of the pupil's allergy history**, including details of any previous allergic reactions or episodes of anaphylaxis, where known.
- **Clear information about prescribed medication**, including:
  - the type of medication (e.g. adrenaline auto-injectors, antihistamines, inhalers);
  - prescribed dose(s); and
  - any specific instructions for use.
- **Written parental/carer consent for the administration of medication**, including consent for the use of the school's spare adrenaline auto-injectors in the event of suspected anaphylaxis, where applicable.

- **A recent photograph of the pupil**, to support identification and safe management arrangements.
- **A copy of the pupil's Allergy Action Plan**, setting out clear instructions on recognising symptoms and responding to an allergic reaction or anaphylaxis.

Risk Management in Daily Practice

Allergy Considerations in Activity Planning and Risk Assessment

Allergens can be present in a wide range of activities and environments, including in ways that may not be immediately obvious.

The school recognises the importance of proactively identifying and managing these risks.

- **All staff, including visiting staff, volunteers and external providers, must consider allergies when planning and delivering activities** and ensure that relevant risks are identified and addressed through appropriate risk assessments.
- Allergy considerations must be incorporated into risk assessments for all activities, including, but not limited to:
    - **Classroom activities**, such as:
        - arts and crafts involving food packaging or food products;
        - science experiments where allergens may be present; and
        - food technology, cooking or tasting activities.
    - **Animals brought into school**, including visiting animals (e.g. dogs) or activities such as hatching eggs, which may pose an allergen or respiratory risk.
    - **Extra-curricular activities and clubs**, where snacks, food or "treats" may be provided.
    - **Special events and celebrations**, such as cultural days, fundraising events or themed activities where food may be shared or displayed.
- Where food is provided as part of an activity, staff must:
    - ensure that **safe alternatives are available** for pupils with allergies; or
    - consider using **non-food alternatives** that allow all pupils to participate safely.

- **The inclusion of pupils with allergies must be considered alongside safety at all times.** Pupils should not be excluded from activities because of their allergy. Where necessary, activities should be **adapted or reasonable adjustments made** to enable safe participation.
- The school will ensure that arrangements for pupils with allergies are made in accordance with its duties under the **Equality Act 2010**, and that pupils with allergies are supported to participate fully in school life wherever it is reasonably practicable to do so.

Food, Catering and Labelling

Catering and Food Allergen Management

The school is committed to providing **safe, inclusive and appropriate food** for pupils, staff and visitors, including those with food allergies.

To support this commitment, the school will ensure that:

- **Appropriate due diligence is undertaken when appointing catering providers or catering staff**, including consideration of their arrangements for allergen management, food safety and staff training.
- **All catering staff and any other staff involved in the preparation or handling of food** receive relevant and appropriate **allergen awareness training**, proportionate to their role.
- **Early Years settings will comply with the statutory Early Years Foundation Stage (EYFS) framework**, including the *Safer Eating* requirements.

The school will ensure that EYFS-specific procedures for managing food allergies are clearly documented and implemented.

- **Anyone preparing or handling food for individuals with allergies will follow robust food hygiene, food safety and allergen management procedures**, including controls to prevent cross-contamination.
- **The catering team will be supported to become familiar with pupils who have food allergies**, and the nature of those allergies, with appropriate information shared by the school.
- **Where reasonably practicable, the catering team will provide a range of suitable meal options** for pupils and staff with food allergies, to support inclusion and choice.
- **Robust procedures will be in place to identify pupils with food allergies at the point of food service.**
  These procedures will include at least two methods of identification, for example:
  - a visual check by a member of staff familiar with the pupils with allergies; and
  - access to photographs of pupils with food allergies.
    Clear contingency arrangements will be documented to ensure continuity where usual staff are absent.
    These arrangements are particularly important in early years and primary settings, where pupils may be less able to manage risk independently.
- **Food containing any of the 14 specified allergens will be clearly identified**, and additional ingredient information will be made available on request.
  Where pupils or staff have allergies to foods outside the main 14 allergens, **additional control measures and communication processes** will be implemented and documented as required.
- **Pre-packed food for direct sale (PPDS)** will comply with current legislation (Natasha's Law), with full ingredient lists and allergen information displayed on the packaging.
- **Any changes to ingredients or recipes that may affect allergen content** will be communicated promptly to parents, pupils with dietary needs and relevant staff.
  Responsibility for this communication will rest with the catering provider in liaison with the Designated Allergy Lead and Federation Administrators.
- **The school's approach to foods with precautionary allergen labelling** (e.g. "may contain") will be clearly defined and communicated to pupils, parents/carers and staff.
  Foods with precautionary labels will be treated in the same way as those with contains in the ingredients list/ labelled 14 allergens.
- **Food provided through breakfast clubs, after-school clubs or similar provision** will follow the same allergen management procedures, or equivalent controls where arrangements differ.
- **Any additional catering controls** (for example, avoiding the use of nuts as an ingredient or restricting certain foods) will be clearly documented and communicated.
  Foods with nuts listed in the ingredients are avoided in the Nawton and Rosedale Abbey Federation.

Food Brought into School and Off-Site Activities

The school recognises that food brought into school or consumed during school-related activities can present a risk to pupils with food allergies.
Clear arrangements are therefore in place to manage these risks while supporting inclusion and participation.

- **The school will set out and communicate clear expectations regarding food brought onto the school site or taken on school-organised activities**, including educational visits, sporting fixtures and residential trips.
- **Food brought in by pupils, parents/carers or visitors**, including for:

    - birthdays and celebrations;
    - fundraising events;
    - parent/carer events; and
- **The school may restrict or prohibit certain foods** where this is necessary to reduce the risk to pupils with allergies. Any such restrictions will be proportionate, clearly communicated and kept under regular review.
- **Where food is provided for whole-school or class-based events**, staff will:
    - consider the needs of pupils with allergies in advance;
    - ensure suitable alternatives are available; or
    - use non-food alternatives where this provides a safer and more inclusive option.
- **Parents/carers are expected to follow school guidance when providing food** for any school-related purpose and to avoid bringing in food that could pose a foreseeable risk to pupils with known allergies.
- **For school trips, sporting fixtures and residential activities**, allergy risks associated with food will be:
    - identified as part of the risk assessment process;
    - managed through appropriate planning and communication; and
    - supported by clear arrangements for access to medication and emergency response.
- **All arrangements relating to food brought into school will balance safety with inclusion**, ensuring that pupils with allergies are not excluded from activities unnecessarily and that reasonable adjustments are made in line with the school's duties under the Equality Act 2010.

Food bans or restrictions

- This school is an Allergen Aware school. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food;
- We try to restrict peanuts and tree nuts as much as possible on the site and check all foods coming into the kitchen.

Food Hygiene Expectations for Pupils

Good food hygiene practices play an important role in reducing the risk of allergen exposure and supporting the health and safety of all pupils, particularly those with food allergies.

The school expects that:

- **Pupils will wash their hands thoroughly before and after eating**, including before snacks and meals, to reduce the risk of cross-contamination.
- **Sharing, swapping or throwing food is not permitted** at any time, as this can present a significant risk to pupils with food allergies.
- **Water bottles, lunch boxes and packed lunches should be clearly labelled**, to support identification and reduce the risk of accidental allergen exposure.
- **Where pupils have access to food preparation areas** (for example when delivering the Food unit in DT) the school will have clear procedures in place to:
    - minimise the risk of cross-contamination;
    - ensure appropriate cleaning and hygiene standards;
    - manage the safe storage of food, including separation of allergenic foods where necessary; and
    - provide appropriate supervision, in line with pupils' age and capability.

These expectations support a safe, inclusive and respectful environment and apply across the school day, including during clubs, activities and residential or boarding provision where

relevant.

Educational Visits and Sports Fixtures

The school will ensure that appropriate arrangements are in place to manage allergies and anaphylaxis safely during educational visits, sporting fixtures and off-site activities.

To support this, the school will ensure that:

- **The member of staff leading the visit or activity holds an up-to-date list of pupils with allergies**, together with details of their prescribed medication and emergency arrangements.
  All staff accompanying the visit must be made aware of pupils with allergies and the control measures in place.
- **Allergy risks are identified and addressed within the visit risk assessment**, including consideration of:
  - activities undertaken;
  - food provision; and
  - the environment or venue being visited.
- **Catering arrangements for visits are planned in advance**, with appropriate controls in place to ensure pupils with allergies are provided with safe meals or alternatives.
- **Parents/carers, and pupils where appropriate, may be consulted during the planning process**, particularly where:
  - the visit involves food provision;
  - the pupil's allergy presents a higher level of risk; or
  - the visit includes an overnight stay or residential element.
- **Staff accompanying the visit will be trained to recognise and respond to allergic reactions and anaphylaxis**, in line with school procedures.
  Where appropriate and proportionate, older pupils may also be supported to understand how to raise the alarm and seek help in an emergency.
- **Where packed lunches or catered meals are provided**, allergen information will be clearly labelled.
  The school will have clear arrangements in place to ensure that pupils and staff with allergies outside of the "main 14" allergens are also provided with safe food. These arrangements will be documented and communicated to relevant staff.
- **Where pupils attend sporting fixtures or events hosted by another school or organisation** (for example, match teas), details of dietary requirements and allergies will be shared in advance to support the provision of a safe meal.
- **Arrangements for access to medication and emergency response** will be clearly planned and communicated, including ensuring that prescribed medication is readily accessible at all times and is a required section of the visit Risk Assessment.

Insect Stings

Insect Sting Allergy Management

The school recognises that insect stings (for example from bees or wasps) can pose a serious risk to individuals with a known insect venom allergy. Appropriate preventative and response measures will therefore be in place to reduce the likelihood of stings and to manage risks effectively.

Preventative Measures

Where pupils or staff have a known insect venom allergy, reasonable steps will be taken to reduce exposure. This may include encouraging individuals, where age-appropriate, to:

- **Avoid walking barefoot or wearing open footwear outdoors**, and to keep arms and

legs covered where reasonably practicable;
- **Avoid wearing strong perfumes, scented cosmetics or hair products**, which may attract insects; and
- **Keep food and drinks covered when outdoors**, particularly during warmer months.

These measures will be communicated sensitively and proportionately, taking account of age, setting and individual needs.

School Environment and Grounds
- The school will ensure that **the school grounds are monitored for wasp or bee nests**, with responsibility assigned to all staff to notify Federation Administrators who are responsible for organising the safe removal or rehoming.
- **Any identified nests will be risk assessed and managed appropriately**, including arranging professional removal where necessary.
- **Pupils and staff are expected to report sightings of wasp or bee nests** to a member of staff immediately and to avoid the area.

Specific Arrangements
- Where a pupil or member of staff has a known insect venom allergy, this will be recorded within their **Individual Healthcare Plan (where applicable)** and appropriate control measures put in place, including access to emergency medication.
- **If the school keeps bees, or undertakes activities involving bees**, and a pupil or staff member has a bee sting allergy, **specialist advice will be sought** to ensure risks are managed appropriately and safely.

Inclusion and Safety
All arrangements relating to insect sting allergies will be managed in a way that **balances safety with inclusion**, ensuring that pupils with allergies are supported to participate fully in school life wherever it is reasonably practicable, in line with the school's duties under the Equality Act 2010.

Animals

Animal Allergy Management
The school recognises that **animal allergies are most commonly triggered by dander (flakes of skin), saliva or urine**, rather than animal fur alone. Appropriate controls will therefore be implemented to reduce the risk of allergic reactions while supporting safe and inclusive participation.

General Precautions
To limit the risk of an allergic reaction, the school will ensure that:
- **Pupils with a known animal allergy are supported to avoid contact with the animal(s) to which they are allergic**, in line with their Individual Healthcare Plan and age-appropriate expectations.
- **Any visit involving animals is subject to a risk assessment prior to the visit**, which will:
    - identify pupils or staff with known animal allergies;
    - assess the level of risk; and
    - set out appropriate control measures.
- **Areas accessed by animals are cleaned thoroughly after contact**, to reduce residual allergens in the environment.
- **All pupils, staff and visitors who come into contact with animals wash their hands**

thoroughly after contact, and before eating or handling food.

Animals on Site

- **Where animals live on site**, for example on school residences or as part of educational provision:
  - pupils, parents/carers and staff will be informed in advance;
  - known allergies will be considered; and
  - reasonable adaptations or control measures will be implemented to reduce risk and support inclusion.

Educational Visits and Activities

- **School trips, curriculum activities or enrichment experiences that involve contact with animals** will be carefully risk assessed as part of the visit planning process.
- Where necessary, **alternative arrangements or reasonable adjustments will be made** to enable pupils with animal allergies to participate safely.

Inclusion and Safety

All arrangements relating to animal allergies will balance **safety with inclusion**, ensuring that pupils with allergies are not excluded from activities unnecessarily and that reasonable adjustments are made in line with the school's duties under the **Equality Act 2010**.

Allergic Rhinitis/Hay Fever

The school recognises that seasonal pollen allergies (hay fever) and persistent nasal allergies caused by indoor allergens, such as house dust mites, can affect pupils' health, wellbeing and ability to participate fully in school life. Appropriate measures will be implemented to manage these conditions effectively.

General Arrangements

To support pupils with pollen-related or indoor allergen allergies, the school will:

- **Encourage parents/carers to inform the school of any diagnosed seasonal or persistent allergies**, and to provide relevant medical information where symptoms may impact learning or wellbeing.
- **Record relevant information within the pupil's Individual Healthcare Plan (where required)**, including any prescribed medication and agreed control measures.
- **Support pupils to access prescribed medication**, such as antihistamines or nasal sprays, in line with school procedures and parental consent.

Managing Seasonal Pollen (Hay Fever)

During periods of high pollen levels, the school will take reasonable steps to reduce exposure, which may include:

- Encouraging pupils to **wash their hands and face after outdoor activities**, particularly during peak pollen seasons.
- **Keeping windows closed where practicable** during high pollen periods, while ensuring adequate ventilation is maintained.
- Utilising **air cleaners/HEPA filters** to help decrease the amount of pollen present in the air.
- Allowing reasonable adjustments, such as **reducing outdoor exposure** where symptoms are severe and this is supported by medical advice.
- Supporting pupils who experience symptoms such as **itchy eyes, sneezing, headaches or fatigue**, which may affect concentration and learning.
- Regular checking of the pollen forecast Pollen forecast - Met Office, Pollen forecast -

GOV.UK

Managing Indoor Allergens
To reduce exposure to indoor allergens, such as house dust mites, the school will:

- Maintain **appropriate cleaning regimes**, including regular vacuuming and dusting of classrooms and shared areas.
- Ensure **soft furnishings, carpets and bedding (where applicable, such as in boarding accommodation)** are cleaned and maintained appropriately.
- Take reasonable steps to ensure classrooms and learning spaces are **well ventilated and dry**, to discourage allergen build-up.
- Utilise **air cleaners/HEPA filters** to help decrease the amount of pollen present in the air.
- Avoid the use of **fragranced products** such as air fresheners, reed diffusers, essential oils, plug-in air fresheners etc.

Inclusion and Wellbeing

- Pupils with hay fever or persistent nasal allergies will be **supported to participate fully in school activities**, and symptoms will be managed sensitively and proportionately.
- Where symptoms have a significant impact on attendance, learning or wellbeing, **reasonable adjustments will be considered**, in line with the school's duties under the **Equality Act 2010**

Adrenaline Pens (AAIs) – Storage, Access and Spares

Storage and Access to Adrenaline Auto-Injectors
The school will ensure that adrenaline auto-injectors (AAIs) are stored and managed safely, while remaining readily accessible in an emergency.

The following arrangements apply:

- **Pupils who have been prescribed adrenaline auto-injectors will have access to two in-date devices at all times**, in line with medical guidance and their Allergy Action Plan.
- **The school will clearly define its approach to the storage and carrying of adrenaline auto-injectors**, taking account of pupils' age, maturity and capability. This may include:
    - pupils carrying their own adrenaline auto-injectors; and/or
    - centrally stored adrenaline auto-injectors held by the school.

As a general principle, pupils may transition from school-managed storage to carrying their own medication at an appropriate age (often around Year 4 or Year 5), subject to individual assessment and agreement with parents/carers.

- **Where adrenaline auto-injectors are stored centrally**, the school will ensure that:
    - the storage location(s) are clearly identified and known to staff;
    - devices are clearly labelled;
    - the pupil's Allergy Action Plan is stored with or readily accessible alongside the medication; and
    - access is available at all times during the school day.
- **Arrangements will also ensure that pupils have access to two adrenaline auto-injectors when travelling to and from school**, in accordance with agreed procedures and parental responsibilities.
- **Routine spot checks will be undertaken** to confirm that adrenaline auto-injectors are:
    - present in the correct locations; and
    - within their expiry dates.
- **Adrenaline auto-injectors must not be kept locked away**, as this could delay

emergency treatment.

- **Adrenaline auto-injectors will be stored in accordance with manufacturer's guidance**, including:
  - being kept at moderate temperatures;
  - avoiding exposure to direct sunlight; and
  - not being stored near heat sources (e.g. radiators).
- **Used or expired adrenaline auto-injectors will be disposed of safely as sharps**, in line with local arrangements and waste disposal guidance.

Spare Adrenaline Auto-Injectors

In line with government guidance, the school holds **spare adrenaline auto-injectors (AAIs)** for use in an emergency where a pupil is experiencing suspected anaphylaxis and their own prescribed medication is not immediately available or is not suitable.

- The school currently holds 2 spare **adrenaline auto-injectors**.
- **The locations of spare adrenaline auto-injectors are clearly identified and signposted**, and details of their location and dose are recorded.
  Spare AAIs are stored at the following locations:

The Medical Cupboard in the School Office

Management and Oversight

The **Designated Allergy Lead/ Medical Lead**
is responsible for the management of spare adrenaline auto-injectors, including:

- **Determining the appropriate number of spare AAIs required**, taking account of:
  - the size and layout of the school site;
  - the number and age range of pupils; and
  - off-site activities.
    This may include holding spare AAIs in **clearly identified grab bags** for educational visits, sporting fixtures or other off-site activities.
- **Determining the appropriate dosage(s) to be held**, in accordance with **Resuscitation Council UK age-based guidance**.
- **Selecting the brand(s) of spare AAIs to be purchased**.
  Where reasonably practicable, the school will aim to purchase **a single brand** to reduce the risk of confusion during an emergency.
- **Arranging the purchase of spare AAIs**, which may be obtained at low cost from a local pharmacy, in line with current government guidance.
- **Ensuring appropriate distribution of spare AAIs around the school site**, with:
  - clear signage;
  - secure but accessible storage; and
  - staff awareness of locations.

Access and Use

- Spare adrenaline auto-injectors will be **readily accessible at all times during the school day** and must not be locked away.
- Spare AAIs will be **stored and managed in accordance with manufacturer's guidance**, including temperature and storage conditions.
- **Records will be maintained** to support monitoring of:
  - brand and dose;
  - expiry dates; and
  - location.

Adrenaline Auto-Injectors on Off-Site Activities
The school will ensure that appropriate arrangements are in place to manage allergies and anaphylaxis safely during educational visits, sporting fixtures and other off-site activities.

The following arrangements apply:

- **No pupil who has been prescribed adrenaline auto-injectors will attend an off-site activity without access to two of their own devices.**
  The visit or trip leader is responsible for checking that this requirement has been met prior to departure.
- **Adrenaline auto-injectors will be kept readily accessible at all times during off-site activities**, including during travel.
  Devices must not be:
  - stored in the hold of a coach or vehicle; or
  - left unattended in changing rooms, bags or other inaccessible locations.
- **Adrenaline auto-injectors will be protected from extreme temperatures**, in line with manufacturer's guidance, and will not be exposed to excessive heat, cold or direct sunlight.
- **All staff accompanying pupils on off-site activities will be made aware of pupils with allergies**, and will be appropriately trained to:
  - recognise the signs and symptoms of an allergic reaction, including anaphylaxis; and
  - respond in accordance with the pupil's Allergy Action Plan and school procedures.
- **As part of the visit risk assessment, consideration will be given to taking spare adrenaline auto-injectors** (where held by the school) on off-site activities.
  This decision, including arrangements for storage and access, will be documented within the risk assessment.

Responding to an Allergic Reaction/Anaphylaxis

The school will respond promptly and effectively to any allergic reaction, with particular urgency where **anaphylaxis is suspected**, as this is a medical emergency.

If a pupil experiences an allergic reaction, staff must take the following actions:

- **Act immediately and follow the pupil's Allergy Action Plan**, where one is in place.
- **Activate the school's Emergency Response Plan** without delay.
- **If anaphylaxis is suspected, administer adrenaline immediately.**
  Adrenaline should not be delayed while awaiting further symptoms or confirmation.
- **Treat the pupil where they are**, unless they are in immediate danger.
  The pupil should be:
  - laid flat with their legs raised to improve blood flow; and
  - medication should be brought to them.
    Do not make the pupil stand or walk.
- **Use the pupil's own prescribed adrenaline auto-injector if it is immediately available.**
- **The pupil may self-administer their adrenaline auto-injector**, if they are able to do so.
  Alternatively, a member of staff may administer the device.
  While trained staff should administer adrenaline wherever possible, **in an emergency, any person is permitted to administer adrenaline to save life**.
- **If the pupil's own adrenaline auto-injector is unavailable, misfires or cannot be used, a spare adrenaline auto-injector must be used**, in accordance with school procedures.
- **If anaphylaxis is suspected in a pupil who does not have a known allergy,**

prescribed adrenaline or an Allergy Action Plan:
    - lay the pupil flat with their legs raised;
    - call **999 immediately** and state that *anaphylaxis is suspected*;
    - inform the emergency call handler that the school holds **spare adrenaline auto-injectors**; and
    - follow the instructions given by the call handler.
      In exceptional circumstances, **a spare adrenaline auto-injector may be administered to any person for the purpose of saving life**, in line with MHRA advice.
- **If there is no improvement after 5 minutes**, administer a **second adrenaline auto-injector**, if available, and **call the emergency services again**, informing them that a second dose has been given.
- **Do not move the pupil** once adrenaline has been administered, even if symptoms appear to improve, **until assessed by a medical professional or paramedic**.
- **Any pupil who has received adrenaline for suspected anaphylaxis must be transferred to hospital**, even if they appear to have fully recovered.
  A member of school staff will accompany the pupil in the ambulance and remain with them until a parent or carer arrives.

Inclusion, Wellbeing and Anti-Bullying

The school recognises that allergies can have a **significant impact on a pupil's mental health and emotional wellbeing**. Pupils with allergies may experience anxiety, stress or low mood related to managing risk, and may be more vulnerable to bullying or social exclusion.

To support pupils effectively, the school will ensure that:

- **No pupil with allergies is excluded from participating in school activities**, whether on the school premises or during educational visits, trips or residential activities. Where necessary, activities will be adapted and reasonable adjustments made to enable safe and inclusive participation.
- **Pupils with allergies are offered appropriate pastoral support**, which may include regular check-ins from a Tutor, Head of Year, House Parent or other pastoral staff, particularly where anxiety or wellbeing concerns are identified.
- **The views and experiences of pupils with allergies are considered in advance** of wider school discussions, communications or initiatives relating to allergies or allergy awareness, to ensure messaging is sensitive, proportionate and supportive.
- **Bullying or harassment related to allergies is not tolerated** and will be addressed promptly in line with the school's Anti-Bullying Policy and behaviour procedures.
- **Staff remain alert to the emotional and social impact of living with an allergy**, and will raise concerns through appropriate safeguarding, pastoral or wellbeing channels where additional support may be required.

Training and Drills

The school is committed to ensuring that **all staff receive regular and appropriate training** to support the safe and effective management of allergies and anaphylaxis.

Allergy and Anaphylaxis Training

- **All staff will receive allergy and anaphylaxis training at least annually**, to ensure they have a clear understanding of allergies and their role in keeping pupils safe.
- Training will include, as a minimum:
    - **An understanding of what an allergy is**, including common allergens and the potential seriousness of allergic reactions;
    - **Measures to reduce the risk of an allergic reaction occurring**, including

everyday control measures and good practice;
    - **How to recognise the signs and symptoms of an allergic reaction**, including anaphylaxis, and **how to respond appropriately**;
      Staff will be given the opportunity to practise using a **training adrenaline auto-injector**;
    - **How the school manages allergies**, including:
        - the Emergency Response Plan;
        - key documentation (e.g. Individual Healthcare Plans and Allergy Action Plans); and
        - communication arrangements;
    - **Where adrenaline auto-injectors are stored**, including both:
        - pupils' prescribed medication; and
        - the school's spare adrenaline auto-injectors,
          and how these can be accessed quickly in an emergency;
    - **The importance of inclusion for pupils with allergies**, including:
        - the impact of allergies on mental health and wellbeing; and
        - awareness of, and prevention of, allergy-related bullying;
    - **An overview of food labelling requirements**, to support safe food handling and supervision; and
    - **Participation in an anaphylaxis emergency drill**.

Anaphylaxis Drills

- The school will **carry out an anaphylaxis drill at least once per year**.
- The drill will include:
    - a **simulated scenario** involving a pupil or member of staff experiencing an allergic reaction; and
    - testing the **whole-school response**, including communication, access to medication and emergency procedures.
- The results of the drill are recorded and used to inform the ongoing review of the allergy safety policy.
- The outcomes of the drill will be **reviewed**, and any lessons learned will be used to improve procedures, training or arrangements as required.

Asthma

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions

Incident Reporting and Learning

We log all allergic reactions and near-misses, investigate causes, share learning, and update risk controls, training and plans as needed. Where applicable, incidents are reported to external bodies in line with statutory requirements.

Managing Allergic Reactions

Allergic Reactions Can Vary

The school recognises that **allergic reactions are unpredictable** and may vary in severity from one episode to another. Reactions can be influenced by factors such as illness, stress or hormonal changes.

- A person may **not react in the same way each time**, even to the same allergen.
- Allergic reactions are **not always progressive**. They do not necessarily develop from mild to moderate to severe; in some cases, reactions can be **life-threatening within**

minutes.
- Staff must therefore treat all suspected allergic reactions seriously and follow school procedures.

Mild to Moderate Allergic Reactions

Possible Symptoms

Symptoms of a mild to moderate allergic reaction may include:

- Swollen lips, face or eyes;
- Itchy or tingling mouth;
- Hives or an itchy skin rash;
- Abdominal pain;
- Vomiting; and/or
- Changes in behaviour (particularly in younger children).

Response to Mild or Moderate Reactions

If a pupil displays symptoms of a mild to moderate allergic reaction, staff should:

- **Stay with the pupil** and provide reassurance;
- **Call for assistance** in line with school procedures;
- **Locate the pupil's medication**, including adrenaline auto-injectors;
- **Administer antihistamine**, if prescribed and authorised;
- **Record the time** symptoms began and medication was given;
- **Inform parents/carers** as soon as practicable; and
- **Continue to closely monitor the pupil**, as symptoms may escalate.

Serious Allergic Reactions (Anaphylaxis)

The most serious type of allergic reaction is **anaphylaxis**. Although anaphylaxis is uncommon, it is **always a medical emergency** and must be treated as time-critical.

- Anaphylaxis usually occurs within **20 minutes of exposure** to an allergen but may begin **up to 2–3 hours later**.
- A person who has never previously had an allergic reaction, or who has only experienced mild reactions in the past, **can still experience anaphylaxis**.
- While most people recover fully with prompt treatment, **anaphylaxis can be fatal in rare cases**.

Recognising Anaphylaxis

Staff should use the **A–B–C approach** to recognise the signs of anaphylaxis:

A – Airway

- Persistent cough;
- Hoarse voice;
- Difficulty swallowing; or
- Swollen tongue.

B – Breathing

- Difficult or noisy breathing;
- Wheezing; or
- Persistent cough.

C – Circulation

- Persistent dizziness;
- Pale, clammy or floppy appearance;
- Drowsiness or confusion;
- Collapse or loss of consciousness.

If anaphylaxis is suspected, adrenaline must be given immediately. Do not delay treatment.

Responding to Suspected Anaphylaxis
Administering Adrenaline
If anaphylaxis is suspected, staff must take the following actions:

1. **Bring the medication to the pupil**; do not move them unless they are in immediate danger.
2. **Position the pupil appropriately**:
    - Lay them flat with legs raised; or
    - If breathing is difficult, allow them to sit upright with legs outstretched.
3. **Do not remove clothing**, but avoid injecting through thick seams, zips, buttons or objects in pockets.
4. **Administer adrenaline into the upper outer thigh**, in accordance with the manufacturer's instructions.
5. **Record the time** the adrenaline was given and **call 999 immediately** (or ask another person to do so while adrenaline is administered).
   State clearly that *anaphylaxis is suspected and adrenaline has been given*.
6. **Stay with the pupil** and do not allow them to stand or move, even if they begin to feel better.
7. **Contact the pupil's emergency contact** as soon as practicable.
8. **If there is no improvement or symptoms worsen after 5 minutes**, administer a **second adrenaline auto-injector** using a different device.
   Call 999 again and inform them that a second dose has been given.
9. **Commence CPR if required**, in line with training.
10. **Hand used adrenaline auto-injectors to the paramedics** on arrival and ensure arrangements are made for replacement devices.

Aftercare

- **Any person who has received adrenaline for suspected anaphylaxis must be taken to hospital**, even if symptoms appear to have resolved.
- A **member of school staff must accompany the pupil in the ambulance** and remain with them until a parent or carer arrives.

Further guidance is available in the **Government's Guidance on the Use of Adrenaline Auto-Injectors in Schools**, which the school follows.

Unacceptable Practice

The following examples set out unacceptable practice in relation to children and young people with allergies and related medical conditions. This list is not exhaustive.

Unacceptable practice includes:

- Preventing children and young people from **easily accessing their prescribed emergency medication**, including adrenaline auto-injectors (AAIs) and asthma reliever inhalers, in accordance with their Individual Healthcare Plan (IHP), or restricting access to medication when and where it may be required.
- Expecting or assuming that **all children with the same allergy require identical support**, controls or adjustments, rather than assessing needs on an individual basis and following the child's agreed healthcare plan.
- Assuming that **older children and young people do not require support** for their allergies because they are able to take on some self-management, without appropriate oversight, review and safety arrangements.
- **Ignoring or disregarding the views** of the child or young person, or their parents or carers, in relation to allergy management, risk controls or healthcare planning.
- **Disregarding medical evidence** or the advice of healthcare professionals, including specialist allergy advice where provided.
- Assuming that a child or young person **does not have an allergy** or related medical condition because a formal diagnosis has not yet been confirmed, for example where medical investigation is ongoing.
- **Unreasonably requesting additional medical evidence** or specialist confirmation as a condition of providing support, where reasonable information has already been supplied.
- Discriminating against children or young people with allergies by **sending them home unnecessarily**, excluding them from normal school activities, or restricting participation in lunchtimes, extracurricular activities or school events due to their allergy.
- **Sending a child who is unwell or experiencing an allergic reaction** to an office or medical room without appropriate supervision. In cases of suspected allergy-related emergencies (including anaphylaxis), assistance must come to the child immediately and emergency procedures followed.
- Penalising children or young people for attendance where absences are **linked to their medical condition**, such as allergy-related illness, hospital appointments or medical management. This includes excluding pupils from attendance rewards where non-attendance arises from a medical need and should be reflected within attendance policies.
- Setting **lower attendance expectations** for pupils with allergies, for example through sustained part-time timetables that are not clinically justified or regularly reviewed.
- Preventing children and young people from **eating, drinking or taking toilet or rest breaks** when required to safely manage their allergy or associated medical condition.
- Requiring parents or carers, or creating the expectation that they must attend school, to **administer medication or manage allergic reactions**, except where this forms part of an agreed and reasonable arrangement. Parents and carers should not be adversely impacted because the school has failed to put appropriate support in place.
- Preventing children and young people from participating in, or placing **unnecessary barriers on participation** in trips, visits, residentials or wider school life because of their allergy, including requiring parents to accompany them as a condition of attendance.

Policy Review and Monitoring

This policy is publicly available and communicated to staff, parents/carers and pupils. It will be

reviewed at least annually by the Designated Allergy Lead, with oversight by the Named Governor. Additional reviews will be undertaken whenever incidents or near misses indicate potential areas for improvement. Each review will evaluate all reported events and seek continual learning from them to strengthen safety measures. This process is crucial when any incident suggests that current policies or procedures may inadequately protect individuals with allergies.

Role	Name and Signature	Date
Acting Headteacher	**Nichola Oxtoby**	**12.11.2026**
Designated Allergy Lead	**Nichola Oxtoby**	**12.11.2026**
Deputy Designated Allergy Lead	**Sarah Bennett**	
Designated Allergy Governor	**Emma Isaacs**	

APPENDIX 1:

Storage of Spare AAI:

2x (1x and 1 x) in the Medical Cupboard in the School Office
2x (1x and 1 x) in the First Aid Grab Bag for Educational Visits in the Medical Cupboard in the School Office

In the event of a child being prescribed an AAI for a severe allergic reaction the spare AAI will be stored in the following locations:

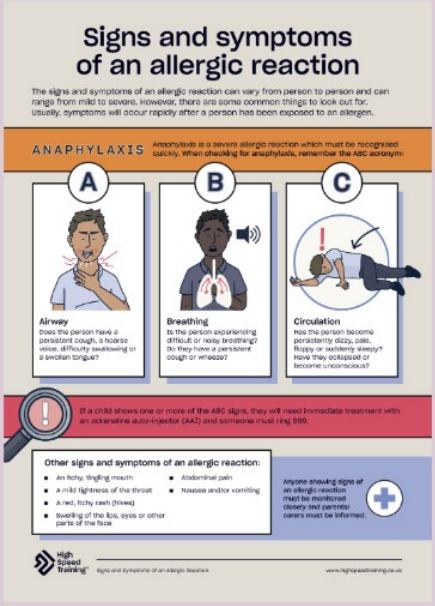
	Classroom	Hall – lunch/ assembly/ indoor PE	Break time/ outdoor PE	Forest School Area
Acorn	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff
Conkers	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff
Oaks	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff	Bumbag worn by supervising member of staff

APPENDIX 2:

Sign and Symptoms of Allergic Reaction Poster

Signs and symptoms of an allergic reaction

The signs and symptoms of an allergic reaction can vary from child to child. However, there are common signs that you should look out for.



A mild reaction can result in signs and symptoms such as:

- An itchy, tingling mouth.
- A mild tightness of the throat.
- A red, itchy rash (hives).
- Swelling of the lips, eyes or other parts of the face.
- Abdominal pain, nausea and vomiting.

Signs and symptoms of **anaphylaxis** include:

- Breathing difficulties.
- Difficulty swallowing, a swollen tongue and/or a hoarse voice.
- A persistent cough and/or wheezing.
- Feeling persistently dizzy.
- Becoming pale, floppy or suddenly sleepy.
- Becoming unconscious and/or collapsing.

To help you remember the signs and symptoms of an allergic reaction, you can download the poster displayed at the button below:

Signs and symptoms of an allergic reaction

APPENDIX 3:

Curriculum Plan for the Teaching of Allergy Awareness at Leavening Primary School

ALLERGY AWARENESS CURRICULUM

To support the implementation of **Benedict's Law** and create a genuinely allergy-aware school culture, children should receive age-appropriate learning that moves beyond simply "not sharing food" and develops knowledge, empathy, responsibility and emergency awareness.

Reception (EYFS)	**Understanding Allergies**	**Key Vocabulary**	Suggested Activities:
Core Allergy Aware Message "Some foods can make people very poorly, so we help keep everyone safe." **Learning outcome** Children understand that some foods can be dangerous for certain people and know simple ways to help keep everyone safe.	Some children cannot eat certain foods. These foods are safe for most people but can make some people very ill. Everyone's body is different. **Safe Habits** Wash hands before and after eating. Sit in your own space when eating. Never share food, drinks or snacks. Only eat food given by a trusted adult. Tell an adult if you see someone looking unwell. **Developing Empathy** Some children may need different foods. We are kind and inclusive if someone has an allergy. We do not tease or question someone about their food.	Allergy Safe Unsafe Reaction Help Adult	Story books featuring characters with allergies. Handwashing demonstrations. Role play: "What should I do if my friend feels poorly?" Circle time discussions about keeping each other safe. Suggested Resources: Recommended Story Books The BugaBees: Friends with Food Allergies • Written specifically for young children with allergies. • Explains allergies in a positive and accessible way. • Supports discussion about inclusion and difference. My Food Allergy and Me • Child-friendly introduction to living safely with allergies. • Good for circle time and PSHE discussions. Ruby's Worry • Useful alongside allergy education to encourage children to talk to adults when they are

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			worried or feel unwell. Practical Activities Handwashing Detective Children use glitter to represent allergens and see how easily they spread. Safe or Unsafe? Picture cards showing: • Sharing food • Washing hands • Eating own lunch • Telling an adult Children sort into "safe" and "unsafe". Role Play Area Create a café or picnic role-play area with prompts: • "Whose food is this?" • "Should we share?" • "Who can help?"
Year 1/2 **Core Message** **"Some foods can make certain people very ill. We can all help keep our friends safe."**	Understanding Allergies Children should know: An allergy is when a person's body reacts badly to something. Foods that are safe for most people can make another person very ill. Some allergies can be life-threatening. We cannot tell who has an allergy just by looking at them. Safe Choices Children should learn to: Never share food, drinks or snacks. Only eat food provided by their parent/carer or school. Wash hands before and after eating. Keep eating areas clean and tidy.	Allergy Allergen Reaction Safe Emergency Medicine	Suggested Activities: Safe/unsafe food-sharing sorting game. Scenario cards. Role-play getting help. Creating an Allergy Safety Promise poster. Suggested Resources: The BugaBees: Friends with Food Allergies • Child-friendly introduction to allergies. • Promotes empathy and inclusion. Nutley's Story • Helps young children understand food allergies from a child's perspective. Everybody Is Different • Supports discussions about individual needs and differences.

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	Follow school rules about food. Recognising When Someone Needs Help Simple signs that someone might be having an allergic reaction: Feeling itchy Rash or hives Swollen lips or face Coughing Saying they feel unwell Children should understand: "If someone feels poorly after eating, tell an adult straight away." Being a Good Friend Children should know: Never tease someone about their allergy. Be respectful if someone eats different foods. Include everyone in celebrations and activities. Help keep the classroom safe for everyone.		Activities Glitter Hands Use glitter to show how allergens can spread through touch. Safe and Unsafe Food Choices Picture sorting activity involving: • Sharing food • Washing hands • Eating own lunch • Telling an adult Circle Time Discuss: "How can we help keep our friends safe?" **Suggested Resources:** Allergy School (Ages 5-7) Provides free lesson plans, films, assemblies and classroom resources specifically for primary-aged children. Uses the character "Arlo" to make learning engaging. [allergyschool.org.uk], [allergyschool.org.uk] The BugaBees Nutley's Story A Day in the Life of a Child with Food Allergies Useful for building understanding and empathy. Activities Allergy Safety Promise Children create a class charter: We eat our own food. We wash our hands. We tell an adult if someone is unwell. Scenario Cards • "A friend offers you some sweets." • "Someone says their

			lips feel funny after lunch." Discuss appropriate responses. Allergy Safety Posters Create posters for the dining hall and classrooms.
Year 3/4 **Core Message** "An allergy is a medical condition. Everyone has a role in keeping others safe." **Learning outcome** Pupils understand what allergies are, recognise basic warning signs and know how their actions can prevent a medical emergency.	Understanding Allergies What an allergy is. Common allergens: Nuts Milk Eggs Fish Shellfish Sesame Wheat Allergic reactions can happen very quickly. Recognising Allergic Reactions Simple signs: Itchy skin Rash Swelling Difficulty breathing Feeling dizzy Children should understand: Allergic reactions are emergencies. Adults must be told immediately. Risk Reduction Never share food. Wash hands thoroughly. Wipe tables after eating. Check with adults before bringing food for celebrations. Respect allergy-safe areas. Inclusion and Respect Allergies are not choices. Children with allergies should not feel left out. Avoid jokes or dares	**Key Vocabulary** Allergy Allergen Reaction Emergency Medication EpiPen (age-appropriate introduction)	**Suggested Activities:** sorting foods into allergen groups. Scenario discussions: "What would you do if your friend started feeling unwell?" Handwashing investigations using glitter or UV gel. Poster creation on allergy safety. **Suggested Resources:** **Allergy UK Resources** Allergy UK provides child-friendly information sheets, videos and awareness materials suitable for KS2. **Anaphylaxis UK Schools Resources** Excellent free educational materials including: • School assemblies • Posters • Awareness videos • Lesson activities **Classroom Activities** **Allergy Safety Detectives** Children identify potential risks in photographs such as: • Food sharing • Dirty tables • Unwashed hands • Unknown snacks

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	involving food.		**Scenario Cards** Examples: **Scenario 1** "Harry offers his biscuit to a friend. What should happen?" **Scenario 2** "A child says their throat feels funny after lunch. What should you do?" **Allergen Matching Game** Match common allergens with foods: • Milk • Eggs • Nuts • Wheat • Sesame **Useful Video Resources** Search: • Anaphylaxis UK primary school resources • Allergy UK children's allergy awareness videos
<u>Year 5/6</u> **Core Message** **"Allergy safety is everyone's responsibility, and quick action can save lives."** **Learning Outcome** Pupils understand the seriousness of severe allergies, recognise emergency signs, know how to summon help quickly and can explain practical ways to reduce risk for others.	**Deeper Understanding of Allergies** How the immune system reacts to allergens. Why tiny amounts can trigger a serious reaction. **What anaphylaxis is.** The difference between a mild and severe reaction. **Recognising Anaphylaxis** **Possible symptoms:** Swollen lips, tongue or throat Difficulty breathing Wheezing Collapse Dizziness Loss of consciousness **Children should know:**	**Key Vocabulary** Allergy Allergen Immune system Anaphylaxis Adrenaline EpiPen Cross-contamination Emergency response	**Suggested activities:** Food label investigations. Allergy myths versus facts quizzes. Case studies of real-life allergy incidents. PSHE discussions on inclusion and medical needs. Science links to the body's immune response. **Suggested Resources:** **Anaphylaxis UK "Allergy Wise"** Provides high-quality educational content that can be adapted for older primary pupils. **Food Standards Agency**

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	This is a medical emergency. Immediate adult help is required. Emergency Response Awareness **Children should know:** Stay calm. Get an adult immediately. Never leave the person alone. Follow adult instructions. Call emergency services if instructed by an adult. Children should not be trained to administer medication, but they should understand why emergency medication is available in school. **Managing Risk and Responsibility** Reading food labels (basic introduction). Understanding cross-contamination. Food hygiene and handwashing. Making responsible choices during trips, clubs and residentials. **Social Responsibility** Challenging myths about allergies. Supporting peers with allergies. Understanding invisible disabilities and medical needs. Respectful behaviour around food.		**Resources** Useful for teaching: • Food labels • Ingredient lists • Food safety **NHS Allergy Information** Age-appropriate information about allergies and allergic reactions. **Classroom Activities** **Food Label Investigation** Provide food packaging and ask pupils: • Can you find allergens? • Why is allergen information highlighted? • How does this keep people safe? **Cross-Contamination Investigation** Using coloured powder or glitter: • Show how allergens can transfer via tables and hands. • Discuss why handwashing matters. **Myth-Busting Quiz** Example statements: • "People can simply choose not to have an allergy." ❌ • "Tiny amounts of food can trigger a reaction." ✅ • "Sharing food is always safe." ❌ • "Telling an adult immediately can help save a life." ✅ **Case Studies** Use anonymised news stories or childhood scenarios to discuss: • What went wrong? • What could have prevented the

			incident? • How could friends help?

Whole School Progression:

Reception

- Understand that some foods are unsafe for some people.
- Follow simple safety rules.

Year 1-2

- Know what an allergy is.
- Never share food.
- Tell an adult if someone feels unwell.

Year 3-4

- Recognise common allergens and reactions.
- Understand everyone has a role in prevention.

Year 5-6

- Understand anaphylaxis and emergency response.
- Take greater responsibility for promoting an allergy-safe environment.

Whole-School Assembly Resources:

A termly allergy awareness assembly could cover:

Reception to Y2

- What allergies are.
- How we can be helpful friends.

Y3 to Y6

- What anaphylaxis is.
- Recognising signs that someone needs help.
- School expectations around food sharing.

Resources Schools Could Create

To support Benedict's Law specifically, I would develop:

1. Allergy Safety Charter

A child-friendly pledge:
We do not share food.
We wash our hands.
We tell an adult if someone is unwell.
We help keep everyone safe.

2. Allergy Safety Posters

For:

- Dining hall
- Classrooms
- Staffroom
- School entrance

3. Annual Allergy Awareness Week

Including:

- Assemblies
- Story time
- PSHE lessons
- Parent information
- Pupil competitions

4. Allergy Safety Knowledge Organisers

One-page documents for each phase containing:

- Key facts
- Vocabulary
- Safety expectations
- Who to tell in an emergency

APPENDIX 4:

School Food Allergy Safety Procedures.

Guidance Document
Benedict's Law

What is Benedict's Law?

From September 2026, Benedict's Law will introduce new allergy safety requirements for schools in England.

The law is named after five-year-old Benedict Blythe, who died from anaphylaxis at school in 2021 after he was mistakenly given cows' milk, despite having a known allergy.

Benedict's Law sets out protective measures to improve allergy safety in schools. These are included in the new statutory guidance, ***Allergy Safety in Schools***, which schools must follow by law.

Who is affected?

Benedict's Law and the new statutory guidance apply to all local authority-maintained schools, academies and pupil referral units in England.

Academies for young people aged 16 to 19 are not covered by the requirements.

The Government will also introduce equivalent allergy safety requirements for independent schools. The guidance is not statutory for school-attached nurseries or early years settings.

The guidance has not yet been adopted in Wales, Scotland or Northern Ireland, although campaigns are underway to extend Benedict's Law across the UK.

All staff likely to be on site while children or young people are present must complete allergy and anaphylaxis training. This includes teaching, support, catering, breakfast club, cleaning, after-school club and administrative staff. The training can be completed online.

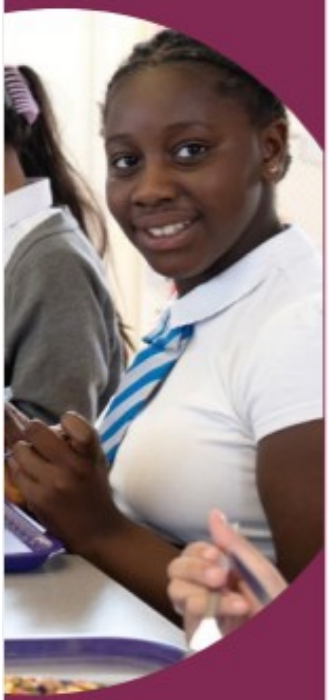
Contractors working on site, such as building or maintenance workers, are not required to complete the training.



What must schools do?

From September 2026, schools are expected to:

- Publish a whole-school allergy policy and review it every year.
- Attention must also be given to other activities i.e. school trips, PTA events, cake sales and other food related activities either on or off the school premises.
- Provide annual allergy awareness and emergency response training for all relevant staff, including catering teams, caretakers, bus drivers and lunchtime supervisors.
- It is important to note that the school staff must be trained and able to administer an AAI as part of their policy and to identify key members of trained staff in an emergency.
- Keep spare adrenaline auto-injectors (AAIs) on site for children or adults at risk of anaphylaxis. Further information on AAIs, including requirements around their purchase, storage, accessibility and use within schools, can be found in the Allergy Safety in Schools Statutory Guidance link below.
- Ensure pupils with serious allergies have individual healthcare or action plans in place.
- The full planning and implementation of this must be in place by the end of December 2026.



www.theschoolfoodpeople.co.uk Guidance Document **Benedict's Law** Version 1 27.08.26

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As a caterer, what do I need to do?

All staff likely to be on site while children or young people are present must complete allergy and anaphylaxis training. This includes teaching, support, ***catering and breakfast club***, cleaning, after-school club and administrative staff. The training can be completed online and must align with the school's allergy policy and procedures.

For school kitchens:

- Use accurate allergen labelling so every prepared food item clearly shows:
  - Product name
  - Preparation date and use-by date
  - Allergen information, where relevant
  - Any special dietary requirements
- This helps reduce the risk of mistakes during busy lunch services.
- Recipe documentation and review – keep recipes current, check them for allergen risks and ensure they are followed consistently.
- Cross-contamination prevention – follow strict food handling procedures to prevent allergen contamination.
- Clear identification of allergy meals – label and separate meals for pupils with known allergies.
- Emergency procedure knowledge – all catering staff must know how to recognise and respond to anaphylaxis, including when and how to use an AAI.
- Record keeping – maintain food safety and allergy management records to support compliance and audits.

Training content

Annual catering staff training should cover:

- Recognising the signs of allergic reactions and anaphylaxis
- Emergency response steps, including use of AAIs and awareness of the school's emergency contacts
- Allergen awareness in food preparation and service
- Cross-contamination prevention
- Communication with teachers, parents and allergy leads
- Review of school allergy policy and individual care plans



Where can I find more details?

Allergy safety in schools statutory guidance

https://assets.publishing.service.gov.uk/media/6a4b8f49045e1108aaa5ebbc/allergy_safety_in_schools_statutory_guidance_June_2026.pdf

Allergy safety policy - template

https://assets.publishing.service.gov.uk/media/6a4b63d1045e1108aaa5eb84/Allergy_safety_policy_template.pdf

Individual Healthcare Plan template

https://assets.publishing.service.gov.uk/media/6a4b6468e50f952c9b89e584/Individual_Healthcare_Plan_template_4_July_2026.docx

Free On line training links (60 minutes session)

https://allergyschool.org.uk/allergy-anaphylaxis-training-for-schools/

https://www.highspeedtraining.co.uk/courses/education/allergy-anaphylaxis-for-schools/

NYES Catering Food Allergies/Intolerances Policy

NYES Catering are committed to reducing the risk to customers by providing a meal, which is safe for all service users including those who have a food allergy or intolerance. **We are unable to guarantee a completely 'food allergen free' environment as we use foods containing allergens in our kitchens**. However, we use non-allergen containing ingredients, where possible, to meet the requirements of customers with food allergies and intolerances and further reduce the risk by implementing procedures to prevent cross-contamination.

We do not use nuts as 'an ingredient' in our recipes but cannot guarantee a 'nut free' environment as some of our food products may have come into contact with nuts or nut products during manufacturing.

Legislation Requirements

From 13 December 2014, The Food Information for Consumers Regulation 1169/2011 requires food businesses to provide allergy information on food sold unpackaged. There were also changes to existing legislation on labelling allergenic ingredients in pre-packed foods. More information about this legislation can be found on the Food Standards Association website – Food Information Regulations

Allergen guidance for food businesses | Food Standards Agency

From 1st September 2026 schools must have regard to 'Allergy Safety In Schools' Statutory Guidance. NYES Catering support schools to adhere to this guidance.

What is a food allergy?

The body's immune system reacts to certain allergens in food by producing antibodies, which can cause immediate, sometimes severe symptoms such as: itching, swelling of the throat and tongue, difficulty in swallowing, abdominal cramps, nausea and vomiting, skin hives, and in extreme cases respiratory difficulties, a severe fall in blood pressure leading to anaphylactic shock. This can prove fatal.

What is food intolerance?

The body has difficulty or the inability to digest certain foods. Symptoms usually take longer and may include headaches, fatigue and digestive problems
Food intolerance is harder to diagnose than a food allergy and affects many more people

Who is at risk?

Anybody. A person with an allergy is at risk even if they consume a small amount of the food allergen. A food allergen or intolerance can be developed at any time of life irrespective of whether the food has been consumed previously

Food Allergens (14 common food allergens listed in the Food Information Regulations 2014)

- Cereals containing gluten, (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof
- Crustaceans and products thereof
- Eggs and products thereof

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Fish and products thereof


Peanuts and products thereof


Soybeans and products thereof


Milk and products thereof (including lactose)


Tree Nuts i.e. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and Queensland nuts and products thereof


Celery and products thereof


Mustard and products thereof


Sesame seeds and products thereof


Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO2


Lupin and products thereof


Molluscs and products thereof

Allergies to some other foods not on the above list could include strawberries, kiwi, peas, other legumes such as chickpeas, seeds and other fruits and vegetables.

Health and safety of customers is always at the forefront of NYES Catering's policies and procedures.

To ensure the safeguarding of customers with food allergies and intolerances, it is our policy that the following practices are followed at all times:

Responsibilities

- The collection of allergen data and providing of allergen information to kitchens is the responsibility of the Technical Support Team. Detailed recipe information, set menu cycle and daily allergen matrix charts are provided.
- In Primary and Special Schools, **the school** must provide the kitchen with detailed information of all pupils in school with an allergen/special diet*. The school must provide this information in line with the pupils Allergy Action Plan and Individual Health Plan
- The SD1 form must be used for recording the individual's details and the school and Parent/Carer/Guardian (P/C/G) involved in the completion of the form with the on-site Cook. **No meals will be provided for children with allergies unless we have a completed form, and the process has been completed.**

- The completed Special Diet Parents Pack and Page 2 of the SD1 Form – 'School Lunchtime information' will be risk assessed by the Cook on site on the SD1 Risk Assessment form on the kitchen EKMS tablet.

- The parent, carer, guardian has the responsibility to inform the school at the earliest opportunity if there are any changes to the dietary information provided. School are responsible to provide this information to the cook on duty.

- **The SD1 form should be reviewed by the school and cook on duty if there are any changes and at least annually. Reviews to be recorded on the Review section on the SD1 form. If there are dietary changes a new SD1 form should be completed.**

- In Primary and Special Schools, **the school** must confirm **daily** with the kitchen which children with an allergen/special diet require a lunch. The Cook will then complete the information on the SD2 daily planning form.

- Both the school and NYES Catering have responsibilities for ensuring pupils/students on special diets are provided with safe and suitable food. Co-operation is essential in designing a safe system for delivering the catering service and this may include dividing pupils into special diets and non special diets. In order to reduce risk, the former group should be provided with lunch as a group first.

- The school have responsibility for safeguarding the children and must identify and support the pupils/students throughout the meal service and understand their liability for allergen management. Photos and the NYES Catering SD2 form should not be the sole identification method. Identification is essential for younger children.

- The onsite Cook or designated member of the catering team if the cook is absent, is responsible for ensuring that any food provided for customers with a food allergy or intolerance is suitable for their needs by following all procedures as stated in the Food Safety Management System (FSMS) and this allergen and intolerance policy. This is referred to as the 'Cook on duty' throughout this document.

- The Cook on duty will receive specific training and instruction from their line manager on how to manage the needs of pupils with special dietary requirements and what is expected of them when they are prepared for their role as an onsite cook or designated member of catering team in the cooks absence.

- The Cook on duty will ensure that allergen information is easily accessible. All staff follow detailed recipe information that has been provided, **check the ingredient labels, specifically around the potential allergens contained within them, every time they receive a product and again on preparation/use of products and update the Allergen Matrix Chart** if any adjustments are made and sign it on each occasion. Ingredient labels must be kept on site until after service in case clarification of information is required.

- The Cook on duty will only order food from approved, trusted suppliers, using the approved product list. This means we have the specifications for all raw

ingredients detailing the allergens and control measures are in place. Our suppliers are required by law to highlight if any of the foods they supply to us contain any of the 14 allergens as an ingredient.

- Information provided from suppliers to the Technical Team, have been transferred onto the Allergen Matrix Charts, which are provided with the 3-week menu cycle, for use in the kitchens. These require the onsite Catering **team to check allergen information on the product labels every time** and record any alterations.
- The Food Development Manager (or designated responsible person) is responsible for informing the kitchens as soon as we receive notification from our suppliers of any change to the allergen information.
- The Cook on duty will ensure that the kitchen has the necessary stock ingredients to offer suitable alternatives for customers with food allergies or intolerances by purchasing agreed suitable alternatives in advance from our suppliers.
- The Cook on duty will record the day's special diets including those with allergies and intolerances on the SD2 form and accurately update the daily Allergen Matrix Chart and sign both.
- All staff must be confident in the daily allergen procedures in their kitchen and have completed up-to-date allergen awareness training.
- The Cook on duty is responsible for reporting any allergen incidents or near misses by completing the Accident or Near Miss Form on the Electronic Kitchen Management System (EKMS) and informing their Manager immediately by phone.
- The Management Team and the Training and Compliance Manager are responsible for reporting and investigating all incidents and near misses and the Technical Support Team are responsible for reviewing and updating the policy and providing information to our Health and Safety Risk Manager.
- The Operational Management Team are responsible for implementing investigation findings to prevent a re-occurrence.

Staff Training

- All staff receive Food Safety Training commensurate to their post in line with legal requirements.
- All staff will be trained in daily allergen procedures. Each kitchen is provided with a purple Food Allergen/Special Diets folder, which includes daily procedures, customer information and all relevant forms and information required. This is to be used alongside The Food Safety Management System. All information from the Food Allergen/Special Diets folder is also available in the Documents section on the EKMS

- All staff must attend a minimum of Level 2 Food Safety Training commensurate to their post and attend refresher at least every 3 to 5 years or as requested.

- Managers must attend Level 3/4 Food Safety Training commensurate to their post.

- All staff must complete Food Allergen Awareness Training on induction and must work under supervision until complete.

- All staff must complete the 'Food Allergen Management for NYC Cooks, Catering Managers & Other Catering Staff' course on the council's Learning Zone platform. This is refreshed on an annual basis.

- Training records evidencing Food Safety and Food Allergen Training are kept on the EKMS as part of the Food Safety Management System. The records also show annual refresher training. Training records are also held on the council's Learning Zone platform.

- Food Allergen procedure reviews and further training will be included in regular cooks meetings or as and when required.

- NYES Catering on-site school staff will be encouraged to complete 'Allergy Awareness and Emergency Response training' with their schools. Where this is not possible they will be provided with appropriate E-Learning training.

- All non-site based NYES Catering staff will complete 'Allergy Awareness and Emergency Response Training' as part of their mandatory training.

Food Preparation

- Dishes are produced on site using ingredients from approved suppliers following detailed recipes provided. All menus have an Allergen Matrix Chart provided. Any supplier/product changes affecting ingredients are detailed and recorded by the Cook on duty on the Allergen Matrix Chart.

- To reduce the risk of cross contamination foods containing allergens are stored separately away from other ingredients. Separate sealed storage containers should be used for dry goods (i.e. milk powder, flour, mustard, sesame seeds). Allergen items in temperature-controlled storage should be kept in separate areas or separate sealed containers.

- All prepared and opened foods that contain the 14 listed allergens will have an allergen label added, recording the allergens present.

- Deliveries are checked for possible allergen contamination and if there are any concerns, these items will not be accepted and will be returned to the supplier

immediately. Food items will not be accepted if they are not correctly labelled with allergen information.

- All areas of the kitchen and equipment/utensils that are used when preparing food for customers with a food allergy or intolerance must be cleaned thoroughly with D10 following the 5-stage Cleaning Procedures or through the dishwasher before use.

- Food prepared using non-allergenic containing ingredients (suitable for customers with allergies/intolerances) should be made first before other foods to help prevent cross contamination where possible.

- Every member of the catering team must wash their hands before and in-between reparation tasks and wear a clean apron.

- All food produced for customers with a food allergy or intolerance will be kept separately from other food, covered and should be clearly marked with the customer's name and their specific diet. The meal should be plated and labelled.

- All food/dishes prepared for customers that have made a Special Diet Request (there is an SD1 form completed) **MUST** be recorded daily as part of the FSMS. This requires a photograph of the SD2 Daily Planning Sheet once fully completed.

Food Service

- Every member of the catering team must be aware of all the food/dishes which have been produced for customers with allergies and intolerances. Pre-service briefings must be held and the completed SD2 form available at the service area.

- The Cook on duty is responsible for serving the customers with allergies and intolerances and must check that the customer receives the food they ordered and that it is appropriate. Any catering staff with any concerns around the food allergies/intolerances should immediately discuss and check with the Cook on duty.

- The Cook on duty is responsible for recording the information on the SD2 form and taking a photograph of the completed SD2 form and the Allergen Matrix Chart if any adjustments are made.

- Strict food handling procedures should apply (e.g. washing hands, aprons) as stated in the FSMS.

- Serving utensils must be kept separate to avoid cross contamination.

- Dining areas must be cleaned to reduce the risk of cross contamination. Service areas and counters will be washed and disinfected with SumaBac D10 by the catering team. Tables will be washed and disinfected with SumaBac D10. Tables will be cleaned by the catering team unless otherwise agreed in school.

- A sign should be displayed in a visible position to inform customers that allergen information (as per the regulations) is available upon request and that we are

unable to guarantee a completely 'food allergen free' environment as foods containing allergens are used in our kitchens.

Good Communication

- The catering team are trained to escalate any customer concerns regarding a food allergy or intolerance to the Cook on duty if they are unsure.
- Pre-service meetings are to be held with all involved in serving the food to the customer. These meetings will highlight the allergen and intolerance requirements for the day and the meals available for these specific requests.

- **It is the responsibility of the customer to inform the catering team if they have any special dietary requirements using the Special Diet Request SD1 Form.** This includes all special diet requests – allergies, intolerances, ethical, medical and religious requests, vegetarian and vegan.

- We ask for medical evidence to support Food Allergen Management to ensure we have all the required information for a medical diet. Adjusting a child's diet should only be done under the guidance of a medical professional therefore medical evidence is an essential requirement to support a request for medical diet menu support. The information must be the most up to date version and if a newly diagnosed allergy/intolerance should be dated within the last 6 months. Acceptable medical evidence should be documentation from a professional medical source i.e. a medical doctor, registered dietitian, nurse or other qualified NHS medical professional. This medical information remains the schools' data.

- **No meals will be provided for children in primary and special schools with allergies or intolerances unless we have a completed SD1 form and completed the risk assessment process**.
  If the customer is a child, the P/C/G is responsible for informing the school and the school is responsible for informing the catering team.

- Following the outcome of our risk assessment process, NYES Catering can provided menus and recipes for the following special diets
  - Vegetarian
  - Halal
  - Plant based
  - Gluten Free
  - Milk Free
  - Egg Free
- Where possible the cook on duty will allocate a suitable menu from the list above.
- If not possible, we require the school to arrange a meeting with the parent/carer/guardian and Cook
  Important points to be discussed would include:
  - Complete menu cycle highlighting suitable dishes and agreeing alternatives as required.
  - For safety 'may contain' is treated as an allergen/intolerance
  - All allergens/intolerances of foods outside the list of 14 including all derivatives to be identified.
  - What symptoms to be aware of in the event of any allergic reaction
  - The process to follow if the pupil has an allergic reaction

- Inform all that we are unable to guarantee a completely 'food allergen free' environment as foods containing allergens are used in our kitchens.

Full details of the meeting to be recorded on the SD1 form pg. 3 'Details of Meeting Form'.

At the start of each New Term the Cook is required to:

- Delete all completed SD2 form photographs from their EKMS tablet
- Return to the school office any completed SD1 forms for pupils that are no longer in school for them to **dispose of securely** and ask them to remove pupil from SD2 form.
- Confirm with the designated person in school if there are any changes to food allergens and intolerances in school.
- Delete all completed Allergen Matrix photographs from their EKMS tablet.

Food for Functions

- To comply with legislation, an Allergen Matrix Chart must be completed for all function food. This must be provided to the person who has requested the food and also accompany the food.
- All food items must be separated to avoid the risk of cross contamination from allergenic contamination and Allergens clearly identified.
- All food items must be separated if stated as suitable for vegetarian and/or vegan and clearly labelled as such.
- The Cook on duty is responsible for recording the accurate information and taking a photograph of the Allergen Matrix Chart.

Collection and Management of Allergen Data

- Food specifications are received from suppliers for all foods purchased. Our suppliers are required by law to highlight if any of the foods they supply to us contain any of the 14 allergens as an ingredient. They provide us with this information. If any product information changes with regard to their allergen information the supplier informs us directly by phone call or email and provides us with the new food specification. The Food Development Manager (or designated responsible person) is responsible for sending out a message to all schools via EKMS to inform the kitchens immediately if required.
- Recipes are provided by the Technical Team for each menu cycle. All recipes have a unique internal reference number which is included on the Allergen Matrix Chart.
- The information from suppliers has been transferred onto the Allergen Matrix Chart, which are provided with the 3-week menu cycle, for use in the kitchens. These are provided laminated for the kitchen use. A copy is also available on the EKMS. These are provided for every menu cycle.
- The Cook on duty is required to review and update these as necessary each time the dishes are produced. The cook on duty is required to check product information every time and update the Allergen Matrix Chart as required. They are required to sign and date the Matrix to confirm. At the end of each day, they are required to take a photograph of the completed Matrix chart on their EKMS and wipe clean the chart ready for future use.

- When the cook on duty receives an EKMS message stating allergen information has changed for a product they are required to update this information as appropriate on the Allergen Matrix Charts.

SD1 Risk Assessment Process

- The Cook on duty to complete the SD1 risk assessment on the EKMS for each completed SD1 form received from the school
- ALL questions on the risk assessment form must be answered, referring to the completed SD1 Form as appropriate and appropriate actions taken as directed
- NYES Catering provide special diet menus and recipes for the following special diets
    - Vegetarian
    - Halal
    - Plant based
    - Gluten Free
    - Milk Free
    - Egg Free

    .
- If the Cook on duty is unsure about the answers to ANY of the questions, they must contact their Area Manager for advice
- If indicated by the SD1 risk assessment the Area Manager will support and complete a more detailed risk assessment if appropriate.
- On completion of the SD1 Risk Assessment the Cook on duty will take the action as indicated by the Risk Assessment:
    - Provide a suitable meal as requested, if confident to
    - If indicated, request a meeting with the school and parents/carers, to discuss the requirements in more details and agree food to be provided if appropriate
    - Contact your Area Managers to discuss further actions.
- Annually the Cook on duty and the school will review all allergens and special diets in school, review the details on the SD1 Risk Assessments and complete the information on the Review Records on the bottom of SD1 Form Page 2 – School Lunchtime information.
- If there are any dietary changes a new SD1 form and SD1 Risk Assessment must be completed

Incident Reporting and Follow Up

- In the event of an Allergen incident – the Cook on duty **must** deal with this issue, informing the school and following the schools procedures. They must telephone and inform their Manager immediately.
- The Cook on duty completes the details of the incident on the EKMS – Accident or Near Miss Form. This form is logged by the Area Manager in discussion with the Cook on duty on the council's B-Safe system.
- The Manager and Contracts and Development Manager (or designated responsible person) will investigate the incident and develop an action plan.
- All report forms are analysed by the Training and Compliance Manager for presentation to the Risk Management Group who are responsible for ensuring action is taken to prevent re-occurrence. Policies and procedures will be updated as required, with all the team informed and additional training will be provided as required and at Cooks meetings.

- All accident and incident forms recorded on B-Safe are investigated by the council's Health and Safety Risk Manager and they advise NYES Catering as appropriate.

Monitoring

- Every school receives an internal compliance visit, which monitors all aspects of our catering provision, including food storage, preparation, temperature control, health and safety, allergen controls and procedures. Observations, questioning of the catering team and audits take place and a report is provided to the Manager.
- The Manager will address any issues that are highlighted with the on-site catering team.

This policy will be reviewed as required, in the case of an incident and as a minimum annually.

Disclaimer
We are unable to guarantee a completely 'food allergen free' environment as foods containing allergens are used in our kitchens.

Reviewed and Updated August 2026
Future updates to this policy will be available on the EKMS in the kitchen.

EKMS = Electronic Kitchen Management System
FSMS = Food Safety Management System

***Special dietary requirements** include all special diet requests – allergies, intolerances, ethical, medical and religious requests, vegetarian and vegan.

NYES Catering procedure for Allergens/Special Diet Requests Flow Chart for Primary Schools provided to all our school customers and on display in the kitchen.

The Food Allergen Policy is based on and in line with The School Food People (LACA) Allergen Management Guidance for Catering in Education.