

Named Allergy Lead – Mrs Geraldine Dixon

Introduction

This policy sets out a whole school approach to the management of allergies at Sandylands school. All allergies must be taken seriously and dealt with in a professional and appropriate way.

The aim of the policy is to minimize the risk of any child or adult suffering allergy-induced anaphylaxis whilst at school.

Whilst we are not able to guarantee a completely allergen free environment, we will seek to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies.

Aims

We have risk management practices to minimise the student, staff, parent and visitor exposure to know trigger foods and allergens.

Staff training and education to ensure effective emergency response to any allergic reaction situation

This policy applies school staff and pupils including supply staff, parents/carers, volunteers and visitors.

CULTURE

Training

- The headteacher alongside the allergy lead will ensure that all staff are trained annually on allergens in school, signs of allergic reactions and actions to be taken when a child has an allergic reaction. For Sandylands School this is through the National College training and training from the school nursing team.
- All staff present during times when pupils are scheduled to be on site receive allergy awareness training.
- Allergy training for supply teachers, peripatetic staff and agency workers is from their employer
- All volunteers in school receive allergy training.
- Allergy awareness training is included in the school induction procedures to ensure all adults who are on the premises are trained in allergy awareness.
- The headteacher will liaise with the school health and safety lead to ensure that a first aid risk assessment is completed and there are an adequate number of first aiders present both in school and on school visits.
- Allergy awareness training content – see appendix I

Wellbeing

- Ensure all children with an allergy will be supported to understand their allergy and where their epipen and allergy management plan is kept.

- Bullying of children with an allergy is unacceptable and addressed through the bullying policy
- All phase leaders will be aware of children with allergies in their phase and regularly check in with the child.

Minimising Risk

- The school environment is cleaned every day with deep cleans taking place in holidays. As a result the risk of contamination from different allergens is minimised. COSHH control sheets are maintained for products used in school.
- Access to the school kitchen is limited to catering staff to reduce the risk of contamination and procedures are followed if the kitchen is being used for special events.
- Menus for school meals are sent to parents in advance and the kitchen manager can discuss ingredients used if a parent has any concerns.

Food allergy

- The school kitchen follows all guidance regarding food allergies
- All kitchen staff are trained in managing food allergies
- The kitchen manager is informed of any child who has an allergy or intolerance.
- Food allergy lists alongside photographs are kept in the school kitchen and a copy taken to the school hall.
- New children with allergies are taken for their first lunch by their class teacher to ensure the kitchen staff are aware of each child.
- Kitchen staff familiarise themselves with children with known allergies or intolerances.
- Robust methods
- All food brought in by others staff for their class must be clearly labelled with food allergens. Parents and children are not to bring food into school to be shared with others.
- If a child has an airborne allergy then parents and staff are informed that the food item is not to be brought into school.
- Where children and young people require reasonable adjustments relating to food (for example avoiding specific foods), these should be captured through an Individual Healthcare Plan.
- Whilst schools must adhere to the School Food Standards, we make reasonable efforts to cater for pupils with medical conditions, including food allergies and hypersensitivities.
- If menus need to be adapted at short notice, the needs and safety of children and young people with food allergies and hypersensitivities, and statutory allergen requirements, must still be met and changes should be highlighted.

INDIVIDUAL CHILDREN AND YOUNG PEOPLE

Identification

New Pupils

If a child's enrolment form states that they have an allergy a Individual Health Care Plan must be in place before the child starts at school.

Individual health care plans

Individual Healthcare Plans Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy and
- they require arrangements which are additional to or different from those made generally.

Where children and young people have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan should be reviewed to incorporate it.

Allergy Management Procedure

1. New child/Child diagnosed with new allergy
2. Parents to inform the school office
3. Office to inform head (PL), allergy lead (GD) and SENCO (LW)
4. GD will speak to parents regarding the allergy clarification allergy or intolerance
5. For All children with a medical allergy GD or LW will meet with parents to complete the Medical care plan and attach copies of the child's allergy plan.
6. Medical care plan to be shared with class teachers for the year group, class teaching assistant, phase leader, SLT, inclusion team, Dawn Leach welfare lead, office staff, Wrap Around Care and Sue Varey Catering manager (if a food allergy)
7. A copy of the medical care plan to be kept in the office on the wall, on the staff room wall, in the classroom, in the lunchtime file, on the SEN drive and on the child's CPOMS record. A Copy to be sent home to parents. The parents will discuss the care plan with the child.
8. The plan is to be reviewed at least every September or whenever there is a change.

Prescribed medication

- If a child has an allergy requiring an EpiPen or other medicine a health care plan must be completed and signed by parents.
- It is the parent/carer's responsibility to ensure that the EpiPen is in school and in date. The EpiPen must be clearly labelled and in a suitable container.
- The EpiPen will be located securely in an agreed location in a box clearly labelled with the child's name, photograph and a copy of their care plan.
- The EpiPen will be located in the child's classroom at the teacher's desk to ensure rapid access and that medication can be administered within 5 minutes.
- Parents/Carers must ensure that the school has up to date emergency contact information

SCHOOL POLICIES

Spare AII

- Spare adrenaline devices will be kept in the office in the office cupboard in the emergency anaphylaxis kit clearly labelled including instructions for use and anaphylaxis poster.
- There will be also be an emergency anaphylaxis kit kept in the nursery kitchen for the Early years site
- These devices are to be used in any episode where a known child with an allergy is not able to locate their device or any child (or adult) showing signs of anaphylaxis
- The date of expiry will be written onto the outside of the emergency kits.
- The kits will be checked at the end of every term by the allergy lead to ensure they are in date.
- Spare devices will be reordered by the allergy lead as needed.
- Safe disposal of adrenaline autoinjectors will be in the sharps box in the main school office which will be taken to the local pharmacy for correct disposal.
- Adrenaline devices must be able to be brought to the person having anaphylaxis within 5 minutes.

Educational Visits

- All trips will be assessed for risk for known allergens before booking.
- All medical forms must be completed before a school visit.
- If the child requires a school packed lunch the catering manager will ensure it is free from allergens for that child.
- During a residential visit the visit lead will discuss the allergens with parents and the residential provider

Curriculum Activities and Clubs

- As part of our curriculum, there will be times when children prepare and taste food.
- These activities must be planned in advance and children's health records must be checked and where a child has an allergy to an ingredient an alternative product will be sourced if possible. (Please speak to the Sue Varey if you have any particular concerns)
- Parents will be informed of the food used in the lesson and adaptations for children with known allergies
- All staff planning any activity should consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.
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Wrap Around Care

- All parts of this policy are followed in both breakfast and after school club
- A list of children with known allergies is kept in the wrap around file with photographs of each child.
- Wrap around care is provided by school staff.

Serious incidents and near misses

- Any serious incident or near miss MUST be reported to the headteacher immediately.

- The headteacher will investigate the incident alongside the allergy lead.
- Any actions needed will be communicated to staff immediately.
- All cases of serious incidents or near misses will be recorded on the accident and incident form.
- If a child has a serious allergic reaction at home the parents will let the school office know at the earliest opportunity.
- Following a serious incident or near miss the child's individual health care plan will be update with advice from medical professionals.

Information sharing

- The school will share information about children with an allergy in accordance with the school privacy notice and GDPR regulations.

Awareness of the Allergy safety policy

- A copy of the school allergy safety policy will published on the website.
- The policy will be included in the induction procedure for all staff (including peripatetic staff, agency workers and volunteers) and visitors to the school.
- A hard copy of the policy will be available in the main school office.
- A copy of the policy will be held on the teacher drive in school.
- Annual staff training will include links to the school policy.

September 2026

Acting Headteacher – Penny Lupton

Named allergy lead – Geraldine Dixon

Bursar – Daveene Rix

School Kitchen Manager – Sue Varey

SENCO – Liz Wildon

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

APPENDIX I

Allergy awareness training should ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
 - o calling emergency services and informing parents;
 - o how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - o training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

APPENDIX 2

Roles and Responsibilities

The named allergy lead will work alongside the governing board, headteacher, bursar and kitchen manager.

The governing board is responsible for:

- Ensuring that arrangements are in place to support students with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities.
- Ensuring that policies, plans, systems and procedures are implemented to minimise the risks of students suffering allergic reactions or anaphylaxis at school.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual student.
- Ensuring the appointment of suitable qualified kitchen/catering manager
- Ensuring that the school's arrangements give parents and students confidence in the school's ability to minimise susceptible students' contact with allergens, and to effectively support students should an allergic reaction or anaphylaxis occur.
- Ensuring that staff are properly trained to provide the support that students need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a student experiences an allergic reaction.

The headteacher is responsible for:

- The development, implementation and monitoring of the Allergy Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips are planned in accordance with the Educational Visits and School Trips Policy, taking into account any potential risks the activities involved pose to students with known allergies.
- Ensuring that the Policy for the Provision of Special Diets and Communication of Allergens and the associated protocols are effectively implemented, including those in relation to labelling foods that may contain the 14 identifiable allergens.
- Ensuring that all adults are trained in the use of adrenaline autoinjectors (AAIs) and the management of anaphylaxis.
- Ensuring the school holds spare AAI's in an accessible place in case of emergency.
- Ensuring that all adults are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that the Kitchen/catering manager acts in accordance with the school's policies regarding food and hygiene, including this policy.
- Ensuring that kitchen staff are aware of any students' allergies which may affect the school meals provided.

The Allergy Lead is responsible for:

- Contacting parents for required medical documentation regarding a child's allergy.
- Clarification regarding medical allergy and intolerance
- Alongside the bursar ensuring the school has an up to date allergy list including both medical allergies and intolerances

- Ensuring that the necessary staff members are informed about students' allergies and intolerances
- Understanding the action to take and processes to follow in the event of a student going into anaphylactic shock, and ensuring that this information is passed onto staff members.
- Liaising with the school nurse and students' parents to ensure the necessary control measures are in place.

The Bursar is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each student sent to parents on an annual basis, including information regarding any allergies.
- Alongside the allergy lead keeping an up to date list of all children with allergies on the office noticeboard and staff room noticeboard ensuring the kitchen manager and kitchen staff have an up to date list including photographs of the child

All school staff members are responsible for:

- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Referring to, and making provision for, any student allergens or intolerances when running breakfast and afterschool clubs, form rewards, and consider the appropriateness of any food or drink provided.
- Being familiar with and implementing students' individual healthcare plans as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Promoting hand washing before and after eating.
- Where possible, ensuring that students do not share food and drink in order to prevent accidental contact with an allergen.
- Ensuring that any necessary medication are out of the reach of younger students but still easily accessible to staff members.

The kitchen manager is responsible for:

- With reference to Hazard Analysis and Critical Control Point (HACCP), monitoring the food allergen log and allergen tracking information for completeness.
- With reference to HACCP, report any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with the Food Safety Act 1990 and Food Information Regulations 2014, as amended and that training is regularly reviewed and updated.
- With reference to HACCP, recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- With reference to HACCP, acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised. Kitchen staff are responsible for:

- Administering the requirements of HACCP, and the processes for identifying students with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label. Food labelling to be concurrent with the requirements of FIR 2014, as amended, and the Food Labelling Regulations 1996, as amended
- Ensure any food which is pre-packed for direct sale (PPDS), i.e. freshly prepared and then packaged and displayed must be labelled with a full ingredients list and clearly emphasise any of the 14 mandated allergens.
- Ensure that food labelled “gluten-free” must contain 20 parts per million (ppm) or less, while “very low gluten” is restricted to 100 ppm or less. EU Regulation 828/2014 (assimilated into UK law)
- Ensure that parents and carers of children with food allergies or intolerances are provided with information about relevant allergens and, where appropriate, ingredients used in the foods available.
- Non-prepacked food must have information provided about the presence of the 14 regulated allergens. This information must be clear, accurate and easily accessible to pupils and their parents or carers.

All parents are responsible for:

- Provision of medical evidence and information required to identify and control their child's allergen or intolerance, providing school with the following information: – Their child's allergens – The nature of the allergic reaction – What medication to administer – Specified control measures and what can be done to prevent the occurrence of an allergic reaction
- Keeping the school up-to-date with their child's medical information.
- Providing the school with up-to-date emergency contact information.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Providing the school with any necessary medication, in line with the procedures outlined in the Supporting Students with Medical Conditions Policy.
- Communicating to the school any specific control measures which can be implemented in order to prevent the child from coming into contact with the allergen.
- Providing the school, in writing, any details from a medical expert regarding the child's allergies.
- Working alongside the school to develop an Health Care Plan to accommodate the child's needs, as well as undertaking the necessary risk assessments.
- Acting in accordance with any allergy-related requests made by the school, such as not providing nut-containing items in their child's packed lunch.
- Where appropriate, ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Providing a supply of 'safe' snacks for any individual attending school events.
- Raising any concerns they may have about the management of their child's allergies
- Ensuring that any food their child brings to school is safe for them to consume.

All pupils are responsible for:

- ensuring they do not share food with other children
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown.

Notifying a member of staff when they believe they may have come into contact with something containing an allergen.

- Learning to recognise personal symptoms of an allergic reaction.

APPENDIX 3

Definitions

Allergy – a condition in which the body has an exaggerated response to a substance also known as hypersensitivity

Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Allergens in food include

- Cereals (gluten), crustaceans, eggs, fish, peanuts (ground nuts), soybeans (soya), milk, nuts, celery, mustard, sesame seeds, sulphur dioxide, lupin, molluscs.

Non-food based allergens

In addition there are a number of non-food based allergens which occur widely in everyday life e.g. chemicals, dust mite, animals and animal fur, venom (bites and stings) and certain medicines

Allergic Reaction – is the body's reaction to an allergen

Anaphylaxis – or anaphylactic shock is a sudden, severe and potentially life threatening reaction to an allergen.