

Staines Preparatory School



Allergens & Intolerance Foods in School Policy

September 2025

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1. Aims

This policy aims to:

- Set out our school's approach to allergy and intolerance management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies and intolerances to ensure their wellbeing and inclusion
- Promote and maintain allergy and intolerance awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [Allergy Guidance for Schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Definitions

The safety of pupils is our priority whilst they are in our care at School. There are a number of pupils at SPS with food allergies; these pupils could have life-threatening reactions when exposed to even the tiniest amount of allergen. We also have a number of pupils with food intolerances, who again could become unwell after just small exposure to specific foods.

The difference between a food allergy, food intolerance and a food preference are as follows:

- **Food allergy:** A food allergy is when the body's immune system reacts unusually to specific foods. Although allergic reactions are often mild, they can be very serious.
- **Food intolerance:** A food intolerance is difficulty digesting certain foods and having an unpleasant physical reaction to them.
- **Food preference:** is the evaluative attitudes that people express towards foods.

Types of Food Allergens:

There are 14 major allergens which need to be mentioned either on a label or provided through information such as menus when they are used as ingredients in food. **This requirement is governed by law under the Food Information Regulations 2014 legislation.**

The 14 food allergens groups are as follows (and should be specifically labelled in products):

1. Celery
2. Cereals containing Gluten: such as barley and oats
3. Crustaceans: such as prawns, crabs and lobsters
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs: such as mussels and oysters

9. Mustard
10. Peanuts
11. Sesame
12. Soybeans
13. Sulphur Dioxide and Sulphites: if they are at a concentration of more than ten parts per million
14. Tree Nuts: such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts

4. Roles and responsibilities

We take a whole-school approach to allergy awareness.

Staines Preparatory School is a “nut free” School

Pupils with severe food allergies do not need to ingest a product to experience a severe reaction. Allergens can be transferred via surfaces; this is the reason why Staines Preparatory School is a “nut free” school. Staines Preparatory School does not use any products containing nuts, peanuts, sesame seeds or their oils in school, or allow any such products into the school. (This includes sesame seeds and coconut products).

All food brought into School must have the ingredients clearly labelled

Parents or pupils are permitted to bring food into school for special occasions, e.g. birthdays, The Friends Christmas and Summer Event donations, however any food item brought into School must have the ingredients clearly labelled. Each individual ingredient must be listed clearly, and any food brought in must be in a sealed container. This is a specific requirement to meet the new legislation regarding the 14 allergens. For pre-packaged cakes, these must be brought into School with the inner and outer packaging intact. The outer packaging must contain the information needed regarding ingredients.

Any cakes brought into school will be shared with the children at the end of the day to take home.

Party bags/ sweets

Parents are requested not to bring sweets into School to celebrate birthdays as there are so many potential ingredients that may cause issues with allergies or food preferences. As the School is unable to guarantee that the sweets brought into School do not contain these ingredients, all forms of sweets and chocolates will be given out at the end of the day to take home.

The Friends of Staines Prep Events

All food stuff, including cakes and sweets, either donated by parents or purchased by The Friends for consumption or for use as prizes must follow the strict labelling requirements mentioned above. The Friends committee are to ensure that all food stuff is clearly labelled whether it is for prizes or for sale. Signs must be displayed at the event, warning the public there may be trace elements contained in the produce on sale or given as prizes which may cause a reaction in some people.

Allergy lead

The nominated allergy lead is Welfare . They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have an allergy action plan completed by a medical professional
 - All staff receive an appropriate level of allergy training
 - All staff are aware of the school's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
 - Keeping stock of the school's adrenaline auto-injectors (AAIs)
 - Regularly reviewing and updating the allergy policy

Welfare Officer

Welfare Officer is responsible for:

- Coordinating the paperwork and information from families

- Coordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead
- Coordinating paperwork for trips and events offsite
- Working with the catering team
- Updating CarePlans

Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reading and checking updated or new CarePlans

Designated members of staff

In addition to the responsibilities of teaching and support staff, 'designated members of staff' will also be responsible for helping to administer AAIs. These are members of staff who have volunteered and been trained to help pupils with AAIs in an emergency. The designated members of staff are: All staff who are paediatric first aid trained

Parents

Parents are responsible for:

- Being aware of our school's allergy and intolerance policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition
- Completing the Medical form annually

Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the pupil is not able to do so)

Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

5. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Forest school
- Science experiments involving foods

- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Managing risk

Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents to view
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Lanyards are provided for all children with Allergies and Intolerances

Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, the food may be confiscated.

Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Grounds are inspected on a regular basis for nettles

Animals (School Dog & visitors with animals)

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care including ELSA support
- Regular check-ins with their class teacher/form tutor/etc.

Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupil with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips
- Spare AAI's will be taken off site on residential

7. Procedures for handling an allergic reaction

Register of pupils with AAIs

This section links with our Welfare and First Aid Policy

- The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose). Pupils could have either EpiPen or Jext Pen AAI's
 - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil
 - A photograph of each pupil to allow a visual check to be made. The register is kept in the Welfare room/staffroom and classroom if applicable and can be checked quickly by any member of staff as part of initiating an emergency response
 - A Bcasi Allergy action plan or School careplan completed for every child with AAI's

Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Designated members of staff are trained in the administration of AAIs – If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan
- If an AAI needs to be administered, a designated member of staff member will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures, see Welfare and First Aid Policy. The NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) is recommended.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed

8. Adrenaline auto-injectors (AAIs)

The Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), Appendix 1

Purchasing of spare AAIs

The Welfare Office is responsible for buying AAIs and ensuring they are stored according to the guidance.

- The AAIs will be sourced from a pharmacy
- SPS hold 2x0.15mg EpiPen Jr & 2x 0.3mg EpiPen

Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times but is out of the reach and sight of children. Keys are kept in easy reach of adults, clearly visible and labelled.
- **Not** located more than 5 minutes away from where they may be needed

- Older children will carry AAI on their persons during the school day in a blue bum bag. This will be handed into Welfare at the end of each day and collected on arrival into School.
- Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

Maintenance (of spare AAIs)

Welfare Office are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions in a sharps bin for collection by external provider.

Use of AAIs off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events
- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events

Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered

9. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies

10. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Welfare and First Aid Policy

Appendix 1

Recognition and management of an allergic reaction/anaphylaxis

Signs and symptoms include:

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:




- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):

AIRWAY:	Persistent cough Hoarse voice Difficulty swallowing, swollen tongue
BREATHING:	Difficult or noisy breathing Wheeze or persistent cough
CONSCIOUSNESS:	Persistent dizziness Becoming pale or floppy Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:
(if breathing is difficult, allow child to sit)   
2. **Use Adrenaline autoinjector* without delay**
3. **Dial 999** to request ambulance and say ANAPHYLAXIS

***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes, give a further dose** of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS use adrenaline autoinjector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.