Allergy Management at Ashlands Primary School

Guide for Parents/Carers

SUPPORTING CHILDREN TO STAY SAFE, HEALTHY AND BUILD POSITIVE RELATIONSHIPS



From September 2026, new statutory requirements strengthen allergy safety arrangements in schools across England. These changes are commonly referred to as Benedict's Law and have resulted in new Department for Education statutory guidance.

The guidance requires schools to take a whole-school approach to allergy safety. This includes:

- **having and publishing a whole-school Allergy Safety Policy;**
- **providing regular allergy awareness and emergency-response training for staff;**
- **identifying pupils who require an Individual Healthcare Plan (IHP);**
- **ensuring appropriate arrangements are in place for emergency adrenaline medication; and**
- **appropriately recording, reviewing and learning from serious allergic reactions and near misses.**

<u>This booklet explains</u>

How allergies are managed at Ashlands Primary School and the roles and responsibilities of:

- **the school**
- **parents and carers**
- **The external catering provider, Hutchisons Catering, part of Impact Food Group**

SCHOOL ROLES AND RESPONSIBILITIES

Ashlands Primary School follows the Moorlands Learning Trust Allergy Safety Policy 2026 alongside the school's operational procedures.

The school's allergy arrangements are intended both to reduce the risk of exposure to known allergens and to enable staff to respond promptly and effectively to an allergic emergency.

Key Contacts and Locations

Responsibility	Details
Named Allergy Leads	Kate Rowe and Sally Weir
Operational Lead	Kate Rowe
Catering Lead	Chelsea Dixon
Allergy Link Governor	Sandra Overfield
Main First Aid Area	Adjacent to the School Office
Emergency Allergy Medication	Main First Aid Area
Pupil Allergy Action Plans	Individual labelled red boxes in the Main First Aid Area
Defibrillator	Outside the school's main entrance

MANDATORY STAFF TRAINING

Ashlands Primary School ensures staff receive appropriate allergy awareness and emergency-response training.

The statutory guidance expects staff who are present when pupils are scheduled to be on site to receive regular allergy awareness training, at least annually. This includes permanent and temporary staff, supply staff, agency workers, regular volunteers, catering staff and staff supervising breakfast and after-school provision.

As part of **Moorlands Learning Trust**, school staff complete compulsory training including:

- annual **Anaphylaxis and Allergy Awareness Training**, including the recognition of anaphylaxis and use of adrenaline auto-injectors (AAIs); and
- annual **Health and Safety Training**, including relevant procedures for accident and incident reporting and the administration of medication.

New staff induction

New staff are shown:

- the locations of pupil and emergency medication, including AAIs and inhalers;
- the location of First Aid facilities;
- how to identify appropriately qualified First Aiders;
- how allergy and medical information is recorded and accessed within the school's systems; and
- the school's procedures for contacting emergency services.
- Emergency procedure posters are displayed in key areas around school.

RECORDING AND MAINTAINING ALLERGY INFORMATION

Arbor

Ashlands Primary School uses **Arbor** as its principal pupil information system.

Information recorded on Arbor includes details of known allergies and medical conditions. This information is used to support risk management for activities including:

- classroom activities involving food;
- parties and celebrations;
- food technology and cooking activities;
- Saplings Before and After School Club;
- educational visits and school trips; and
- other off-site activities.

Parents and carers should notify school promptly of any change to their child's medical or allergy information.

Medical Tracker

Ashlands uses **Medical Tracker** to record and manage information relating to:

- prescribed medication, including relevant dosage and expiry information.
- It is used to record and report First Aid incidents.
- Allergy-related incidents and near misses
- Significant allergy-related and near misses must be appropriately recorded and reviewed so that lessons can be identified and appropriate changes made to procedures or an individual pupil’s arrangements.

School Grid

School meals at Ashlands are provided by Hutchisons Catering. SchoolGrid is used by Hutchisons for the ordering of meals and allergy information is stored here.

It is important that parents

Primary School uses Sc**Arbor** as its principal pupil information system.

FIRST AID AND ALLERGY SUPPLIES IN SCHOOL

The School First Aid Area

The main First Aid Area at Ashlands is situated adjacent to the School Office.

This area contains:

- First Aid supplies;
- First Aid kits for educational visits and off-site activities;
- prescribed AAIs for named pupils and adults;
- prescribed asthma inhalers for named pupils and adults;
- spare emergency AAIs
- spare emergency asthma inhalers.

Spare Adrenaline Auto-Injectors

Ashlands Primary School maintains spare, in-date adrenaline auto-injectors for emergency use.

At Ashlands these are stored in the Main First Aid Area and are clearly identified as emergency adrenaline devices.

Spare AAIs:

- are **readily accessible and not locked away**;
- are stored in pairs;
- are checked regularly to ensure that they remain in date;
- are replaced following use or expiry; and
- can be brought to a person experiencing anaphylaxis within **five minutes**.

In an anaphylaxis emergency, the medication should be **taken to the person rather than the person being taken to the medication**. Adrenaline should be administered as soon as possible, and 999 should be called.

SUPPORTING PUPILS WITH ALLERGIES

Parents and carers should inform the school if their child has a diagnosed or suspected allergy and provide the school with the most recent clinical information available, including an Allergy Action Plan, where one has been provided by a healthcare professional.

The school will identify pupils who require an Individual Healthcare Plan (IHP) and will develop the plan in consultation with the pupil, their parents/carers and, where appropriate, relevant healthcare professionals.

For pupils requiring emergency medication, an individual emergency medication box will be provided.

The box will:

- be clearly named;
- display a photograph of the child;
- include a summary of their condition and emergency requirements;
- contain a copy of the child's current Allergy Action Plan/IHP as appropriate; and
- contain prescribed medication supplied for the child, clearly labelled with the appropriate instructions.

Parents and carers must ensure that medication supplied to school is replaced before it expires and inform school immediately of changes to medication or medical advice.

Educational visits

Required emergency medication must accompany a pupil on **all educational visits and off-site activities**, irrespective of the anticipated length of the visit.

Relevant allergy information must form part of the planning and risk-assessment process for visits.

HUTCHISONS CATERING: ROLES AND RESPONSIBILITIES

School meals at Ashlands Primary School are provided by Hutchisons Catering, part of Impact Food Group.

The catering provider is responsible for:

- providing appropriate allergy and allergen-awareness training for catering staff;
- ensuring staff understand the school's emergency arrangements;
- maintaining systems for recording and managing allergy and dietary information supplied by parents/carers;
- following appropriate food-allergen controls;
- recording and reporting allergen-related incidents and near misses;
- taking appropriate follow-up action following an incident; and
- communicating with parents/carers regarding individual dietary and allergy requirements where necessary.

SchoolGrid is used by Hutchisons Catering and parents/carers for:

- ordering and paying for school meals;
- recording food allergies;
- recording food intolerances; and
- recording other dietary requirements.

All pupils on roll at Ashlands Primary School are created on SchoolGrid, regardless of whether they usually have a school meal or bring a packed lunch.

Where a child has an allergy or specific dietary requirement:

1. the parent/carer records the relevant information on SchoolGrid;
2. supporting medical evidence is supplied where required;
3. Impact Food Group/Hutchisons will contact the parent/carer where further information is needed; and
4. while the dietary assessment process is being completed, appropriate arrangements will be made to provide the pupil with a safe meal.

Important:

SchoolGrid is used by the kitchen for allergy information about your child in terms of school meals.

Arbor is used by school for allergy information about your child in terms of classroom DT activities, school trips, Xmas parties etc.

If is important that you maintain both systems if your child has an allergy or medical condition.

STAFF, VISITOR AND CONTRACTOR ALLERGY MANAGEMENT

Staff

Members of staff should inform the school of any allergy that could affect them whilst at work, either:

- at the commencement of their employment; or
- if an allergy develops or changes during their employment.

Relevant information will be recorded securely on the member of staff's record.

Where a member of staff requires emergency medication, appropriate arrangements will be agreed with them to ensure that medication can be accessed promptly in an emergency.

Visitors and Contractors

The school takes reasonable steps to identify relevant medical or allergy information relating to visitors where appropriate. The statutory guidance recommends that allergy information is sought from visitors in advance wherever possible.

Visitors and contractors are required to sign in at the School Office using Inventry and should notify the school of relevant medical or allergy information where this may affect their safety whilst on site.

WORKING TOGETHER

Effective allergy management depends on good communication between **school, families, healthcare professionals and the catering provider**.

Ashlands Primary School is committed to ensuring that pupils with allergies are:

- safe;
- included;
- supported to participate fully in school life; and
- treated sensitively and without unnecessary restriction or stigma.

The school's arrangements will be kept under review, including following any significant allergic reaction or near miss.

The DfE guidance specifically states that an allergy policy should address the inclusion and wellbeing of pupils with allergies, alongside prevention, emergency response, training, food provision, educational visits, medication and incident management

If your child's allergy, medication or Allergy Action Plan changes, please contact the School Office immediately.

If you are unsure if we have the most up to date information, want to check your child's medication or are worried in any way, please contact the school office.

Ashlands Primary School

Working together to keep every child safe and included.