

St Richard's RC Primary School



Allergy Policy

September 2026

The mission of St Richard's is that we know, love and follow Christ by looking after each other and trying our best every day.

Proposed by: JM

Seconded by:

Signed: Chair of Governors

Date:

St Richard's RC Primary School School Allergy Policy

1. Policy Statement

This policy is part of the mission of St Richard's to look after each other. St Richard's RC Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and intolerances. We recognise that allergies can range from mild reactions to life-threatening anaphylaxis and that effective management requires a whole-school approach.

The school aims to minimise the risk of allergen exposure while recognising that it is not possible to guarantee a completely allergen-free environment. We work in partnership with parents, pupils, healthcare professionals and catering staff to ensure that risks are managed appropriately and that pupils are able to participate fully in school life.

This policy should be read alongside the school's Medical Conditions Policy, First Aid Policy and Educational Visits Policy.

2. Legislative and Statutory Framework

This policy has been developed in accordance with:

- DfE Statutory Guidance: *Allergy Safety in Schools* 2026 ('Benedict's Law').
- The Equality Act 2010.
- DfE Statutory Guidance: *Supporting Pupils with Medical Conditions at School* (2017).
- Food Information (Amendment) (England) Regulations 2019 ('Natasha's Law').

3. Aims

The school will:

- Identify pupils with allergies and ensure appropriate support is in place.
- Maintain accurate and up-to-date allergy information and Individual Healthcare Plans (IHPs) where required.
- Ensure that all staff are trained and that they understand their responsibilities in preventing, recognising and responding to allergic reactions.
- Work closely with the catering team to manage food allergens safely.
- Ensure appropriate emergency medication and procedures are available.
- Promote a culture of awareness, inclusion and shared responsibility.

4. Roles and Responsibilities

Governing Body:

The Governing Body will ensure that appropriate arrangements are in place to support pupils with allergies and that this policy is reviewed regularly.

Headteacher:

The Headteacher has overall responsibility for the implementation and monitoring of this policy and for ensuring that staff receive appropriate training.

School Office:

The School Office will:

- Maintain accurate records of pupils with allergies and intolerances.
- Ensure allergy and intolerance information is updated whenever changes are notified by parents.
- Request medical evidence from parents.
- Provide relevant information to a named teaching assistant (who will disseminate to the child's classteacher, the catering manager and the senior lunchtime organiser in the form of photo-info cards)
- Maintain records of Individual Healthcare Plans and emergency medication.

Staff:

All staff must:

- Familiarise themselves with allergy and intolerance information relating to pupils in their care.
- Follow Individual Healthcare Plans and risk assessments.
- Take reasonable steps to minimise allergen exposure.
- Respond appropriately in an emergency.
- Attend relevant allergy awareness training.

Parents and Carers:

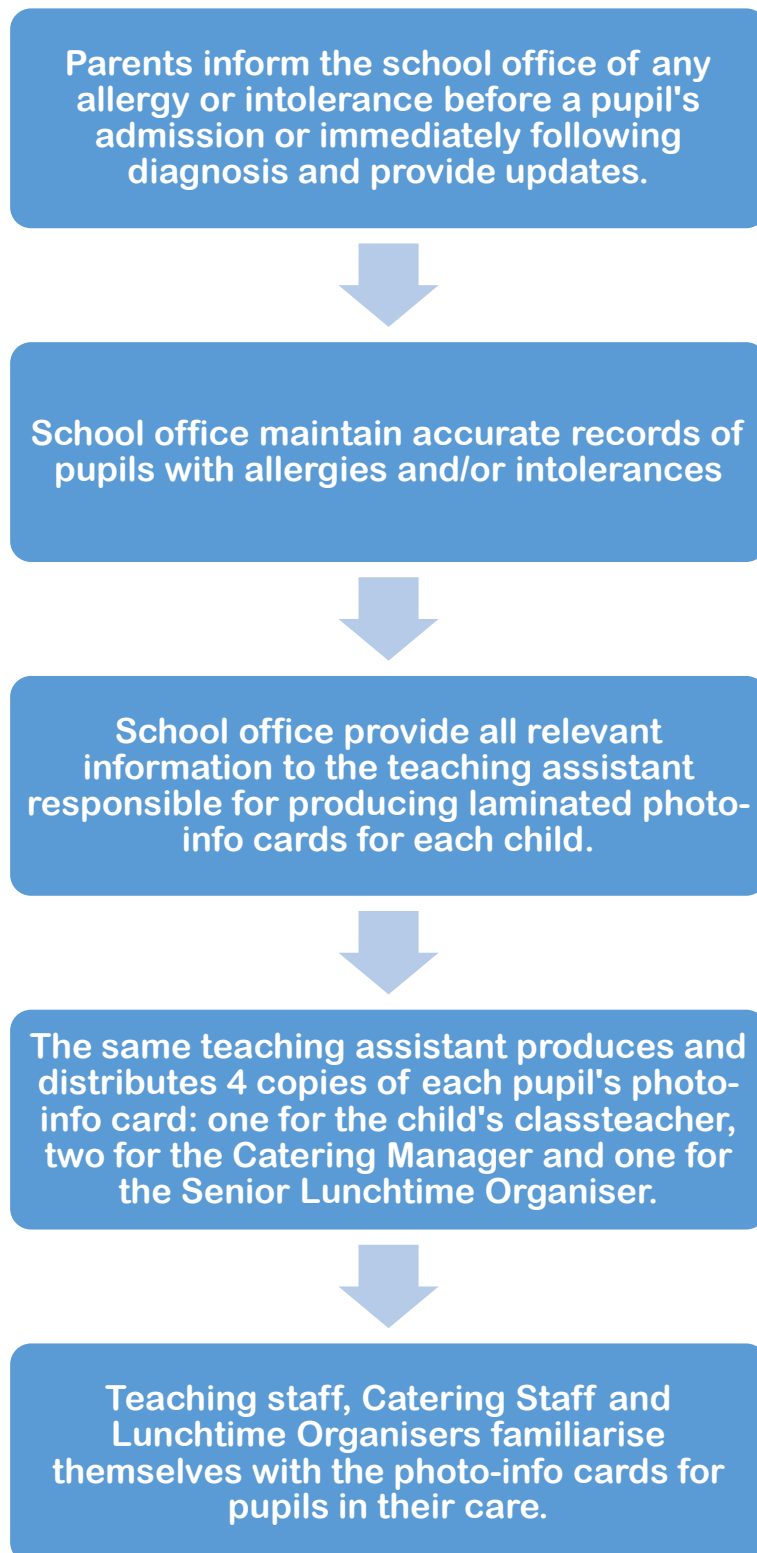
Parents and carers must:

- Inform the school of any allergy or intolerance before admission or immediately following diagnosis.
- Provide medical evidence and prescribed medication where required.
- Supply and maintain in-date prescribed Adrenaline Auto-Injectors (AAIs).
- Inform the school promptly of any changes to their child's condition.

5. Identifying and Supporting Pupils with Allergies

Information regarding allergies and intolerances is collected through the school's admission and data collection processes. The school office will provide relevant information to a named teaching assistant who is responsible for producing laminated photographic information cards ('photo-info card') for all children who have an allergy or intolerance. Four copies of each child's photo-info card are produced and distributed by the teaching assistant: One for the classteacher of the child, two for the Catering Manager and one for the Senior Lunchtime Organiser).

Where a pupil has a significant allergy, the school will develop an Individual Healthcare Plan (IHP) and, where necessary, a risk assessment. These documents will be prepared in partnership with parents and healthcare professionals and reviewed at least annually or sooner if notified by parents.

6. Communication of Allergy and Intolerance Information

To ensure pupils are kept safe:

- Staff will be informed of any allergies and intolerances in time for the start of each academic year and whenever information is updated.
- Allergy and intolerance information must be shared with all staff on a need-to-know basis.

- Discreet photo-info cards must be displayed in secure staff-only locations in order to protect pupil safety (in the school kitchen on the Olympic lunch trolley and on the inside of class stock room doors)
- The Catering Manager will maintain up-to-date records of pupils requiring special dietary provision.

The school processes such information in accordance with UK GDPR and data protection legislation, balancing confidentiality with safeguarding and medical needs.

7. Food Management and Allergy Prevention

School Meals

The school's Catering Manager will:

- Maintain allergen information for all menu items.
- Ensure allergen information is readily available to staff.
- Follow food preparation procedures designed to minimise cross-contamination risks.
- Complete appropriate allergy awareness training.

Natasha's Law

Where food is prepared and prepacked on-site for direct sale or distribution, ingredient and allergen information will be provided in accordance with Natasha's Law.

For school visits where prepacked sandwiches are provided, allergen labels will be attached and staff will have access to relevant dietary information.

Packed Lunches

Parents are responsible for ensuring packed lunches do not contain foods that may place their own child at risk.

The school may introduce additional risk-reduction measures for individual pupils where identified through risk assessments.

Curriculum Activities and Celebrations

Before food is used within lessons, celebrations or enrichment activities, teaching staff must:

- Check allergy/intolerance information for pupils involved.
- Undertake an appropriate risk assessment.
- Liaise with parents where necessary.
- Ensure suitable alternatives are available.

No food must ever be provided to any pupil unless staff are satisfied it can be consumed safely.

8. Emergency Medication and Adrenaline Auto-Injectors (AAIs)

Prescribed Medication

Pupils prescribed an AAI must have an Individual Healthcare Plan and emergency action plan in place. Templates are available at St Richard's.

Prescribed medication must be stored in accordance with the pupil's healthcare plan and remain readily accessible at all times, including during educational visits.

Spare Adrenaline Auto-Injectors

In line with current statutory requirements, our school maintains emergency spare AAIs on site. These are stored prominently in the main school reception area and are available for use in anaphylaxis emergencies by trained staff.

The school currently holds:

- Two 150 microgram AAIs for children under 6.
- Two 300 microgram AAIs for children aged 6 and over and adults.

The use, storage and replacement of spare AAIs will comply with national guidance.

9. Training

At St Richard's, we will ensure that:

- All staff receive allergy awareness training which is updated annually
- All staff understand the signs and symptoms of allergic reactions and anaphylaxis.
- All staff receive training in the administration of AAIs.
- New employees are informed of allergy procedures during induction.

Training records for allergy awareness will be maintained by the headteacher.

10. Educational Visits

All educational visits will include consideration of allergy-related risks.

Visit leaders must:

- Review Individual Healthcare Plans.
- Ensure emergency medication accompanies pupils.
- Inform relevant adults of allergy risks and emergency procedures.
- Ensure suitable food arrangements are in place

11. Responding to an Allergic Reaction

Where an allergic reaction is suspected staff must:

1. Follow the pupil's Individual Healthcare Plan.

2. Administer prescribed medication without delay where required.
3. Call 999 immediately if anaphylaxis is suspected.
4. Contact parents or carers as soon as practical.
5. Record the incident and any actions taken.

Following any serious incident, the school will review the circumstances and identify any lessons learned to strengthen future practice.

12. Monitoring and Review

This policy will be reviewed annually, or sooner if:

- Statutory guidance changes.
- A significant allergy-related incident occurs.
- School procedures require amendment.

Approved by the Safeguarding, Health & Safety and Premises subcommittee on behalf of the full Governing Body of St Richard's RC Primary School on Tuesday 6th October 2026.