



**ST TERESA
of CALCUTTA**
Catholic Academy Trust

FOOD ALLERGY POLICY (PRIMARY)

Policy Control Sheet			
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4	Policy Author	Trust Catering Manager	
5	Accountable SLG member	CFOO	
6	Approving Body	CFOO	
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10	Personalisation required?	☒ Y ☐ N	
11	Published on	Trust Website School Website Shared Policy Area	☐ Y ☒ N ☒ Y ☐ N ☒ Y ☐ N
12	Related documents (if applicable)	N/A	
13	Applies to	☒ All Staff ☐ Support Staff ☐ Teaching Staff	
14	Consulted on with relevant stakeholders (Union, legal, staff)	☐ Y ☒ N	

Summary of Changes

Date	Version	Action	Summary of Changes
February 2026	1.1	Reformatted	

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1.0 Statement of Intent

- 1.1 This policy is concerned with a whole school approach to the healthcare and management of those members of the school community suffering from specific allergies.
- 1.2 We are aware that children who attend St Teresa's may suffer from food allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.
- 1.3 Our position is not to guarantee a completely allergen free environment, but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such, parents are asked to provide details of allergies in the child's contact form, which is submitted before starting school. We also comply with the Food Information Regulations for England, Wales, and Northern Ireland; these come under Natasha's Law.

2.0 Aim

- 2.1 The intent of this policy is to minimise the risk of any child suffering allergy-related illness or allergy-induced anaphylaxis whilst at school. The underlying principles of this policy include:
 - The establishment of effective risk management practices to minimise the pupil, staff, parent and visitor exposure to known trigger foods and allergens.
 - Staff training and education to ensure effective emergency response to any allergic reaction situation.
- 2.2 This policy applies to all members of the school community including:
 - School staff
 - Parents/Guardians
 - Volunteers
 - Supply staff
 - Students

3.0 Definitions

- **Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food or drug) also known as hypersensitivity.
- **Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- **Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- **EpiPen** - Brand name for syringe style device containing the drug adrenaline, which is ready for immediate intramuscular administration.
- **Minimised Risk Environment** - An environment where risk management practices (e.g. risk assessment forms) have minimised the risk of (allergen) exposure.
- **Health Care Plan** - a detailed document outlining an individual student's condition, treatment, and action plan for location of EpiPen.

4.0 Procedures and Responsibilities for Allergy Management

4.1 General

- Both parents and staff should be involved in establishing Individual Health Care Plans (IHCP).
- Effective communication regarding a child's IHCP should be established and involve all relevant staff.
- Annual staff training in anaphylaxis management, if needed, including awareness of triggers and first aid procedures (including EpiPen training), is to be followed in the event of an emergency.
- Age-appropriate education of children with severe allergies should be established by parents and school.

4.2 Medical Information

- Parents/guardians must report any change in a child's medical condition during the year to the school.
- For students with an allergic condition, the school requires parents/guardians to provide this information to the school.
- The school will ensure that a meal plan is established and updated for each child with a known allergy.
- Teachers and teaching assistants of those pupils and key staff, including catering staff, are required to review and familiarise themselves with the medical information.
- Action Plans with a recent photograph for any students with allergies will be posted in the kitchen, with parental permission.
- Where pupils with known allergies are participating in school excursions a risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed.

4.3 Medical Information - EpiPens

4.3.1 Where EpiPens (adrenaline) are required in the Health Care Plan:

- Parents/guardians are responsible for the provision and timely replacement of the EpiPens.
- EpiPens are to be located securely in the first aid room and/or classroom.

5.0 Parent's Role

5.1 Parents are responsible for providing, in writing, **up to date, accurate and current medical information to the school.**

5.2 Parents must notify the school on the contact form, confirming and detailing the nature of the allergy, including:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of allergic reaction, including any medication and how it is to be used.
- Control measures – such as how the child can be prevented from coming into contact with the allergen.
- If a child has an allergy requiring an EpiPen, or a risk assessment deems it necessary, an IHCP must be completed, with the support of relevant medical professionals, and signed by the parents.

- 5.3 It is the responsibility of the parent to provide the school with up to date medication/equipment, clearly labelled in a suitable container. In the case of life- saving medication, like EpiPens, the child will not be allowed to attend school without it. Parents are required to provide up to date emergency contact information.
- 5.4 Parents should liaise with staff about appropriateness of snacks and any food- related activities (e.g. cooking, tasting).

6.0 Staff Role

- 6.1 Staff are responsible for familiarising themselves with the policy and must adhere to health & safety regulations regarding food and drink.
- 6.2 If a child's contact form states that they have an allergy these allergies must be added to the school information system and catering cashless system/pre order system if in place.
- 6.3 The headteacher will determine if a ban on certain foods is needed after consultation with the parent/guardian and health professionals. If appropriate, this will then be publicised to the whole school community.
- 6.4 All staff who come into contact with the child will be made aware of any treatment/medication required and where any medication is stored.
- 6.5 Teachers and key support staff will:
- Promote handwashing before and after eating.
 - Liaise with parents about snacks and any food-related activities.
 - Ensure that children are not permitted to share food unless part of a planned activity that the teacher has risk assessed.
 - Ask the parent for a list of food products and food derivatives the child must not come into contact with.
- 6.6 Catering staff will maintain a list of known allergens in the school meal menus and these can be shared with parents and guardians. Allergen information (in the form of an allergen matrix) will be made available for dishes served.
- a) The matrix will be dated and current to the menu offering for that day/week.
 - b) It will cover all items on the menu offering.
 - c) All dishes must be reviewed for allergen contents.
 - d) Suppliers may substitute ingredients or products that previously didn't have an allergen contained, therefore the packaging label will be cross-checked with the school's allergen matrix & updated when required.
 - e) The allergen matrix will be dated.
 - f) Allergen details will be provided.
- 6.7 Catering staff will provide full ingredient lists and allergen labelling on foods pre-packaged and distributed on the premises, in line with Natasha's Law.
- 6.8 Pre-packaged food will clearly display the following information on its packaging:
- The food's name.
 - A full list of ingredients, emphasising any allergenic ingredients.

- 6.9 The labelling will apply to all food made on-site and packaged, such as sandwiches, wraps and cakes. This includes food offered at mealtimes, as break-time snacks and packed lunches (for school trips). This also applies to food the pupils select themselves or that caterers keep behind the counter.
- 6.10 Catering staff will provide information regarding whether foods contain any of the listed allergens as an ingredient.
- 6.11 Consumers may be allergic or have intolerance to other ingredients, but only the 14 allergens are required to be declared as allergens by food law in the UK.
- 6.12 The 14 allergens:
- Celery
 - Cereals containing gluten (such as barley and oats)
 - Crustaceans (such as prawns, crabs and lobsters)
 - Eggs
 - Fish
 - Lupin
 - Milk
 - Molluscs (such as mussels and oysters)
 - Mustard
 - Peanuts
 - Sesame
 - Soybeans
 - Sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)
 - Tree nuts (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)
- 6.13 The school cannot, however, guarantee that foods will not contain traces of nuts or other allergens.
- 6.14 Designated staff are trained in first aid, and designated staff are trained in EpiPen use, including storage. Emergency medication should be easily accessible, especially at times of high risk.

7.0 Actions

- 7.1 In the event of a child suffering an allergic reaction:
- 1) If it is not an emergency situation, check to see if there is a risk assessment and Individual Health Care Plan and follow instructions.
 - 2) If a child has an EpiPen and is suffering an extreme allergic reaction, administer the medication immediately, then call 999.
 - 3) In an emergency situation, e.g. the child is suffering serious symptoms/a severe allergic reaction ring 999 and follow advice.
 - 4) Contact parent to advise, or ask for advice if less serious symptoms.

Signed by school

Date/...../.....

Review

8.0 Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Names	Names	For school information & monitoring	Headteacher	Photographs and names displayed (with parental consent) in the kitchen	Held on file throughout a child's time at school
Photographs	Photographs		Class Teacher		
Medical conditions	Detailed medical information	For the safety of the child Managing any medical events	Catering Staff Any/all members of staff		