



# Allergen Management Policy

Amended: Autumn 2025  
Adopted by the Full Governing body: Autumn 2025

*The school's position is not to guarantee a completely allergen-free environment, but rather to minimise the risk of exposure by hazard identification, instruction and information. The intent of this policy is to set out the procedures in place to minimise the risk of any person suffering allergy-induced anaphylaxis or food intolerance whilst on the school premises and the measures taken to ensure staff at the school are properly prepared to manage such emergency situations should they arise.*

## Vision Phrase

**‘Aim high and smile’**

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.

# Hove Learning Federation Allergen Management Policy

*\*a child with an allergy that can be identified as a medical condition is when their body's immune system reacts unusually to specific foods or substance. Although allergic reactions are often mild, they can be very serious.*

## 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 section 100 of the Children and Families Act 2014 where schools have a duty to support pupils with a medical condition under which allergies fall* and therefore achieving the following:

- Identifying all pupils with known allergies and putting into place necessary controls to enable them to access and experience school safely and without detriment to their health.  
*\*Parent/Carers must complete an allergen information form to the school and complete and send on an allergy and intolerance form directly to Caterlink, the School Meals provider through BHCC ,  
After School Club providers are responsible for attaining this information directly from the parents via club application forms.*
- 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 pupils/ students with regards to allergens.  
*All staff complete annual Allergen Awareness training which covers Allergies/Anaphylaxis  
Appointed staff receive annual Adrenaline Auto Injector (AAI) training.*
- Continuously improving its health and safety performance.

## Responsibilities

The following staff are identified as responsible persons in relation to Allergen Management:

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### ***Hove Learning Federation***

Title	Responsibility	Name
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body	Lisa Marshall and Louise Wilkinson
Head Teacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management	Maddie Southern
Nominated member of SLT	Ensuring that the health and safety requirements for allergen management are carried out	SR- Niamh O'Shea PR – Rachel Jeffers HR – Sam Ledger
School Allergen Operational Lead	Operational management of allergen matters, dealing with special diets/allergy queries  Identifying staff that need allergen awareness training - tracking attendance/ refresher requirements	SR – Vinnie Nicholls PR – Louise Breakwell  HR – Katie Sankey  Layla Williams

Title	Responsibility	Name
Assigned Lead/nominated person for Allergen Management in Dining Hall (one plus deputy in case unavailable)	Accountable for special diets/lunch time arrangements	All MDSA's & lunch time duty LSA's
Senior Midday Supervisory Assistant	Overall supervision and management of the service of meals to pupils/ students including allergen management processes are followed	SR – PM PR - LH HR MD, SB & AG
Midday Supervisory Assistant	Following allergen and other H&S Procedures.	All MDSA's have completed training
Other role (add detail) – e.g. any activity (food-related or otherwise) where a child or young person could come in to contact with an allergen with the potential risk of death or life changing impacts/injuries.	SR/PR and HR Breakfast Club SR/PR and HR School run After School Club  Class Activities/trips  PTA Events  Independent After School Clubs	All Breakfast Club Leaders All After School Club Leaders All Club Leaders  All staff PTA Committee

## 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 pupil/ student:

School Staffing Group	How Communicated and recorded
Teaching staff	Allergen policy Allergen RA - signed sheet Individual Health Care Plan Individual children are clearly identified on daily lunch time registers Allergies are highlighted on Pupil Profiles on ARBOR Bespoke Menus with Child's photograph with Class Teacher and Caterlink Medical/Allergen booklet (SR)
Support staff	Medical/Allergen booklet or Dietary/Medical Class Pack Allergen policy Allergen RA - signed sheet, First Aid Log Sheets Access to Medical Notice Board - PR
First Aiders  <i>Adrenalin Auto Injector (AAI pens) Trained Staff</i>	Medical/Allergen booklet or Dietary/Medical Class Pack Allergen policy Allergen RA - signed sheet Pupil's individual first aid log sheet <i>First Aid Staff lists displayed (training renewed every 3 years)</i> <i>AAI pen trained staff lists displayed (training renewed every year)</i> Access to Medical Notice Board - PR

Third Parties	<b>How Communicated and recorded</b>
Wrap-around provision/ after school clubs	Parents can provide child with a snack <i>providing they observe the No Nut &amp; Sesame Seed Rule.</i>
Contracted Kitchen/ Catering Manager	Allergen/intolerance referral forms, Daily register Annual audit Allergen policy Allergen risk assessment Bespoke Menus with Child's photograph
Supply Staff	Medical/Allergen booklet included in supply packs

**Allergen Management Procedure:**

<b>Location of Allergen information</b>	
<b>Allergen Information Forms</b>	WHIS – J Drive, Allergen Information Folder Hard copy in child's individual buff folder Allergen File – First Aid Drawer in front office Arbor Pupil Profile  HJS – J Drive, Allergen Information Folder PR & HR Medical Room Notice Board Arbor Pupil Profile Medical Information Folder – Front Office
<b>Allergen Risk Assessments</b>	WHIS - J Drive, Allergen Information Folder

	HJS - J Drive, Allergen Information Folder PR & HR
<b>Other</b>	<p>WHIS - Lunch allergen lanyards kept in the child's class</p> <p>Breakfast Club Allergen lanyards kept in the canteen</p> <p>Allergy information provided by the parents on the online Magic Booking System for internally run clubs and on the online booking systems for external clubs</p> <p>HJS –</p> <p>Lunch allergen lanyards/Bands kept in the child's class</p> <p>Breakfast Clubs &amp; HR Afterschool Club have allergy information provided by the parents from the online Magic Booking system</p> <p>Copies of Health Care Plans also provided</p>
<b>Catering Provider Details</b>	
Catering provider name and contact details	<p>Caterlink</p> <p>Office Number: 01273 417169</p> <p>admin@caterlinkltd.co.uk</p>
Senior Manager responsible for the management of the kitchen	<p>Business Support Manager – Julia Lay</p> <p>Operations Support Manager - Jemma Jones</p>
Member of leadership team that has responsibility for the management of allergens in the kitchen	<p>SR &amp; PR - Nick Scarrett</p> <p>HR – Julie Leppard</p>
A photo of the Allergen / operational lead is displayed	<p>No Photographs</p> <p>SR &amp; PR – Nick Scarrett</p> <p>HR – Julie Leppard</p>
'Allergen'/ operational lead has been introduced to the school/nominated representative.	First day on site

The school have a copy of the catering provider's allergen policy	Yes
<b>Identifying Pupils/ Students with Allergies/ Special Diets</b>	
Information on allergies is obtained from parents/ guardians using the School's Allergy Information Form at the start of each academic year and on new intakes.	Allergen form goes into every new starter 'Welcome Pack'. Electronic form can be found on J Drive, Allergen Information Folder. Paper copies available at both offices
Information on modified menu allergies is obtained from parents/ guardians using the Contractors application form for special diet/ modified menu at the start of each academic year. Parents/carers also requested to provide timely updates where any new allergies are discovered.	Forms are included in Starter Packs and available from the school office for parents to complete & return directly with Caterlink
Copy of Special/ Modified/Bespoke Menu provided by Caterer/ Contractor - Caterlink	WHIS - J Drive, Allergen Information Folder. Hard copy in child's individual buff folder. Allergen File – First Aid Drawer Copy to class teacher  HJS – J Drive, Allergen Information Folder. Bespoke Individual Menu in class register and with the canteen. Hard copy available in front office
Data on allergens for each pupil/ student is recorded	Data is stored electronically, on ARBOR, individual buff folders, allergen/medical booklet and Individual Health Care Plans
<b>Allergen Management Procedure of Catering Provider</b>	
Catering Provider Caterlink identifies pupils/ students with known allergies from parents/ guardians using special diet/ modified menu application form	Caterlink Forms go into new children's Welcome Packs. Completed forms are emailed by parents to Caterlink.
Individual menu for specific child developed which contains none of the known allergens and a copy is provided to the parents/ guardians and the school	Caterlink send the menu to parents for approval. Once approved menu is emailed to the school, parent and kitchen. School print a copy for file and copy for kitchen and a copy for class register
Responsibility to include a process for changes in recipes due to replacement/substitute ingredients or 'ready-made' products for checking of known allergens.	Catering Allergen Champion checks orders with menus
Catering provider Caterlink have a documented induction/training process for new/cover/all staff which includes special menu pupils and processes.	Catering Allergen Champion Inducts all kitchen staff during their first week.  All staff have to complete Stage 1 online

	<p>allergen training. Allergen Champion completes Stage 1 and Stage II</p>
<p>Catering provider Caterlink prepare individual special diet meals for pupils, containing no known allergens.</p>	<p>To ensure that the right meal is given Caterlink</p> <ul style="list-style-type: none"> <li>- Caterlink will only provide a special diet meal for children that have an agreed menu – all other children with allergies will be given a jacket potato with baked beans</li> <li>- Children having a special diet menu are identified from the daily registers provided by the school</li> <li>- All special diet meals will be plated, covered with foil and labelled with the child’s forename and surname.</li> <li>- The server will hand the labelled plate to an adult from the school who will then hand the meal to the child whose name is on the label. A member of school staff must be present to take the meal for each allergy child and place it on their tray</li> <li>- A booklet with a photograph of every child with a modified menu is at the service point</li> </ul>
<p>Catering Provider Caterlink have a process to report allergen incidents (and near-misses) to school.</p>	<p>Incidents are reported to the MDSA who will inform the office and the school Allergen Operational Lead would also be contacted to complete an HS2</p>
<p><b>School Procedure for Identifying Pupils/ Students at point of Service</b></p>	
<p>Children requiring a modified menu are personally introduced to the kitchen team</p>	<p>WHIS - Photograph and details added to Allergen booklet Child wears a purple lanyard with photograph, a purple wristband and a purple tray Hard copy of modified menu is given to Caterlink</p> <p>HJS – Photographs of the children are provided to the catering team Caterlink also have copies of individual bespoke menus with photo and children wear their lanyards/bands (purple)</p>
<p>Pupils will be identifiable in the dining room by:</p>	<p>WHIS - They will be wearing a PURPLE allergen lanyard, a purple wristband and a purple tray</p> <p>HJS - They will be wearing a PURPLE allergen lanyard/band</p>

<p>Pupils requiring a modified menu are placed at the front of the queue (or monitored within the queue) and supervised by an adult.</p>	<p>WHIS - Nominated MDSA will monitor the children</p> <p>HJS - Nominated MDSA will monitor the children</p>
<p>Under no circumstances will MDSAs serve food/sauces/gravy to children</p>	
<p><b>Emergency Procedures</b></p>	
<p>Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil.</p>	<p>SOS sent to office with either Medical SOS card or Red card</p> <p>Use an adrenaline auto-injector if required. Note the time given</p> <p>Call 999 for an ambulance immediately (even if they start to feel better) – tell them that a child is anaphylaxis and that you have used the auto-injector</p> <p>Give another injection after 5 to 15 minutes if the symptoms do not improve</p> <p>Notify Headteacher/Head of School and parents</p>
<p>All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.</p>	<p>All incidents/near misses will be reported to the Head teacher and Office Manager who will investigate and report. Any instances involving the council’s school meals contractor must also be reported to the School Meals Manager (susie.haworth@brighton-hove.gov.uk; Tel: 01273293590.)</p>