Byfleet Primary School

Allergy Policy

Date of Approval	September 2026
Date of Last Review	September 2026
Date of Next Review	September 2027
Signed	**Richard Bowman** Headteacher
Signed	**Joy Considine** Chair of Governors

Allergy Policy

1. Introduction

This policy reflects the requirements and statutory expectations arising from the Children's Wellbeing and Schools Act 2026 ("Benedict's Law"), associated Department for Education guidance, and guidance from Anaphylaxis UK, including:

- Whole-school allergy awareness
- Annual staff allergy training
- Individual healthcare and allergy action plans
- Access to emergency medication
- Clear safeguarding and risk management procedures
- Inclusive participation in all school activities

This policy should be read alongside:

- Supporting Children with Medical Needs Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Educational Visits Policy
- Positive Behaviour Policy
- Equality and Diversity Policy

2. Aims

The school aims to:

- Protect children with allergies and reduce the risk of exposure to allergens.
- Ensure all staff understand how to recognise and respond to allergic reactions and anaphylaxis.
- Promote a culture of awareness, inclusion and respect.
- Ensure children with allergies can participate fully in school life.
- Work closely with parents, carers, healthcare professionals, caterers and external providers.
- Maintain clear emergency procedures and access to medication.

This policy applies to:

- All children
- All staff and volunteers
- Contractors and visitors
- Breakfast clubs and after-school clubs
- School trips and residential visits
- Catering providers and external organisations using the school site

3. Definitions

Allergy: An allergy is an immune system response to a normally harmless substance.

Anaphylaxis: Anaphylaxis is a severe and potentially life-threatening allergic reaction that requires immediate treatment.

Common allergens include:

- Peanuts and tree nuts
- Milk and dairy
- Eggs
- Fish and shellfish
- Sesame
- Wheat and gluten
- Soya
- Insect stings
- Medicines
- Animal allergies
- Latex

4. Roles and Responsibilities

The Local Advisory Committee will:

- Ensure the school has an effective allergy policy
- Monitor implementation of this policy
- Support staff training and resourcing
- Ensure safeguarding responsibilities are met

The Headteacher will:

- Ensure procedures are implemented consistently
- Appoint an Allergy Lead
- Ensure staff receive annual allergy and anaphylaxis training
- Ensure emergency medication is available and maintained
- Promote an inclusive and allergy-aware culture

The Allergy Lead will:

- Maintain the allergy register
- Ensure Individual Healthcare Plans are up to date and shared with relevant staff at least termly and whenever a new child with allergies joins the school
- Coordinate training
- Monitor medication expiry dates
- Liaise with parents and healthcare professionals
- Ensure allergy information is shared appropriately with staff
- Review incidents and near misses

All staff will:

- Attend annual allergy awareness training
- Read and follow children's Individual Healthcare Plans
- Take reasonable steps to reduce allergen exposure
- Recognise signs of allergic reactions and anaphylaxis
- Respond appropriately in an emergency
- Never ignore concerns raised by children regarding allergies

Parents and carers are responsible for:

- Informing the school of allergies and medical needs
- Providing prescribed medication and ensuring it is in date
- Completing required medical diet request documentation and providing supporting evidence where necessary
- Providing an up-to-date Allergy Action Plan from a healthcare professional
- Updating the school regarding any changes to medical information
- Working in partnership with the school to reduce risk

Children will be encouraged, in an age-appropriate way, to:

- Understand and manage their allergies
- Children should not share food, utensils, drinking bottles or eating equipment.
- Tell an adult immediately if they feel unwell
- Respect the medical needs of others

The school and catering providers will:

- Work with office staff to ensure that parents/carers who child requires a special medical diet complete the necessary Chartwells Medical Diet Request Form
- Support safe implementation of agreed dietary adjustments

5. Allergy Register and Individual Healthcare Plans

The school will maintain an up-to-date allergy register.

Children with allergies must have:

- A completed the Medical Healthcare Plan which provides the key medical information
- An Allergy Action Plan provided by a healthcare professional
- A completed Pupil Medication Request Form and the appropriate medication supplied by parents/carers
- A risk assessment where required

Individual Medical Healthcare Plans will include:

- Known allergens
- Symptoms of mild and severe reactions
- Medication requirements
- Emergency contact details
- Emergency procedures
- Consent for administration of medication

Plans will be reviewed:

- Annually
- Following any allergic reaction
- Whenever medical needs change

6. Staff Training

All staff, volunteers and governors will receive annual allergy and anaphylaxis training in line with Benedict's Law expectations and Anaphylaxis UK guidance.

Training will include:

- Understanding allergies and anaphylaxis
- Identifying signs and symptoms
- Allergen avoidance and risk reduction
- Use of adrenaline auto-injectors (AAIs)
- Emergency procedures
- Record keeping and reporting
- Inclusion and safeguarding responsibilities

Training records will be maintained by the school.

Allergy awareness information and emergency procedures will form part of staff induction processes

7. Medication

Children prescribed adrenaline auto-injectors (AAIs) must always have access to them.

Parents/carers are responsible for ensuring prescribed medication is replaced before expiry dates.

Medication will:

- Be clearly labelled
- Be easily accessible
- Be stored securely but not locked away
- Accompany children on trips and activities
- Be checked regularly for expiry dates
- The completed Pupil Medication Request Form and the Record of Medication Administered Form must accompany the medication at all times.

The school will hold spare in-date AAIs in accordance with national guidance. Spare AAIs may be used for any child or adult on the school site who is believed to be experiencing anaphylaxis, in line with national guidance and emergency procedures.

Spare devices may be used:

- Where a child's prescribed device is unavailable or unusable
- In an emergency where anaphylaxis is suspected
- In accordance with parental consent and Individual Healthcare Plans

The school will maintain:

- Appropriate storage arrangements i.e. for each child that requires an AAI, one AAI is kept in the classroom, and another AAI is kept in the school office
- Usage logs via the Record of Medication Administered Form
- Expiry date monitoring
- Replacement procedures

8. Reducing Risk in School

The school recognises that it is not possible to guarantee an allergen-free environment. Instead, the school will implement reasonable and proportionate measures to reduce risk.

Measures may include:

- Clear communication with parents and staff
- Hand washing before and after eating
- Cleaning tables and eating areas
- Supervision during meals and snacks
- Careful management of cooking and food activities
- Consideration of allergens in curriculum activities

- Risk assessments for events and trips
- Staff awareness of children at risk
- Procedures for celebrations and food brought from home

Allergy risks will be considered in curriculum activities including cooking, science, sensory activities, fundraising events and celebrations.

The school will avoid blanket bans unless a specific risk assessment demonstrates this is necessary.

9. Catering and Food Management

The school and catering providers will:

- Follow food safety and allergen legislation
- Provide allergen information for meals
- Minimise cross-contamination risks
- Ensure catering staff receive appropriate training
- Communicate menu changes promptly

Children with allergies may:

- Bring packed lunches where appropriate
- Have adapted menu options where feasible
- Eat in arrangements identified through risk assessment

Food will not be used in lessons or activities without consideration of allergy risks.

10. Medical Diet Requests

Children requiring a medically adapted diet must have appropriate supporting evidence provided to the school and catering provider.

Parents/carers requesting a medical diet must complete the relevant medical diet request documentation, including the Chartwells Medical Diet Request Form where applicable.

Where professional medical evidence is not otherwise available, parents/carers must complete a Medical Diet Supporting Evidence Form. This form must:

- Be completed in full
- Match the information provided within the medical diet request
- Clearly identify the child's dietary needs and associated risks

Requests may not be processed where forms are incomplete or inconsistent.

The school and catering provider may request additional clarification or medical evidence where necessary to ensure the safety of the child.

The school recognises that some children may have dietary requirements that do not require an adapted medical menu. In these cases, completion of a medical diet request form may not be necessary.

The school and catering provider will work collaboratively with parents/carers to support medically required diets while maintaining safe catering procedures.

Chartwells allergen information, including the 14 regulated allergens under Food Information Regulations, together with nutritional information where available, may be requested from the catering team or local Chartwells representative.

11. Emergency Procedures

All allergic reactions must be treated seriously.

Mild to Moderate Reactions

Possible symptoms include:

- Itching
- Rash or hives
- Swelling
- Tummy pain
- Sneezing or runny nose

Staff will:

1. Stay with the child
2. Follow the Allergy Action Plan
3. Administer medication if required
4. Monitor closely
5. Inform parents/carers

Suspected Anaphylaxis

Possible symptoms include:

- Difficulty breathing
- Wheezing
- Persistent cough
- Swelling of tongue or throat
- Hoarse voice
- Collapse or loss of consciousness
- Pale or floppy appearance

Staff will:

1. Administer adrenaline immediately
2. Call 999 and state “anaphylaxis”
3. Call parents/carers
4. Keep the child lying flat with legs raised where possible. If breathing is difficult, they may sit up. Children must not be allowed to stand or walk during a suspected anaphylactic reaction.
5. Administer a second AAI if symptoms continue and medical advice indicates this is required
6. Send the used AAI with paramedics
7. Ensure a member of staff accompanies the child if parents are unavailable

A member of staff must remain with the child until emergency services arrive.

Following any significant allergic reaction, the school will undertake a post-incident review involving relevant staff and parents/carers to identify any required improvements to procedures or risk controls.

12. Educational Visits and Off-Site Activities

The school will ensure children with allergies can participate safely in trips and activities.

Trip leaders will:

- Carry the relevant class/group ‘Current Medical Conditions’ listing from Arbor
- Carry Individual Healthcare Plans and emergency medication
- Ensure supervising adults understand allergy risks
- Conduct suitable risk assessments
- Check food arrangements in advance
- Ensure emergency communication procedures are in place

No child will be excluded solely because of an allergy unless a risk assessment identifies unavoidable and significant risk.

13. Safeguarding and Inclusion

The school recognises allergy management as part of safeguarding.

The school will:

- Prevent bullying related to allergies
- Promote understanding and inclusion
- Support children emotionally and socially
- Ensure children with allergies are not unfairly excluded
- Encourage respectful behaviour around food and medical needs

Allergy-related bullying or unsafe behaviour will be treated seriously.

14. Communication

The school will communicate allergy procedures clearly with:

- Staff
- Parents and carers
- Children
- Catering providers
- Volunteers and visitors
- External activity providers

Allergy information will be shared on a need-to-know basis to protect children's safety while complying with UK GDPR and data protection requirements.

Medical allergy alert cards containing essential allergy and emergency information will be shared with relevant staff at least termly, whenever a new child with allergies joins the school, and following any significant changes to a child's medical needs. These cards will be kept in the green medical bags hanging in each classroom

This policy will be published on the school website and made available to parents/carers upon request.

15. Record Keeping and Incident Reporting

The school will maintain records of:

- Individual Medical Healthcare Plans
- Medication checks
- Staff training
- Allergy incidents and near misses
- Emergency medication administration

Near misses will be investigated in the same way as allergic incidents to identify lessons learned and reduce future risk. All incidents will be reviewed to identify lessons learned and any required changes to practice.

16. Monitoring and Review

This policy will be:

- Reviewed annually
- Reviewed following serious incidents
- Updated in response to changes in legislation or guidance

The Local Advisory Committee and senior leaders will monitor implementation.

17. References

This policy has been informed by:

- Children's Wellbeing and Schools Act 2026 ("Benedict's Law")
- Department for Education guidance: Supporting Pupils with Medical Conditions at School
- Guidance from Anaphylaxis UK
- Food Standards Agency allergen guidance
- Relevant food safety and equality legislation

Appendix 1.

Emergency Allergy Response Flowchart



Appendix 2.

Chartwells Medical diet form

MEDICAL DIET REQUEST FORM

Please complete all parts of this request form in full or your application will not be processed.

If your child has a dietary requirement but does not require an adapted medical diet menu, then there is no need to complete this request form.

Chartwells allergen reports declaring the presence of the 14 mandatory Food Information Regulations allergens and nutrient counts (including carbohydrates, protein, and fat) are available for all Chartwells recipes on current menus. Please ask the kitchen team or request them from your local Chartwells contact.

Part A: Medical Diet Information (to be completed by the Parent/Guardian)

Child's First Name

Child's Surname

Child's Date of Birth

Child's School Year Group

Parent/Guardian Name

Parent/Guardian's Phone number

Parent/Guardian's Email

School Name

School Address

School Postcode

Medical Diet (please tick all that apply):

14 Main Allergens

☐ Celery	☐ Fish	☐ Mustard	☐ Soya
☐ Cereals containing Gluten	☐ Lupin	☐ Nuts	☐ Sulphites
☐ Crustaceans	☐ Milk	☐ Peanuts	
☐ Eggs	☐ Molluscs	☐ Sesame	

Other allergens

☐ Bananas	☐ Coconuts	☐ Oranges	☐ Tomatoes
☐ Beans	☐ Kiwis	☐ Peas	☐ Pineapples
☐ Chickpeas	☐ Lentils	☐ Strawberries	

☐ **Other Food Requirement** (please state below)

☐ **My child requires an autoinjector (EpiPen) for their medical diet** (please tick if this applies)

My child also requires their medical diet to be (please tick all that apply):

☐ Vegetarian ☐ Vegan ☐ Pork Free ☐ Beef Free

Part B: Supporting Documentation (to be provided by the Parent/Guardian)

1 **I confirm that I am attaching medical evidence confirming the medical diet requested in part A** (please tick one or more as appropriate):

- ☐ Doctor/Dietitian Letter or Note
- ☐ Other medical professional Letter or note
- ☐ Professional medical care plan
- ☐ Chartwells Medical Evidence Support Form

Please refer to the Chartwells Medical Diet policy for more information:

For medical evidence requirements:
See section 4.0 'Medical Diet Requests & Processing'
For identification of pupils following a Chartwells medical diet menu:
See section 6.0 'Identification of Customers with Medical Diets'

2 **Please attach a recent colour passport style photo of your child for identification purposes.**

Please attach photo here

Part C: Terms and Conditions

By completing this medical diet request form, parents/guardians are consenting for an adapted Chartwells medical diet menu to be prepared for their child. The medical diet menu will continue until Chartwells are notified in writing otherwise. It is the parent/guardian's responsibility to inform Chartwells in the case of any changes to the medical diet requested for their child.

Chartwells can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child.

Chartwells reserve the right to decline a medical diet request if a risk assessment considers the medical risk too great or the request process is not completed in full (for example if insufficient medical evidence is provided).

Chartwells will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our corporate website.
This statement is only intended as a summary Privacy Notice.
Please use the link to see our full Privacy Notice: https://www.compass-group.co.uk/about/privacy-policy

For a copy Chartwells full medical diet policy please contact Chartwells.medicaldiets@compass-group.co.uk

I confirm that I have read and understood the above

Parent/Guardian Name

Signature **Date**

Please return this completed form with supporting medical evidence to your school for it to be returned to Chartwells.