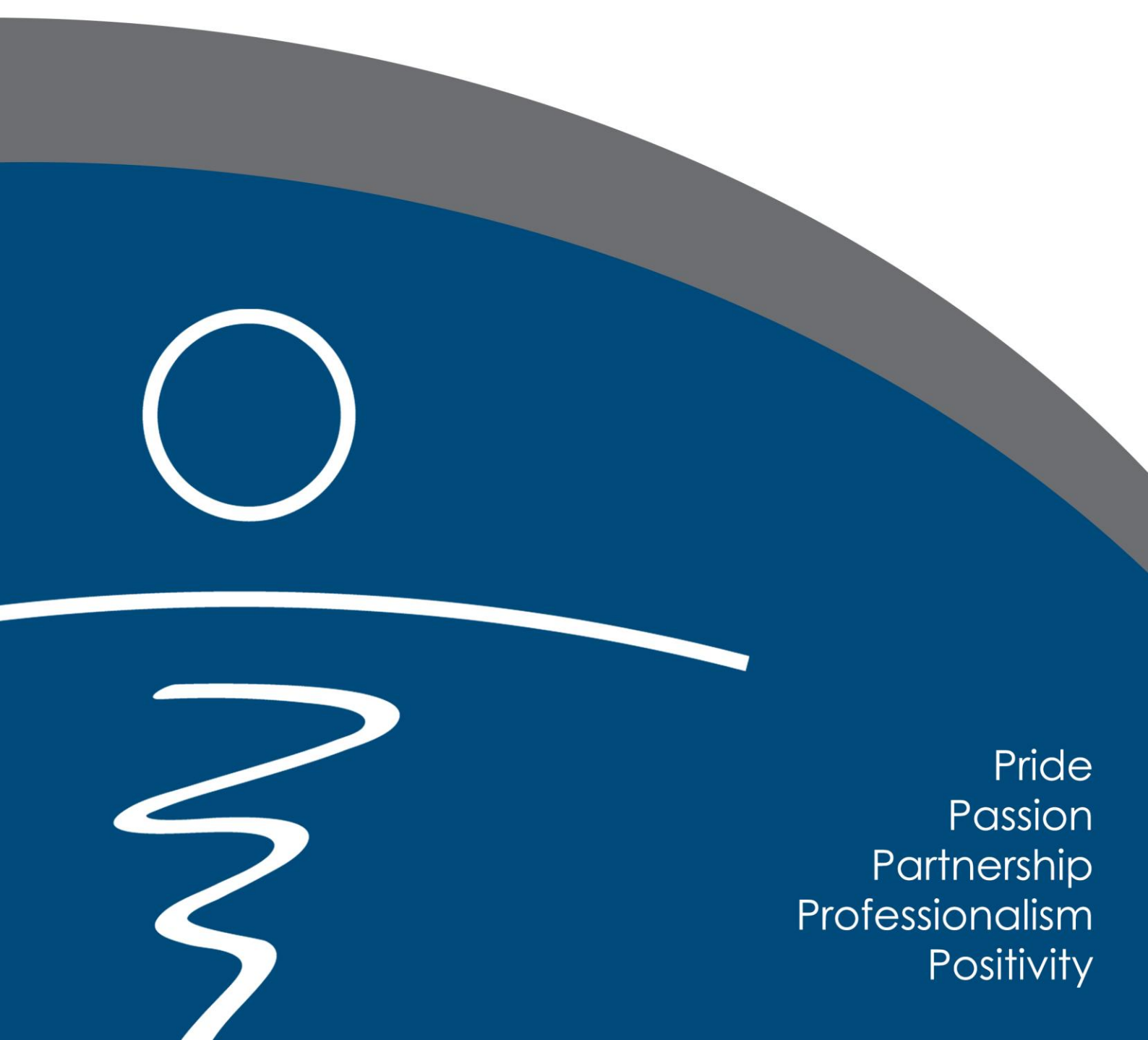


Allergy Awareness Policy

A large decorative graphic on the left side of the page, consisting of a dark blue curved shape with a white circle and a white wavy line inside, and a grey curved shape above it.

Pride
Passion
Partnership
Professionalism
Positivity

Name of Document	Allergy Awareness Policy
Status	Approved
Date Approved	September 2026
Policy Approver	Harold Reid, COO
Policy Owner	Harold Reid, COO
Policy Author	Shabir Sadeeq, Estates and Facilities Manager
Next Review Date	September 2028

Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email matt.lake@thebridgetrust.academy

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Allergy Awareness Policy

1. Purpose and Scope

- 1.1 This policy sets out the Trust's commitment to providing a safe and inclusive environment for all pupils, staff and visitors with allergies. It applies to all Trust schools and central services where food or other potential allergens are handled or consumed.
- 1.2 The Trust recognises that allergic reactions can range from mild to life-threatening and that awareness, prevention and timely response are essential in protecting health and wellbeing.
- 1.3 This policy forms the Trust's whole-school approach to allergy safety and should be read alongside the Managing Medical Conditions Policy, First Aid Policy, Educational Visits Policy and Health and Safety Policy. The Trust will take all reasonable steps to identify, manage and reduce risks associated with allergies and anaphylaxis

2. Legal and Regulatory Framework

- 2.1 This policy is informed by the following legislation and guidance:
 - [Children and Families Act 2014](#)
 - [Supporting Pupils at School with Medical Conditions \(DfE, 2015\)](#)
 - [Food Information Regulations 2014](#) and [FSA allergen labelling requirements](#)
 - [Health and Safety at Work etc. Act 1974](#)
 - [Equality Act 2010](#) (duty to make reasonable adjustments)
 - Anaphylaxis UK and NHS England best practice guidance
- 2.2 Definitions:
 - **Allergy:** An immune system response to a substance that is normally harmless.
 - **Anaphylaxis:** A severe, potentially life-threatening allergic reaction requiring immediate emergency treatment.
 - **Adrenaline Auto-Injector (AAI):** Emergency medication used to treat anaphylaxis (e.g. EpiPen, Jext, Emerade).
 - **Allergen:** A substance capable of causing an allergic reaction.
 - **Cross-Contamination:** Accidental transfer of an allergen from one food, surface or person to another.
- 2.3 Recognised Food Allergens:
 - Celery
 - Cereals containing gluten
 - Crustaceans
 - Eggs
 - Fish
 - Lupin
 - Milk
 - Molluscs
 - Mustard
 - Peanuts
 - Sesame
 - Soybeans

- Sulphur dioxide/sulphites
- Tree nuts

3. Principles

- All pupils and staff with known allergies will be supported to participate fully in school life
- Reasonable steps will be taken to minimise exposure to known allergens
- Each school will maintain clear procedures for prevention, recognition and emergency management of allergic reactions
- Partnership working with parents/carers, healthcare professionals and catering providers will ensure accurate and up to date information is shared

4. Responsibilities

4.1 The Trust Board

- 4.1.1 Ensures that the Trust meets statutory health and safety and medical conditions obligations.
- 4.1.2 Receives annual assurance that allergy management arrangements are in place and effective

4.2 Headteachers

- 4.2.1 Implement this policy at school level and ensure local procedures reflect the needs of pupils.
- 4.2.2 Maintain an up-to-date register of pupils and staff with allergies.
- 4.2.3 Ensure that risk assessments, care plans, and staff training are completed and reviewed.
- 4.2.4 Oversee arrangements with catering providers and ensure allergen information is compliant with FSA regulations.

4.3 Staff

- 4.3.1 Each school will identify a named Allergy Lead responsible for:
 - Maintaining the allergy register;
 - Coordinating Individual Healthcare Plans;
 - Monitoring training compliance;
 - Monitoring emergency medication arrangements;
 - Reviewing incidents and near misses.
- 4.3.2 Respond promptly and correctly in the event of an allergic reaction or anaphylaxis.
- 4.3.3 Undertake training appropriate to their role, including use of emergency medication (e.g. adrenaline auto-injectors).
- 4.3.4 Are familiar with pupils' individual healthcare plans and allergy risks.

4.4 Parents

- 4.4.1 Provide accurate, current medical and dietary information to the school.
- 4.4.2 Supply any prescribed medication and replace it when expired.

- 4.4.3 Work in partnership with the school to review care plans and risk assessments annually or as needed.

4.5 Pupils

For pupils who are developmentally and medically able to do so, pupils should:

- Follow agreed allergy management arrangements.
- Not share food, drinks, utensils, or eating equipment.
- Inform a member of staff immediately if they think they have been exposed to an allergen or begin to feel unwell.
- Carry prescribed emergency medication where this has been agreed as part of their individual healthcare or allergy management plan.

5. Procedures

Each school will ensure that:

- 5.1 **Allergy Register:** A confidential register is maintained of all pupils and staff with diagnosed allergies and information about these is shared appropriately with relevant staff.
- 5.2 **Individual Health Care Plans (IHPs):** *An Individual Healthcare Plan will normally be prepared for any pupil requiring active allergy management, emergency medication, specific avoidance measures, or reasonable adjustments.*
- 5.3 **Training and Awareness:** Staff receive regular training (at least annually) in recognising allergic reactions and responding to anaphylaxis.
- 5.4 **Catering and Food Standards:** All catering providers must comply with FSA allergen labelling and disclosure requirements; Schools will display clear allergen information in dining areas; Food prepared for events, curriculum activities or enrichment opportunities must follow allergen-safe practices.
- 5.5 **Risk Reduction:** Allergen-aware classroom and activity planning will minimise risks (e.g. avoidance of certain materials, handwashing protocols); Cleaning and first aid supplies will be monitored for allergen content (e.g. latex).
- 5.6 **Emergency Response:** Adrenaline auto-injectors (AAIs) are stored safely, accessible and regularly checked; Emergency procedures are displayed and known to all staff; Incidents are recorded and reviewed as part of the Trust's health and safety monitoring. Schools should consider holding spare adrenaline auto-injectors in accordance with Department of Health guidance and ensure arrangements are in place for their safe storage, maintenance and emergency use. A process for checking expiry dates, accessibility, replacement and emergency use must be maintained.
- 5.7 **School Transport Arrangements:** Allergy risks must be considered as part of all educational visit risk assessments. Trip leaders must have access to relevant healthcare plans. Emergency medication must accompany the pupil at all times during the visit. Relevant staff must be trained in the administration of AAIs. Arrangements for food providers and accommodation providers must be checked in advance.

- 5.8 **Transport:** Arrangements must be made to ensure emergency medication accompanies pupils during transport where required. Transport providers should be informed of severe allergies where appropriate and proportionate. Emergency contact details should be readily available.
- 5.9 **Admission and Transition Arrangements:** Allergy and medical information must be collected before admission. Individual Healthcare Plans should be established before attendance where possible. Transition arrangements should be made when pupils move between phases or schools within the Trust.
- 5.10 **Staff Allergies:** Reasonable adjustments will be considered for employees with medically diagnosed allergies in accordance with the Equality Act 2010 and Trust health and safety procedures.
- 5.11 **Confidentiality and Information Sharing:** Medical information will be processed in accordance with UK GDPR and Data Protection Act 2018 requirements. Information will only be shared with staff who need it to safeguard the individual. Emergency responders may be provided with relevant medical information where necessary.
- 5.12 **Contractors and External Providers:** Contractors, caterers and external organisations operating on Trust premises must comply with this policy. External providers delivering activities involving food must supply allergen information upon request. Venue hire agreements should include allergy management expectations.
- 5.13 **Incidents - Allergy incidents and near misses** must be recorded, investigated and reviewed. Schools will identify lessons learned and implement any necessary changes to procedures, training or risk controls
- 5.14 **Wider Events - Allergy risks** must be considered in the planning of school events, productions, fundraising activities, celebrations and enrichment activities where food or allergens may be present.

6. Monitoring and Review

- 6.1 Compliance with this policy will be reviewed annually through the Trust's safeguarding, health and safety assurance processes.
- 6.2 Lessons learned from any incidents will inform practice and policy development.
- 6.3 The policy will be reviewed biennially or earlier if legislation or guidance changes

7. Key Contacts

- Trust Health and Safety Lead: Estates and Facilities Manager
- Trust Designated Safeguarding Lead: Barney Geen, Head of School Improvement
- Catering Contract Manager / Provider Contact:

Caterlink	Aspens
ILS Pooles Park Satellites Secondary	The Bridge School Satellites Primary Hungerford School Easton School Fen Rivers Columbus Pioneer School

Appendix 1: Allergy Risk Assessment Template

School	
Date of Assessment	
Assessed By	
Review Date	

Area / Activity	Identified Allergen Risk	Persons at Risk	Existing Controls	Further Actions Required	Responsible Person / Completion Date
Classroom activities (e.g. art, science, cooking)	e.g. nuts, latex, dairy	Named pupils, staff	Use of allergen-free alternatives; staff awareness; risk assessments reviewed	Ensure suppliers confirm allergen-free status	Class teacher
Dining hall / catering	e.g. food ingredients	All pupils and staff	FSA-compliant labelling; menu planning; allergen signage	Reinforce staff training on cross-contamination	Catering Manager

Assessor Signature	
Headteacher Approval	

Appendix 2: Individual Healthcare Plan (IHP) – Allergy

Pupil Name	
Date of Birth	
Class / Year	
Medical Diagnosis	
Known Allergens	

1. Signs and Symptoms of Reaction	
☐ Mild reaction (itching, rash, swelling, etc.)	☐ Severe reaction (anaphylaxis – breathing difficulty, collapse)
Details	

2. Triggers / Allergen Sources	
Food (please specify)	
Environmental (e.g. pollen, latex)	
Medication	
Other	

3. Medication and Dosage				
Medication	Dosage	Administration route	Location stored	Expiry date

Example: Adrenaline auto-injector (EpiPen / Jext) – 0.15mg / 0.3mg – Intramuscular – [Specify location] – [dd/mm/yyyy]

4. Emergency Procedure

1	Call for help – inform First Aider and office immediately.
2	Administer adrenaline auto-injector without delay if signs of anaphylaxis are present.
3	Dial 999 – state “anaphylaxis.”
4	Contact parent/carer.
5	Remain with pupil and monitor breathing and consciousness.
6	Record incident and review post-event.

5. Staff Training

Staff Trained	Date of Training	Trainer	Renewal Date

6. Parent / Carer Agreement

I agree to the sharing of this plan with relevant staff and confirm that all medical information is accurate

Parent / Carer Name	
Signature	
Date	

7. School Review

Reviewed by	
Date of Review	
Next Review Due	

Appendix 3: Staff Training Record – Allergy and Anaphylaxis

School				Academic Year		
Staff Name	Role	Training Type	Provider	Date Completed	Renewal Date	Signature

Notes:

- Minimum expectation: annual awareness training for all staff.
- Practical auto-injector training recommended for staff supervising allergic pupils.

Appendix 4: Parent Communication Template – Allergy Awareness

Date: _____

To: Parents and Carers

Subject: Allergy Awareness and Safe Food Practices

Dear Parents and Carers,

We are committed to maintaining a safe environment for all pupils, including those with allergies that may cause severe or life-threatening reactions.

To help us do this, please:

- Avoid sending food containing nuts, sesame, or other identified allergens into school.
- Check ingredient labels carefully before providing snacks or packed lunches.
- Inform us immediately if your child develops a new allergy or medical condition.
- Ensure any prescribed medication (e.g. EpiPen, antihistamines) remains in date and is replaced when required.

We appreciate your support in helping us keep all pupils safe.

Kind regards,

[Headteacher name]

Headteacher