



St Bernadette's Catholic Primary School

Allergens (Food Allergy) Policy

Our Mission at St Bernadette's Catholic Primary School is: -

'...to ensure a loving and faithful learning community in which our children can become the person God created them to be. A community where we celebrate the dignity, worth and uniqueness of every individual. Where we grow and learn together with joy, in the love of Jesus. In this love, we strive to be courageous stewards of creation.'

Our Mission is rooted in scripture

'I have come so that they may have life and have it to the full'
John 10:10

Therefore, the full and consistent implementation of our Allergen Policy plays an integral part in enabling us to strive towards achieving this mission for all the children in our care.

1. Policy Statement

St Bernadette's Catholic Primary School is committed to ensuring the safety, inclusion, and wellbeing of all pupils with food allergies and intolerances. Food allergies are recognised as a serious medical condition and a safeguarding matter, requiring a whole-school, proactive approach.

The school will take all reasonable steps to:

- Prevent exposure to known allergens
- Ensure rapid and effective response to allergic reactions
- Enable all pupils to participate fully in school life

This policy reflects current legislation and the strengthened expectations of 2026 statutory guidance on allergy safety in schools.

2. Legal and Statutory Framework

This policy complies with:

- Children and Families Act 2014 (duty to support pupils with medical conditions)
- Food Information Regulations 2014 (allergen information requirements)
- Food Safety Act 1990
- Food Information (Amendment) Regulations 2019 ("Natasha's Law")
- DfE statutory guidance: Supporting Pupils with Medical Conditions
- DfE allergy guidance for schools

The school acknowledges strengthened national expectations that schools must:

- Have robust allergy safety systems
- Ensure staff are trained to recognise and respond to anaphylaxis
- Maintain emergency medication (including spare AAIs) on site

3. Scope

This policy applies to:

All pupils, staff, governors, contractors, and visitors

All food provision (school meals, packed lunches, events)

All school activities (including clubs, trips, and curriculum activities)

4. Whole-School Allergy Management Approach

The school operates a whole-school allergy management system, which includes:

- A named Allergy Lead (Mrs C Round - SENDCo) responsible for strategic oversight
- A central allergy register, updated at least annually and always after new information is received from parents regarding a new allergy.
- Individual risk assessments and healthcare plans updated at least annually and kept in the central register in the main office and in class files.
- Clear lines of accountability to the Headteacher and Governing Body
- Termly monitoring and annual reporting to SLT and the Governors through the Faith & Communities Committee.
- This reflects a systematic and preventative approach, not reliance on individual actions alone.

5. Roles and Responsibilities

Headteacher

- Overall accountability for compliance and implementation
- Ensures adequate staffing, training, and resources
- Reports annually to governors on allergy safety
- Coordinates staff training

Allergy Lead (SENCo Mrs C.Round)

- Maintains allergy register and medical records
- Oversees Individual Healthcare Plans (IHPs)
- Leads incident review and monitoring

All Staff

- Understand pupils' needs and follow control measures
- Attend mandatory training
- Act immediately in an emergency

Catering Staff – including those staff at Breakfast and After School Club

- Provide accurate allergen information
- Comply with allergen labelling requirements

- Prevent cross-contamination

Parents/Carers

- Provide accurate and up-to-date medical information
- Supply medication (where prescribed)
- Engage in review meetings and risk planning

6. Identification and Planning

Allergy Identification

- Allergies identified through admission and medical forms
- Information recorded in the school MIS and allergy register
- Individual Healthcare Plans (IHPs)

Each pupil with a diagnosed allergy will have:

- An Individual Healthcare Plan (IHP)
- An Allergy Action Plan (where required)
- A clear emergency protocol

Plans are:

- Developed in partnership with parents and healthcare professionals
- Reviewed at least annually (or sooner if required)

7. Risk Assessment and Prevention

General Controls

- Clear staff awareness of pupils with allergies
- Visual identification systems where appropriate (e.g. photo lists)
- Supervision during eating times

Food Provision

- All meals/snacks must have allergen information available
- Catering teams and wraparound Care manager and Deputy manager must check ingredient changes and labels at point of sale and check ingredients again before preparation/use.
- Special diets must be safe and clearly identified

Cross-Contamination

- Use of separate utensils and preparation areas where possible
- Staff trained in safe food handling
- Strict cleaning protocols
- Cleaning that is effective in reducing the risks of allergen cross-contamination should be used where appropriate. This will include using dedicated, clean, or new sponges, cloths, and freshly prepared cleaning solutions. This is preferable to reusing cleaning solutions which have been used in areas where foods with allergens have been prepared.
- Monitoring that cleaning is conducted effectively by staff is the **School Cook for LCC Catering** and the ASC Manager or Deputy Manager for wraparound care clubs.
- Storing of allergenic ingredients in different parts of the food preparation area

- Storing allergenic ingredients below, rather than above non-allergenic ingredients, for example bread rolls with sesame seeds kept separate from ones without. If ingredients contain multiple allergens, consider how to store these appropriately
- minimising unnecessary movement of foodstuffs. Being aware of decanting ingredients and air currents in the premises, to avoid movement of lightweight ingredients via the air e.g. powdered ingredients such as flour
- Food preparation staff must ensure steps are taken in food preparation to negate the following because allergen cross-contact primarily occurs through:
 - food to food contact - by different foods touching or one food dripping onto another food
 - food to hand to food contact - through food preparation staff using ingredients from multiple containers holding different allergens, without washing hands in between. This can also occur when assembling sandwiches, or putting toppings on food
 - food to equipment/utensils/surface to food contact - sharing of utensils without thoroughly washing and drying, or using the same cutting board for multiple ingredients
 - food cooked in the same liquid - through shared fryers for cooking food containing different allergen content

8. Allergen Information and Labelling

The school will ensure compliance with:

The 14 specified allergens under UK law

- Clear allergen information for all food provided
- Full ingredient labelling for all pre-packed for direct sale (PPDS) foods. This includes food for sale at school events, with allergens clearly highlighted (Natasha's Law)
- Allergen information must be:
 - Accurate
 - Accessible
 - Clearly communicated to pupils, staff, and parents

9. Whole-School Controls Beyond the Dining Hall

Allergen management applies across all areas of school life, including:

Classrooms: controls on food-based activities (e.g. cooking, playdough). Individual class risk assessments will be undertaken each September, for the new cohort, and on such an occasion where a new allergy is communicated for that cohort.

Celebrations: No cakes or sweets will be shared in school to celebrate birthdays. Instead, we encourage, should families wish, to send a small non-edible gift. It is not a requirement to celebrate birthdays in this way at all.

Rewards: avoidance of allergen-based rewards. If a child has a known allergy, then an alternative must be offered. Rewards are not required to be food based. E.g. for a child with a dairy allergy whose class wins the Hot Chocolate award a suitable alternative must be offered. The suitable alternative can be discussed with the child and their family.

Wrap around Care: The manager and deputy manager must ensure all ingredients used for food and activities avoid known allergens. E.g. Use rice flour instead of wheat flour for playdough and baking. All activities to pre-planned in advance to ensure all activities and snacks are inclusive.

Educational visits: full risk assessments and safe food planning are part of every trip risk assessment. Medication is to be carried by a trained member of staff.

Extra-curricular activities: consistent application of the above policy and controls

This ensures pupils are protected and included in all contexts.

10. Staff Training (Mandatory)

All staff will receive mandatory annual training in:

Food allergy awareness

- Prevention of exposure and cross-contamination
- Recognition of symptoms of allergic reaction and anaphylaxis
- Use of adrenaline auto-injectors (AAIs)

Training will also be provided:

- On induction for new staff
- When a new pupil with allergies joins

11. Emergency Preparedness and Response

Emergency Medication

- Pupils' prescribed AAIs will be accessible at all times. Two pens are to be kept in school per pupil, provided by the parents. One pen to be kept in the child's classroom, clearly labelled and easily accessible. The second named pen will be kept in the medical cupboard in the office. Both Pens must be kept with a copy of the child's treatment plan.
- The school will maintain spare AAIs, the number of which will be risk assessed based on the number of pupils with prescribed AAIs. These spare pens will be kept in the school office in a designated allergy pack.

Emergency Response Procedure

In the event of a suspected allergic reaction:

- Administer AAI immediately (if indicated)
- Follow Care Plan which may include AAI being administered along with other medication,
- Call 999 and state "anaphylaxis"
- Monitor and reassure the pupil
- Administer second AAI if required
- Inform parents/carers

12. Safeguarding and Inclusion

Food allergy management is embedded within the school's safeguarding framework.

The school will:

- Ensure no pupil is excluded due to their allergy
- Promote awareness and understanding among pupils and families

13. Educational Visits

- Individual risk assessments must be completed for children with diagnosed allergies who are prescribed AAIs
- Designated staff must carry medication and emergency plans
- Supervising staff must be trained

14. Communication and Partnership with Parents

The school will:

- Work in partnership with parents/carers
- Hold review meetings in-person, by telephone or online for pupils with significant allergies
- Share relevant information with staff appropriately

Parents are expected to:

- Provide up-to-date medical details
- Supply medication
- Engage in planning and review

15. Incident Reporting and Monitoring

The school will maintain a formal system for recording:

- Allergic reactions
- Near misses
- Medication use

All incidents will:

- **Be reviewed by the Allergy Lead and SLT**
- **Inform improvements to practice**
- **Be reported to governors where appropriate**

16. Monitoring, Evaluation and Review

- The school will ensure:
- Termly monitoring of allergy safety procedures
- Annual review of this policy
- Governor oversight of compliance and effectiveness

17. Linked Policies

- Food and Drink Policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy