DOROTHY STRINGER SCHOOL

EDUCATION FOR LIFE

Allergen Management Policy

Last reviewed by Governing Board: Autumn 2026

Next review by Governing Board due: Autumn 2029

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Declaration of Intent

The School is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Identifying all students with known allergies and putting into place necessary controls to enable them to access and experience school safely and without detriment to their health.
- Being proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to remove all risks to students with regards to allergens.
- Continuously improving its health and safety performance.

Responsibilities

We take a whole school approach to allergy awareness.
The following staff are identified as responsible persons in relation to Allergen Management:

Title	Responsibility	Name
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body.	Mick Baker
Head Teacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management.	Matt Hillier
Nominated members of SLT	Ensuring that the health and safety requirements for allergen management are carried out (canteen and catering) Ensuring that the wider staff body can access allergen awareness training. Ensuring there are regular communications to parents/carers reminding them to update us on any changes with their child's allergies	Sara Bailey
	Ensuring that students that require any form of medication have an up-to-date IHCP and that appropriate staff are informed – both on and offsite activities.	Rachel Holmes
School Allergen Operational Lead - Canteen	Operational management of allergen matters, dealing with special diets/allergy queries and identifying staff that need allergen awareness training - tracking attendance/ refresher requirements.	Chris Lyddon & Michelle Bradshaw
School Allergen Operational Lead – allergy awareness and administration of medication	Ensuring that allergy information about individuals is up-to-date and shared with appropriate staff, and that an IHCP is in place for students with serious allergies –	Mirella Bercu – Medical Officer (in liaison with Rachel Holmes

Title	Responsibility	Name
	i.e. a child who carries an Adrenaline Auto Injector (AAI)	SLT SENCO lead)
Assigned Lead/nominated person for Allergen Management in Dining Hall (one plus deputy in case unavailable)	Accountable for special diets/lunch time arrangements.	Michelle Bradshaw (Paula Leavold)
	Overall supervision and management of the service of meals to students including allergen management processes are followed and ensuring that duty staff are following allergen and other H&S procedures	
Assigned Lead/nominated person for Allergen Management in Kitchen/Service Point *(*one plus deputy in case unavailable)	Accountable for safe preparation, production and storage (incl. labelling/covering of main/dessert special menus) prior to service/hand-over.	Michelle Bradshaw (Paula Leavold)
Heads of Department/Classroom teachers	**Responsible for Allergen Management within the classroom:** Responsible for ensuring that class teachers check the Provision Maps for their students, follow actions communicated by the Medical Office regarding their students and know how to respond to individual children within their care. Class teachers will be informed (email from the Medical Office) at the beginning of each academic year of any student in their class who is identified as having a severe allergy (i.e. a child who uses an AAI and/or their parent/carer has informed us could be at risk of anaphylactic shock).	Heads of Department
Trip / Extra-curricular activity – including off-site trips	**Responsible for Allergen Management in extracurricular activities:** Responsibility for checking with the Medical Office whether any students on a trip/activity have an IHCP and if they do, ensuring that actions are followed and communicated to relevant people.	Nominated trip/activity lead

Dorothy Stringer **students** are responsible for choosing their own food/ meal options that meets their dietary needs*.* **The Parent/Guardian/Carer will need to:**

- Inform the School of their child's allergy as soon as possible. The application form requires declaration of any medical conditions including allergies.
- Where necessary meet with the Catering Manager to discuss any specific requirements relating to their child's allergy. Where necessary the parent/carer must complete an Individual Health Care plan for their child and supply any required prescribed medication to the Medical Office where it will be stored safely.

- Inform the school of any changes.

Communication of Allergen Information

Allergen information will be shared with all relevant school staff and third parties (with the consent of the parent/ guardian) for each individual student/ student.

The Admissions/Data team will inform the Medical Office of all students who are identified as having an allergy on the registration form. The Admissions/SIMS team will provide a complete list of students identified as having allergens before the start of each academic year, and for any individual students joining the school mid-year.

The Medical Office will make contact with the parent/carer to gather more information. This will happen at the beginning of each academic year and ad hoc if new students arrive during the school year.

The Medical Officer is responsible for ensuring that records of students with allergies are up-to-date and for relaying this information to appropriate staff – including the catering manager for any dietary allergies.

The Medical Office will email the teachers of all children who have an Adrenaline Auto Injector AAI (brand names 'Epi Pen' or Jent')/whose parents/carers are concerned that they may be at risk of anaphylactic shock at the beginning of each term. If a child joins a class mid- term, the teachers must check with the Medical Office if there are any allergy concerns. IHCPs for students' allergies which require medication are located in the Medical Office.

All teachers, including cover staff, are required to be aware of any additional needs/medical of the students in their class/es. This information can be assessed on a student's Provision Map.

Training resources

We strongly recommend that all staff complete the online training module '**Understanding Anaphylaxis'** on the TES Develop website.

Allergen Management Procedure

Location of Allergen information	
Allergen Information about individual students:	First Aid Office IHCPs for individual students who require medication for allergies recorded within their provision map
Allergen Risk Assessments:	Management of Known Food Allergens Risk Assessment (Health & Safety Co-ordinator)
	Catering/dietary – canteen office (Catering Manager)
	Food Technology – saved to Staff shared documents/Staff info/Health & safety (Head of DT)
	Off-site activities – saved to Staff shared documents/Staff Info/Health & Safety (activity lead and/or Educational Visits Co-ordinator)
	Bake & Cake Activities/Sales – saved to Staff shared documents/Staff info/Health & safety (Lead person for specific activity)
Canteen arrangements	
Children are responsible for selecting food appropriate for them and seeking advice from the Canteen Manager/Deputy as needed.	The canteen operates as a 'nut aware' zone. We offer a wide selection of food options for students including daily vegetarian / vegan and gluten free options. There are notices displayed prominently in the canteen about who to talk to for advice about allergens. Food items containing allergens are clearly labelled. Please also see more statement on general food production and service at the end of this policy. Please also see 'Food Safety Management System' document – copy held in canteen.

Emergency Procedures	
Emergency First Aid arrangements are in place in the event of an allergen incident for each student.	**Anaphylaxis is a life-threatening allergic reaction that happens very quickly. It can be caused by food, medicine or insect stings. Information about signs and symptoms of anaphylaxis can be found in Appendix 1 of this document. If you suspect someone is having an anaphylactic reaction –immediately put an alert out to Medical Office and SLT and then call 999.** Epi pens are kept in the Medical Office and First Aid staff are trained to use them. In some cases, as agreed with the parent/carer, children hold their own Epi pen. Some children carry their own blue inhalers, for asthma, if prescribed Please also refer to the schools Policy on 'The Administration of Medicines to Students'
All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.	Any Allergen incident or near miss must be reported to the Business Manager (BM)/ Senior Deputy Head (SDH) immediately. All incidents to be investigated by BM/Facilities Manager (FM) within 24 hours to establish cause of incident. Findings to be communicated to all relevant parties and required action to be taken. Any allergen incident resulting in hospital treatment to be reported to BHCC by DM/SDH.

Statement on General Food Production and Service

It is important to reduce the risk of cross contamination with allergens in the general production and service of foods within the business.

The following procedures are in place to reduce the risk:

- Cleaning work areas down, using 2 stage cleaning, in between preparing different foods.
- Ensuring all equipment and utensils are cleaned in-between usage.
- Storing ingredients and foods in closed and labelled containers, this includes the Dry Stores, fridges and freezers.
- Washing hands thoroughly between preparing different foods.

When cooking allergen-free foods, the use of separate clean oven cloths may be needed to prevent cross-contamination where relevant. Due to nature of the business, it is not possible to completely eliminate the risk of cross-contamination. At no time will Dorothy Stringer School make a ‘free-from’ claim. Any allergens contained within the foods produced on site must be clearly communicated to any customer upon request.

This information is produced in the form of an Allergen matrix and must be available for all foods in all service areas. An accurate Allergen Matrix must be available for all foods served in the Unit to ensure that verbal information is accurate and can be cross referenced.
Allergen matrices for lunchtime service must be reviewed/updated each time the dishes are prepared within the menu cycle, the matrix must be signed and dated.
Allergen matrices for services such as cold deli, hot deli, cakes must be reviewed at a minimum of once a term unless ingredients or product recipes have changed.
The matrix must be signed and dated at each review. Staff should also be aware and vigilant of cross-contamination during service, such as salad bars, unwrapped cakes sharing a display unit, serving utensils & spillages.

It is a legal requirement that any brought in pre-packed foods containing any of the key allergens must be clearly labelled to identify them. Some products may also contain the statement ‘may contain’ which highlights the possibility of cross contamination from the factory or production. These products will not be suitable for students with severe allergen risk due to the risk of cross-contamination. It is important that all foods be labelled to identify if they contain any of the key allergens, therefore all in house produced will be labelled with the appropriate allergen label when stored in the fridge, freezer or dry stores.
In addition, any foods that have been decanted from the original packaging will need to be labelled with the appropriate allergen label.

Pre-packaged foods such as in-house sandwiches & baguettes require full ingredient labelling as per the requirements of Natasha’s Law October 2021
The Allergen Notice must be clearly displayed in a prominent position in all service areas instructing customers to ask a member of the Catering staff about allergens in the food produced on site.

Policy Review

This Policy will be reviewed by the Health & Safety Co-ordinator annually and approved by the Business Governors’ Group every 3 years (or earlier in case of substantial updates).

APPENDIX 1

Anaphylaxis (https://www.nhs.uk/conditions/anaphylaxis/ accessed 21/10/2025)

Anaphylaxis is a life-threatening allergic reaction that happens very quickly. It can be caused by food, medicine or insect stings. Call 999 if you think you or someone else is having an anaphylactic reaction**.**

Check if it's anaphylaxis

Symptoms of anaphylaxis happen very quickly.
They usually start within minutes of coming into contact with something you're allergic to, such as a food, medicine or insect sting.

Symptoms include:

- swelling of your throat and tongue
- difficulty breathing or breathing very fast
- difficulty swallowing, tightness in your throat or a hoarse voice
- wheezing, coughing or noisy breathing
- feeling tired or confused
- feeling faint, dizzy or fainting
- skin that feels cold to the touch
- blue, grey or pale skin, lips or tongue – if you have brown or black skin, this may be easier to see on the palms of your hands or soles of your feet

You may also have a rash that's swollen, raised or itchy.

What to do if you/someone you are with has anaphylaxis

Follow these steps if you think you or someone you're with is having an anaphylactic reaction:

1. Use an adrenaline auto-injector (such as an EpiPen) if you have one – instructions are included on the side of the injector.
2. Call 999 for an ambulance and say that you think you're having an anaphylactic reaction.
3. Lie down – you can raise your legs, and if you're struggling to breathe, raise your shoulders or sit up slowly (if you're pregnant, lie on your left side).
4. If you have been stung by an insect, try to remove the sting if it's still in the skin.
5. If your symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.

Do not stand or walk at any time, even if you feel better.

Immediate action required: Call 999 if:

- your lips, mouth, throat or tongue suddenly become swollen
- you're breathing very fast or struggling to breathe (you may become very wheezy or feel like you're choking or gasping for air)
- your throat feels tight or you're struggling to swallow
- your skin, tongue or lips turn blue, grey or pale (if you have black or brown skin, this may be easier to see on the palms of your hands or soles of your feet)
- you suddenly become very confused, drowsy or dizzy
- someone faints and cannot be woken up
- a child is limp, floppy or not responding like they normally do (their head may fall to the side, backwards or forwards, or they may find it difficult to lift their head or focus on your face)
- You or the person who's unwell may also have a rash that's swollen, raised or itchy.