



Policy Document

Rosherville C of E Academy

Allergy Safety policy

September 2026

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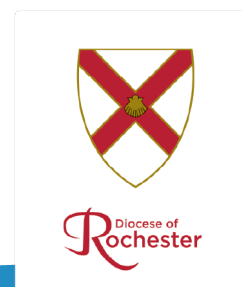




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Statement of intent

Rosherville Church of England Academy strives to ensure the safety and wellbeing of all members of the school community. This policy aims to minimise the risk of any pupils suffering a serious allergic reaction whilst at school or attending a school related activity and to ensure that staff are properly prepared to recognise and manage serious allergic reactions should they arise. This policy is to be adhered to by all staff members, parents and pupils to minimise the risk of anaphylaxis occurring whilst at school. It will be shared at least annually to all pupils, parents and people working at the school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.



Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2021
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2026) 'Allergy safety in schools'
- Children's Wellbeing and Schools Act 2026, section 34

Definitions

For the purpose of this policy:

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

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness



Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Difficulty breathing
- Feeling faint
- Reduced level of consciousness
- Lips turning blue
- Collapsing
- Becoming unresponsive

Roles and responsibilities

Father Gordon MacBean is the named Governor Allergy lead and in conjunction with the governing board is responsible for:

- Ensuring that arrangements are in place to support pupils 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 pupils 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 pupil.
- Ensuring that the school's arrangements give parents and pupils confidence in the school's ability to minimise susceptible pupils' contact with allergens, and to effectively support pupils should an allergic reaction or anaphylaxis occur.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive regular allergy and anaphylaxis training.
- Monitoring the effectiveness of this policy and reviewing it at least annually, and after any incident where a pupil experiences an allergic reaction.

The Headteacher is the named leader for allergy safety and is responsible for:

- The development, implementation and monitoring of the Allergen and Anaphylaxis Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips take into account any potential risks that the activities involved pose to pupils with known allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.



- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that catering staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.
- Ensuring that catering staff are aware of any pupils' allergies which may affect the school meals provided.

The Catering manager is responsible for:

- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Kitchen staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation, and the processes for identifying pupils with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as this 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.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

All parents are responsible for:

- Notifying the school of 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 clearly labelled (with name, dose and frequency) medication.



- 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, with any details regarding the child's allergies.
- Working alongside the school to develop an individual health care plan to accommodate the child's needs, as well as undertaking the necessary risk assessments.
- Signing their child's health care plan, where required.
- Acting in accordance with any allergy-related requests made by the school, such as not providing nut and seed-containing items in their child's packed lunch.
- Ensuring their child (whether they have allergies or not) is aware of allergy self-management, including being able to identify their allergy triggers and how to react, in line with their age and ability.
- 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 with the class teacher.
- Ensuring that any food their child brings to school is safe for them to consume.
- Liaising with staff members, including those running breakfast and afterschool clubs, regarding the appropriateness of any food or drink provided.

Birthdays

- We love celebrating birthdays with our pupils and understand that sharing a special treat can be an important part of the celebration. However, to help us keep all of our children safe and reduce the risk of allergic reactions, we are unfortunately unable to allow birthday cakes, sweets or other food items to be shared with pupils in school. We really appreciate your understanding and support with this.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- 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.
- Keeping AAls in an agreed location which members of staff are aware of.
- Developing greater independence in keeping themselves safe from allergens.



- Ensuring they do not consume any treats bought in by peers (e.g. for birthdays) on site. Any such treat will be given to children as they leave the site with parents and carers.

Food allergies and catering

Parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service.

When making changes to menus or substituting food products, the Catering manager will ensure that pupils' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- Asking caterers to read labels and product information before use
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable.

Kitchen staff will have a full list of allergens and will avoid using them within the menu where possible.

Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.

The school will ensure that appropriate safe food is available for pupils with identified medically confirmed dietary requirements, in consultation with parents and appropriate professionals/caterers.

The school will follow these processes to minimise the risk for a pupil or staff member who attends the school has a nut or seed allergy:

- The school catering service has eliminated nuts, and food items with nuts as an ingredient, from meals as far as possible.
- Ensuring that food items containing nuts are not served on the school premises.
- Requests parents and carers to eliminate nuts, and food items with nuts as an ingredient, from packed lunches e.g. chocolate spreads that are manufactured in a factory that may contain traces of nuts. Food containing a prohibited allergen will not be permitted to be consumed on the school premises and the

school will follow its agreed procedure for managing the item safely and communicating with parents/carers.



Fundraising and social events

- Homemade cakes, biscuits and other food may be brought into school for fundraising activities, cake sales, coffee mornings and other social events. These items are prepared in domestic kitchens and are not prepared or checked by the school. The school is therefore unable to verify the ingredients or guarantee that food is free from any of the major allergens or from cross-contamination.
- Appropriate signage will be displayed at such events to make this clear. Anyone with a food allergy or intolerance should seek advice from a member of staff before consuming food provided at these events.

Food allergen labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, breakfast and after school club staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed regularly, and as soon as there are any revisions to related guidance or legislation.

Food labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

Declared allergens



The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye, wheat, oat and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Tree nuts including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Mustard
- Sesame
- Sulphur dioxide and sulphites at concentrations above ten parts per million
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the Catering Manager immediately, who will then contact the relevant supplier where necessary.

The Catering Manager will be responsible for monitoring food ingredients, packaging and labelling on a regular basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

Allergies other than food



Pupils with allergies will be supported to participate fully in school life and educational visits, with proportionate reasonable adjustments rather than unnecessary exclusion.

Animal allergies

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

A supply of antihistamine medication (e.g. piriton) will be kept in the school office in case of an allergic reaction.

Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.

Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.

Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the Premises Officer.

The Premises Officer is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

Supply, storage and care of medication

Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own AAIs with them at all times in a suitable bag/container (medical bum bag).



For younger children or those not ready to responsibility for their own medication their AAls will be kept in their classroom, under the supervision of the class teacher.

The school have also purchased suitable child and adult use spare AAls should a child's or staff member's own device not be available or they are experiencing anaphylaxis for the first time with no previous allergy diagnosis. These are kept in the Emergency Anaphylaxis Response box opposite the SLT office.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

Any used or expired AAls are disposed of after use in accordance with manufacturer's instructions.

Used AAls may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with [section 13](#) of this policy.

Where any AAls are used, the following information will be recorded on the AAI Records:

- Where and when the reaction took place
- How much medication was given and by whom

All other medications, with the exception of asthma inhalers, are kept in the school office.

The Pupil Wellbeing and Family Support Officer will check expiry dates of AAls, ensure that they are not damaged and replace them after use.

Medical attention and required support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents and the Pupil Wellbeing and Family Support Officer, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed. This will be shared with relevant school staff.

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it (including dosage and frequency of use).

Unfortunately, pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAls.

Any specified support which the pupil may require is outlined in their Individual Health Care Plan.



All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's Individual Health Care Plan.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

The Pupil Wellbeing and Family Support Officer is responsible for working alongside relevant staff members and parents in order to develop Individual Health Care Plans for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

The Pupil Wellbeing and Family Support Officer has overall responsibility for ensuring that Individual Health Care Plans are implemented, monitored, renewed at appropriate intervals and communicated to the relevant members of the school community.

Staff training

All staff who are present when pupils are on site will receive allergy awareness and emergency response training at least annually.

All staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. This includes regular visitors and volunteers who work on their own with children.

Staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The school will arrange specialist training on a regular basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

Staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.



- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
- Understand that AAI should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAI.
- Understand how to access AAI.
- Understand that it may be necessary for any staff members to administer AAI, e.g. in the event of a delay in response from the designated First Aider, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy.

In the event of a mild-moderate allergic reaction

Mild-moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and call for a designated First Aider. They will determine if the pupils requires some Antihistamine or the administration of an AAI.

However, where anaphylaxis is suspected the nearest staff member will administer an AAI without delay .

If necessary, other staff members may assist the designated staff members with administering AAI.

The pupil's parents will be contacted immediately if a pupil suffers a mild-moderate allergic reaction, and if an AAI has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services.

The school will refer any pupil who has been administered an AAI to the hospital for further monitoring.

The Headteacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.



In the event of anaphylaxis

Anaphylaxis symptoms include the following:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor with their legs raised, and will call for help from a designated staff member.

The designated staff member will administer an AAI to the pupil.

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAI's.

The emergency services will be contacted immediately and anaphylaxis will be stated.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lay flat and still.

The Headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

Parents/carers will be contacted as soon as is possible.

Upon arrival of the emergency services, the following information will be provided from the AAI record:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAI's will be given to paramedics.



Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by car, two members of staff will accompany them.

Following the occurrence of an allergic reaction, the SLT, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Recording, Reporting and Learning from Allergic Reactions, Serious Incidents and Near Misses

Allergic reactions and anaphylaxis

All suspected allergic reactions must be taken seriously and managed in accordance with the child's individual healthcare plan, emergency plan and the school's procedures for responding to anaphylaxis.

Where a child experiences an allergic reaction, the incident must be recorded promptly. The record should include, where known:

- the date, time and location of the reaction;
- the child's symptoms and presentation;
- the suspected allergen or circumstances that may have caused the reaction;
- the action taken by staff;
- any medication administered, including the name of the medication and time of administration;
- whether an AAI was administered and, if so, the time it was administered;
- whether emergency services were contacted and any subsequent medical treatment;
- the staff involved in responding to the incident;
- whether parents/carers were informed;
- any follow-up action required.



Where an AAI is administered, the existing AAI administration record must also be completed. The incident must be reviewed to establish, where possible, how the exposure occurred and whether any changes to the child's individual arrangements or the school's procedures are required.

Serious incidents

A serious incident includes any event involving an allergic reaction or anaphylaxis that results in, or could reasonably have resulted in, significant harm to a child or adult.

Following a serious incident, the school will undertake an appropriate review as soon as practicable. This will consider:

- what happened and the sequence of events;
- whether the child's allergy and emergency arrangements were known and accessible to relevant staff;
- whether the appropriate medication was available and immediately accessible;
- whether staff responded in accordance with the child's emergency plan and school procedures;
- whether there were any communication, supervision, environmental or procedural issues;
- whether any equipment or medication issues contributed to the incident;
- whether external providers, including catering, clubs, transport or trip providers, were involved;
- what immediate action is required to reduce further risk;
- whether the child's healthcare plan, risk assessment or other arrangements need to be reviewed.

Where appropriate, the school will seek advice from the child's parents/carers, healthcare professionals, the school nursing service or other relevant professionals.

Near misses

A near miss is an event where an allergic exposure or medication-related error was avoided before harm occurred, or where circumstances existed that could reasonably have resulted in an allergic reaction or anaphylaxis.

Near misses must be recorded and reviewed even where the child was not exposed to the allergen and no medical treatment was required.

Examples of a near miss include:



- an incorrect or allergen-containing food being almost given to a child with a known allergy;
- an allergen-containing product being brought into an area where it should not have been present;
- an AAI or other emergency medication being identified as out of date before it was required;
- emergency medication being temporarily inaccessible or not located where expected;
- a child's allergy information not being communicated to a member of staff, supply staff, catering staff, club provider, trip provider or other relevant adult;
- an allergy or emergency medication requirement not being communicated to an external provider before an educational visit or activity;
- incorrect allergy information appearing on a meal, register, trip or other relevant record;
- a child being placed in a situation where an allergen could have been consumed or otherwise encountered, but exposure was prevented.

Reporting and review

All serious incidents and near misses must be reported to the Headteacher.

Records will be reviewed to identify recurring themes, patterns or weaknesses in existing procedures and where appropriate the school will implement changes.

Learning from incidents and near misses will be shared with relevant staff and incorporated into future training and procedural reviews.

The school will ensure that records are maintained securely and confidentially and that information is shared only with those who need it to safeguard the individual and prevent further incidents.

The effectiveness of any actions arising from an incident or near miss will be reviewed to ensure that the identified risk has been appropriately addressed.

This policy will be published on the school website and is available in hard copy on request. The Headteacher is responsible for reviewing this policy annually.



Flourishing Through Faith and Fellowship to Aspire Believe and Achieve

