



BUGLAWTON PRIMARY SCHOOL

Be the Best We Can

Food Allergen Policy

Approved:

Summer 2026

To be reviewed:

Summer 2027

Written by	Tom Ogden, CMC
Review Frequency	Annually
Date of next review	Summer 2026
Purpose	To promote food allergen awareness to staff, students and visitors at the school. To ensure that robust systems are in place to ensure accurate and timely sharing of information relating to food allergies and intolerances with clearly defined responsibilities. To support pupils with the management of food allergies and intolerances. To encourage self-responsibility and learned avoidance strategies amongst those suffering from allergies. To work with catering teams to ensure that food labelling, menu planning and all aspects of food preparation support the needs of those within our school community who have food allergies. To support the provision of staff awareness on food allergies/intolerances, possible symptoms (including anaphylaxis) recognition and treatment. We aim to extend these policies to all meals and food consumed in school and during any trips organised by the school. To educate children to eventually become more responsible for managing their own allergy as is appropriate to their age and development.
Links with other policies	Medical Needs Policy Allergy Policy Nut Aware Policy

Buglawton Primary School is committed to reducing the risk to students, staff and visitors with regard to the provision of food and the consumption of allergens in food, which could lead to an allergic reaction.

The schools' position is not to guarantee a completely allergen free environment as this would be impossible but rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies. Please refer to our Nut Aware Policy for further details.

Aim

The aim of this policy is to minimise the risk of any person suffering an allergy-induced reaction or food intolerance whilst at school, or attending any school related activity, that relate specifically to the Food Information Regulations 2014.

The school is unable to guarantee a completely allergen free environment. However, we will aim to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies.

The following products fall under the remit of this policy:

- **Cereals** containing gluten and products thereof
- **Crustaceans** and products thereof
- **Eggs** and products thereof
- **Fish** and products thereof
- **Peanuts** and products thereof
- **Soya** and products thereof
- **Milk** and products thereof (including lactose)
- **Nuts** i.e. almond, hazelnut, walnut, cashew, pecan nut, brazil nut, pistachio nut, Macadamia nut and Queensland nut and products thereof
- **Celery** and products thereof
- **Mustard** and products thereof
- **Sesame seeds** and products thereof
- **Sulphur dioxide and sulphites** at concentrations of more than 10mg/kg or 10 mg/litre expressed as SO₂
- **Lupin** and products thereof
- **Molluscs** and products thereof

Responsibilities

Parent Responsibilities

- On entry to the school, it is the parents or carers responsibility to inform office staff of any food intolerances or allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- For children starting in reception class, information regarding food allergies will be discussed at the initial parent-teacher meeting. A meeting can be arranged with school staff to further discuss a child's needs.
- It is the parents responsibility to ensure that if their child's medical needs change at any point that they make the school aware immediately and a revised medical needs form is provided without delay. Catering staff will not make any changes until a revision form is received.

School Staff Responsibilities

- Staff or volunteers will be asked to disclose any food allergies as part of their induction.
- Before the start of a new academic year, Health Care Plans including details of food allergies (and associated risk assessment), are shared with the receiving class teacher as part of our transition process. It is the class teachers 'responsibility to ensure that they are familiar with the information provided, that they read the Health Care Plans and that any other adults working with the children are aware of their needs as well.
- The school ensures that the children with Health Care Plans and anaphylaxis risk assessments receive at least an annual review and these are shared with care staff and any children with allergen concerns/food requirements are shared with the caterer.
- Epi-pens are kept in accordance to the risk assessment for each child. Spare adrenaline auto-injectors (AAIs) will be held in line with current legislation.
- Where a food allergy significantly impacts on a child's day to day activity, a care plan might be put in place with consideration to the risk assessment e.g. a child who requires tube feeding or is required to eat at a separate time. This will be constructed in conjunction with school staff, parents and healthcare professionals.
- Key medical needs information will be available when children are taken off site.
- At lunchtime pupils are able to have a school dinner or bring a packed lunch from home.
- Staff will support pupils, where it is age appropriate, with their menu choices. The fortnightly menus are available for parents to view in advance on the school's website.
- Where pupils have food allergies, they are identified by the allergen list held with kitchen staff. As the school kitchen caters for a range of food allergy needs, pupils with allergen/intolerance requirements, will need to be identified swiftly during a busy service.
- Where needs are very specific, it may be beneficial for a meeting to be arranged between parents and school to discuss dietary requirements. Sometimes menu substitutions can be made to

accommodate allergy needs – this is at the discretion of the school and the kitchen, and is dependent on resources available.

- If a pupil(s) has a food allergy which can be triggered by contact with certain food substances, as well as ingestion, the school will ensure that due consideration is given to where the child is seated in the dining hall and the cleaning of tables. This will be set out in the anaphylaxis risk assessment for the child.
- Children are told that they are not allowed to share food from packed lunches or the dining service at lunchtime.
- The midday supervisors should observe and assist the children at lunchtime in order to reduce the opportunity for children to share food.
- School staff have undertaken training for allergies and anaphylaxis and are competent in administering AAI should an incident arise.

Pupil Responsibilities

- Pupils of any age must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening.
- Pupils are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reaction. Expectations are age appropriate.
- Pupils are not allowed to share food with each other.
- Pupils should avoid eating anything with unknown ingredients.
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.

Older Children and Medication

Older children and teenagers should, whenever possible, assume complete responsibility for their emergency kit under the responsibility of their parents. However, symptoms of anaphylaxis can come on **very suddenly**, therefore school staff trained on administering AAI need to be prepared to do so if the young person cannot.

Management

We ask that all members of the school community manage the day-to-day application of this policy in the following ways:

- Parents and carers are requested NOT to send food to school that contains nuts. This includes all types of whole nuts, nuts as ingredients and any other food containing nuts.
- Staff will be alert to any obvious signs of nuts being brought in, but they will not inspect all food brought into school.
- Pupils that DO bring in food that does contain nuts or nut products will be asked to eat that food away from any child with a nut allergy and to wash their hands before going to play.

- Pupils will be asked NOT to share food.
- Designated members of staff are trained in understanding and dealing with Anaphylaxis (severe allergic reactions) and will use this training as the need arises.

Catering

The fortnightly school menu is available for parents to view in advance on the school website and any enquires should be directed to the Catering Manager.

The SENCO/School office will inform the Catering Manager of pupils with food allergies.

(The school has a system in place to ensure catering staff can identify pupils with allergies e.g. a list with photographs and the school has the responsibility for keeping this up to date by informing the kitchen of all changes as they happen.)

The school adheres to the following DOH guidance recommendations:

- All catering staff will be trained in line with CMC allergen and labelling regulations.
- As the Food Business Operator the school follows the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens is available for all food products. This is managed on a day to day basis by the Catering Manager in school and supported by CMC systems.
- The school will ensure that new labelling regulations for Pre Packed for Direct Sale items (PPDS) are adhered to, this is managed on a day-to-day basis by the Catering Manager in school and supported by CMC systems.
- Some product ingredient lists contain precautionary allergen labelling, i.e. "May contain". It is down to individual preference whether pupils consume products labelled as 'may contain', and this should be included on the Individual Healthcare Plan. The Catering Manager will mark these items on their Allergen Daily Matrix form.
- The Catering Manager/Supervisor will ensure that allergen information is provided on all foods listed in the 14 allergens. This information will be supplied on the Allergen Daily Matrix sheets that can be easily accessed by school staff and any visitors at any time by requesting this information from the catering team. This also applies to food pre-packed, such as wraps and sandwiches, which will be labelled as per the Pre Packed for Direct Sale regulations October 2021.
- The pupil(s) should be taught to check with catering staff, for all allergen information before purchasing food or selecting their lunch choices.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- If snacks are purchased from the school, parents should check the appropriateness of foods and are encouraged to contact the school.
- For further information, parents/carers are encouraged to liaise with the Catering Manager.

- Raw material and packaging supplier specifications include declarations as to the presence of any allergenic products or ingredients on their sites. The Catering Manager will purchase from approved suppliers who have this information readily available.
- An allergen Risk Assessment is carried out annually and is available for inspection in the Food Allergen Guidelines located in the catering records.
- CMC carry out and establish audit frequencies based on termly audit findings and audit outcomes.
- Day-to-day handling, storage, kitchen procedures and service are detailed in the CMC Food Allergen Guidelines available in the catering records.

Curriculum Activities

As part of the school curriculum, children may be involved in activities that involve preparing food (e.g. DT lesson) or tasting food (e.g. tasting food from other countries). Teachers will take the needs of children with food allergies into account when planning these activities and will make modifications where possible to allow participation. When a third party is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration.

Educational Visits

The lead member of staff for any educational visit will ensure that food allergy considerations are made in any activity that may involve food.

When a child with a food allergy participates in a residential visit, their dietary needs will be planned for in advance, in conjunction with the activity centre.

Charity Events

If the school hosts any school events such as 'coffee mornings' or 'bake days' for charity it is important that no food poses a risk to the end user.

Where products are not made on site, but sold by the school, appropriate allergen information must be available.

All products should be plated separately and stored as such (wrapped where possible) to prevent cross contact to other items for sale.

Promotion

The policy will be promoted by:

- A copy of this policy being made available to all parents, carers, school staff and catering staff.
- Staff being informed and provided with training opportunities.
- Pupils being informed via teachers and support staff.
- Publication of this policy on the school website.