

WILLOW GROVE PRIMARY SCHOOL



Allergy Policy

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Policy Statement

Willow Grove Primary School is committed to ensuring the safety, health, and wellbeing of all pupils, including those with food allergies. As an SEMH setting, we recognise the significant impact that allergies can have on a child's physical safety, emotional wellbeing, and ability to access learning.

We adopt a whole-school approach to allergy management, promoting awareness, prevention, and effective response. While it is not possible to guarantee a completely allergen-free environment, we take all reasonable steps to minimise risk and ensure appropriate care.

The school recognises that any pupil or member of staff may, at any time, experience an allergic reaction to food, substances, or airborne triggers. As such, the school adopts a proactive and inclusive approach to allergy awareness, prevention, and response, ensuring that all environments and practices minimise risk and support the health and safety of the whole school community.

By treating all individuals and environments as potential allergy risks, the school is able to adopt a proactive approach that minimises exposure and enhances the safety and wellbeing of the entire school community.

Willow Grove operates as a nut-free school. Our kitchen also operates as a nut free kitchen. However, we cannot guarantee that people will not bring nuts onto the school site.

This policy applies to all food and drink provided in school, including:

- Breakfast provision
- Mid-morning snacks
- School lunches
- Packed lunches
- Drinks and snacks (including sensory snacks)
- Food used within lessons
- Educational visits, trips, and special events

The purpose of this policy is to minimise the risk of allergic reactions, including anaphylaxis, within the school setting and to ensure an effective, timely response in the event of an emergency.

This policy is informed by guidance from allergy specialists including the British Society for Allergy and Clinical Immunology (BSACI), Anaphylaxis UK, and Allergy UK.

Aims and purpose

- To safeguard pupils with allergies and reduce risk of exposure
- To ensure all staff understand allergy management and emergency response
- To promote awareness and responsibility across the school community
- To support pupils' medical, sensory, and emotional needs
- To work in partnership with families and professionals
- To ensure inclusive access to food and school activities

Scope

This policy applies to:

- All pupils with diagnosed or suspected allergies
- All staff, including temporary and supply staff
- All school activities, including trips, sports, and extracurricular events
- Assuming that all pupils and staff may, at some point suffer an allergic reaction to a food or substance or airborne thing they come into contact with.

Allergy Awareness and Risk Management

A food allergy is an immune response to a food protein which can result in mild to severe reactions, including anaphylaxis.

The school recognises the 14 main allergens (including nuts, peanuts, milk, eggs, gluten, and sesame) and ensures that staff are aware of risks associated with these.

Allergy risks are managed through:

- Clear communication of pupil needs
- Staff training and awareness
- Safe food preparation and handling
- Individual risk assessments where required

School Food Provision and Allergens

- Meals are prepared in-house by trained catering staff
- Allergen information is clearly available for all meals
- Cross-contamination is actively prevented
- Alternative meals are provided for pupils with allergies
- High-risk pupils may receive individually prepared meals

All food provision complies with current food safety and allergen legislation, including Natasha's Law. For more information on Natasha's Law, please follow this link.

[What is Natasha's Law?](#)

Packed Lunches and Snacks

- **Willow Grove is a nut-free school – no nut products are permitted in packed lunches. This includes things like “Nutella”**
- Pupils must not share food
- Packed lunches should follow school guidance while respecting:
 - Medical needs
 - Sensory needs (including ARFID)
 - Cultural and religious requirements

The school takes a flexible and inclusive approach, recognising that some pupils may have restricted diets. Packed lunch advice is sent out annually to parents and carers taking account of any current allergy requirements within school.

Medical Needs and Individual Healthcare Plans

All pupils with significant allergies will have an Individual Healthcare Plan (IHCP)

At Willow Grove, we ensure that all pupils are well known to staff, including an awareness of individual allergy triggers and early signs of allergic reactions. This enables staff to respond promptly and effectively, ensuring the safety and wellbeing of all pupils.

Plans include:

- Allergens and triggers
- Symptoms
- Medication and dosage
- Emergency procedures
- Medication (e.g. EpiPens) must:
 - Be in date
 - Be accessible at all times
- Accompany pupils on trips

The school acknowledges the 14 major allergens identified under UK legislation, which must be clearly communicated and managed to reduce risk. These are:

1. Celery
2. Cereals containing gluten (such as wheat, barley, rye, oats)
3. Crustaceans (e.g. prawns, crab, lobster)
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs (e.g. mussels, oysters, squid)
9. Mustard

10. Nuts (e.g. almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios, macadamia nuts)
11. Peanuts
12. Sesame seeds
13. Soya
14. Sulphur dioxide and sulphites (at levels above 10mg/kg or 10mg/litre)

Prevention and Daily Practice

Willow Grove adopts a proactive approach to reducing the risk of exposure to allergens throughout the school day. By embedding safe practices into everyday routines, the school aims to create a consistently safe environment for all pupils and staff.

The school will:

- Promote strict handwashing routines before and after eating or handling food.
- Enforce a no food-sharing policy among pupils.
- Ensure that all staff are aware of pupils with allergies and their specific triggers.
- Clearly communicate allergen information, particularly in relation to school meals and snacks.
- Implement controls to reduce the risk of cross-contamination in classrooms, dining areas, and shared spaces.
- Carefully manage food brought into school, including packed lunches and food for celebrations, in line with school guidance.
- Supervise pupils appropriately during mealtimes and snack times.
- Maintain high standards of cleanliness across all areas of the school.
- Ensure that allergy-related information is accessible to relevant staff at all times.

Where appropriate, the school will also take additional precautions for high-risk allergens, which may include restricting certain foods or activities.

Food brought into school for celebrations or activities must be approved and checked.

Educational Visits and Off-Site Activities

- Allergy needs are included in all risk assessments
- Staff carry medication and IHCPs
- External venues/providers are informed in advance
- First aid provision includes allergy management
- No known allergens to be brought on trips and visits to minimise risks.

Emergency Procedures

Allergy Response and Emergency Procedures

In the event of a suspected allergic reaction, staff must act immediately and follow established emergency procedures.

Mild to Moderate Reaction:

- Remain with the pupil and alert a trained member of staff.
- Assess symptoms (e.g. itching, rash, swelling, abdominal discomfort).
- Administer prescribed medication (such as antihistamines) in accordance with the pupil's healthcare plan.
- Continue to monitor closely, as symptoms may escalate.
- Inform parents/carers as soon as practicable.

Severe Allergic Reaction (Anaphylaxis):

Signs may include difficulty breathing, swelling of the throat or tongue, wheezing, persistent cough, dizziness, or collapse.

- Call emergency services immediately (999).
- Administer an adrenaline auto-injector (e.g. EpiPen) without delay.
- If no improvement after 5 minutes and a second injector is available, administer a second dose.
- Ensure the pupil is lying down with legs raised (unless breathing is difficult, in which case allow them to sit).
- Do not leave the pupil unattended.
- Send someone to meet the ambulance and inform parents/carers immediately.

Post-Incident:

- Record the incident in detail in line with school procedures.
- Review the pupil's healthcare plan and risk assessments.
- Ensure replacement medication is obtained promptly.

All staff will receive appropriate training to recognise the signs of allergic reactions and to respond effectively in line with this policy.

Training and Awareness

- All staff receive allergy awareness training.
- First aid training includes anaphylaxis response; staff may complete as an individual training session where needed
- Staff are trained in the use of AAI's
- Awareness is promoted through:
- Assemblies

- PSHE
- Daily practice

Environment and Ethos

At Willow Grove, we are committed to providing a safe, inclusive, and supportive environment for all of our pupils and staff, including those with allergies. We recognise that allergies can have a significant impact on an individual's health and wellbeing, and we take a whole-school approach to minimising risk.

Our ethos is underpinned by awareness, vigilance, and shared responsibility. All members of the school community are encouraged to understand the seriousness of allergies and to contribute to maintaining a safe environment. This includes promoting good hygiene practices, careful management of food and substances, and consideration of airborne allergens.

We foster an environment where pupils feel confident to share information about their allergies and are supported in developing age-appropriate awareness of their own needs. Staff are proactive in identifying potential risks, maintaining clear communication with parents/carers, and ensuring that appropriate control measures are in place.

Through education, training, and consistent practice, Willow Grove aims to reduce the likelihood of allergic reactions and ensure that, should they occur, they are managed quickly, effectively, and with the utmost care.

- The school promotes a safe, calm, and inclusive environment
- Pupils are supported to develop positive relationships with food
- Differences in dietary needs are respected
- Food is not used as a reward or punishment

Partnership with Parents and the Community

Willow Grove recognises the vital role that parents and carers play in supporting the effective management of allergies. The school works in close partnership with families to ensure that accurate, up-to-date information is shared and that appropriate measures are in place to safeguard pupils.

Parents and carers are required to provide detailed information regarding their child's allergies, including known triggers, symptoms, prescribed medication, and emergency procedures. This information is used to develop and maintain individual healthcare plans and risk assessments. The school expects parents and carers to:

- Inform the school promptly of any changes to their child's condition or treatment.
- Provide in-date medication, clearly labelled and accessible within school.
- Engage in the development and review of healthcare plans.

In return, the school will:

- Maintain regular communication regarding allergy management and any concerns. Pastoral Care Lead liaises to ensure plans are in place along with teachers and support staff.
- Involve parents and carers in planning for trips, activities, and events.
- Provide reassurance that appropriate training and procedures are in place.

Through open communication and shared responsibility, the school and families work together to minimise risks and ensure a safe and supportive environment for all pupils with allergies.

- Parents/carers must provide up-to-date medical information
- The school works collaboratively with families and professionals
- Guidance is shared to support safe practices at home
- Links with external organisations support best practice

Monitoring and Evaluation

This policy is reviewed annually. Monitoring includes:

- Incident records
- Staff feedback
- Parent and pupil voice
- Compliance with procedures

Willow Grove is committed to the ongoing monitoring and evaluation of its allergy management practices to ensure they remain effective, up to date, and in line with current guidance.

The school will regularly review its procedures to ensure that:

- Staff are confident and competent in recognising and responding to allergic reactions.
- Training is up to date and reflects current best practice.
- Individual healthcare plans and risk assessments are accurate and reviewed at least annually, or sooner if there are changes in a pupil's condition.
- Medication is in date, accessible, stored appropriately, and readily available when needed.
- All incidents involving allergic reactions will be recorded and reviewed to identify any patterns, areas for improvement, or additional control measures required.

The school will also carry out periodic audits of allergy management procedures, including food handling practices, communication systems, and emergency response readiness.

Feedback from staff, pupils, and parents/carers will be considered as part of the review process to support continuous improvement.

Through regular monitoring and reflective practice, Willow Grove ensures that its approach to allergy management remains robust, responsive, and focused on safeguarding the wellbeing of

all members of the school community.

Parents and Carers

Parents and carers play a crucial role in supporting the school to manage pupil allergies safely and effectively. Willow Grove works in partnership with families to ensure that all relevant information is shared and appropriate measures are in place.

Parents and carers are responsible for:

- Providing accurate, detailed, and up-to-date information about their child's allergies, including triggers, symptoms, and prescribed treatment.
 - Informing the school immediately of any changes to their child's condition or medical advice.
 - Supplying all necessary medication, ensuring it is in date, clearly labelled, and replaced as required.
 - Participating in the development and regular review of Individual Healthcare Plans and risk assessments.
 - Educating their child, where appropriate, about managing their allergy and the importance of not sharing food.
 - Supporting the school's allergy-aware practices, including guidance on packed lunches and prohibited foods where applicable.
- Respecting that Willow Grove is a nut free school.

In working collaboratively with the school, parents and carers help to minimise risks and ensure that their child can participate fully and safely in school life.

Roles and Responsibilities

Effective allergy management at Willow Grove is a shared responsibility. All members of the school community have a role to play in ensuring a safe environment.

Headteacher / Senior Leadership Team

- Ensure that an effective allergy policy is in place and implemented.
- Ensure staff receive appropriate training in allergy awareness and emergency response.
- Promote a whole-school approach to allergy management.
- Allocate resources to support safe practices.

Designated Allergy Lead / First Aider

- Maintain up-to-date records of pupils with allergies.
- Ensure Individual Healthcare Plans and risk assessments are in place and reviewed regularly.
- Oversee the safe storage and accessibility of medication.
- Lead on staff training and act as a point of contact for allergy-related concerns.

All Staff

- Be aware of pupils with allergies and understand their specific needs.

- Recognise the signs and symptoms of allergic reactions including the symptoms specific to each pupil and staff member within the school community
- Follow healthcare plans and emergency procedures.
- Promote good hygiene and safe practices within classrooms and shared spaces.

Ensure that food brought into school complies with allergy guidance where applicable.

Catering Staff

- Be aware of the 14 major allergens and provide accurate information about ingredients.
- Follow safe food preparation and storage practices to avoid cross-contamination.
- Communicate clearly with staff regarding allergen content in meals.
- Be aware of pupils and staff members with allergies and become familiarised with their personalised allergy plans. These are displayed in allergy board close to main entrance of school.

Pupils

Pupils are encouraged to take an active role, appropriate to their age and understanding, in supporting the safe management of allergies within the school environment.

Pupils are expected to:

- Develop an awareness of allergies and understand that they can be serious and potentially life-threatening.
- Avoid sharing food, drinks, or utensils with others.
- Follow school rules regarding food and allergen-aware practices.
- Wash hands regularly, especially before and after eating.
- Inform a member of staff immediately if they feel unwell or notice symptoms of an allergic reaction in themselves or others.
- Respect and support peers with allergies by being mindful of their needs.

Pupils with known allergies are **supported** to:

- Recognise their own symptoms and communicate these to staff promptly, if they are able to do so.
- Understand, where appropriate, how to manage their condition safely.
- Take increasing responsibility for their own allergy management as they mature, in line with their Individual Healthcare Plan.

Through education and support, pupils contribute to creating a safe, respectful, and inclusive environment for everyone.

Catering Manager (our School Cook)

- Ensure full compliance with food safety and allergen regulations, including the identification of the 14 major allergens.
- Maintain accurate, up-to-date ingredient and allergen information for all food provided.
- Implement and monitor procedures to prevent cross-contamination during food preparation, storage, and service.

- Ensure all catering staff are appropriately trained in allergen awareness and food safety.
- Communicate effectively with school staff regarding menu changes and allergen information.

Catering Staff

- Follow all food safety and allergen management procedures as directed by the Catering Manager.
- Be aware of pupils with allergies and take care to avoid cross-contamination.
- Provide accurate information about food ingredients when required.
- Maintain high standards of hygiene in food preparation and service areas.

Lunchtime Supervisors / Midday Staff

- Be aware of pupils with allergies and their specific needs, including any Individual Healthcare Plans.
- Monitor pupils during mealtimes to ensure that allergen-safe practices are followed, including no sharing of food.
- Encourage and supervise good hygiene practices, such as handwashing before and after eating.
- Be vigilant for signs of allergic reactions and respond immediately in line with school procedures.
- Ensure that emergency medication is accessible and that a trained member of staff is alerted without delay in the event of a concern.
- Promote an inclusive and supportive dining environment for all pupils.

Supporting Allergy Management: Staff, Parents, and Carers

Effective allergy management relies on strong collaboration between staff, parents, and carers. Willow Grove promotes a shared responsibility approach to minimise risks and ensure the safety and wellbeing of all pupils.

Staff Responsibilities

- Maintain awareness of pupils with allergies and understand their Individual Healthcare Plans.
- Follow agreed procedures to reduce exposure to allergens, including safe food handling and classroom practices.
- Be vigilant in recognising early signs of allergic reactions and act promptly in line with emergency procedures.
- Communicate regularly with parents/carers regarding any concerns, incidents, or changes in practice.
- Participate in ongoing training to ensure knowledge and confidence in allergy management.

Parents and Carers Responsibilities

- Provide accurate, detailed, and up-to-date medical information regarding their child's

allergies.

- Supply in-date medication and ensure it is clearly labelled and readily available in school.
- Work collaboratively with the school to develop and review Individual Healthcare Plans.
- Inform the school promptly of any changes to their child's condition or treatment.
- Support school policies, including guidance on food, packed lunches, and allergen restrictions.

Shared Responsibilities

- Maintain open, clear, and ongoing communication.
- Work together to identify and minimise potential risks within the school environment.
- Support the pupil in developing age-appropriate understanding and independence in managing their allergy.
- Ensure consistency between home and school approaches wherever possible.

Governing Body

- Ensure that the school has an up-to-date and effective allergies policy in place.
- Monitor the implementation of the policy and hold school leaders accountable for its effectiveness.
- Ensure appropriate resources and training are available to support allergy management.
- Promote a culture of safety, inclusion, and awareness across the school community.

Through clear leadership, supervision, and accountability, these roles support the safe management of allergies and the wellbeing of all pupils and staff.

Find out more about food allergies here:

[Natasha's Law](#)

[Benedict's Law](#)