



Lincoln Bishop King CE Primary School
Dream big. Love God. Live well.

Allergies Policy

including Nut & Food Allergy

Policy Date: January 2026

Date of Next Review (2 years): January 2028

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1. Statement of Intent:

This policy is concerned with a whole school approach to the healthcare and management of those members of the school community suffering from specific allergies.

We are aware that children and adults who attend Bishop King CE Primary School may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Our position is not to guarantee a completely allergen free environment, but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such, parents are asked to provide details of allergies in their child's contact form. These contact forms are submitted before the pupil starts school. Staff and placement students are asked during the new starter induction meeting to disclose any allergies.

We also comply with the Food Information Regulations for England, Wales, and Northern Ireland; these come under Natasha's Law.

2. Aim:

The intent of this policy is to minimise the risk of any pupil/adult suffering allergy-related illness or allergy-induced anaphylaxis whilst at school. The underlying principles of this policy include:

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

This policy applies to all members of the school community including:

- School staff
- Parents/Guardians
- Volunteers / Students
- Supply staff
- Pupils

3. Definitions:

Allergy – A condition in which the body has an exaggerated response to a substance (e.g. food or 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 adrenaline, which is ready for immediate intramuscular administration.

Minimised 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 student's condition, treatment, and action plan for location of EpiPen.

4. Procedures and Responsibilities for Allergy Management:

General

- Both parents and staff should be involved in establishing Individual Health Care Plans (IHCP).
- Effective communication regarding a pupil/staff member or student's IHCP should be established and involve all relevant staff.
- Annual staff training in anaphylaxis management, if needed, including awareness of triggers and first aid procedures (including EpiPen training), to be followed in the event of an emergency.
- Age-appropriate education of children with severe allergies should be established by parents and school.

Medical Information

- Adults must report any change in their medical condition.
- Parents/guardians must report any change in their child's medical condition during the year to the school.
- For pupils with an allergic condition, the school requires parents/guardians to contribute to and/or approve a risk assessment, which is checked by the headteacher and SBM, where appropriate.
- For pupils with an allergic condition, the school requires to see official documentation from a healthcare professional of the allergic condition and recommended treatments.

- The Senco and/or SBM will ensure that a risk assessment is established and updated for each pupil with a known allergy.
- Teachers and teaching assistants of those pupils and key staff, including catering staff, are required to review and familiarise themselves with the medical information.
- Action Plans with a recent photograph for any pupils with allergies will be posted in relevant, private areas throughout school.
- Where pupils with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed.
- IHCPs will be stored in the class SEND folders.

Medical Information – EpiPens

Where EpiPens (adrenaline) are required in the Health Care Plan:

- Staff/students and parents/guardians are responsible for the provision and timely replacement of the EpiPens.
- EpiPens are to be located securely in the front office and/or classroom. Adults should keep EpiPens on their person where possible.

5. Parent's role:

Parents are responsible for providing, in writing, **up to date, accurate and current medical information to the school.**

Parents must notify the school on the contact form, confirming and detailing the nature of the allergy, including:

- The allergen (the substance their child is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of allergic reaction, including any medication and how it is to be used.
- Control measures – such as how their child can be prevented from coming into contact with the allergen.
- If a pupil has an allergy requiring an EpiPen, or the risk assessment deems it necessary, an IHCP must be completed, with the support of relevant medical professionals, and signed by the parents.

It is the responsibility of the parent to provide the school with up-to-date medication/equipment, clearly labelled in a suitable container. In the case of lifesaving medication, like EpiPens, their child will not be allowed to attend school without it. Parents are required to provide up to date emergency contact information.

Parents should liaise with staff about appropriateness of snacks and any food related activities (e.g. cooking, tasting).

6. Staff role:

Staff/students are responsible for providing **up to date, accurate and current medical information to the school.**

Staff are also responsible for familiarising themselves with the policy and must adhere to health & safety regulations regarding food and drink.

If a pupil's contact form states that they have an allergy, an individual risk assessment may be required and this must be in place before their child starts attending school. Any actions identified should be put in place. The risk assessment should be stored in the SEND folder and/or in the classroom.

The headteacher will determine if a ban on certain foods is needed after consultation with the parent/guardian and health professionals. If appropriate, this will then be publicised to the whole school community.

All staff who come into contact with the pupil will be made aware of any treatment/medication required and where any medication is stored.

Teachers and key support staff will:

- Promote handwashing before and after eating.
- Liaise with parents about snacks and any food-related activities.
- Ensure that pupils are not permitted to share food unless part of a planned activity that the teacher has risk assessed.
- Ask the parent for a list of food products and food derivatives their child must not come into contact with.

Catering staff will maintain a list of known allergens in the school meal menus and these can be shared with staff, parents and guardians. Allergen information will be made available for dishes served.

- a. The information will be dated and current to the menu offering for that day/week/fortnight.
- b. It will cover all items on the menu offering.
- c. **All** dishes must be reviewed for allergen contents.
- d. Suppliers may substitute ingredients or products that previously didn't have an allergen contained, therefore the packaging label will be cross-checked with the school's allergen information & updated when required.

- e. The allergen information will be dated after each review.
- f. Allergen details will be provided in bold.

Catering staff will provide full ingredient lists and allergen on the menus which are accessible by parents through Wisepay for the ordering of their child's meals and also by staff when ordering their meals. This is in line with Natasha's Law.

The 14 allergens:

- **Celery**
- **Cereals containing gluten** (such as barley and oats)
- **Crustaceans** (such as prawns, crabs and lobsters)
- **Eggs**
- **Fish**
- **Lupin**
- **Milk**
- **Molluscs** (such as mussels and oysters)
- **Mustard**
- **Peanuts**
- **Sesame**
- **Soybeans**
- **Sulphur dioxide and sulphites** (if they are at a concentration of more than ten parts per million)
- **Tree nuts** (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)

The school cannot, however, guarantee that foods will not contain traces of nuts or other allergens.

Designated staff are trained in first aid, and all staff are trained in EpiPen use, including storage. Emergency medication should be easily accessible, especially at times of high risk.

7. Actions:

In the event of an adult/ pupil suffering an allergic reaction:

1. If it is **not** an emergency situation, check to see if there is a risk assessment and Individual Health Care Plan and follow instructions.
2. If an adult/pupil has an EpiPen and is suffering an extreme allergic reaction, administer the medication immediately, then call 999.
3. In an emergency situation, e.g. the adult/pupil is suffering serious symptoms/a severe allergic reaction ring 999 and follow advice.
4. Contact parent to advise, or, ask for advice if less serious symptoms.

8. Links with other policies

- Food and Drink
- Supporting Pupils with Medical Conditions