

Allergy Awareness Policy 2026

Bringing learning to life. Leaving no one behind.

ALDRIDGE EDUCATION

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1. Introduction and Purpose

1.1 Aldridge Education is committed to ensuring that those with medical conditions, including allergies, especially those likely to have a severe reaction (anaphylaxis), are supported in all aspects of Aldridge Education life.

1.2 In implementing this policy, Aldridge Education will:

- Ensure appropriate arrangements are in place to support pupils with medical conditions, in line with statutory guidance, and hold leaders to account for effective implementation.
- Ensure this policy is regularly reviewed and updated to reflect current legislation and best practice.
- Adhere to legislation and statutory guidance on supporting learners with medical conditions, including the administration of allergy medication and adrenaline auto-injectors (AAIs).
- Ensure staff are trained and confident in implementing this policy, including Individual Healthcare Plans and emergency procedures.
- Ensure Individual Healthcare Plans (IHPs) are in place and regularly reviewed for learners with serious allergies.
- Identify and minimise risks to learners with allergies through appropriate assessment and control measures.
- Promote awareness of allergies and an inclusive culture across Aldridge Education, with any allergy-related bullying addressed in line with the behaviour and anti-bullying policy.
- Ensure Aldridge Education is appropriately insured and that staff understand their cover when supporting pupils with medical conditions.

1.3 Whilst this policy endeavours to ensure settings provide a safe environment for all, it cannot guarantee that settings will be allergen-free. In order to manage their medical condition effectively, learners will not be prevented from eating, drinking or taking breaks.

1.4 This policy document should be read in conjunction with the Aldridge Education's Health and Safety Policy.

2. Scope, Definitions, Regulation and Linked Policies

Scope

2.1 This policy applies to all relevant Aldridge Education activities. It applies to all staff, governors/trustees, learners, contractors and visitors.

Definitions

2.2 These definitions describe the difference between a food allergy and food intolerance. A full list of food allergens, as identified in the Food Information (Amendment) (England) Regulations 2019 is included at Appendix 1.

2.3 A food allergy is when the body's immune system (which is the body's defence against infection) mistakenly treats the protein in food as a threat. The body responds to this threat by releasing several chemicals in the body. These chemicals cause symptoms of an allergic reaction.

2.4 Food intolerance is more common than food allergies. Food intolerances are thought to affect 1 in 10 people. Food intolerances do not involve the immune system. Instead, food intolerance involves the digestive system and can cause difficulty digesting certain foods leading to symptoms such as abdominal pain, gas and diarrhoea. Those who are affected often rely on allergen labelling to avoid the foods that make them ill.

Regulation and Linked Policies

2.5 Aldridge Education's Allergy Awareness Policy conforms with the general requirements of:

- the Health and Safety at Work etc. Act 1974;
- The Equalities Act 2010;
- The Children and Families Act 2014;
- The Children's wellbeing and Schools Bill
- The Department for Education's guidance Allergy Safety in Schools (Benedict's Law); and
- Food allergen legislation, including the Food Information (Amendment) (England) Regulations 2019 (Natasha's Law).

2.6 Linked Aldridge Education policies:

- Health and Safety Policy;
- First Aid Policy;
- Administration of Medicines Policy;
- Data Protection Policy; and
- Behaviour and Anti-Bullying Policy

3. Roles and Responsibilities

The Trust Board

3.1 The Trust Board retains overall accountability for ensuring this policy is implemented effectively across all Aldridge Education settings. The Trustees delegate operational in accordance with Aldridge Education's Scheme of Delegation.

3.2 The Aldridge Education Trust Board will:

- Ensure the Allergy Awareness Policy is reviewed every other year, or after any relevant operational changes or significant allergy related incidents, to ensure that the provisions remain appropriate for the activities undertaken;
- Ensure that adequate resources, systems and competent persons are in Place to support the safe management of allergies and anaphylaxis across Aldridge Education, in line with the Scheme of Delegation.
- Be informed through the Finance and Operations Committee of allergy-related incidents, training compliance, and identified risk trends to inform strategic oversight.

The Estates Director

3.3 The Estates Director is responsible for ensuring the Allergy Awareness Policy and associated arrangements are implemented across all settings within Aldridge Education and that operational arrangements reflect Aldridge Education's requirements.

3.4 The Estates Director will ensure that communication and reporting systems are in place so that allergy-related incidents, near misses, and emerging risks are reported as required.

3.5 Where catering services are centrally procured by Aldridge Education, the Estates Director will ensure that contracted services comply with Aldridge Education allergy management requirements and ensure contractors are appropriately vetted and monitored.

3.6 The Estates Director will ensure mechanisms are in place to monitor the effectiveness of this policy, including staff training, compliance and implementation across Aldridge Education.

Principals

3.7 The Principal is responsible for the day-to-day implementation of the Allergy Awareness Policy within their setting, and for ensuring effective delivery of arrangements to support learners with medical conditions, including working with the designated allergy lead, ensuring allergy related incidents, near

misses, and concerns are recorded and reported via Aldridge Education's designated reporting systems and escalated as required to the Chief Operating Officer and / or Trust Board. The Principal will:

- Appoint a member of the Senior Leadership Team with strategic responsibility for allergy safety. This individual will oversee implementation of this policy, monitor compliance, review incidents and near misses, and report to Aldridge Education senior management as required.
- Ensure suitable and sufficient risk assessments are carried out to identify and manage the allergy needs of learners and staff and that these risk assessments are reviewed regularly and following any significant changes or incidents.
- Ensure a setting allergy register is established, maintained, and made accessible to relevant staff, including for educational visits, staff cover and risk assessment purposes.
- Ensure that Individual Health Care Plans (IHPs) and allergy action plans are implemented and kept under review for learners diagnosed with serious allergies.
- Ensuring that all staff receive appropriate allergy and anaphylaxis training, including emergency response, which is regularly refreshed. This will include awareness that allergies may arise from food, medication, insect stings, airborne allergens and contact allergens.
- Ensuring that appointed staff have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of Aldridge Education's allergy awareness policy and procedures.
- Ensuring that catering arrangements meet the medical and dietary needs of pupils with allergies, in line with their Individual Healthcare Plans.
- Ensure allergy bullying is treated seriously, like any other bullying and those with allergies are not excluded from any school activities.
- Reporting specified incidents to the Health and Safety Executive (HSE), when necessary.
- Ensure that all staff receive regular updates on allergy risks and changes to students' Individual Healthcare Plans.

Designated Allergy Lead

3.8 The allergy lead will be responsible for:

- Acting as the single point of contact for allergy and anaphylaxis management for staff, learners, parents/carers and external professionals.

- Ensuring Individual Healthcare Plans are developed, implemented and reviewed and updated in line with this policy and clinical advice.
- Maintaining oversight of the school allergy register, ensuring it is accurate, up to date and accessible to relevant staff.
- Coordinating and monitoring allergy and anaphylaxis training for all staff, including refresher training and maintaining appropriate records.
- Ensuring the availability, safe storage, checking and replacement of spare emergency auto injectors in accordance with statutory guidance.
- Ensure effective communication of allergy information to staff, supply staff, volunteers, catering teams and staff supporting educational visits.
- Reviewing allergy related incidents and near misses, contributing to learning lessons and improvement actions.
- Liaising with the Principals, first aid lead, catering providers and Aldridge Education where required.
- Undertaking allergy emergency response exercises and anaphylaxis drills to test emergency arrangements, staff awareness and response procedures. Reviewing outcomes to improve practice.

All Staff

3.9 All staff will:

- Ensure they follow allergy awareness procedures and this policy.
- Ensure they are familiar with allergy action plans and where relevant learners' Individual Healthcare Plans (IHPs) and allergy action plans and are able to recognise the symptoms of an allergic reaction and take appropriate action.
- Ensure they know who the first aiders in Academy are and how to access emergency support, including the location of emergency medication such as AAIs.
- Complete accident reports for all incidents they attend to where a first aider is not called.
- Inform the Principal or their manager and the designated allergy lead of any specific health conditions or allergy needs.
- Consistently enforce the ban on learners sharing food during lessons or clubs.
- Ensure prompt communication of any concerns, incidents or changes relating to learners' allergies to the appropriate staff.

Regional and local Estates Managers

3.10 Regional and local Estates Managers will:

- Ensure they follow allergy awareness procedures and this policy as applicable to their role.

- Ensure they know who the first aiders in Academy are and how to contact them in an emergency.
- Complete accident reports for all incidents they attend to where a first aider is not called.
- Inform the Principal or their manager of any specific health conditions or allergy needs.
- Support the Principal in maintaining accurate records of staff training and compliance related to allergy management.
- Ensure that cleaning regimes and site management practices support the reduction of allergen risks, including appropriate cleaning of surfaces and shared areas.
- Ensure that contractors working on site are aware of relevant allergy controls and comply with Aldridge Education's requirements where applicable.
- Ensure that reasonable measures are taken to maintain good indoor air quality through appropriate ventilation, cleaning and maintenance arrangements, taking account of individuals affected by asthma or airborne allergens.

Catering Managers and Catering Staff (contracted and in-house)

3.11 The catering manager is responsible for ensuring that food allergy requirements are reviewed and accurately reflect current menu offerings and learner needs. They will:

- Ensure all catering staff receive appropriate allergy awareness and food hygiene training, with records maintained and refresher training completed in line with the training schedule.
- Ensure that up-to-date information on staff and learner allergies is received, maintained and used to inform safe food preparation and service.
- Ensure an accurate and up-to-date allergen matrix is available for all food provided, enabling informed choices to be made.
- Ensure that ingredient information is regularly reviewed and updated, particularly when suppliers or products change.
- Ensure all pre-packaged foods comply with legal allergen labelling requirements, and that any non-compliant products are not used until verified.
- Ensure robust food hygiene practices are in place to minimise the risk of allergen cross-contamination
- Ensure appropriate controls are in place to prevent allergen cross-contamination during the storage, preparation and serving of food.

- Ensure that where allergen risks cannot be safely managed, this is clearly communicated to the Principal and parents/carers, and alternative arrangements are agreed.
- Ensure that there are posters displayed prior to the serving areas alerting anyone who may have an allergy or questions on foods ingredients to speak to the catering team

3.12 In addition to all staff training, Contract Caterers have Allergy Champions in each setting.

Contractors and Visitors

3.13 Contractors and Visitors will adhere to Aldridge Education Allergy Awareness Policy and reporting procedures. They will:

- Ensure their activities do not introduce or increase allergy risks within Aldridge Education premises.
- Ensure a high standard of hygiene is maintained whilst in Aldridge Education premises to minimise the risk of allergen contamination.
- Report any areas which may be contaminated to the Estates Team or their host.
- Provide the school with any relevant information as to their own allergies where necessary.

Learners and Parents/Carers

3.14 The parents/carers of all new starters to the setting are required to inform the setting of details of any food intolerances or allergies and describe their management by completing the Allergy Declaration Form. If details are unclear or ambiguous, the setting will follow this up with a phone call to parents/carers for further information which will be recorded.

3.15 It is the parent/carer's responsibility to ensure that that any changes to a learner's medical needs are notified to the setting, and a revised medical needs form must be completed. Parents/carers are requested to keep the setting up to date with any changes in allergy management with regards to clinic summaries, re-testing and new food challenges.

3.16 Parents/carers will:

- ensure that any required medication such as auto adrenalin injectors (AAI), inhalers and any specific antihistamine, is supplied, in date and replaced as necessary. The parents/carers of all learners who have an AAI in the Academy must complete specific healthcare plan sheets stating the emergency actions to be taken. They should also give permission for the spare emergency AAI to be used in the event it is required.

- attend any meeting as required to share further information about their child's food allergy to assist in planning for the management of their child's allergy and completion of a care plan.
- Inform the setting of any episode of anaphylaxis occurs outside of the setting.

3.17 Learners of any age should be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening.

3.18 Learners are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reactions. Expectations are age appropriate.

3.19 Learners are not allowed to share food with each other.

4. Allergen Arrangements

Training and Competence

4.1 Aldridge Education recognises that effective allergy management relies on competent, informed and confident staff, therefore:

- Principals will ensure all staff will receive allergy awareness training to effectively recognise allergic reactions and to respond effectively to anaphylaxis.
- The appointed Designated Allergy Lead will receive appropriate training which will be refreshed at least every other year and following any significant changes to procedures, equipment, legislation or learner needs.
- All staff receive appropriate training in how to administer or assist with adrenaline auto-injectors (AAIs) and regular refresher training.
- Staff will be trained to ensure any learner experiencing an allergic reaction will be continuously supervised and monitored for a minimum of 60 minutes following the reaction, in line with current clinical guidance.
- Temporary, agency, volunteer and supply staff will be provided with relevant allergy information and emergency arrangements as part of their induction via the Designated Allergy Lead and or their Line Manager.
- Refresher training will be completed every other year and or following any significant changes to procedures, equipment, legislation or learner needs.
- Training records will be maintained and monitored by the setting and reported to Aldridge Education as required.

Medication and Auto-injectors

4.2 Students' medication is stored in

- The school office and auto-injectors on the wall outside the Principal's office.
- Learners keep their own auto injectors with them
- Learners whose auto injectors are kept by the Academy are clearly detailed in Health Care Plans, Allergy Declaration Forms and Allergy Register.

4.3 Learner Allergy Declaration Forms are completed and stored on CPOMS. A copy of the Allergy Declaration Form, when containing Food Allergies, is also provided to the catering team to make staff aware and where applicable update catering tills with the learner's allergy information.

4.4 Spare auto- injector; emergency medication, including prescribed and spare adrenaline auto-injectors, will be stored and managed so that they can reasonably be accessed and administered within five minutes of an emergency occurring.

4.5 The setting holds 2 Kitt Medical kits that contain 4 pens in each box, enabling them to take a Kitt medical box on trips & visits and still maintain cover in the setting.

4.6 Spare auto- injector is stored in the main school office and outside the Principal's office on the wall.

4.7 The Designated Lead should check expiry dates of the spares, however Kitt Medical will send replacement injectors annually prior to expiry.

4.8 Learners prescribed adrenaline auto-injectors should always provide and have access to two prescribed devices in accordance with clinical guidance

First Aid

4.9 In the event of a learner's anaphylactic shock, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the learner can walk, takes them to a first aid post and calls for a first aider.
- The first aider administers first aid and records details in the treatment book.
- Full details of the accident are recorded in the accident book.
- If the learner is taken to hospital or the injury is 'work' related, then the accident is reported to the Principal.
- If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), then, the Principal will arrange for report to be completed

- All serious allergy incidents and near misses will be reviewed to identify lessons learned and improvements required to prevent recurrence at setting and trust level.

Insurance Arrangements

4.10 Aldridge Education are part of the Risk Protection Arrangement (RPA).

Educational Visits

4.11 For residential visits, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

4.12 For day visits, a trained First Aider will carry a travel first aid kit in case of need, including a spare auto-injector appropriate to the learner's needs.

4.13 All staff attending the educational visit will be aware of any learners with allergies, their Individual health care plans and their allergy action plans.

4.14 Any learners with a prescribed auto-injector must carry this on any educational visit.

4.15 Where packed lunches are provided for day visits, the catering team will adhere to providing food taking into account the learner's known allergies.

4.16 Where food is provided by a third-party caterer on a day or residential trip, they will be provided with details of all known allergies of the learners attending the educational visit.

4.17 Where educational visits involve cooking, food preparation, animal contact, environmental allergens, or food provided by third parties, allergy risks will be considered during planning and risk assessment. Appropriate control measures will be implemented and reasonable adjustments made to ensure learners with allergies are able to participate safely and are not excluded from activities.

4.18 Educational visit risk assessments will consider exposure to food, contact and airborne allergens, including animal contact, environmental allergens, pollen, and activities that may increase allergen exposure. Appropriate control measures will be implemented to ensure the safe inclusion of affected learners.

Classroom and Non-kitchen Areas

4.19 Where eating takes place outside the catering and main dining facilities, the staff will ensure, to the best of their ability, that desks/ tables are cleaned before and after eating activities.

4.20 All staff have received allergy awareness training.

4.21 All relevant staff have completed safe food handling training (catering and food technology staff).

4.22 Learners are prohibited from sharing food in class or during clubs.

4.23 Where a learner has a known allergy to airborne allergens, reasonable control measures will be implemented, which may include ventilation arrangements, management of classroom resources, restrictions on identified triggers, and consideration of allergen exposure during activities involving animals, plants or strong fragrances.

Administering Medicines

4.24 Prescribed medicines may be administered in Aldridge Education by staff members who are appropriately trained, where it is deemed essential. Wherever possible, learners will administer their own medicine, under the supervision of a member of staff.

4.25 If a learner refuses to take their medication, staff will inform their parents/carers accordingly.

4.26 In all cases, written parental/carer permission is required, outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in each setting office. Forms are reviewed annually or when a learner's medical needs change, (see Aldridge Education's Allergy Declaration and Parental Agreement forms).

4.27 Staff will ensure that records are kept of any medication given and any reactions are monitored and communicated with parents/carers

Storage and Disposal of Medicines

4.28 Wherever possible, learners will be allowed to carry their own medicines / relevant devices or will be able to access their medicines in the setting office for self-medication, quickly and easily. learners' medicine will not be locked away out of the learner's access. This is especially important whilst on trips. It is the responsibility of the setting to return medicines that are no longer required, to the parent/carer for safe disposal.

4.29 Learner personal auto-injector devices held by the school are to be checked on a termly basis to ensure they are in date and are in the correct location by Lauren Bromley.

4.30 Spare auto-injectors will be held by the setting for emergency use, in line with the learner's Individual Healthcare Plan, allergy action plan and Department of Health protocols.

4.31 Spare auto-injectors are located in the main school office and are signed in and out.

4.32 If a spare auto-injector is used the Designated Allergy Lead will notify Kitt Medical who will provide a refill / new auto-injector.

Anaphylaxis

4.33 The Children's wellbeing and Schools Bill provides statutory guidance to introduce core, lifesaving protections, including:

- A clear whole school dedicated allergy policy
- Comprehensive allergy and anaphylaxis training for all school staff.
- Access to emergency adrenaline auto-injectors (AAIs)
- Individual care plans and allergy action plans for pupils with food allergies.

4.34 Aldridge Education and all settings recognise that individuals at highest risk require the highest level of protection. Therefore arrangements are in place to ensure effective communication, emergency plans, training, individual healthcare plans and allergy action plans.

4.35 Anaphylaxis is a severe and potentially life threatening reaction to a trigger, such as foods, insect stings, medications or other allergens.

4.36 The symptoms include:

- feeling lightheaded or faint
- breathing difficulties – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- confusion and anxiety
- collapsing or losing consciousness

4.37 There may also be other allergy symptoms, including an itchy, raised rash (hives), feeling or being sick, swelling (angioedema) or stomach pain.

4.38 Anaphylaxis is a medical emergency. It can be very serious if not treated quickly. If someone has symptoms of anaphylaxis, the following actions should be taken:

- Use an adrenaline auto-injector, if available, following the correct procedure.
- Call 999 for an ambulance immediately, even if they start to feel better, mention that you think the person has anaphylaxis.
- Remove any trigger if possible, for example, carefully remove any stinger stuck in the skin.
- Lie the person down flat, unless they're unconscious, pregnant or having breathing difficulties.

- Give another injection after 5 to 15 minutes if the symptoms do not improve and a second auto-injector is available.
- If in doubt, treat for anaphylaxis and administer adrenaline.

4.39 All staff are trained in recognising and responding to anaphylaxis and using auto-injectors relevant to the medical needs of learners.

4.40 People with potentially serious allergies are often prescribed adrenaline auto-injectors to carry at all times. These can help stop an anaphylactic reaction from becoming life-threatening and should be used as soon as a serious reaction is suspected, either by the person experiencing anaphylaxis or someone helping them.

4.41 Aldridge Education settings are supplied by Kitt Medical who supply and assist in training and management of spare auto-injectors including annual replacement / refill pens and ongoing support and training.

Accidents/Illnesses Requiring Hospital Treatment

4.42 If a learner has an incident, which requires urgent or non-urgent hospital treatment, the setting will be responsible for calling an ambulance. When an ambulance has been arranged, a staff member will stay with the learner until the parent/carer arrives, or accompany the learner taken to the hospital by ambulance if required.

4.43 Parents/carers will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents/carers provide the Academy with up-to-date contact names and telephone numbers.

Defibrillators

4.44 Defibrillators are available within the setting as part of the first aid equipment.

4.45 First aiders are trained in the use of defibrillators, and defibrillators are clearly marked and accessible.

4.46 The local NHS ambulance service have been notified of defibrillator locations.

Learners with Special Medical Needs – Individual Healthcare Plans and Allergy Action Plans.

4.47 Allergies may arise from food, medication, insect stings, airborne allergens and contact allergens. Risk assessments and support arrangements will be developed proportionately according to the individual needs of the affected person. Where a learner is affected by airborne allergens, reasonable measures will be considered to minimise exposure and support their health, wellbeing and participation in school activities.

4.48 Some learners have medical conditions that, if not properly managed, could limit their access to education. These conditions may include, but are not limited to, severe food allergies, allergies to insect stings, allergies to animals or medication allergies.

4.49 Where learners with severe allergies are identified, an Individual Healthcare Plan (IHP) must be developed. This ensures:

- All staff are aware of the student's allergy and potential triggers
- Specific safety measures are identified and in place to reduce the risk of exposure to allergens
- Clear emergency procedures are defined, including administration of auto-injectors and calling for medical assistance.
- Catering, classroom, and activity arrangements accommodate the student's allergy safely.
- Responsibilities of staff, parents/carers, and the learner (where age-appropriate) are clearly documented.
- Any allergies of learners, staff or visitors are communicated with the catering team or any 3rd party suppliers, all staff, midday supervisors and club leaders.

4.50 Where learners with allergies are identified, an allergy action plan (AAP) must be developed. This is an essential tool to manage allergies with risks of anaphylaxis. The AAP must provide clear and concise guidance on how to recognise and treat severe allergic reactions and should where possible, align with the latest clinical treatment guidelines.

4.51 When developing and reviewing IHPs or AAPs, ensure:

- Parents/carers provide detailed information about their child's allergies, medical history, and prescribed emergency medication (e.g., adrenaline auto-injectors)
- Learners with severe allergies must have an IHP completed in conjunction with their GP, Paediatrician, and the Academy's Senior First Aider
- IHPs and AAPs must be developed before the student starts at the Academy, or within two weeks of diagnosis/enrolment
- IHPs and AAPs are reviewed at least annually or sooner if there is a significant change in the student's allergy status, medication, or triggers.

Allergy Identification, Communication and Practical Management Systems

4.52 The setting will implement clear, proportionate and age-appropriate systems to ensure that learners with allergies are readily identified and that relevant information is communicated effectively to staff, catering teams, and where appropriate, learners. These arrangements must:

- Protect learners' dignity and personal data.
- Be consistent with Individual Healthcare Plans (IHPs) and Allergy Action Plans (AAPs).
- Be clearly understood by all relevant staff, including temporary and supply staff.
- Be reviewed regularly to ensure they remain effective.

4.53 The setting will document the systems in place locally and ensure they are communicated through induction, training and routine briefings.

Learner identification methods

4.54 The setting uses the following system to identify learners with allergies:

- Classroom allergy awareness lists or seating plans are established and accessible to staff.

Dining Hall and Food Service Controls

4.55 To reduce the risk of allergen exposure during mealtimes, the setting operates the following arrangements:

- Separated food preparation and/or serving areas.
- Named staff oversight during service for learners with known allergies.

Staff communication and information sharing

4.56 Allergies are communicated effectively through:

- A setting's central allergy register accessible to teaching staff, support staff and catering teams.
- Daily or termly allergy briefings for relevant staff.
- Clear handover procedures for supply staff and external providers.
- Inclusion of allergy information in trip planning and cover arrangements.

Classroom, club and non-dining arrangements

4.57 Where food is used outside main dining areas (e.g. classrooms, clubs, events), the setting ensures:

- All staff are aware of learners with allergies before activities take place.
- Surfaces are cleaned before and after food use.
- Food sharing is prohibited.

- Alternative activities or materials are provided where required.

Accident Recording and Reporting

4.58 First aid and accident record book:

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an anaphylactic shock.
- Records will be retained securely in line with GDPR and Aldridge Education's Data Protection Policy. For pupils, accident and medical records will be kept until the pupil reaches age 21 (or 25 for those with special educational needs). For staff, records will be retained for a minimum of 3 years
- Parents/carers will be informed promptly of any significant allergy related incident or near miss involving their child.

4.59 Reporting to the Health & Safety Executive (HSE):

- Any incident that meets RIDDOR criteria will be reported to the Health and Safety Executive within statutory timeframes.
- Settings will notify Aldridge Education's Regional or Local Estates Manager of all serious allergy related incidents.
- For full details of RIDDOR Reporting requirements and procedures, refer to the HSE's guidance and Aldridge Education's Accident & Incident Reporting procedure.

4.60 Parents/carers must be informed on the same day of any allergy-related incident and treatment provided.

4.61 Registered Early Years Providers must notify Ofsted of any serious accident, illness, or injury within 14 days.

5. Monitoring and Review

5.1 Aldridge Education will review compliance with this policy and associated procedures across all settings in line with the policy review cycle, or after any operational changes or significant allergy related incidents, to ensure that the provisions remain appropriate for the activities undertaken.

5.2 Settings will monitor the effectiveness of their allergy management arrangements to ensure they remain suitable, effective and compliant with statutory requirements and recognised best practice.

5.3 Monitoring activities will include:

- Review of allergy-related incidents, emergency responses and near misses.
- Monitoring the completion and effectiveness of staff training and refresher training.
- Review of Individual Healthcare Plans (IHPs) and Allergy Action Plans (AAPs) to ensure they remain accurate and up to date.
- Audit of allergy registers, communication arrangements and medication management systems.
- Monitoring of emergency equipment, medication storage arrangements and spare adrenaline auto-injector (AAI) checks.
- Periodic health and safety audits, inspections and assurance activities.

5.4 Findings from monitoring activities will be reviewed by the appropriate leaders and used to identify trends, implement corrective actions, share good practice and inform future policy reviews. Significant findings and allergy-related risks will be reported through Aldridge Education's arrangements as appropriate.

Appendix 1 – Food Allergens

The Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law, came into effect on the 1st of October 2021 and requires food businesses to provide full ingredient lists and allergen labelling on foods pre-packaged for direct sale on the premises. The legislation was introduced to protect allergy sufferers and give them confidence in the food they buy. Under the new rules, food that is pre-packaged for direct sale (PPDS) must display the following clear information on its packaging:

- The food's name
- A full list of ingredients, emphasising any allergenic ingredients.

For Academy Trusts, the labelling requirements apply to all food made on-site and package, such as sandwiches, wraps, salads, and cakes. It applies to food offered at mealtimes and as break-time snacks. It applies to food the learners select themselves or that caterers keep behind the counter. Food businesses need to tell customers if any food they provide contains any of the listed allergens as an ingredient. Consumers may be allergic or have an intolerance to other ingredients, but only the 14 allergens are required to be declared as allergens by food law in the UK.

The main 14 allergens (as listed in Annex II of the EU Food Information for Consumers) are:

Cereals containing gluten, namely wheat (such as spelt and Khorasan wheat), rye, barley and oats

Crustaceans, Invertebrates (they have no backbone) with a segmented body and jointed legs. Crab, crayfish, langoustine, lobster, prawn, shrimp, scampi.

Egg, Egg does not have to be eaten to cause an allergic reaction; coming into contact with eggshells or touching (raw) egg can cause allergic symptoms usually affecting just the skin in highly sensitive individuals.

Fish, Vertebrates (they have a backbone). Most fish are covered in scales and have fins. Anchovy, basa, cod, cuttlefish, haddock, hake, halibut, mackerel, monkfish, pilchards, plaice, pollock, salmon, sardine, sea bass, swordfish, trout, tuna, turbot, whitebait.

Peanuts, Different varieties of peanuts are produced for different uses (for example, peanuts to be used in peanut butter and peanuts in the shell for roasting,). Peanuts are from a family of plants called legumes, the same family as garden peas, lentils, soya beans and chickpeas. Most people will be able to eat other types of legumes without any problems, and it is rare for people with a peanut allergy to react to other legumes.

Peanut allergy affects around 2% (1 in 50) of children in the UK and has been increasing in recent decades.

Soybeans, Soy comes from soybeans and immature soybeans are called edamame beans. Soya can be ingested as whole beans, soya flour, soya sauce or soya oil. Soya can also be used in foods as a texturiser (texturized vegetable protein), emulsifier (soya lecithin) or protein filler. Soya flour is widely used in foods including; breads, cakes, processed foods (ready meals, burgers and sausages) and baby foods.

Milk, includes dairy items, butter, cheese, cream, yoghurt, ice-cream, ghee, whey, buttermilk, milk powders.

Nuts (namely almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut and macadamia nut (Queensland nut). Can be found in curry powders and mixes, savoury sauces, salad dressing, marinades, soup, Indian dishes, English, French and American dishes

Celery, celery sticks, celery leaves, celery spice, celery seeds, which can be used to make celery salt.

Mustard, Mustard seeds are produced by the mustard plant which is a member of the Brassica family. Seeds can be white, yellow, brown or black. Whole seeds can be used in a variety of ways in cooking including roasting, marinating or as an addition to pickled products. Whole, ground, cracked or bruised mustard seeds are mixed with other ingredients to make table mustard.

Sesame seeds, Also known as: Benne (African name), gingelly (Sesame Oil), gomashio (Japanese Condiment), til (seed of sesame) Foods that sometimes have sesame as an ingredient include: veggie burgers, breadsticks, crackers, burger buns, cocktail biscuits, Middle Eastern foods, Chinese, Thai and Japanese foods, stir-fry vegetables, salad dishes and health food snacks.

Sulphur dioxide and/or **sulphites**, Also known as: Sulphur dioxide (E220) and other sulphites (from numbers E221 to E228) are used as preservatives in a wide range of foods, especially soft drinks, sausages, burgers, and dried fruits and vegetables. E220 (Sulphur dioxide), E221 Sodium sulphite, E222 Sodium hydrogen sulphite, E223 Sodium metabisulphite, E224 Potassium metabisulphite, E226 Calcium sulphite, E227 Calcium hydrogen sulphite, E228 Potassium hydrogen sulphite, E150b Caustic sulphite caramel, E150d Sulphite ammonia caramel. It can be found in foods as a preservative, dried fruit and vegetables, soft drinks, fruit juices, fermented drinks (wine, beer and cider), sausages and burgers. Anyone who has asthma or allergic rhinitis may react to inhaling sulphur dioxide.

Lupin, Also known as lupin seeds, lupin beans and lupin flour. The lupin is well-known as a popular garden flower with its tall, colourful spikes. The seeds from certain lupin species are also cultivated as food. These are normally crushed to make lupin flour, which can be used in baked goods such as pastries, pies, pancakes and in pasta.

Molluscs, Also invertebrates. They are soft bodied inside and some have a shell. Abalone, squid, cuttlefish, octopus, snails and whelk. Those that have a shell that opens and closes are called 'bivalve molluscs', such as clams, cockles, oysters, mussels and scallops. This also applies to additives, processing aids and any other substances which are present in the final product.

Appendix 2 - Further Guidance

5.5 Further guidance and support can be found on the Aldridge intranet in the 'Allergy' folder in the Health and Safety' policy section, as well as via the the Estates Health and Safety lead, the organisations listed below and Judicium Education.

- Department for Education Supporting pupils with medical conditions: links to other useful resources
- Department for Education Allergy safety in Schools
- Children's Wellbeing and Schools Act 2026 https://www.legislation.gov.uk/ukpga/2026/21/contents
- Department of Health Guidance on the use of Auto Injectors in Schools

Training

- Anaphylaxis Kitt for Schools — Kitt Medical
- Allergy Awareness Course in Schools https://www.judiciumeducation.co.uk/elearning/allergy-awareness-course-in-Schools
- Food Allergy Awareness https://www.judiciumeducation.co.uk/elearning/food-allergy-awareness
- Food Hygiene Level 2 https://www.judiciumeducation.co.uk/elearning/food-hygiene-level-2
- Food Standards Agency https://allergytraining.food.gov.uk/
- Allergy Wise Training for Schools https://www.anaphylaxis.org.uk/allergywise/

Resources for Specific Conditions:

- Allergy UK
  - https://www.allergyuk.org/
  - https://www.allergyuk.org/living-with-an-allergy/at-School/
- The Anaphylaxis Campaign www.anaphylaxis.org.uk
- Asthma UK (formerly the National Asthma Campaign) www.asthma.org.uk
- National Eczema Society www.eczema.org
- Psoriasis Association www.psoriasis-association.org.uk/
- Benedict Blythe Foundation https://benedictblythe.com/benedicts-law/

Further Guidance can be obtained from The Food Standards Agency https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses

The Food Standards Agency has also published guidance about the new requirements for PPDS food.

- https://www.food.gov.uk/business-guidance/introduction-to-allergen-labelling-changes-ppds
- https://www.food.gov.uk/business-guidance/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-Schools-colleges-and-nurseries
- https://www.allergyuk.org/resources/peanut-allergy-factsheet/

Allergen Resources - General information:

- Allergen guidance for consumers https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance
- Allergen guidance for food businesses https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses
- Allergen labelling for food manufacturers https://www.food.gov.uk/business-guidance/allergen-labelling-for-food-manufacturers
- EU commission notice on HACCP and allergens https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0730(01)&from=EN
- EU Food Information for Consumers Regulation No. 1169/2011 https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:304:0018:0063:EN:PDF
- Food alerts, product recalls and withdrawals https://www.food.gov.uk/news-alerts/search/alerts
- Food Information Regulation (England) 2014 https://www.legislation.gov.uk/uksi/2014/1855/contents/made
- Safer Food Better Business https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb
- Technical guidance https://www.food.gov.uk/business-guidance/food-allergen-labelling-and-information-requirements-technical-guidance-summary

Additional Useful Resources:

- Allergy and intolerance sign https://www.food.gov.uk/sites/default/files/media/document/Allergen%20and%20Intolerance%20sign%20%28Colour%29.pdf
- Chef's recipe card https://www.food.gov.uk/sites/default/files/media/document/recipe-sheet_0.pdf
- Dishes and their allergen content chart. Template and more information at www.food.gov.uk/allergy-guidance
- Allergen Checklist for Food Business https://www.food.gov.uk/business-guidance/allergen-checklist-for-food-businesses

- Spare Pens in Schools - adrenaline auto-injectors (AAIs). http://www.sparepensinSchools.uk
- Anaphylaxis Kitt for Schools — Kitt Medical