Genesis 16:13 You are the God that sees me.

Document Title	**Allergen and Anaphylaxis Policy**
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Policy Category (Please Indicate)	1	**Trust/Academies to use without amendment**
	2	School specific appendices
	3	School personalisation required (in highlighted fields)

Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
V1	July 2026	Nicky Bailey	New Trust Policy using Anaphylaxis UK template

1. Contents

2. Introduction

In line with Benedict's Law, we are committed to providing a safe, inclusive, and welcoming environment for all children, young people, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later (i.e. allergy to Mammalian meat). Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20-30 minute window of opportunity during which steps can be taken to prevent death – therefore giving emergency adrenaline **immediately** and calling Emergency Services (999) is crucial. **Anaphylaxis always requires an emergency response**

Anaphylaxis can occur without any other signs (such as a skin rash) being present. **Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing.** Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- insect stings (e.g. bee, wasp);
- medication (e.g. antibiotics, pain medicines such as ibuprofen);
- latex (e.g. rubber gloves, balloons, swimming caps).

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Students who have a skin reaction need monitoring for at least an hour.

LAAT schools have a whole school awareness approach, because it ensures all staff and students are aware of what allergies are, the importance of avoiding the individual' allergens, the signs and symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure.

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerance is be managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Eczema, asthma and allergies sometimes occur together – known as the atopic triad. It is important that these are managed well in order to keep the individual healthy. Asthma training is needed by all staff and an individual's asthma care plan needs to be included with their individual healthcare plan. These conditions are not included in this allergy safety policy.

LAAT understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

3. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting
- mild throat tightness
- sudden change in behaviour

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the ABC symptoms and can include:

- AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.
- CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the individual where they are, call for help and do not leave them unattended.
- LIE individual FLAT WITH LEGS RAISED – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- USE ADRENALINE DEVICE WITHOUT DELAY and note the time given. AAIs should be given into the muscle in the outer thigh or nasal into the nostril. Specific instructions vary by brand – always follow the instructions on the device.
- CALL 999 and state ANAPHYLAXIS (ana-fil-axis).
- If no improvement after 5 minutes, administer second adrenaline device
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the individual where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All individuals must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can recur after treatment.

4. Minimising Risk and Exposure to Allergens

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and schools will only eliminate a food following a risk assessment supported by medical advice when necessary. Where a food is restricted, this will be to the smallest area for the time necessary; for example, the cooking room for the duration of the lesson when the student with allergy is cooking. Blanket bans, especially to nuts, create a false sense of security. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

LAAT is allergy aware ensuring that the staff and students are actively aware of the risk posed by allergens, take steps to minimise the risk of exposure and have robust emergency response plans in place.

Each school completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptions to remove allergens that pose a risk for the whole group not just the student who has the allergy.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, students, staff).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school, college or setting
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens
- Identifying non-food allergens within the environment and making adaptions to remove/reduce allergens that pose a risk; for example, therapy or school dogs would require enhanced cleaning and limiting to specific areas, hygiene measures after students have worked with the therapy dog

Each school will ensure that allergy is included in all school risk assessments to identify risks and plan control measures to minimise the risk of exposure.

Schools will ensure that the risk of exposure is minimised by

- All school staff allergy training every year
- Educating students through awareness assemblies and within PSHE
- Ensuring PTAs (Parent Teacher Associations) are aware of the school expectations for allergy management
- Communicating with all visitors, temporary staff and cover staff that they will be teaching a student with an allergy and ensuring that the member of staff has been trained in allergy and anaphylaxis emergency response
- Working closely with parents/carers and health professionals to understand the student's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst staff, students and visitors

5. Animal Allergies

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

A risk assessment will be in place for any animals that are on the school site.

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of spreading allergens.

6. Food Provision and Catering:

Schools will manage the risk of food allergy and provide clear information on allergens in food provided by:

- Ensuring the contract with the school catering company is compliant with the Food Standards Authority allergen management regulations
- Ensuring school caterers provide information on food allergens to parents/carers and have this available for the students to check independently
- Providing student's allergen information to the caterers in a timely manner to ensure that students can eat safely
- Enabling parents/carers to liaise with the catering company or school chef

- Identifying students with allergies at point of service. These could be allergy champions, coloured trays/plates, information cards that sit on the coloured tray, photos in the kitchen. The chosen method should not be reliant on one person with two people checking that the correct meal is going to the correct child.
- Ensure that food is always labelled as unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling suggesting a risk of contamination with allergen. This applies to foods used within the classroom curriculum (e.g. cooking) as well that from the school kitchen or canteen.
- Teach students not to food share, trade food or share utensils or food containers with the reasons why

When staff provide food for the students, they receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food.

Where food is not directly provided by the school (for example brought in as treats or to celebrate birthdays) parent/carer permission will be sought in advance to ensure inclusion and safety for students with allergies.

These procedures apply to school led breakfast and after school provision and curriculum activities. Where this is provided by a third party, each school ensures that this policy is shared and the third-party provider meets the same procedures.

Students eligible for benefits based Free School Meals are entitled to their free school meal entitlement. School will work with parents/carers to determine the best way of ensuring that students receive their meal.

7. Medication and Adrenaline Devices (ADs)

People at risk of anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times. This includes the journey to and from;

- school,
- the classroom
- lunch area
- playground
- sports field
- when on visits or trips

Serious anaphylaxis is a time critical situation; delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes so if the adrenaline device cannot be with them in the classroom, the adrenaline device should be stored in an appropriate central location that is unlocked and accessible at all times (including during wrap around care).

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

8. Spare Adrenaline Devices

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

Each school holds spare adrenaline devices for use in emergency situations. These are not a replacement for a student's own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency.

The Head Teacher is responsible for checking that adrenaline devices are in date and remain clear (not cloudy) on a monthly basis. They will secure replacements one month before the current adrenaline device expires

9. In the event of anaphylactic reaction:

- Adrenaline should be administered as soon as possible, within five minutes. **Do not wait** to contact the emergency services before administering adrenaline.
- The child, young person or individual should not be moved. Adrenaline devices should be brought to them (whether their own prescribed ADs or "spare" ADs).
- If the child, young person or individual **has their own prescribed adrenaline devices**, these should be used in the first instance.
- If the child, young person or individual **does not have prescribed adrenaline devices**, "spare" adrenaline devices can be used.
- If the child, young person or individual's **prescribed adrenaline devices are not available or misfire**, "spare" adrenaline devices can be used.
- If the individual has serious allergy and asthma and there is any doubt if they are presenting with anaphylaxis or having an asthma attack always administer the adrenaline first.

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for "spare" adrenaline devices to be used. In an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given.

10. Student self-management:

Depending on their level of understanding and competence, students will be encouraged to take responsibility for and to always carry their own two adrenaline devices on them in a suitable bag/container

Older students and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot.

11. Staff Training and Emergency Response

The Head Teacher will ensure that all staff, including teaching staff, support staff, catering staff and others who may oversee students including at breakfast or after school clubs will be trained in allergy awareness and emergency response. The school is responsible for ensuring that supply, cover, coaching, peripatetic staff have received allergy awareness training.

Training can be online or face to face. The content needs to include:

- Allergy awareness, the risks it poses, how allergic reactions occur and how to manage them
- Allergy includes multiple co-existing conditions: asthma, eczema, hay-fever
- Understand the difference between food allergy, intolerance and coeliac disease
- That a student can be allergic to any food, not just the top 14 allergens
- Know the symptoms of allergic reactions and how to treat
- Know the symptoms of anaphylaxis and how to treat
- How to locate and administer adrenaline or an asthma inhaler. (All adrenaline devices should be used to train with as the student may have different ones to the spare adrenaline)
- How to report an allergic reaction including
  - Mild to moderate
  - Anaphylaxis
  - Near miss/incident
- Understand their responsibilities in risk reduction to ensure that students prevented from coming into contact with their allergens
- Understand the impact that allergy can have on a student's wellbeing
- Understand the school's allergy safety policy and

- How to check if a student is on the record of those with a known allergy
- How to use an allergy or asthma action plan

12. Emergency preparedness

Schools will annually hold a practice response to anaphylaxis, review how the practice went and update procedures.

Schools will communicate key messages regarding risk reduction leading up to festivals, trips and end of term celebrations.

During fire drills and lockdown practices, all schools will ensure that a student's adrenaline device is with them. Should a real evacuation happen, the student may have to go home without adrenaline if this has not been taken out during a fire evacuation.

13. Roles and Responsibilities:

The Board of the LAAT are responsible for ensuring that the policy sets out the arrangements to reduce the risk of individuals coming into contact with their known allergens and sets out the emergency response plan for cases of anaphylaxis.

The LAAT will consider the risks pertaining to students and staff with allergy on the school's risk register.

The Head Teacher will be responsible for allergy safety which includes driving the implementation of the allergy safety policy.

The Head Teacher is responsible for:

- systems to collect allergy information during the enrolment process, ensuring that this information is shared with catering. Outside of the normal admission point, ensures that information is shared staff and catering teams as soon as possible but within two weeks of the student starting
- holding a register of students and staff with allergies including whether they hold adrenaline and whether they have an allergy action plan
- ensures that systems are robust for the identification of students at mealtimes
- Communication about:
  - the policy
  - the students who are on the register of those with allergies
  - the importance of recording and reporting near misses and incidents
- Communication with:
  - governors to provide updates about the policy implementation
  - Health and Safety, Designated Safeguarding Leads and the Executive Safeguarding Team to keep allergy safety as part of their roles
  -
  - The LAAT appointed external Health and Safety Advisor if a report under RIDDOR is needed
  - Caterer; the procedures in the kitchen and the procedures for ensuring that the students with allergies are provided with a safe meal
  - Parents/carers to enable them to input into IHPs (Individual Healthcare Plans) and to request allergy action plans when appropriate
  - Students to develop an understanding of allergy through information assemblies and workshops, participating in awareness days and weeks
- spare adrenaline devices and making sure these are checked and in date, with replacements being secured before the current ones expire
- that IHPs are created and communicated
- Training

All Staff:

Responsible for:

- understanding their role in implementing this policy, recognising signs of allergic reactions, and acting swiftly in an emergency
- supporting the creation of the students IHP
- implementing the students IHP
- Creating an inclusive curriculum
- Curriculum adaptation to minimise risks
- Completing risk assessments for, curriculum activities involving food, trips and visits including sporting events
- Building proactive relationships with parents/carers
- Reporting near misses and incidents

Parents:

Responsible for:

- Adhering to this policy
- Providing school with the information they need to create individual health care plans
- Updating school when reactions happen outside of school or any changes to the student's allergy and its management.
- Ensuring that the student always has in date medication with them at school

14. Identification of Individuals with Allergies

Admissions Data Collection: Each school collects detailed medical information from parents/carers regarding known allergies, dietary restrictions, and treatment histories prior to admission.

Information Sharing: UK GDPR does not prevent the sharing of a student's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff, supply cover, and catering teams while maintaining appropriate data privacy.

Transition: Allergy information and existing care plans are shared as part of a student's transition. Each **school** will request allergy information from the previous school or setting and will consider whether any of the arrangements are suitable to implement. **Each school** work with parents/carers and the student if appropriate to write a new IHP. Staff will provide information about students for transition visits ahead of a formal move.

Staff: pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment.

Visitors and regular volunteers: will be asked about allergies ahead of their visit. If an allergy is declared, the Head Teacher will be notified, and this information will be communicated as necessary to ensure that the visitor or regular volunteer has a safe working environment. {insert how}.

15. Student Individual Healthcare Plans (IHPs) and Allergy Action Plans

Allergy action plans

- These are clinical documents that are created by a GP / allergy nurse or allergy clinic. They detail the student's allergy and medication.
- These contain parent/carer contact details and must be signed by the parent/carer.
- These will only be updated by the medical professional following a review of the student's allergy management, this could be annually or 5 yearly. Parents/carers or school need to update the photo of the student annually so that the student is recognisable.

Allergy action plans are issued for students who have an IgE food allergy and often a venom allergy that could lead to anaphylaxis. They are not issued for all allergies. Students with non-IgE allergies don't experience anaphylaxis and so an allergy action plan is not issued.

16. Individual Healthcare Plans (IHPs)

Individual healthcare plans are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a student is fully included in the life of the school. It will identify exact risk-mitigation measures that need to be followed.

Individual Healthcare Plans are school owned documents that are co-created by school, parents/carers and students. They should include any advice received from health professionals. Where a child has an allergy action plan and or an asthma plan, this must be included with the IHP.

It is good practice to review IHPs annually or when staff change however they must be reviewed if an incident or near miss occurs. They need to be brought to the attention of supply or cover staff and be passed on during transition to a new school.

Each school will ensure that:

- students with an allergy action plan and/or an asthma plan have an individual healthcare plan
- students without an allergy action plan or asthma plan but have an allergy that needs active management over and above what other students need will have an individual healthcare plan
- individual healthcare plans are created whilst students are waiting for a diagnosis

17. School Trips and External Visits

Each school ensures that students with allergies are fully included in every trip, sporting event, or extracurricular activities. A risk assessment addressing allergen exposure in each activity, emergency medication, transport, and proximity to local emergency care will be undertaken with control measures identified. In order to ensure that the student is safe and included, alternative activities will be planned. This will include the safe storage adrenaline for the duration of the school trip.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all students have their medication including adrenaline devices with them before departure. Staff leading school trips will ensure that they always have the students' IHP and emergency contact information with them. Staff leading school trips will ensure that they have communicated the students' medical needs with the venue beforehand. Students unable to produce their required medication will not be able to attend the excursion.

18. Serious Incidents and "Near Misses":

Each school approaches serious incidents and "near misses" in a "no blame" spirit, seeking to learn lessons and address any issues which the incident identified, so that students are better protected in the future.

Schools are aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

Schools **will** record allergic reactions (incidents) and near misses (e.g., accidental exposure without reaction, or labelling errors) immediately. The incident or near miss will be reviewed and a report written. This will be recorded on incident portal.

If unsafe food was supplied by the school operating as a food business, the incident must be reported to the local authority environmental health team.

19. Further reading:

Anaphylaxis UK: for teachers by teachers, the one stop shop for all school allergy needs: https://www.anaphylaxis.org.uk/education

Allergy UK: https://www.allergyuk.org/about-allergy/types-of-allergies

Allergy Safety in Schools July 2026: https://www.gov.uk/government/publications/allergy-safety-in-schools

Guidance on the use of adrenaline auto-injectors in schools

Spare Pens in School: https://www.sparepensinschools.uk

Benedict's law:

https://benedictblythe.com/benedicts-law
https://www.anaphylaxis.org.uk/education/benedicts-law

Food:

Allergy Guidance for Schools:https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools
Allergy Guidance for food businesses: https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses

The Early Years Foundation Stage (EYFS) statutory framework.

20. Links to other policies

- Medical Conditions Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy

21. Appendix 1 – Risk Assessment Template

Summary Details				
Date original assessment completed:		Location affected:		
Person(s) completing assessment:		Headteacher sign off:		
Review completed by:		Review date:		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by Whom and when?	Completed
Managing anaphylactic shock		• Members of staff keep on them a means of alerting others to an emergency, e.g. a whistle or two-way radio. • Others move to another location away from the individual who is experiencing anaphylaxis. • The individual experiencing anaphylaxis is not moved and, where safe and appropriate to do so, is made comfortable. • A member of staff requests an ambulance, and a suitably trained member of staff administers the adrenaline auto-injector (AAI), whilst another member of staff supports as requested. • Any staff member administering medication acts in accordance with the Administering Medication Policy. • A designated member of staff accompanies the individual to hospital, where required. • The individual's registered emergency contact is notified immediately. • All staff to complete annual allergy awareness training. • A suitable number of staff members to complete practical AAI training via a suitable training provider. Trained staff are: - Ann-Marie Wilson - Boneata Brown - Alison Hardy			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by Whom and when?	Completed
		- Corrie Abbott - Melanie Osborne			

Communication and storage		• All staff to be made aware of the schools Allergy Management Policy. • Parents make the school aware of any allergies their child has, any changes to allergy triggers or symptoms, and any changes to medical requirements. • Staff members make the school aware of any allergies they have, any changes to their allergy triggers or symptoms, and any changes to their medical requirements. • All persons with a known allergy will have an allergy action plan developed and shared with relevant persons to ensure staff are aware of the signs and can act in a suitable manner. • Any changes are adequately recorded, and the relevant staff are made aware of the new information, e.g. the school nurse. • Changes in food ingredients, e.g. new allergens, or the materials used in the school's resources, e.g. single-use gloves and toys, are communicated to staff, parents and pupils as soon as possible. • There are 4 emergency AAI's available on site with the below mg amounts.			

		• 2 x AAI devices (150 micrograms) for children aged under 6 years. • 2 x AAI devices (300 micrograms) for individuals aged over 6 years. • Emergency AAIs are stored in the First Aid Room, and this information has been shared with school staff.			
Eating at school		• All staff; pupils and visitors are made aware not to eat or drink at any time other than the designated break times during school hours. • Individuals are only permitted to eat and drink in the canteen.			
Failure to recognise symptoms		• As part of their induction, staff are trained to spot the symptoms of various allergic reactions and anaphylactic shock. • Individuals are taught to recognise symptoms in themselves and others. • This information is also detailed in the individual's allergy plans where the allergy is known about by school staff. • Where the individual is at risk of a reaction relating to skin contact with an allergen, e.g. natural rubber latex (NRL) allergy, regular skin checks are performed by the individual and, where appropriate, a suitable member of staff, to spot the early signs of irritation and/or dermatitis.			
Contact-based allergens in school resources		• Contact-based allergens in school resources			
School trips		• A separate risk assessment is conducted for each school trip which is specific to the location that is to be visited.			

		• A designated adult accompanies any pupils at risk at all times. • Pupils' medication is taken and kept by the class teacher. • Staff and volunteers ensure they have the appropriate medication with them while on a school trip. • Any AAIs, including a spare, are taken on the trip and stored securely.			
Food contamination		• All food tables are disinfected before and after being used. • Anti-bacterial wipes and cleaning fluid are used. • Boards and knives used for fruit and vegetables are a different colour to remind kitchen staff to keep them separate. • There is a set of kitchen utensils that are only for use with the food and drink of the individuals at risk. • There is also a set of kitchen utensils with a designated colour. These utensils are used only for food items that contain bread and wheat-related products. • Food items containing bread and wheat are stored separately. • [Updated] Food items containing nuts are not served at or bought into the school, in line with the school's Nut-free Policy.			
Incorrect or inaccurate food labelling		• The school ensures that, to meet its legal obligations in line with relevant legislation including Natasha's Law and Benedicts law foods classed as 'pre-packed for direct sale' (PPDS):			

		• Clearly display the full name of the food. • Include the full ingredients list. • Clearly show any allergens, e.g. emphasised in bold. • Ingredient and allergen information is listed in a clear, legible format and either printed on the packaging or on a secured label. • The allergens listed are in line with the Allergen and Anaphylaxis Policy and apply to all PPDS foods, including PPDS foods prepared at the school. • PPDS foods that do not meet these standards are removed from the product line and/or sale and safely disposed of. • Staff report any abnormalities in PPDS food labelling to the relevant member of staff, e.g. kitchen manager, as soon as possible. • A designated member of staff is responsible for monitoring food ingredients, packaging and labelling on a regular basis. • Food suppliers are contacted in the event of any abnormalities in labelling and incorrect or incomplete ingredient lists. • PPDS foods are not labelled as 'free from' unless staff are absolutely certain there are not traces of that ingredient in the product. • Food allergen tracing procedures are in effect in line with the Allergen and Anaphylaxis Policy.			

Improper use of medication		• Where required, an AAI is kept in a small clear box inside a second clear box with the individual's name and photograph on it. • This box is kept in the individual's work area or classroom with the first aid box, and all staff are made aware of its location. • Any additional medication is kept in the same box. • The medication is administered by an adequately trained, designated member of staff, in accordance with the Administering Medication Policy. • Regular reviews take place to assess the successes or failures of the school's current safeguards. • Parental consent forms are required for the administration of any medication to pupils.			
Below is a list of known pupils/students, staff and regular visits with allergies which school staff should be aware off and read their allergy plans if relevant: • Donnie-Ray P: allergy to strawberries • Scarlett W: allergy to lycopene (antioxidant in red fruit, particularly tomatoes)					