HCAT

Allergen Management Policy

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Version Number	Version Description	Date of Revision
1	Original	January 2026
2	Updated to reflect new guidance and model plan template	July 2026

HCAT Allergen Management Policy

1. Purpose

This policy sets out how the Trust identifies, manages and reduces risks associated with allergens for students, staff and visitors. It supports compliance with the Food Information Regulations (2014), Natasha's Law (2021), the Children's Wellbeing and Schools Act 2026 and the Trust's duty of care.

2. Policy Statement

HCAT is committed to providing a safe environment for all members of the school community. We recognise that some individuals may have severe, potentially life-threatening allergies and require robust systems to minimise exposure and ensure rapid, effective emergency response.

The Trust aims to:

- Prevent avoidable exposure to allergens.
- Provide accurate allergen information for all food served.
- Ensure staff are trained to recognise and respond to allergic reactions.
- Promote awareness, inclusion and wellbeing for individuals with allergies.
- Work in partnership with parents, carers, healthcare professionals and catering providers.

3. Scope

This policy applies to:

- All students, staff and visitors.
- All food provided on-site.
- Food used in curriculum activities.
- Packed lunches brought from home.
- Off-site visits and educational activities.
- Emergency medical response.
- Activities involving food, animals, science, craft materials or other potential allergens

4. Definitions

- **Allergen**: A substance capable of causing an allergic reaction.
- **Anaphylaxis**: A severe, potentially life-threatening allergic reaction requiring immediate treatment.
- **Adrenaline Auto Injector (AAI)**: A device such as EpiPen or Jext used to treat anaphylaxis.
- **Individual Healthcare Plan (IHP)**: A personalised plan outlining an individual's allergy, triggers, symptoms and emergency procedures.
- **Allergy Action Plan**: A healthcare professional's guidance on allergy management and emergency treatment

5. Responsibilities

5.1 Senior Leadership Team

- Ensure the policy is implemented and reviewed annually.
- Allocate resources for training and emergency equipment.
- Support consistent practice across the Trust.
- Nominate a member of the Senior Leadership Team with strategic responsibility for allergy safety.

5.2 Catering Manager

- Maintain accurate allergen information for all food served.
- Ensure compliance with Natasha's Law.
- Train catering staff in allergen awareness and cross-contamination prevention.
- Maintain an up-to-date allergen matrix.

5.3 Teaching and Support Staff

- Be aware of students with allergies in their care.
- Follow Individual Healthcare Plans and risk assessments.
- Consider allergy risks when planning activities.
- Know how to recognise and respond to allergic reactions.

5.4 First Aid Team

- Maintain records of individuals with severe allergies.
- Ensure prescribed and spare AAIs are readily accessible and regularly checked.
- Ensure emergency medication can be accessed rapidly in an emergency.
- Lead emergency response procedures and staff training.

5.5 Parents/Carers

- Provide accurate and up-to-date medical information.
- Supply prescribed medication where required.
- Inform the school promptly of any changes to their child's allergy management needs.

5.6 Students

- Follow no sharing food expectations.
- Report symptoms immediately.
- Carry AAIs if required and appropriate for age.

6. Allergen Identification and Record Keeping

- Medical information will be collected on admission and reviewed regularly.
- Appropriate records will be maintained for students, staff and regular visitors with known allergies where necessary for safety purposes.
- Students requiring additional support will have an Individual Healthcare Plan.
- Allergy Action Plans and Asthma Action Plans will be attached to or referenced within the IHP where available.
- Relevant staff will be informed through secure information-sharing arrangements.
- Information will be shared only on a need-to-know basis in accordance with data protection requirements.

6.1 Wellbeing and Inclusion

HCAT recognises that allergies can affect emotional wellbeing and may create anxiety for students and families. We are committed to ensuring that students with allergies feel safe, included and supported.

Bullying, teasing or discrimination relating to allergies will not be tolerated and will be managed in accordance with the Behaviour and Anti-Bullying Policies.

7. Allergen Control Measures

7.1 Catering and Food Service

- Allergen information will be clearly available at the point of service.

- Pre-packed foods will be labelled in accordance with Natasha's Law.
- Appropriate controls will be used to minimise cross-contamination.
- Catering staff will receive annual allergen management training.

7.2 Curriculum Activities (e.g., Food Technology)

- Allergy risks will be considered when planning activities involving food, science, art, craft materials, animals or other potential allergens.
- Alternative materials or ingredients will be provided where reasonably possible.
- Individual risk assessments will be implemented where required.

7.3 Packed Lunches

- Food sharing will not be permitted.
- Staff will supervise dining areas appropriately.
- Parents will be reminded of allergy awareness expectations.

7.4 School Trips and Events

- Allergy information will be shared with venues and providers where appropriate.
- Risk assessments will include allergen considerations.
- Students prescribed AAIs will have access to them throughout the visit.
- Staff accompanying visits will know how to respond to an allergic emergency.

7.5 Airborne and Contact Allergens

Where students have known airborne or contact allergies, reasonable adjustments and control measures will be implemented to minimise risk and support participation in school life. [assets.pub...ice.gov.uk]

7.6 Spare Adrenaline Auto Injectors

Where permitted, schools may maintain spare AAIs in accordance with national guidance.

Spare AAIs will:

- be stored securely but remain readily accessible;
- be checked regularly for expiry dates;
- be replaced when used or expired;
- be available as part of emergency response arrangements; and
- be supported by appropriate staff training.

8. Emergency Response Procedures

If an allergic reaction is suspected:

1. Follow the student's Individual Healthcare Plan or Allergy Action Plan.
2. Administer the AAI immediately if symptoms of anaphylaxis are present.
3. Call 999 and state "anaphylaxis".
4. Contact parents/carers or emergency contacts.
5. Administer a second AAI if required and in accordance with guidance.
6. Record the incident and review procedures.

All allergy incidents and near misses will be recorded, reviewed and used to identify lessons learned and improve practice.

9. Training

- All staff will receive annual allergy awareness and emergency response training.
- First aid staff will receive enhanced anaphylaxis training.
- Catering staff will receive specialist allergen training.
- New staff will receive allergy awareness training as part of induction.
- Supply staff, temporary staff, agency workers and regular volunteers will receive appropriate allergy safety information and emergency procedures.

Training will include:

- recognising allergic reactions and anaphylaxis;
- the use of AAIs;
- emergency procedures;
- reducing exposure to allergens;
- understanding Individual Healthcare Plans and Action Plans; and
- reporting incidents and near misses.

10. Communication

- Parents will be informed of allergy procedures on admission and periodically thereafter.
- Relevant staff will be informed of changes to allergy management arrangements.
- Allergy signage will be displayed where appropriate.
- Students will receive age-appropriate education to promote allergy awareness, understanding and safe behaviours.
- This policy will be published on school websites and made available on request.

11. Monitoring and Review

This policy will be reviewed annually or sooner following a significant incident, near miss or change in guidance.

- Allergy incidents and near misses will be reviewed to identify lessons learned and areas for improvement.
- Catering audits will be undertaken termly.
- Individual Healthcare Plans will be reviewed at least annually.
- Feedback from students, staff and parents will inform continuous improvement

Appendix 1 – Individual Healthcare Plan for Allergy

<table>
<tr><th colspan="2">NAME – Individual Healthcare Plan for allergy</th></tr>
<tr><td>Date of birth:</td><td rowspan="4">Current photo</td></tr>
<tr><td>Year / class:</td></tr>
<tr><td>Emergency contacts:</td></tr>
<tr><td>Staff who need to be aware:</td></tr>
<tr><td colspan="2">Allergy:

Note what allergy the child or young person has.

Note any known allergens.

Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</td></tr>
<tr><td colspan="2">How the allergy is managed:

Note any care or action plans or prescribed medication issued by healthcare professionals.

If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.

Note the extent to which the child or young person is able to take responsibility for managing their allergy.</td></tr>
<tr><td colspan="2">Impact on education:

Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.

Indicate how the allergy may impact on the child or young person’s learning.

Indicate how the allergy may impact on the child or young person’s emotional wellbeing.

If relevant, note any interaction between allergy and SEN.</td></tr>
<tr><td colspan="2">Arrangements for support:

Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.

Outline measures to reduce the risk of contact with known allergens.

Give details of the specific support or adaptations to manage food allergy at meal and snack times.

Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</td></tr>
<tr><td colspan="2">Visits and trips:</td></tr>
</table>

- *Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.*
- *Note any requirement for a risk assessment and prompts for specific issues which should be considered.*

Emergency response:

Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.

Otherwise summarise the signs or symptoms which would indicate an emergency.

Set out what to do in an emergency, including whom to contact.

If relevant, note where "spare" adrenaline devices are located.

Last discussed with parents:	**Date**
Issued by:	**Date**:
Next planned review:	**Date**:

NAME – Individual Healthcare Plan for allergy

Annex: Medication needed while in school / college / setting

Non-prescription medication:

Record any <u>non</u>-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting

- *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access*

Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.

Parental consent:	**Date**:

Prescription medication:

Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).

Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.

Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.

Prescribed by:	**Date**:
Parental consent:	**Date**:

Use of "spare" adrenaline devices: *Note whether parental consent has been given to administer adrenaline (e.g. using "spare" adrenaline devices) in an emergency.*	
Parental consent:	**Date**:
Use of "spare" salbutamol inhaler: *If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a "spare" salbutamol reliever inhaler.*	
Parental consent:	**Date**:

NAME – Individual Healthcare Plan for allergy **Annex: Care or Action Plans issued by healthcare professionals**	
Allergy / Asthma Action Plan: *Attach any Action Plan to the IHP for use in an emergency.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Issued by:	**Date**:
Care Plan: *Note where any relevant care plan can be found.* *Note what staff are responsible for delivering / supporting delivery of the care plan.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Date:	**Date**: