Brook Primary School

Allergy Safety Policy

September 2026

	Person responsible/Signature	Date
Approved by:	I.Wyld- Chair of Governors	September 2026
Next Review Date due:	Annually	September 2027

Policy Statement

At Brook Primary, we are committed to ensuring the safety, wellbeing and inclusion of all pupils, staff and visitors with allergies. We recognise that allergic conditions can affect health, wellbeing and participation in school life and that severe allergic reactions (anaphylaxis) can be life threatening.

This policy sets out how the school will identify, support and protect individuals with allergies and minimise the risk of exposure to allergens while maintaining an inclusive learning environment. The school is committed to reducing the risk to students, staff and visitors with regard to the provision of food and the consumption of allergens in food, which could lead to an allergic reaction.

The schools' position is not to guarantee a completely allergen free environment as this would be impossible but rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.

The school will review this policy annually or sooner following any serious incident or near miss involving allergy safety.

Purpose

The intent of this policy is to minimise the risk of any person suffering an allergy-induced reaction or food intolerance whilst at school, or attending any school related activity, that relate specifically to the Food Information Regulations 2014.

This policy aims:

- To promote food allergen awareness to staff, students and visitors at the school
- Ensuring that robust systems are in place to ensure accurate and timely sharing of information relating to food allergies and intolerances with clearly defined responsibilities.
- To support pupils with the management of food allergies and intolerances.
- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- Working with catering teams to ensure that food labelling, menu planning and all aspects of food preparation support the needs of those within our school community who have food allergies.
- Provision of staff awareness on food allergies/intolerances, possible symptoms (including anaphylaxis) recognition and treatment.
- We aim to extend these policies to all meals and food consumed in school and during any trips organised by the school.
- To educate children to eventually become more responsible for managing their own allergy as is appropriate to their age and development.

The following products fall under the remit of this policy:

- Cereals containing gluten and products thereof
- Crustaceans and products thereof
- Eggs and products thereof
- Fish and products thereof
- Peanuts and products thereof
- Soya and products thereof
- Milk and products thereof (including lactose)
- Nuts i.e. almond, hazelnut, walnut, cashew, pecan nut, brazil nut, pistachio nut, Macadamia nut and Queensland nut and products thereof
- Celery and products thereof
- Mustard and products thereof
- Sesame seeds and products thereof
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10 mg/litre expressed as SO2
- Lupin and products thereof
- Molluscs and products thereof

Roles and Responsibilities

The designated senior leader responsible for allergy safety is: Miss Sheryl Nicklin (SENCo)

The responsibilities of the designated senior leader include:

- Overseeing implementation of this policy.
- Maintaining allergy records.
- Coordinating staff training.
- Monitoring incidents and near misses.
- Leading annual policy reviews.
- Liaising with parents, healthcare professionals and governors.

The governing body will:

- Ensure suitable allergy arrangements are in place.
- Monitor implementation of this policy.
- Ensure sufficient resources are available.
- Review allergy-related incidents and recommendations.

The designated allergy governor is: Ilona Wyld

The responsibilities of School Staff include:

- Members of staff or volunteers will be asked to disclose any food allergies as part of their induction.
- Before the start of the new academic year Health Care Plans, including details of food allergies (and associated risk assessments), are shared with the receiving class teacher as part of the transition process. It is the class teachers 'responsibility to ensure that they are familiar with the information provided, that they read the Health Care Plans and that any other adults working with the children are aware of their needs as well.
- The school ensures that the children with Health Care Plans and anaphylaxis risk assessments receive at least an annual review and these are shared with care staff and any children with allergen concerns/food requirements are shared with the school kitchen staff.
- Epi-pens are kept in accordance to the risk assessment for each child. Spare adrenaline auto-injectors (AAIs) will be held in line with current legislation.
- Where a food allergy significantly impacts on a child's day-to-day activity, a care plan might be put in place with consideration to the risk assessment e.g. a child who requires tube feeding or is required to eat at a separate time. This will be constructed in conjunction with school staff, parents and healthcare professionals.
- Key medical needs information will be available when children are taken off site.
- At lunchtime all pupils are able to have a school dinner or bring a packed lunch from home. Staff will support pupils, where it is age appropriate, with their menu choices. The menus will also be available online to enable parents to help pupils make choices before they come into school.
- Where pupils have food allergies, a lanyard is available for identification when the children go into the dining hall. As the school kitchen caters for a range of food allergy needs, pupils with allergen/intolerance requirements will need to be identified swiftly during a busy service.
- Where needs are very specific, it may be beneficial for a meeting to be arranged between parents, school staff and catering staff to discuss dietary requirements. Sometimes menu substitutions can be made to accommodate allergy needs – this is at the discretion of the school, and the kitchen, and is dependent on resources available.
- If a pupil/pupils have a food allergy which can be triggered by contact with certain food substances, as well as ingestion, the school will ensure that due consideration is given to where the child is seated in the dining hall and the cleaning of tables. This will be set out in the anaphylaxis risk assessment for the child.
- Staff will inform the children that they are not allowed to share food from packed lunches or the dining service at lunchtime.
- Lunchtime supervisors/staff should observe and assist the children at lunchtime in order to reduce the opportunity for children to share food.

- School staff have undertaken training for allergies and anaphylaxis and are competent in administering AAIs should an incident arise.

Pupil Responsibilities

- Pupils should be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening.
- Pupils are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reaction. These expectations are age appropriate.
- Pupils are not allowed to share food with each other.

Allergy-Aware Culture

The school promotes a culture of awareness, inclusion and safety for those living with allergies.
We aim to:

- Raise awareness of allergies across the school community.
- Encourage empathy and understanding.
- Reduce anxiety experienced by pupils with allergies.
- Ensure pupils with allergies can participate fully in school life.
- Promote shared responsibility for allergy safety.

Staff Training

All staff present during times when pupils are on site will receive annual allergy awareness and emergency response training. They will complete Allergy & Anaphylaxis Training for Schools v4 via High-Speed Training as recommended by Dudley Local Authority.
Training will ensure staff understand:

- What an allergy is and how allergic reactions occur.
- Different allergic conditions including food allergy, asthma, eczema and hay fever.
- The difference between food allergy, coeliac disease and food intolerance.
- Common allergens and triggers.
- Signs and symptoms of allergic reactions.
- Recognition of anaphylaxis.
- Emergency procedures.
- Use of adrenaline auto-injectors (AAIs).
- Use of emergency asthma inhalers where appropriate.
- The emotional impact of allergies.
- The contents of this policy.
- Use of Allergy Action Plans and Individual Healthcare Plans.
- Procedures for reporting incidents and near misses.

All new staff will receive allergy awareness information as part of induction.
Supply and temporary staff will be informed of:

- Pupils with significant allergies.
- Emergency procedures.
- The location of medication.

Wellbeing and Anti-Bullying

The school recognises that living with an allergy may cause anxiety and impact emotional wellbeing.
We will:

- Support pupils emotionally and practically.
- Encourage inclusion in all activities.
- Address concerns promptly.
- Work in partnership with families.
- Promote understanding amongst peers.

Any bullying, teasing, intimidation or deliberate exposure involving an individual's allergy will be treated seriously and managed in line with the school's Behaviour and Anti-Bullying Policies.

Minimising Exposure to Allergens

The school will take reasonable steps to minimise exposure to known allergens.
These may include:

- Individual risk assessments.
- Careful consideration of classroom activities.
- Cleaning procedures.
- Supervision during eating times.
- Communication with staff and families.

The school cannot guarantee an allergen-free environment but will work to reduce risks as far as reasonably possible.

Food Provided by School

Where food is provided, the school will:

- Ensure allergen information is available.
- Liaise with catering providers.
- Consider allergen risks when planning menus.
- Follow food safety and allergen regulations.

Food Brought into School

Where appropriate, the school may:

- Request restrictions on specific foods.
- Provide guidance to families.
- Monitor arrangements during celebrations and events.

Catering

The school menu is available for parents to view on the school website, and any enquires should be directed to the Catering Manager- Mrs Angela Whittaker. The school SENCO will inform the Catering Manager of pupils with food allergies.

- All catering staff will be trained in line with CMC allergen and labelling guidelines.
- As the Food Business Operator the school follows the Food Information Regulations 2014 which states that allergen information relating to the 14 allergens is available for all food products, this is managed on a day-to-day basis by the catering manager in school and supported by CMC systems.
- The school will ensure that new labelling regulations for Pre-Packed for Direct Sale items (PPDS) are adhered to, this is managed on a day to day basis by the catering manager in school and supported by CMC systems.
- The pupil/pupils may be taught (if age appropriate) to check with catering staff for all allergen information before purchasing food or selecting their lunch choices.
- The Catering Manager will ensure that allergen information is provided on all foods listed in the 14 allergens. This information will be supplied on the Allergen Daily Matrix sheets that can be easily accessed by school staff and any visitors at any time by requesting this information from the catering team. This also applies to pre-packed food, such as wraps and sandwiches, which will be labelled as per the Pre-Packed for Direct Sale regulations October 2021.
- For further information, parents/carers are encouraged to liaise with the Catering Manager
- Raw material and packaging supplier specifications include declarations as to the presence of any allergenic products or ingredients on their sites. The Catering Manager will purchase from approved suppliers who have this information readily available.
- An allergen Risk Assessment is carried out annually and is available for inspection in the Food Allergen Guidelines located in the catering office.
- CMC carries out and establish audit frequencies based on termly audit findings and audit outcomes.
- Day-to-day handling, storage, kitchen procedures and service are detailed in the CMC Food Allergen Guidelines available in the catering office.

Curriculum Activities

As part of the school curriculum, children may be involved in activities that involve preparing food (e.g. DT lesson) or tasting food (e.g. tasting food from other countries). Teachers will take the needs of children with food allergies into account when planning these activities and will make modifications where possible to allow participation. When a third party is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration. Staff must consider allergy risks and make reasonable adjustments where necessary.

Educational Visits

The lead member of staff for any educational visit will ensure that food allergy considerations are made in any activity that may involve food.
When a child with a food allergy participates in a residential visit, their dietary needs will be planned for in advance, in conjunction with the activity centre.

Educational Visits and Trips

Pupils with allergies will be enabled to participate fully in educational visits.
Before visits:

- Risk assessments will be completed.
- Allergy-related risks will be considered.
- Staff responsibilities will be identified.
- Medication arrangements will be confirmed.
- For pupils at risk of anaphylaxis:
- Prescribed medication will accompany the pupil.
- Trained staff will be present.
- Emergency arrangements will be communicated clearly.

Charity Events

If the school hosts any school events such as‘ coffee mornings ’or ‘bake days ’for charity it is important that no food poses a risk to the end user. Where products are not made on site, but sold by the school, appropriate allergen information must be available. All products should be plated separately and stored as such (wrapped where possible) to prevent cross contact to other items for sale.

Identification and Record Keeping

The school maintains a record of individuals with known allergies.
Records will include:

- Nature of allergy.
- Known allergens.
- Severity of reactions.
- Medication prescribed.
- Emergency contacts.
- Individual Healthcare Plans.
- Allergy Action Plans.

Information will be updated:

- On admission.
- Annually.
- Whenever changes are reported.

Information may be gathered from:

- Parents/carers.
- Healthcare professionals.
- Previous schools/settings.
- The child or young person where appropriate.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy affecting their access to education.
- Is at risk of harm due to allergy.

- Requires support additional to normal school arrangements.

The IHP may include:
- Allergens to avoid.
- Daily management arrangements.
- Risk reduction measures.
- Medication requirements.
- Emergency procedures.
- Staff responsibilities.
- Educational visits arrangements.

Allergy Action Plans and Asthma Action Plans will be attached where available.
Plans will be reviewed annually or following any significant change.

Prescribed Adrenaline Auto-Injectors (AAIs)

Pupils prescribed adrenaline must have immediate access to their medication.
The school will ensure medication is available:
- In classrooms where appropriate.
- During break and lunchtime.
- On sports fields.
- During off-site visits.
- During extracurricular activities.

Parents are responsible for supplying in-date medication.

The school will maintain records of:
- Pupils requiring adrenaline.
- Medication locations.
- Expiry dates.
- Associated Allergy Action Plans.
- Spare Adrenaline Devices

The school maintains emergency spare AAIs in accordance with current legislation and guidance.

The school will:
- Store spare AAIs in clearly marked locations.
- Ensure devices are readily accessible and never locked away.
- Store devices in pairs.
- Monitor expiry dates regularly.
- Replace devices that are used or expired.
- Dispose of used devices safely.

Spare AAI kits are located in the main school office.
The school will ensure no pupil is more than five minutes from access to adrenaline.

Serious Incidents and Near Misses

The school will record and investigate:
- Allergic reactions.
- Anaphylaxis incidents.
- Medication administration.
- Near misses involving allergens.

Records will include:
- Date and time.
- Individuals involved.
- Circumstances.
- Actions taken.
- Lessons learned.

Where necessary, procedures and risk assessments will be reviewed.
Parents will be informed of incidents involving their child.

Information Sharing and Data Protection

Information regarding allergies is treated as confidential and managed in accordance with UK GDPR and the school's Data Protection Policy. Relevant information will be shared only with staff who need it to safeguard individuals. Information may include:

- Allergy registers.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Emergency contact details.
- Information will be shared respectfully and only where necessary.

Raising Awareness

This policy will be:

- Published on the school website.
- Available on request from the school office.
- Discussed during staff training.

The school will also promote allergy awareness amongst pupils through age-appropriate education and discussion. Where agreed by parents and the pupil, classmates may receive information on how to seek help in an emergency.

Monitoring and Review

This policy will be reviewed at least annually by the designated senior leader responsible for allergy safety. Reviews will take account of:

- Legislative changes.
- Guidance updates.
- Allergy incidents.
- Near misses.
- Feedback from pupils, parents and staff.