



**Central Region
Schools Trust**

Founded by the RSA

Oak Hill First School Allergy Policy

Recommended by:	Sarah Allen
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Approved by:	LAGB
Signed:	
Position on the board:	Chair of Governors
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Policy Tier (Central/School):	School

Version 2.1
Amended 17.07.2024- CRST updates

Oak Hill First School Allergy Policy

1. Aims

Oak Hill First School is committed to providing a safe environment for all pupils with allergies and intolerances. The aims of this policy are to ensure that:

- Pupils with allergies are protected and supported at all times.
- Staff understand their responsibilities regarding allergy management and emergency response.
- Appropriate preventative measures are in place to reduce the risk of allergic reactions.
- Emergency procedures are clear, effective and consistently followed.
- Catering and food service arrangements comply with legal requirements.
- Parents, pupils and staff work collaboratively to support allergy safety.
- The requirements of Benedict's Law and Natasha's Law are fully implemented.

2. Legislative Framework

This policy has been developed in accordance with:

- Children and Families Act 2014
- Food Information Regulations 2014
- Health and Safety at Work etc. Act 1974
- Food Safety Act 1990
- Supporting Pupils at School with Medical Conditions Statutory Guidance
- Natasha's Law
- Benedict's Law Statutory Guidance (September 2026)

3. Benedict's Law

Oak Hill First School recognises its responsibilities under Benedict's Law and will maintain a clear published allergy management policy.

The school will ensure that:

- All staff receive allergy awareness and anaphylaxis training.
- Spare adrenaline auto-injectors (AAIs) are maintained on site and readily accessible.
- Every pupil with a diagnosed allergy has an Individual Healthcare Plan (IHP).
- Allergy incidents and near misses are recorded, monitored and reviewed.
- Catering arrangements effectively safeguard pupils with allergies.

All staff, including teachers, teaching assistants, lunchtime supervisors, office staff, temporary staff, supply staff, agency workers, volunteers, cleaners and catering staff who may work with or supervise pupils, will receive allergy awareness and anaphylaxis training.

Staff must be able to recognise the signs and symptoms of allergic reactions, understand emergency procedures and know how to locate and administer emergency medication.

Visitors and contractors without a pupil-facing role are not required to undertake training but must follow school health and safety arrangements and seek assistance immediately if they become aware of an allergic reaction.

4. Natasha's Law

The school and catering provider will ensure all Prepacked for Direct Sale (PPDS) foods are labelled in accordance with Natasha's Law. Full ingredient information and highlighted allergens will be clearly displayed on relevant products.

5. Allergy Management Procedures

The school will:

- Maintain an up-to-date register of pupils with allergies.
- Ensure allergy information is accessible through Arbor.
- Implement allergen awareness measures throughout the school.
- Minimise cross-contamination risks.
- Ensure allergen information is available where food is provided.
- Promote a culture of allergy awareness and vigilance.
- Identify and manage the 14 recognised food allergens and remain aware of other environmental and medical allergens that may affect pupils.

6. Individual Healthcare Plans (IHPs)

Every pupil with a diagnosed allergy will have an Individual Healthcare Plan. The plan will include:

- Nature of the allergy.
- Known triggers.
- Signs and symptoms.
- Medication requirements.
- Emergency procedures.
- Consent arrangements.
- Parent/carers emergency contact details.

IHPs will be reviewed annually or sooner if circumstances change.

Healthcare plans and medical alerts are stored securely within Arbor. Information is shared with relevant staff including teachers, support staff, lunchtime supervisors, educational visit leaders and supply staff where necessary to ensure pupil safety.

Where necessary, relevant allergy information and pupil photographs may be shared securely with authorised catering personnel to support the safe provision of meals and in accordance with data protection requirements.

7. Emergency Response Procedures

All staff must treat suspected anaphylaxis as a medical emergency.

In the event of a severe allergic reaction:

- Administer an adrenaline auto-injector immediately.
- Call 999 without delay.
- Contact parents/carers as soon as possible.
- Monitor the pupil continuously.
- Record and review the incident following the event.

No pupil experiencing anaphylaxis will ever be left unattended.

8. Spare Adrenaline Auto-Injectors (AAIs)

The school will maintain spare AAIs in accordance with Department for Education guidance.

Spare AAIs will:

- Be stored securely whilst remaining readily accessible.
- Be located so they can be administered within five minutes in an emergency.
- Be stored in pairs to allow for a second dose if required.
- Be checked regularly to ensure they remain in date.
- Be clearly labelled.
- Be available for educational visits and off-site activities where required.

The school's spare auto-injectors are stored in the First Aid cupboard. Educational visit grab bags will contain emergency medication where identified through risk assessment.

9. Staff Training Requirements

All relevant staff will receive training covering:

- Recognition of allergic reactions and anaphylaxis.
- Administration of adrenaline auto-injectors.
- Emergency procedures.
- Allergy awareness.
- Cross-contamination prevention.
- Responsibilities under Benedict's Law.

Training records will be maintained, reviewed regularly and recorded using the Trust's designated training records system.

10. Catering and Food Safety Requirements

The school's catering service is responsible for maintaining appropriate allergen management arrangements in accordance with legal requirements and food safety standards.

Where catering services are provided by an external contractor, the school will:

- Obtain and review the provider's Allergy Policy.
- Seek assurance that effective allergen management arrangements are in place.
- Ensure meal provision arrangements safeguard pupils with allergies.

The catering service will:

- Operate effective allergen control procedures.
- Prevent cross-contamination through suitable kitchen practices.
- Maintain allergen information for meals.
- Ensure catering staff receive appropriate training.
- Support safe meal provision for pupils with allergies.

Where necessary, photographs and key allergy information may be shared securely with authorised catering staff for safeguarding purposes.

11. Communication with Parents and Pupils

Parents and carers are responsible for:

- Informing the school of allergies.
- Providing prescribed medication.
- Reporting changes to medical needs.
- Participating in reviews of healthcare plans.

The school will communicate allergy management arrangements clearly with pupils, parents and staff.

12. Educational Visits and School Trips

Risk assessments for educational visits will consider:

- Access to emergency medication.
- Food provision arrangements.
- Availability of trained staff.
- Emergency communication arrangements.

13. Record Keeping and Reporting

The school will maintain records of:

- Diagnosed allergies.
- Individual Healthcare Plans.
- Staff training.
- Allergy incidents.
- Administration of AAls.
- Near misses.

Records will be stored securely and managed in accordance with data protection legislation. Allergy incidents and near misses will be recorded using the Trust's designated incident reporting system where required.

All allergy-related near misses, including incorrect food provision or potential allergen exposure, must be reported immediately.

Reports will be reviewed to identify:

- Procedural failures.
- Training needs.
- Risks within catering arrangements.
- Preventative actions required.

14. Health and Safety

This policy should be read alongside the school's:

- First Aid Policy.
- Supporting Pupils with Medical Conditions Policy.
- Health and Safety Policy.
- Educational Visits Policy.

15. Equality

Oak Hill First School is committed to ensuring pupils with allergies are supported fairly and without discrimination. Reasonable adjustments will be made to enable full participation in school life.

16. Responsibilities

Local Academy Governing Board

The Governing Board will:

- Approve and review this policy.
- Seek assurance that effective allergy management arrangements are in place.
- Monitor the effectiveness of allergy management arrangements.
- Receive information regarding significant allergy-related incidents where appropriate.
- Ensure adequate resources and training are available.

Principal

The Principal will:

- Implement the policy.
- Ensure staff training takes place.
- Maintain effective allergy procedures.
- Report to governors.
- Coordinate emergency planning arrangements.

Allergy Lead

The Allergy Lead will:

- Maintain allergy records and healthcare plans.
- Monitor compliance.
- Coordinate staff training.
- Manage emergency medication.
- Conduct risk assessments.
- Investigate incidents and near misses.

Staff

All staff will:

- Follow this policy.
- Attend training.
- Respond appropriately to emergencies.
- Report concerns promptly.

17. Monitoring and Review

The Principal will review this policy annually, or sooner following a serious allergy-related incident or change in legislation or guidance.

The effectiveness of the policy will be monitored through:

- Incident reviews.
- Staff training records.
- Catering audits.
- Risk assessments.
- Feedback from pupils, parents and staff.