

# St Anne Line Catholic Infant School

part of the wider Christus Trust, Multi Academy Trust

## Allergy Management Policy



**Love Learn Pray**

## **Aims of the Allergy Management Policy**

The school is committed to ensuring the safety, health, and well-being of all students and staff with allergies. This policy aims to:

### **Ensure the safety and well-being of students and staff with allergies**

Minimise the risk of allergic reactions by creating a safe, inclusive, and supportive school environment where allergy risks are identified, managed, and regularly reviewed.

### **Promote awareness and understanding of allergies**

Educate staff, students, and the wider school community about the seriousness of allergies, including food allergies and anaphylaxis, and ensure that everyone understands their role in reducing risks and responding appropriately to allergic reactions.

### **Establish clear procedures for prevention and response**

Implement consistent procedures for identifying allergens, preventing exposure, and managing allergic reactions effectively, including clear emergency response arrangements and access to prescribed medication.

### **Support students with allergies in accessing the full curriculum**

Ensure that students with allergies are fully included in all aspects of school life, including educational visits, extracurricular activities, enrichment opportunities, and school events, without being disadvantaged because of their medical condition.

### **Comply with legal and medical guidance**

Meet all relevant statutory requirements, including duties under the Equality Act 2010, Supporting Pupils with Medical Conditions guidance, healthcare professional recommendations, and the principles of Benedict's Law, which seeks to improve allergy awareness, preparedness, and protection for children and young people with severe allergies.

### **Encourage effective partnership working**

Develop and maintain open communication between the school, parents/carers, healthcare professionals, catering providers, and other relevant agencies to ensure accurate and up-to-date medical information is shared and followed.

## **Current Allergy Management Arrangements**

The school has established the following measures to support students with allergies and minimise the risk of exposure to allergens.

### **Lunchtime Arrangements**

- Students with significant food allergies may be seated at a designated allergy-aware table where appropriate.

- Each student's meal is individually plated and provided directly to them.
- Designated adults are assigned to supervise and monitor the allergy-aware table.
- Staff actively monitor and discourage food sharing or swapping.
- Strict handwashing procedures are followed before and after meals.
- Enhanced cleaning protocols are implemented within dining areas.
- Allergen-safe preparation and serving zones are maintained within kitchen and dining areas.

## Identification of Students with Allergies

Students with severe allergies may wear allergy awareness badges displaying:

- Name
- Class
- Known allergens
- Whether an adrenaline auto-injector is prescribed
- Photograph of the child

This information supports staff in identifying and responding quickly to medical needs.

## Medication Storage

- Adrenaline auto-injectors and other prescribed emergency medication are stored in clearly labelled first aid cupboards within classrooms or other agreed locations.
- As a legal requirement under Benedict's Law, the school stocks in-date spare Adrenaline Auto-Injectors (AAs) for emergency use.
- Medication is readily accessible and never locked away.
- Medication storage locations are known to all relevant staff.

## Staff Training and Awareness

The school recognises that effective allergy management depends upon knowledgeable and confident staff.

### Training

Relevant staff receive regular training on:

- Understanding allergies and anaphylaxis
- Recognising signs and symptoms of allergic reactions
- Administration of adrenaline auto-injectors
- Emergency response procedures
- Risk reduction and allergen avoidance strategies
- Responsibilities during educational visits and off-site activities

Training records are maintained and reviewed regularly.

### Awareness

The school promotes allergy awareness throughout the school community and ensures that staff involved in food preparation, supervision, educational visits, clubs, and enrichment activities understand the specific needs of students with allergies.

## **Emergency Response Procedures**

The school maintains clear procedures for responding to allergic reactions and anaphylaxis.

### **Emergency Information**

Emergency procedures are clearly displayed in key locations, including:

- Dining area
- School Office
- Classrooms/Nursery rooms - yellow medical folders

Step-by-step guidance for responding to anaphylaxis is displayed in all yellow medical folders for easy access.

### **Staff Responsibilities**

Staff are trained to:

- Recognise symptoms of allergic reactions and anaphylaxis
- Administer prescribed adrenaline auto-injectors where required
- Call emergency services immediately
- Contact the designated first aider and/or senior leader
- Inform parents/carers as soon as practicable
- Record all incidents and actions taken

Following any allergic reaction, a review will be conducted to identify lessons learned and any required amendments to risk assessments or healthcare plans.

### **Individual Healthcare Plans**

Our medical officer, alongside SLT/Learning Mentor, Class teachers, Parents and Healthcare Professions (as necessary) will develop Individual Healthcare Plans which are personalised medical and allergy action plans for any pupil diagnosed with a severe allergy.

## **Allergy Safety Across School Food Provision**

The school works closely with catering staff to embed allergy safety within all food provision.

Measures include:

- Identification and management of allergens within menus
- Allergen-safe food preparation areas where appropriate
- Clear communication between catering staff and school staff
- Procedures to prevent cross-contamination
- Regular review of menus and ingredients

- Communication with parents regarding menu changes where necessary

All staff involved in food provision understand the importance of allergen management and their role in protecting students with allergies.

## Food Provision, Allergen Information and Legal Compliance

The school and its catering provider will comply with all relevant food safety and allergen legislation and guidance, including requirements relating to the provision of allergen information and the safe management of food allergens.

Food business operators in the retail and catering sector are legally required to provide allergen information to consumers and to manage food allergens effectively during food preparation and service. The school expects all catering staff, food handlers, and relevant personnel to adhere to these requirements at all times.

### Provision of Allergen Information

The school will ensure that accurate allergen information is available for both prepacked and non-prepacked foods provided on site.

Parents, carers, students, and staff will be able to access information regarding ingredients and allergens contained within school meals and other food provided by the school.

Where food is supplied by external providers, the school will seek assurance that allergen information is accurate, up to date, and compliant with current legislation.

### The 14 Legally Recognised Allergens

Food law requires the declaration of the following 14 allergens when they are used as ingredients in food products:

- Celery
- Cereals containing gluten (including wheat, rye, barley and oats)
- Crustaceans (such as prawns, crab and lobster)
- Eggs
- Fish
- Lupin
- Milk
- Molluscs (such as mussels, oysters and squid)
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites (at prescribed concentrations)
- Tree nuts (including almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)

The school recognises that individuals may also be allergic or intolerant to substances outside the 14 legally recognised allergens and will work with parents/carers and healthcare professionals to manage these risks where identified.

Reference: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

## Educational Visits, Trips and Off-Site Activities

The school is committed to ensuring that students with allergies can participate safely in educational visits and off-site activities.

### Risk Assessments

All educational visit risk assessments must:

- Identify students with allergies participating in the visit
- Record each student's specific allergens and medical needs
- Detail required control measures and emergency procedures
- Identify the location and accessibility of medication
- Be shared with all group leaders and supervising staff prior to the visit

### Visit Planning

Trip leaders must:

- Liaise with parents/carers before the visit where necessary
- Ensure prescribed medication accompanies the student
- Confirm that supervising adults understand emergency procedures
- Consider allergen risks associated with venues, activities, travel arrangements, and food provision

## Communication with Parents and Healthcare Professionals

The school values strong partnerships with parents/carers and healthcare professionals.

The school will:

- Review healthcare plans at least annually
- Communicate menu changes where relevant
- Inform parents of any allergic reactions or near misses
- Encourage parents to notify the school promptly of any new allergies, diagnoses, or changes to medical needs
- Seek advice from healthcare professionals where required

## Record Keeping

The school maintains accurate records relating to allergy management, including:

- Individual healthcare plans
- Allergy and medical information
- Records of allergic reactions and near misses
- Staff training records

- Medication records where applicable
- Reviews of healthcare plans and risk assessments
- Educational visit risk assessments relating to allergy management

These records support ongoing monitoring, review, and continuous improvement of allergy management practices across the school.

Reviewed: May 2026

Next review: July 2026 (In light of guidance regarding Benedict's Law)

Next review May 2027