



Allergy Safety Policy

Policy Owner	Chief Operating Officer
Review Frequency	2 Years

Review date	Version No.	Approved by	Date approved	Effective from
June 2026	1	Resources Committee	June 2026	Sept 2026



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1. Policy Statement

Connect Multi-Academy Trust is committed to safeguarding pupils with allergies and anaphylaxis. This policy aligns with Benedict's Law and statutory guidance requiring robust, consistent allergy safety arrangements. This policy should be read in conjunction with the Academy Trust's Medical Policy.

2. Scope

The Academy Trust has a hybrid approach to catering with Wellfield School benefiting from an in-house catering team and all other schools having their catering provided by a third party (Chartwells). Third-party catering providers must demonstrate compliance with this policy contractually. Chartwells have their own Secondary School Medical Diets Policy, Medical Diet Policy and Nut Policy statement, which covers in more detail their policy expectations in relation to managing allergens within the catering policy. The Trust will also comply with these specific policies. Links to these policies are here

- [Secondary Schools - Medical Diets Policy Supplement Statement v2.pdf](#)
- [Medical Diet Policy v1 \(2\).pdf](#)
- [Nut Policy Statement.pdf](#)

However, this policy covers all aspects of catering, including school trips, rewards and after-school activities. This policy applies to: -

- All academies and central services
- All pupils, especially pupils with diagnosed or suspected allergies
- All staff, governors, volunteers, contractors, caterers and visitors
- All catering provisions, including school meals, breakfast clubs, tuck shops, rewards, events, curriculum activities, trips and also includes prepacked food for direct sale.

3. Legal Framework

This policy aligns with the following guidance

- Children and Families Act 2014 (s.100),
- DfE Allergy Guidance for Schools,
- Supporting Pupils with Medical Conditions statutory guidance,
- Food Information Regulations 2014,
- Human Medicines Regulations,
- Benedict's Law (2026).

4. Governance

The Academy Trust Board holds overall collective responsibility for allergy safety. The Academy Trust must have a named senior leader, who has strategic oversight of allergen management, this is the Academy Trust's Chief Operating Officer. However, within each individual school the Headteachers are the named responsible officers with responsibility for ensuring operational compliance with this policy.

Operationally a Deputy Head Teacher (Secondary Schools) / School Business Managers/Office Managers (Primary Schools) have the responsibility for ensuring that pupils' allergy information provided from parents/carers is up to date, recorded appropriately on the schools Management Information System (which will act as the central allergy register) and is communicated without delay to the onsite catering team. It is the responsibility of the on-site Catering Manager to put procedures in place to safeguard pupils, and that this protocol is shared with all catering staff without delay. However, similar to Safeguarding and Health and Safety, allergen management is responsibility of all staff and not just catering staff.

This policy will be published on both the Academy Trust and individual school's websites. Head Teachers are responsible for ensuring that allergy risk is reflected within school risk assessments and safeguarding arrangements.

5. Individual Healthcare Plans

All pupils requiring allergy management will have an Individual Healthcare Plan which includes an allergy action plan. The Individual Healthcare Plan is developed in partnership with parents/carers and relevant healthcare professionals. Individual Healthcare Plans will include:

- Allergens and level of risk
- Symptoms of reaction
- Emergency medication and administration instructions
- Storage and accessibility of medication
- Reasonable adjustments and inclusion measures

All pupils with known or suspected allergies must be identified on admission, or when information becomes known. This information must be updated on the School's Management Information System, and parents/carers should confirm accuracy of information via the parent app. This information will be held on the pupils' record and is visible for all staff. It is vitally important that this information is communicated to the on-site Catering Manager as soon as the information is identified.

Individual Healthcare Plans will be reviewed by the school and parent/carer at least annually or immediately following an incident.

6. Food and Allergen Management

Schools must comply with Food Information Regulations 2014, ensuring clear identification of the 14 statutory allergens, including food prepared and packed on site. The 14 statutory allergens are: -

- Celery
- Cereals containing gluten (such as wheat, barley, oats)
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk

- Molluscs
- Mustard
- Tree nuts (including almonds, hazelnuts and walnuts)
- Peanuts
- Sesame seeds
- Soybeans
- Sulphur dioxide and sulphites

Catering staff, regardless of whether they are in-house or a third-party catering provider will maintain up-to-date allergen ingredient information, check supplier labels routinely and when products change and avoid cross-contamination through safe preparation practices. Any menu changes or substitutions must always take account of pupils with allergies.

The Catering team will risk assess pupils requiring allergy management and will put appropriate measures in place, which may include safe preparation areas, specialised diets, and in some cases only allow pre-ordered meals.

7. Risk Reduction

The Academy Trust operates a nut-avoidance catering environment, as it has been identified that c50% of the pupils' allergies relate to nuts. Risk assessments will be undertaken for school trips/residential visits. It is the responsibility of the lead officer to complete a risk assessment for the trip, which will consider pupils requiring allergy management.

Allergy safety will also be considered in, curriculum activities involving food or materials, tuck shops, rewards, school events, and emergency planning and evacuation procedures. Risk reduction measures may include supervised eating arrangements, safe food zones (if appropriate) and clear guidance for packed lunches, events and celebrations.

8. Training

All staff receive annual allergy awareness and anaphylaxis training; this will be provided in conjunction with training identified in the Academy Trust's Medical Policy. The training will include recognition of allergic reactions and anaphylaxis, emergency response procedures and use of adrenaline auto injectors. Training will be refreshed and risk assessments updated when a pupil with significant allergies joins a school. The Head Teachers are responsible for ensuring that pupils are supported through age-appropriate education on allergy awareness and inclusion. Records of allergy training will be maintained and monitored centrally.

9. Emergency Response

Schools will hold spare adrenaline auto-injectors and ensure that they are readily accessible. There is an expectation that parents/carers provide schools with medication/adrenaline auto-injectors in line with the Individual Healthcare Plan. In the event of an allergic reaction the school must follow emergency procedures: -

- The pupil suffering from the reaction must be reviewed immediately
- A trained member of staff must take immediate action, administer medication as per the Individual Healthcare Plan and remain with the pupil until emergency services arrive.
- If there is suspected anaphylaxis 999 must be called without delay and locate and use adrenaline auto-injectors
- Parents/carers must be informed as soon as possible
- All incidents and near misses must be recorded and reviewed to inform practice improvements.

10. Communication

Schools will engage openly with parents/carers and ensure clear allergy information is shared. Allergy management and expectations will be shared at admission, through school websites and policies. This policy will be updated when arrangements change.

11. Inclusion and Safeguarding

Pupils with allergies will be fully included in school life and protected from discrimination or bullying.

12. Review

The Trust Board will review this policy annually or following significant incidents, for example due to changes in DfE guidance/legislation or serious incidents or near misses. Academies may add local procedures to this over-arching policy, however their operations must remain consistent with this policy.