

Meadowhead School and Sixth Form



Allergy Policy 2026

This is a policy of Meadowhead School and Sixth Form.

Staff Responsible:	Kevin Elliott – School Business Manager
Trustee Link:	TBC
Author:	Kevin Elliott – School Business Manager
Date of last review:	June 2026
Approval date:	
Date of next review:	June 2027

1. Purpose

Meadowhead School and Sixth Form is committed to providing a safe, inclusive, and supportive environment for all students with allergies.

The school recognises that allergies can be serious and, in some cases, life-threatening. The school seeks to minimise risks associated with allergies whilst ensuring students are able to participate fully in all aspects of school life.

This policy sets out the school's arrangements for identifying, managing, and responding to allergies, including severe allergic reactions (anaphylaxis), and establishes clear responsibilities for staff, students, parents/carers, governors, and external providers.

The school adopts a whole-school approach to allergy management and works in partnership with parents/carers, healthcare professionals, and its catering provider, Mellors Catering Services.

2. Legal and Statutory Framework

This policy is informed by:

- Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (DfE)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Information Regulations 2014
- Food Information for Consumers Regulation (EU) No. 1169/2011
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Food Standards Agency Allergen Guidance
- Human Medicines (Amendment) Regulations 2017

The school recognises that:

- Students with medical conditions must be properly supported to access education.
- Allergies may constitute a disability under the Equality Act 2010.
- Schools have a duty to make reasonable adjustments and prevent discrimination.
- Schools may hold spare Adrenaline Auto-Injectors (AAIs) for emergency use.

This is a standalone Allergy Policy, published on the school website, in line with statutory guidance. The policy is overseen by a named senior leader and a link governor and is reviewed annually.

3. Scope

This policy applies to:

- All students
- All employees
- Volunteers
- Contractors
- Visitors
- Governors and trustees
- Catering providers and third-party food suppliers

The policy applies to:

- School premises
 - School transport
 - Educational visits
 - Residential visits
 - Sporting fixtures
 - Extra-curricular activities
 - Any activity organised by the school
-

4. Definition of Allergies

An allergy is an immune response to substances such as:

- Foods (e.g. peanuts, tree nuts, milk, eggs, sesame)
- Insect stings
- Medicines
- Environmental triggers

Anaphylaxis is a severe, life-threatening allergic reaction requiring immediate treatment.

5. Roles and Responsibilities

Trust Board and Governing Body

- Ensure appropriate arrangements are in place to support students with allergies.
- Ensure compliance with statutory guidance.
- Review this policy annually.
- Monitor allergy-related incidents and lessons learned.

Headteacher

- Ensure implementation of this policy.
- Ensure sufficient resources and trained staff are available.
- Ensure compliance with statutory requirements.

School Business Manager

The School Business Manager will:

- Oversee implementation of this policy.
- Monitor compliance with allergy procedures.
- Ensure emergency medication arrangements remain effective.
- Liaise with catering providers regarding allergen management.

School Staff

- Be aware of students with allergies.
- Follow Individual Healthcare Plans.
- Take appropriate action during emergencies.

- Not prevent access to prescribed medication.
- Report allergy incidents and near misses.

School Medical / First Aid Trained Staff

- Maintain Individual Healthcare Plans (IHPs).
- Maintain the Allergy Register.
- Coordinate staff training.
- Monitor medication storage and expiry dates.
- Support emergency response arrangements.

Catering Provider

Mellors Catering Services will:

- Comply with food safety legislation and Natasha's Law.
- Maintain allergen information.
- Provide allergen training to catering staff.
- Minimise cross-contamination risks.
- Support the school's allergy management procedures.

Parents / Carers

Parents/carers must:

- Provide accurate and up-to-date medical information.
- Supply prescribed medication.
- Inform the school of changes to medical conditions.
- Participate in development and review of Individual Healthcare Plans.

Students

Students will be encouraged to:

- Manage their condition appropriately.
- Carry medication where agreed.
- Avoid sharing food.
- Report concerns regarding allergen exposure.

6. Individual Healthcare Plans (IHPs)

In line with Department for Education guidance:

- Every student with a serious allergy will have an IHP
- Plans will include:
 - Known allergens
 - Symptoms and triggers
 - Medication and dosage
 - Emergency procedures
 - Staff responsibilities
 - Contact details

- IHPs will be reviewed
 - Annually
 - Following an allergic reaction
 - Following medical advice
 - Whenever a student's needs change

Where available, Individual Healthcare Plans will include a clinically prescribed allergy action plan and will be implemented for any pupil requiring active allergy management.

7. Risk Assessment and Prevention

The school will implement a whole-school system for allergy risk management, including clear communication protocols, consistent allergen controls, and defined responsibilities across all staff groups.

Whole-School Approach

- Maintain an up-to-date **Allergy Register**
- Share information with relevant staff while maintaining confidentiality

Food Management (in line with Food Standards Agency)

- Clear allergen labelling in canteen provision
- Staff trained in allergen awareness
- Avoid cross-contamination

Supplier and Ingredient Management

Mellors Catering Services will:

- Obtain allergen information from suppliers.
- Maintain ingredient specifications.
- Verify allergen information for substitutions.
- Ensure ingredients are appropriately labelled and stored.

Recipe Management

- Written recipes will be maintained for all menu items.
- Changes to recipes will trigger allergen reviews.
- Labelling will be updated where required.

The 14 Major Allergens

The school and catering provider recognise:

1. Celery
2. Cereals containing gluten
3. Crustaceans
4. Eggs
5. Fish

6. Lupin
7. Milk
8. Molluscs
9. Mustard
10. Nuts
11. Peanuts
12. Sesame seeds
13. Soya
14. Sulphur dioxide and sulphites

Natasha's Law Compliance

All Prepacked for Direct Sale (PPDS) food will include:

- Product name
- Full ingredients list
- Clearly emphasised allergens

Food Management

The school and catering provider will ensure:

- Clear allergen information is available.
- Appropriate signage is displayed.
- Staff can respond accurately to allergen enquiries.
- Students with allergies are appropriately identified.

Cross-Contamination Prevention

Measures include:

- Separate storage where appropriate.
- Safe food preparation procedures.
- Thorough cleaning and sanitisation.
- Allergen handling protocols.
- Staff supervision and monitoring.

Classroom Practice

- No food sharing policy
- Careful planning of food-related activities
- Consider allergen-free zones where appropriate

Environment

- Cleaning protocols to reduce allergen exposure
- Control of known environmental triggers where possible

8. Medication

The school will comply with statutory guidance allowing schools to:

- Maintain an appropriate number of in-date, **spare adrenaline auto-injectors (AAIs)** on site at all times for emergency use
- Ensure medication is:
 - Readily accessible
 - Clearly labelled
 - Stored safely but not locked away

Students may carry their own medication where agreed within their IHP.

Medication checks will be undertaken regularly to ensure medicines remain in date.

9. Emergency Procedures

Recognising Anaphylaxis

Symptoms may include:

- Difficulty breathing
- Wheezing
- Swelling of lips, throat, or tongue
- Persistent cough
- Collapse
- Dizziness
- Severe rash or hives

Emergency Response

1. Administer an Adrenaline Auto-Injector immediately.
2. Call 999 and state "Anaphylaxis".
3. Summon a trained first aider.
4. Contact parents/carers.
5. Stay with the student.
6. Administer a second AAI if required and available.
7. Record the incident.

Incident Reporting

All allergy-related incidents and near misses will be:

- Recorded formally.
- Reviewed by senior leaders.
- Investigated where necessary.
- Used to improve practice and risk management arrangements.

Significant incidents may also be reviewed through the school's Health and Safety procedures.

All allergy-related incidents and near misses will be formally recorded, reviewed by senior leaders, and used to inform improvements to practice and risk management.

10. Educational Visits and Off-Site Activities

Allergy risks must be considered during planning and risk assessment.

Staff must ensure:

- Medication accompanies the student.
- Relevant healthcare plans are available.
- Venues are informed of allergy requirements.
- Catering providers are notified in advance.

Where reasonably practicable, a member of staff trained in the administration of AAls will accompany visits involving students at risk of anaphylaxis.

11. Training

Training will include:

- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Emergency response procedures.
- Administration of AAls.
- Understanding the 14 major allergens.
- Prevention of cross-contamination.
- Natasha's Law requirements.
- Accurate allergen communication.
- Responsibilities under Individual Healthcare Plans.

Training applies to:

- Teaching staff
- Support staff
- First aiders
- Catering staff
- Lunchtime supervisors
- Ancillary staff

Food-handling staff will receive additional specialist allergen training.

12. Safeguarding and Inclusion

The school recognises allergies as both a safeguarding and equality matter.

The school will:

- Promote inclusion.
- Make reasonable adjustments.
- Prevent discrimination.
- Minimise social isolation associated with allergies.
- Encourage awareness and understanding amongst students.

Students will not be excluded from activities solely because of their allergies.

13. Communication

This policy will be published on the school website.

The school will ensure:

- Staff are informed of relevant allergy information.
- Parents/carers receive appropriate information.
- Students understand allergy management expectations.
- Changes in medical needs are communicated promptly.
- Clear allergen signage is displayed in catering areas.

Students, staff, parents/carers, and visitors will be able to access allergen information and discuss concerns with appropriately trained catering staff, allergen champions, catering managers, or cooks.

14. Monitoring and Review

This policy will be reviewed annually by senior leaders and the Trust Board.

The policy may also be reviewed following:

- Legislative changes
 - Significant allergy incidents
 - New Department for Education guidance
 - Changes to Food Standards Agency guidance
 - Recommendations arising from investigations or audits
-

15. Related Policies

- Supporting Students with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Accessibility Plan
- Mellors Catering Food Safety Procedures