



# Allergen and Allergies Management Policy

Updated: September 2024  
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Author: Andy Walker ( Headteacher )

**EQUALITY SCHEME  
EQUALITY IMPACT ASSESSMENT FOR  
ALLERGEN and ALLERGIES MANAGEMENT POLICY**

Staff / Committee involved in development:	Finance / Health Safety Committee; Headteacher / Bursar	
For use by:	Staff and Parent/Carers	
This policy relates to statutory guidance:	Natasha's Law Managing Pupils in School with Medical Needs. Health and Safety at Work Act 1974 Management of Health and Safety in the Workplace 1999 KCSIE 2023	
Key related Farndon Policies:	Health and Safety Policy First Aid Policy	
<b>Equality Impact Assessment:</b> Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan and attach.		
<b>Groups:</b>	<b>Yes/ No</b>	<b>Positive/Negative impact</b>
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious & Belief	Yes	Ensure that we adhere to any religious laws on what should not be eaten.
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
<b>Reviewed by</b>	Leadership and Management Committee	
<b>Agreed by</b>	Leadership and Management Committee	
<b>Next Policy review date</b>	September 2025	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

1. This policy sets out a whole school approach to the care and management of allergies within our school community, including but not limited to food, bee/wasp sting, animal or nut allergies.

We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. The aim of this policy is to minimize the risk of any child 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.

In line with the Statutory Framework, parents are asked to provide details of their child's allergies on their Enrolment Form, which is submitted before starting Primary school.

## 2. Principles

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School staff, including supply staff and students
- Parents/carers
- Volunteers

An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

## 3. Definitions:

**Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

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

**Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

**Epipen** - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

**Minimized Risk Environment**- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

**Health Care Plan**- A detailed document outlining an individual pupils condition treatment, and action plan for location of Epipen.

## 4. Procedures and Responsibilities for Allergy Management

#### **4.1 General:**

- Parents and staff will work together to develop individual Health Care Plans.
- The school will establish and maintain systems for effectively communicating a child's healthcare plans to all relevant staff.
- Staff will be trained in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Children will be given age appropriate education about severe food allergies.

#### **4.2 Medical Information:**

- Parents of children with known allergies will be asked to update their child's information via the medical form at the start of each academic year.
- Parents must immediately report to the school any change in their child's medical condition during the year.
- For children with known allergies, parents/cares must provide written advice from a doctor (GP), which explains their child's condition, and defines the allergy triggers and any required medication.
- The Bursar and class teacher will ensure that a Health Care Plan is established and updated for each child with a known allergy (yearly).
- All Teachers and Teaching Assistants, Midday Supervisors and other key staff must ensure that they are aware of any children with allergies in the classes that they have contact with and must review and familiarise themselves with the medical information for these children at the start of the year.
- If parents give permission, Action Plans with a recent photograph for any children with allergies will be posted in relevant rooms.
- When children with known allergies are participating in school excursions or other activities away from the school site, the risk assessments must include this information and a plan for minimising the risk of exposure to allergens and treating any adverse reaction that may occur.
- Children with known allergies may wear a medic-alert bracelet if they choose to.

#### **4.3 Parents' Responsibilities**

It is the parents' responsibility to provide to the school in writing ongoing accurate and current medical information about their child.

For a child with a known allergy or a newly-diagnosed allergy, parents must send a letter to the school confirming the allergy and giving the following information:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (e.g. rash, breathing problems to anaphylactic shock).
- What to action must be taken if the child has an allergic reaction, including any medication, dosages and how it is to be administered.
- Any control measures that can be put in place to prevent an allergic reaction occurring.

It is the parents' responsibility to ensure that the contents of any snacks and lunches

that their child brings into school are safe for the child to consume. Farndon Primary has a strict no sharing of food and drink policy.

Parents should liaise with staff about the suitability of ingredients for any food-related activities (e.g. cooking) and provide a list of all food products and food derivatives that their child is known to be allergic to.

All parents/carers, regardless of whether or not their child has a known allergy, must ensure that any snacks and lunches that their child brings into school are free of peanuts and other nuts. The school will ensure that parents/carers are regularly reminded of this and will monitor the contents of lunchboxes and snacks.

#### **4.4 Epipens**

If a child has an allergy requiring an Epipen, or the risk assessment deems it necessary, a Health Care plan must be completed and signed by the parents.

- It is the parent's/carer's responsibility to ensure that the Epipen is in school and in date (the office will send a text reminder). The Epipen must be clearly labelled and in a suitable container.
- Any child with an allergy requiring an Epipen will not be allowed to attend school without an in-date Epipen.
- The Epipen will be located securely in an agreed location (Office cupboard) in a box clearly labelled with the child's name and photograph and with a copy of the child's Care Plan.
- Parents/carers must ensure that the school has up to date emergency contact information.

#### **4.5 Staff responsibilities**

It is the responsibility of every staff member to familiarise themselves with this policy and to adhere to the school's health & safety regulations regarding food and drink. Every teacher, supply teacher, teaching assistant, midday supervisor, kitchen staff member and anyone else who has regular contact with children must ensure that they are aware of any children with allergies in the classes or groups that they work with. This information is available in each class's folder and on noticeboards in the staff room, school office, and school kitchen.

- All staff are to encourage all children to wash their hands before and after eating.
- Staff should monitor any snacks and packed lunches that children bring in from home to ensure that they do not contain peanuts, nuts or other known allergens. (We cannot, however, guarantee that foods do not contain traces of nuts.).
- Children should not be permitted to share any food or drinks that they have brought from home under any circumstances.
- After eating, all tables must be cleaned with an approved solution.
- Staff will be offered Epipen training and all staff will be made aware of the location of Epipens for children who need them.
- Emergency medication should be easily accessible at all times, especially at times of high risk such as school trips and off-site visits.
- Staff should consult with parents/carers in advance about the suitability of any planned food-related activities (e.g. snacks, food sample sessions, cooking).

### **5. New pupils with allergies**

If a child's Enrolment Form states that they have an allergy, a Health Care Plan must be in place before the child starts attending sessions. A risk assessment should be carried out and any actions identified must be put in place. This assessment should be stored with the child's Health Care Plan.

### **5.1 Diagnosis of an allergy for an existing pupil**

If a child already attending Farndon Primary is diagnosed with a new allergy, a team meeting will be set up as soon as possible to update all relevant staff of the details of the child's allergy and treatment.

The Headteacher will ensure that all staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.

### **6. In the event of a child suffering an allergic reaction:**

- Parents/carers will be contacted immediately.
- If medication has been prescribed, this will be administered as per training and in line with the school's Administering of Medicine policy.
- If the child becomes distressed or their symptoms become more serious an ambulance will be called.
- Staff will endeavour to keep calm, make the child feel comfortable and give the child space.
- If an ambulance is called and arrives before the parent/carer has arrived, a member of Staff will accompany the child to hospital.

### **7. Food Allergens Statement of Intent**

As a school, we use Edsential for our food catering. Both school and Edsential take their responsibilities for providing high quality food that is safe to eat very seriously.

We are committed to fulfilling all our moral and legal obligations to reduce the risks to our Pupils and adults with regards to the provision of food and the consumption of allergens which could lead to an allergic reaction. These include all statutory guidance and best practices published by the Food Standards Agency.

We understand that the successful implementation of this policy requires teamwork and the commitment and support of parents, our school staff, Edsential HQ and the school's CateringTeam.

### **8. Arrangements and Procedures**

To ensure all the foods are safe to eat, we will ensure:

8.1 Edsential and school work closely to assist and support each other with known food allergies and intolerances.

8.2 Edsential will make the relevant information available to parents and guardians of customers who have food allergies and tolerances. School will share this on their website.

8.3 Edsential will work closely with their approved suppliers to ensure accurate and timely information is provided for all products that may contain allergens.

8.4 Edsential will maintain a database of all the recipes, clearly listing ingredients and highlighting those that contain allergens.

8.5 Edsential Food Allergen and Intolerances Notices are displayed in the school hall and on the school website to prompt and encourage our parents and pupils to ask about allergens in the foods being served to them.

8.6 Our Catering Team will have access (via Cypad, Kitchen Management System) to an Allergen Matrix which is updated as information changes from the suppliers.

8.7 Edsential ensure all catering staff are trained in allergens, as appropriate for their job role. All their staff complete the Food Standards Agency training and pass the exam. Catering Supervisors receive additional online training to assist in the management of medical diets.

8.8 We ensure good hygiene practices are followed in our kitchen, adhering to Edsential's Food Safety Management System to reduce the risk of cross contamination.

8.9 With parents, we complete a Pupil Medical Sheet for those requiring medical diets and these are shared with the catering team.

8.10 Edsential monitor and audit their operations to ensure the arrangements and procedures are working effectively and are as robust as possible.

## **9. Risk Assessments**

9.1 All pupils are treated as individuals and Edsential try to avoid, so far as reasonably practicable, generic allergen-free diets for all as these can be unrealistic and can have a negative impact on the variety of dishes available for the whole school. If a school wishes to remove a particular allergen or ingredient from the whole school menu we will discuss and agree this with Edsential.

9.2 We make reasonable adjustments to cater for all pupils' medical needs. In doing this, we acknowledge that some requests for medical diets can be complex and we will evaluate each application using a risk assessed basis.

9.3 In exceptional and complex circumstances, where a risk assessment indicates that food cannot be reasonably produced which would be safe for a customer to eat, we reserve the right to decline the request for a medical diet.

## **10. Fail Safe Meal**

10.1 Where the processes cannot be confirmed, the Catering Team is directed by Edsential to provide a fail-safe meal. Our fail-safe meal consists of jacket potato, a suitable approved topping, a suitable approved side salad, a piece of fresh fruit (apple) and a glass of water.

## **11. School Management Plan at the Hatch**

11.1 Dining halls and food serveries are busy places and the Catering Teams cannot be reasonably expected to recognise all customers requiring medical diets. Our school has developed a school management plan for the safe identification and handover of meals to pupils for use on every occasion.

We provide the kitchen with a documented plan for the identification and supervision of those requiring medical diets at the hatch (**Appendix 5**). This plan should be used on every occasion. Infant staff accompany the pupils at the hatch to ensure this is followed.

11.2 Best practices at the hatch do not rely on photographic identification alone and include other robust means of identification. At Farndon, those requiring medical diets should come to the hatch first. Their meal will also be served on a different coloured plate.

11.3 As we do not have an electronic pre-ordering system, we maintain a formal list of previous meals that can provide a history record of foods taken.

## **12. Cultural and Religious Diets and Life-style Choices**

12.1 In addition to this policy, School and Edsential make reasonable adjustments for customers with other nonmedical requirements to reflect most cultural and religious diets along with other life-style choices.

## **13. Natasha's Law/Packed lunches**

13.1 Below details what Edsential do to ensure we meet the legal requirements. Please also refer to Natasha's Law (Appendix).

We have a pre-order form to pre-order packed lunches at least a week in advance of a school trip, that negates the need for our Catering Teams to individually label the food with a full list of ingredients with allergenic ingredients emphasised. Please also refer to Appendix 3 Packed Lunch Pre-Ordering Form.

## **14. General Data Protection Regulations (GDPR)**

14.1 To fulfil our roles and responsibilities regarding the management of medical diets we are required to process and store data such as medical information. All our data handling is undertaken in accordance with all current GDPR requirements.

## **15. When Things Go Wrong**

15.1 All incidents involving allergens are reported to Edsential in a timely manner. Our Prime accident/incident reporting system can be accessed via the kitchen Cypad.

15.2 School and Edsential will investigate and follow up every reported event, in a proportionate manner and following all HSE guidance.

15.3 We will follow all recommended Food Standards Agency guidance of what to do when things go wrong.

## **16. Monitoring and Review Arrangements**

16.1 Edsential conduct credible benchmarking and comparisons of performance and best practice standards will be sought, where appropriate. Comparisons are undertaken with a view to continual improvement and keeping abreast with industry good practice and recognised national guidance.



16.2 As part of our commitment to continuously monitor, review and improve our health and safety and environmental arrangements, this policy will be reviewed on a regular basis. The school will take into consideration changes in statutory requirements, changes in industry good practice and the views, opinions and experience of its employees and anyone else that is involved in, or affected by, its work activities.

## 17. Useful Weblinks

**Allergen Advice for schools:** <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

**Safer Food Better Business Food Allergies:**

<https://www.food.gov.uk/sites/default/files/media/document/sfbb-caterers-pack-food-allergies.pdf>

**Food Standards Agency:** <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

**Supporting Pupils with Medical Conditions:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

## APPENDIX 1 - Responsibility Chart – Food Allergen Management

### PARENTS / CARERS

#### 1 Notification of allergy or intolerance

Inform school as soon as possible and provide school with a formal medical information.

#### 2 On-going communications

Advise the school of any change in writing. Parents should not contact the kitchen directly.

#### 3 Implementation of medical diet

Acknowledge that if process is not followed a Fail-Safe Meal\* will be served.

### EDUCATION SETTING

#### 1 Notification of allergy or intolerance

Share medical information with Edsential HQ via [allergensandintolerances@edsential.co.uk](mailto:allergensandintolerances@edsential.co.uk) allowing 7 working days to process.

#### 2 On-going communications

Maintain allergen data for all pupils. Keep Edsential HQ up to date of any changes in writing.

#### 3 Implementation of medical diet

For complex diets, liaise with parents as requested by Edsential HQ. Update pupil medical sheet with current photo of the pupils (re-issue annually) and share with kitchen.

#### 4 Management of medical diet

Develop and agree with Edsential HQ a documented School Management Plan for the identification and handover of meals to pupils for use on every occasion. A photograph cannot be the only means of ID. School lunchtime staff to be trained in this plan. If the process cannot be followed, a Fail-Safe Meal\* will be served.

### EDSENTIAL HQ

#### 1 Notification of allergy or intolerance

Receive requests for medical diets from schools. Process within 7 working days.

#### 2 On-going communications

Develop medical diet in accordance with medical information. Review when advised in writing and when menus change.

#### 3 Implementation of medical diet

Provide medical diet and supporting notes to kitchen and share with parents and school if applicable. For complex diets undertake RA if appropriate.

#### 4 Management of medical diet

Fail Safe Meal\* will be served if no medical information is provided. No substitutes in medical diet meals other than those provided by Edsential approved suppliers. Continued management of approved food supplies and the allergen matrix.

### KITCHENS

#### 1 Notification of allergy or intolerance

Follow initial instruction as per email from Edsential HQ.

#### 2 On-going communications

Follow instructions regarding the medical diets provided by Edsential HQ. Do not communicate with parents directly - the school should liaise with Parent/Edsential HQ.

#### 3 Implementation of medical diet

Understand the medical diet and supporting notes and take ownership. Report any concerns to Edsential HQ. Sign off pupil medical sheet and complete the form on Cypad. Pupil medical sheet to be made available to all kitchen staff.

#### 4 Management of medical diet

Follow Kitchen Procedures - Food Allergen Management. Prepare medical meals in accordance with pupil medical sheet. NB No substitutes in medical diet meals other than those provided by Edsential HQ approved suppliers. A Fail-Safe Meal\* should be served if the procedures cannot be followed. Understand the School Management Plan for the handover of meal to pupils for use on every occasion. A photograph cannot be the only means of ID. All Kitchen staff to be appropriately trained in allergens.

## **Appendix 2 - Natasha's Law**

From 1 October 2021 the requirements for prepacked for direct sale (PPDS) food labelling changed in Wales, England, and Northern Ireland. The new labelling helps protect customers by providing potentially life-saving allergen information on the packaging. Any business that produces PPDS food will be required to label it with the name of the food and a full ingredients list, with allergenic ingredients emphasised within the list.

### **What is PPDS food**

Prepacked for direct sale or PPDS is food which is packaged at the same place it is offered or sold to consumers and is in this packaging before it is ordered or selected.

It can include food that consumers select themselves (e.g. from a display unit), as well as products kept behind a counter and some food sold at mobile or temporary outlets.

Prepacked for direct sale (PPDS) food can include the following:

- Sandwiches and bakery products which are packed on site before a consumer selects or orders them.
- Fast food packed before it is ordered, such as a burger under a hot lamp where the food cannot be altered without opening the packaging.
- Products which are pre-packaged on site ready for sale, such as pizzas, rotisserie chicken, salads and pasta pots.
- Burgers and sausages pre-packaged by a butcher on the premises ready for sale to consumers.

### **Food that is not PPDS**

Any food that is not in packaging or is packaged after being ordered by the consumer.

These are types of non-prepacked food and do not require a label with name, ingredients and allergens emphasized.

Allergen information must still be provided but this can be done through other means, including orally (we have posters that should be on display to signpost customers to speak to our Catering team – detailed allergen information is uploaded to Cypad to support this).

Food packed by one business and supplied to another business. This is prepacked food and must already have full labelling, including the name of the food and a full ingredients list, with allergenic ingredients emphasized within it.

### **How this affects Edsential?**

As this law affects all parts of our business in some way. Below details what we need to do to ensure we meet the legal requirements.

### **Packed Lunches provided by Edsential**

We no longer provide packed lunches that are made in anticipation of an event, such as a school trip/site activity.

If packed lunches are made and packed to order, these are not classed as pre-packed and are therefore not PPDS and do not need labelling.

We have a pre order form for schools/sites to pre order at least a week prior to a school trip, thus negating the need for individual labelling.

This will also allow time to order the correct products to ensure all allergen pupils requirements are met e.g. vegan cheese, gluten free bread etc...

As per our **Medical Diet Procedure**, if we are providing a packed lunch to pupils with allergies and intolerances we should already hold their information at HQ, thus allowing us to support by providing them with a safe meal.



### Individual Healthcare Plan

#### Child / Young person details

Child's name:			
School:			
Child's Address			
Year Group:			
Date of birth:			
Medical diagnosis:		Diagnosed since	
Explanation of condition			
Other conditions:			
Allergies			
Date:			
Review date:			

#### Family contact information

Name:			
Relationship to child:			
Telephone numbers	Home		
	Work		
	Mobile		
E mail address			
Address if different to child			

Name:			
Relationship to child:			
Telephone numbers	Home		
	Work		
	Mobile		
E mail address			
Address if different to child			

#### Other essential information

Contacts	All the relevant contact details / numbers	
Job title	Named Contact	Contact number
General Practitioner		
Class teacher		
Health visitor / School nurse		

<b>SENCO</b>		
<b>Relevant teaching staff</b>		
<b>Relevant non-teaching staff</b>		

<b>Describe and give details of child's symptoms, triggers, signs and environmental issues</b>

<b>Treatment, medication, dose, method of administration, when to be taken, administered by, with out without adult supervision</b>

<b>Daily care requirements</b>

<b>Specific support for the pupils educational, social and emotional needs</b>

<b>Arrangement for school visits / trips etc</b>

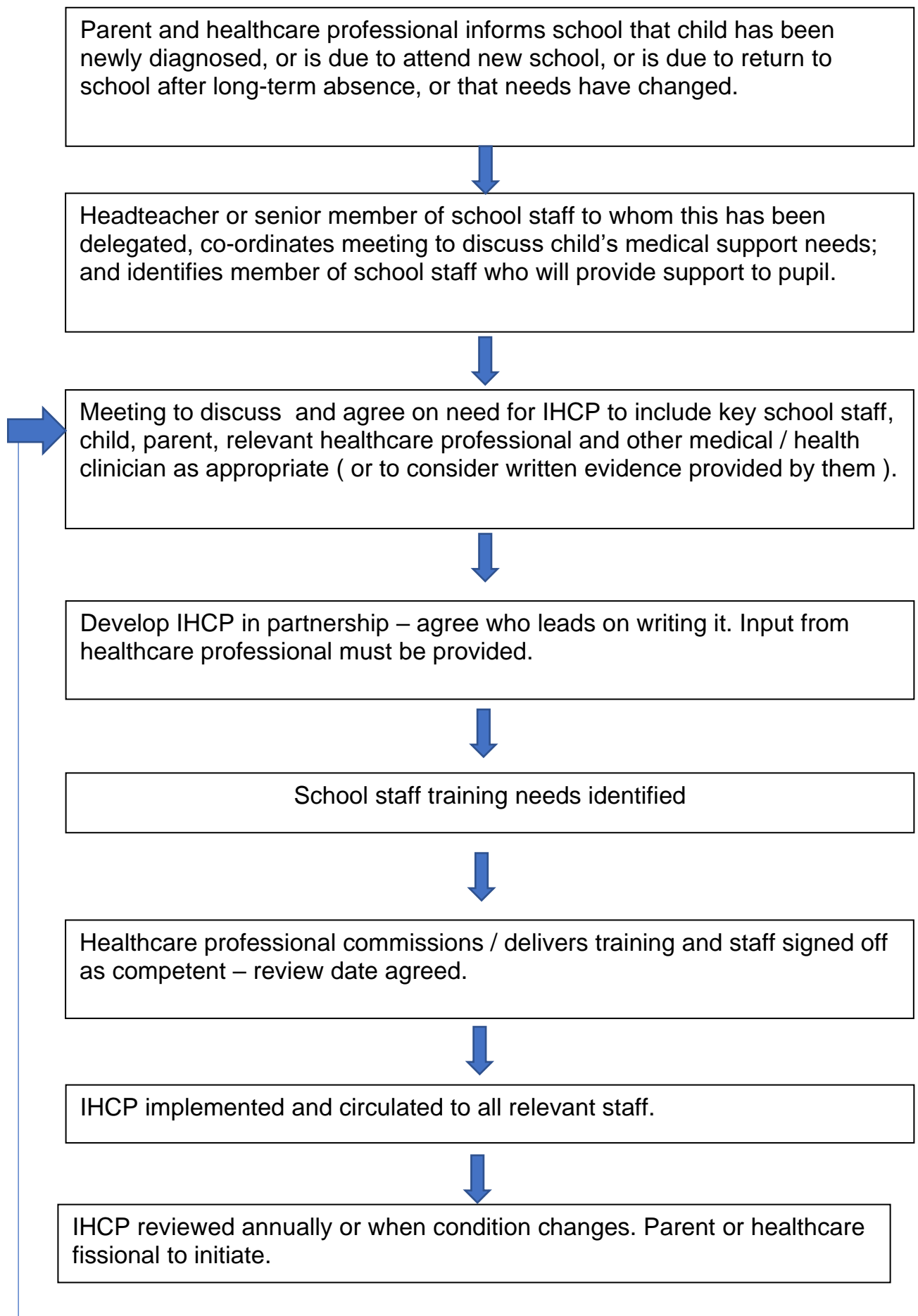
<b>Describe what constitutes an emergency and the action to take if this occurs</b>

<b>Training for staff needed / undertaken – who, what, when</b>

	<b>Name</b>	<b>Signatures</b>	<b>Date</b>
<b>Young person</b>			
<b>Parent / Carer</b>			
<b>School rep</b> (including job title)			
<b>Headteacher</b>			

## Appendix 4

### Model process for developing Individual Health Care Plans



**Appendix 5 Pupil Medical Sheet**

Date diet commences:.....

Name: .....

Class / Year: .....

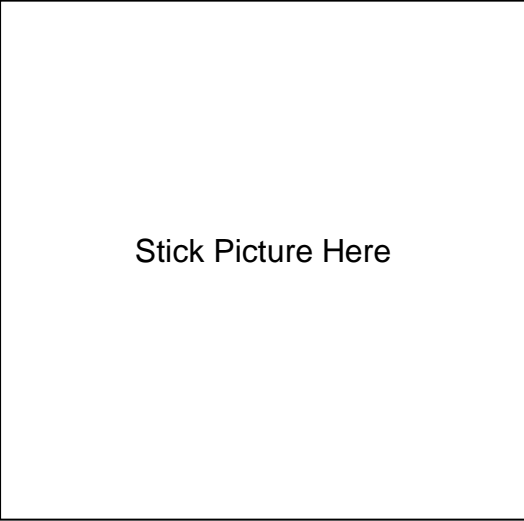
Medical letter states that I am allergic to:

1:.....

2:.....

3:.....

4:.....



School Management Plan:

What is the process of identifying this pupil to the catering team on a daily basis?

.....  
.....  
.....

<b>ONSITE CATERING TEAM TO COMPLETE</b>	<b>SCHOOL TO COMPLETE</b>
<p>I confirm that I / we have read and understood the above.</p> <p>I confirm that I / we have reviewed the tailored diet sheet.</p> <p>Signed:.....</p> <p>Print Name: .....</p> <p>.....</p> <p>Date: .....</p>	<p>Signed:.....</p> <p>Print Name: .....</p> <p>.....</p> <p>Date: .....</p>

**PLEASE ENSURE THIS FORM IS EASILY ACCESSIBLE BY ALL STAFF WORKING IN THE KITCHEN**



