

Coughton CE Primary School – Allergen and anaphylaxis Risk Assessment

Summary Details				
Date original assessment completed:	March 2026	Location affected:	Coughton Primary School	
Person(s) completing assessment:	Alex Kolb	Headteacher sign off:	A. Kolb	
Review completed by:	Alex Kolb	Review date:	March 2027	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by Whom and when?	Completed
Managing anaphylactic shock		- Members of staff keep on them a means of alerting others to an emergency, internal phones - Others move to another location away from the individual who is experiencing anaphylaxis. - The individual experiencing anaphylaxis is not moved and, where safe and appropriate to do so, is made comfortable. - A member of staff requests an ambulance, and a suitably trained member of staff administers the adrenaline auto-injector (AAI), whilst another member of staff supports as requested.			

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		- Any staff member administering medication acts in accordance with the Administering Medication Policy. - A designated member of staff accompanies the individual to hospital, where required. - The individual's registered emergency contact is notified immediately.			
Communication		- Parents make the school aware of any allergies their child has, any changes to allergy triggers or symptoms, and any changes to medical requirements. - Staff members make the school aware of any allergies they have, any changes to their allergy triggers or symptoms, and any changes to their medical requirements. - Any changes are adequately recorded, and the relevant staff are made aware of the new information, e.g. the school nurse.			

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		Changes in food ingredients, e.g. new allergens, or the materials used in the school's resources, e.g. single-use gloves and toys, are communicated to staff, parents and pupils as soon as possible.			
Eating at school		- All staff, pupils and visitors are made aware not to eat or drink at any time other than the designated break times during school hours in classes with known allergens. - Individuals are only permitted to eat and drink in the canteen with allergens and must wash hands thoroughly to prevent cross contamination.			
Failure to recognise symptoms		- As part of their induction, staff are trained to spot the symptoms of various allergic reactions and anaphylactic shock. - Individuals are taught to recognise symptoms in themselves and others. [New] Where the individual is at risk of a reaction relating to skin			

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		contact with an allergen, e.g. natural rubber latex (NRL) allergy, regular skin checks are performed by the individual and, where appropriate, a suitable member of staff, to spot the early signs of irritation and/or dermatitis.			
Contact-based allergens in school resources		• Contact-based allergens in school resources			
School trips		• A separate risk assessment is conducted for each school trip which is specific to the location that is to be visited. • A designated adult accompanies any pupils at risk at all times. • Pupils' medication is taken and kept by the class teacher. • Staff and volunteers ensure they have the appropriate medication with them while on a school trip. • Any AAls, including a spare, are taken on the trip and stored securely.			

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Food contamination		• All food tables are disinfected before and after being used. • Anti-bacterial wipes and cleaning fluid are used. • Boards and knives used for fruit and vegetables are a different colour to remind kitchen staff to keep them separate. • There is also a set of kitchen utensils with a designated colour. These utensils are used only for food items that contain bread and wheat-related products. • Food items containing bread and wheat are stored separately. • [Updated] Food items containing nuts are not served at or bought into the school, in line with the school's Nut-aware scheme.			
Incorrect or inaccurate food labelling		• The school ensures that, to meet its legal obligations in line with relevant legislation including Natasha's Law and Benedicts law foods classed as 'pre-packed for direct sale' (PPDS): • Clearly display the full name of the food.			

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		• Include the full ingredients list. • Clearly show any allergens, e.g. emphasised in bold. • Ingredient and allergen information is listed in a clear, legible format and either printed on the packaging or on a secured label. • The allergens listed are in line with the Allergen and Anaphylaxis Policy and apply to all PPDS foods, including PPDS foods prepared at the school. • PPDS foods that do not meet these standards are removed from the product line and/or sale and safely disposed of. • Staff report any abnormalities in PPDS food labelling to the relevant member of staff, e.g. kitchen manager, as soon as possible. • A designated member of staff is responsible for monitoring food ingredients, packaging and labelling on a regular basis.			

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		- Food suppliers are contacted in the event of any abnormalities in labelling and incorrect or incomplete ingredient lists. - PPDS foods are not labelled as 'free from' unless staff are absolutely certain there are not traces of that ingredient in the product. - Food allergen tracing procedures are in effect in line with the Allergen and Anaphylaxis Policy.			
Incorrect or inaccurate food labelling		- The school ensures that, to meet its legal obligations in line with the Food Information (Amendment) (England) Regulations 2019 (Natasha's Law) from 1 October 2021, foods classed as 'pre-packed for direct sale' (PPDS): - Clearly display the full name of the food. - Include the full ingredients list. - Clearly show any allergens, e.g. emphasised in bold. - Ingredient and allergen information is listed in a clear,			

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		absolutely certain there are not traces of that ingredient in the product. Food allergen tracing procedures are in effect in line with the Allergen and Anaphylaxis Policy.			
Improper use of medication		- Where required, an AAI is kept in a small clear box inside a second clear box with the individual's name and photograph on it. - This box is kept in the individual's work area or classroom with the first aid box and all staff are made aware of its location. - Any additional medication is kept in the same box. - The medication is administered by an adequately trained, designated member of staff, in accordance with the Administering Medication Policy. - Regular reviews take place to assess the successes or failures of the school's current safeguards.			

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		Parental consent forms are required for the administration of any medication to pupils.			