

Leicester Preparatory School

Allergy Policy

Date: September 2026

Date to be reviewed: September 2027

ALLERGY POLICY

1. Purpose

Leicester Preparatory School, including Berties Nursery, referred to as 'the School' is committed to providing a safe, inclusive environment for pupils and adults affected by allergy.

Having an allergy can be a serious and potentially life-threatening medical condition. Anaphylaxis is a medical emergency requiring rapid treatment. The School will therefore take reasonable and proportionate steps to identify allergies, minimise avoidable exposure to known allergens, ensure appropriate emergency arrangements are in place, and support pupils with allergies to participate fully in school life.

This policy is intended to:

- identify pupils and others with allergies and understand their individual needs;
- minimise the risk of exposure to known allergens;
- ensure pupils at risk of anaphylaxis have rapid access to prescribed emergency medication;
- maintain appropriate school-held emergency adrenaline arrangements;
- ensure staff receive appropriate allergy awareness and emergency-response training;
- ensure allergy-related Individual Healthcare Plans (IHCP's) are in place where required;
- ensure pupils with allergies can participate safely and fully in learning, meals, trips, clubs and activities;
- support the wellbeing and inclusion of pupils with allergy;
- ensure serious incidents and near misses are recorded, investigated and used to improve practice.

The policy operates alongside the School's **First Aid Policy, Child Protection Safeguarding Policy, SEND Policy, Equality and Accessibility arrangements, Educational Visits Policy and EYFS policies and procedures**.

2. Legal and regulatory framework

This policy has been prepared with regard to the following legislation and guidance applicable to the School's provision:

- **Children's Wellbeing and Schools Act 2026**, including its allergy-safety provisions;
- **Education (Independent School Standards) Regulations 2014** and associated guidance;
- **Education and Skills Act 2008**;
- **Children Act 1989**, including duties relating to safeguarding and welfare;
- **Health and Safety at Work etc. Act 1974**;

- **Equality Act 2010**;
- **Food Information Regulations 2014** and applicable food-allergen legislation;
- **Food Information (Amendment) Regulations 2019**, commonly known as **Natasha's Law**, relating to prepacked for direct sale (PPDS) food;
- **Early Years Foundation Stage (EYFS) statutory framework**, where applicable;
- The Department for Education's **Allergy safety in schools – statutory guidance**, July 2026;
- Relevant DfE guidance on supporting pupils with medical conditions;
- Relevant Food Standards Agency guidance on allergens and food safety.

The DfE currently states that its July 2026 allergy safety guidance is statutory for maintained schools, academies and PRUs, while equivalent requirements for independent schools are intended to be introduced through the Independent School Standards. The School has nevertheless adopted the principles and requirements of the 2026 guidance as the School's standard for allergy safety.

3. Responsibility

The School will appoint a **named senior member of staff as Allergy Safety Lead**.

Allergy Safety Lead: Francis Fernandes

The Allergy Safety Lead will:

- oversee implementation of this policy;
- maintain oversight of pupils with known allergies;
- ensure appropriate Individual Healthcare Plans (IHCP's) are established and reviewed;
- ensure relevant staff know how to access allergy information;
- oversee allergy awareness and emergency-response training;
- oversee the School's spare adrenaline arrangements;
- monitor allergy-related incidents and near misses;
- ensure lessons are identified and acted upon following incidents;
- contribute to the annual review of this policy;
- liaise with parents/carers, healthcare professionals and catering providers where appropriate.

Allergy Operational Lead: Alison Samuels

The Allergy Operational Lead will:

- implement this policy day-to-day
- liaise with the Office to gather information regarding the allergy register and Individual Healthcare Plans (IHCP's).
- liaise with the Office and relevant class teachers to coordinate checks of prescribed medication and emergency adrenaline devices.
- liaise with the Office to help maintain training records and ensure relevant information reaches staff.

- liaise with parents and catering staff.
- liaise with the Office and relevant class teachers to check allergy arrangements for trips and activities.
- record incidents and near misses and escalate concerns to the senior lead.

4. Reasonable limits

There are many foodstuffs that do not contain allergens but are labelled as being produced in factories where they cannot guarantee to be allergen free due to the potential of cross contamination. Therefore it cannot be reasonably expected that all of these items are kept out of the School.

5. Identifying pupils and others with allergy

The School will actively seek information about allergies:

- when a pupil joins the School;
- during admission and induction;
- when a pupil develops a new allergy;
- when an existing allergy changes;
- when parents/carers provide updated medical information;
- when a healthcare professional provides updated advice.

The School will maintain an appropriate record of pupils with known allergies, including:

- the allergen(s);
- the nature and severity of the allergy where known;
- whether the pupil is at risk of anaphylaxis;
- prescribed medication;
- whether the pupil has an Allergy Action Plan;
- whether the pupil has an Individual Health Care Plan (IHCP);
- where emergency medication is kept;
- any specific risk-reduction measures or reasonable adjustments required.

The School will also make appropriate arrangements to identify relevant allergies among staff and visitors where this information is voluntarily provided and necessary for safety.

Parents and carers are responsible for informing the School of an allergy or intolerance and completing the IHCP form. If an allergen form is not returned by the parent the School will assume that the pupil has no known allergies or intolerances.

The School will not attempt to make its own clinical diagnosis. Clinical information and treatment advice will come from parents/carers and relevant healthcare professionals.

6. Individual Health Care Plans

A pupil should have an **Individual Health Care Plan (IHCP)** where there is an allergy or food tolerance that has a functional impact on the school and requires arrangements which are additional to or different from those generally provided.

An IHCP will set out the arrangements required to support the individual pupil, including, where appropriate:

- known allergens/ intolerances;
- symptoms and emergency warning signs;
- the pupil's Allergy Action Plan;
- prescribed adrenaline or other medication;
- where medication is stored;
- who needs to know about the allergy;
- how the pupil will be supported during meals and snacks;
- arrangements for lessons and activities;
- arrangements for educational visits and trips;
- necessary reasonable adjustments;
- emergency procedures;
- arrangements for supporting the pupil's wellbeing and participation.

Where a healthcare professional has provided an Allergy Action Plan, this will be attached to or clearly linked to the IHCP.

The School will work with the pupil, parents/carers and relevant healthcare professionals when developing and reviewing the IHCP. Updated clinical advice will be reflected in the pupil's arrangements.

Relevant IHCPs are personalised, developed with the pupil and parents, and reflect current professional advice.

IHCPs will be reviewed:

- at least annually where appropriate;
- following significant changes to the pupil's allergy;
- when new medical advice is received;
- following a serious incident or near miss;
- when existing arrangements are found to be inadequate.

6. Allergy awareness and staff training

All staff who are present when pupils are on site will receive **allergy awareness and emergency-response training**.

This will include, as appropriate:

- permanent staff;
- part-time staff;

- temporary staff;
- supply teachers;
- agency staff;
- peripatetic staff;
- catering staff;
- regular volunteers;
- staff supervising breakfast or after-school provision.

Contractors with no pupil-facing role will not normally require the same training.

Training will be provided:

- during induction for new staff;
- at least annually thereafter;
- following significant changes to the School's allergy arrangements where necessary.

Training will cover:

- what allergy is;
- food allergy, coeliac disease and food intolerance;
- common allergy triggers;
- symptoms of allergic reactions;
- recognition of anaphylaxis;
- emergency response;
- locating emergency medication;
- use of adrenaline auto-injectors;
- calling 999;
- contacting parents/carers;
- individual pupil allergy arrangements;
- use of Allergy Action Plans/IHPs;
- reducing exposure to allergens;
- reporting incidents and near misses;
- the School's Allergy Safety Policy.

Training records will be maintained by the School.

7. Prescribed adrenaline auto-injectors

Any pupil who has been prescribed an adrenaline auto-injector (AAI) must have rapid access to their prescribed medication whenever they are on the School site or participating in School activities.

Each relevant pupil will have a spare AAI located on the same floor as their classroom. Staff are made explicitly aware of where these are placed.

Pupils with AAI’s carry around a green cross-body bag first aid kit with them at all times, including on-site and off-site activities. These are checked regularly by staff, with the relevant class teacher making sure that it is present at all times.

Prescribed AAIs are accessible at all times at:

- lessons;
- break and lunchtime;
- outdoor play;
- PE and games;
- clubs;
- educational visits;
- residential activities, where applicable.

The School ensure that staff responsible for pupils with prescribed AAIs know:

- that the pupil has an AAI;
- where it is kept;
- how to access it;
- how to follow the pupil's Allergy Action Plan.

Pupils who are developmentally able to self-manage their medication will be supported to do so safely, in line with their IHCP and healthcare professional advice.

8. Spare adrenaline auto-injectors

The School maintains a supply of **spare adrenaline auto-injectors** for emergency use in accordance with current legal requirements and DfE guidance.

These spare devices:

- do not replace a pupil's own prescribed medication;
- will be appropriate to the age/dosage requirements of the pupils for whom they may be required;
- will be stored in clearly identified emergency anaphylaxis kits;
- will be readily accessible and not locked away;
- will be stored so that they can be brought to a person experiencing anaphylaxis within five minutes;
- will be stored in pairs;
- will be checked regularly for expiry and condition;
- will be replaced promptly after use or expiry;
- will be safely disposed of where required.

The School has considered the location of emergency kits carefully, particularly in relation to the dining area, playground and other areas where pupils spend significant amounts of time.

One AAI (150ml) is located in the kitchen in a clearly identified bag. The AAI (300ml) is located in the small meeting room on the first floor (floor of Reception, Years 1 & 2, 3&4). These locations have been chosen so that the AAI is clearly capable of reaching the person experiencing anaphylaxis within five minutes.

9. Emergency response to anaphylaxis

Anaphylaxis is a medical emergency.

If a pupil, member of staff or visitor is believed to be experiencing anaphylaxis:

1. **Adrenaline must be given without delay**, in accordance with the individual's Allergy Action Plan and the instructions for the device.
2. **999 must be called immediately** and an ambulance requested.
3. The person's own prescribed adrenaline device should be used where available.
4. A spare school-held adrenaline device may be used where legally permitted and appropriate, including where the person does not have a prescribed device available or their prescribed device is unavailable or fails to work.
5. Staff must follow the relevant emergency instructions and remain with the person until emergency services take over.
6. Parents/carers must be informed as soon as reasonably practicable.
7. The incident must be recorded and reviewed.

Staff must not delay the administration of adrenaline while waiting for parental consent or confirmation from a healthcare professional in a life-threatening emergency.

The 2026 DfE guidance makes clear that adrenaline should not be delayed while waiting for emergency services and that emergency treatment should occur within five minutes.

The School will display appropriate emergency instructions where necessary and ensure staff know how to obtain emergency medication quickly.

10. Food allergies and food provision

The School recognises that food is a significant source of allergen exposure.

Where food is provided by the School or its catering provider, appropriate systems will be in place to:

- identify allergens in ingredients and recipes;
- ensure allergen information is accurate;
- check labels and ingredients;
- update records when recipes or products change;
- prevent avoidable cross-contact;
- provide safe alternatives where necessary;
- ensure staff responsible for food understand relevant allergy requirements;
- communicate allergen information clearly to parents/carers and, where appropriate, pupils.

The School and its caterers will maintain accurate allergen information for the **14 regulated allergens**:

1. celery
2. cereals containing gluten
3. crustaceans
4. eggs

5. fish
6. lupin
7. milk
8. molluscs
9. mustard
10. peanuts
11. nuts
12. sesame
13. soya
14. sulphur dioxide/sulphites above the applicable threshold.

The School caterers use a colour coded system to identify pupils with allergies and intolerances. This includes coloured plates, bowls and cups. The colour code is as follows:

RED: Pupil has a diagnosed allergy.

ORANGE: Pupil has an intolerance.

Staff and pupils are made aware of this colour coded system, and the importance of handwashing and not sharing food or utensils.

11. Natasha's Law and prepacked food

In the event that the School prepares food that falls within the **prepacked for direct sale (PPDS)** definition, it will comply with the applicable food-labelling requirements.

PPDS food must have:

- the name of the food;
- a full ingredients list;
- the relevant regulated allergens clearly emphasised within the ingredients list.

12. Food brought into School

Students are not permitted to bring in food with the intention of sharing it with others. For example, bringing in cupcakes for a birthday to share with other pupils will **not** be permitted. We will urge parents to circulate alternatives such as goody bags that do not contain food.

Parents/ carers are not permitted to bring children packed lunches on-site instead of a school lunch unless their child has an allergy.

Packed lunches are only permitted when explicitly mentioned, for example in school holiday clubs.

Food brought into School for a ‘snack’ during an extra-curricular after school club, must **not** contain nuts, fizzy drinks, or be packaged in glass containers. Food brought in should be appropriately labelled where necessary.

Pupils are not permitted to share/trade food, utensils or food containers.

The School will seek parental engagement and, where appropriate, permission before food is brought in for special events where this may affect a pupil with allergy.

13. Cross-contact and practical prevention

The School will take reasonable steps to reduce the risk of known allergens coming into contact with pupils at risk, taking an active risk management approach.

Depending on the circumstances, measures may include:

- thorough cleaning of food preparation areas and utensils;
- appropriate handwashing;
- careful food preparation and serving;
- checking ingredient labels;
- preparing food appropriately to reduce cross-contact;
- safe storage of food;
- clearly identifying food intended for individual pupils;
- avoiding unnecessary sharing of food or utensils;
- using suitable alternatives in classroom activities.

14. Classroom activities, cooking, art and practical work

Staff planning activities must consider whether an allergen could be present.

This includes:

- cooking;
- food technology;
- art and craft;
- science;
- gardening;
- animal-related activities;
- special events;
- cultural activities;
- baking;
- use of food packaging or food containers in craft activities.

Where an allergen presents an identifiable risk, an appropriate alternative will be used wherever reasonably practicable.

Examples include avoiding wheat-containing materials where required or using non-food alternatives for craft activities.

Play dough, glues, food containers, bird feed and practical activities will be monitored closely as a possible sources of allergen exposure.

15. EYFS and Nursery provision

Allergy management will be integrated into the EYFS arrangements.

Before admission, the School will obtain information concerning each child's:

- food allergies;
- food intolerances;
- special dietary requirements;
- preferences where relevant;
- other relevant health requirements.

This information will be communicated to staff responsible for preparing, handling or supervising food.

At each meal and snack time, staff will be clear about **who is responsible for checking that the food being provided is appropriate for each child**.

Relevant allergy and medical information will be kept up to date and shared with staff who need it to protect the child.

There will always be appropriate paediatric first-aid provision in the room in accordance with the EYFS framework.

16. Educational visits and trips

Pupils with allergy must be able to participate as fully as possible in educational visits and trips.

For pupils at risk of anaphylaxis:

- the visit risk assessment will consider their individual allergy needs;
- their prescribed adrenaline must accompany them where required;
- trained staff must be available to administer emergency medication;
- emergency arrangements will reflect the destination and activities;
- catering arrangements will be checked where food is involved;
- appropriate emergency contacts will be available.

The School may take spare emergency adrenaline devices on visits, provided this does not compromise the availability of the School's emergency supply on site.

17. Wellbeing, inclusion and bullying

The School recognises that living with allergy can affect a pupil's emotional wellbeing and may cause anxiety about food, activities or the possibility of anaphylaxis.

The School will therefore:

- seek to reassure pupils that appropriate safety arrangements are in place;
- avoid unnecessary segregation;
- enable pupils with allergy to participate alongside their peers wherever reasonably possible;
- make reasonable adjustments where required;
- provide pastoral support where allergy causes anxiety;
- respond promptly to bullying or deliberate misuse of allergens.

Bullying, intimidation, exclusion or threats involving a pupil's allergy will be treated seriously.

This includes deliberate exposure to allergens, threatening to force-feed an allergen, mocking a pupil for their allergy, or deliberately excluding a pupil from activities because of their allergy.

18. Information sharing and confidentiality

The School will ensure that relevant allergy information is available to staff who need it in order to keep pupils safe.

Information will be shared proportionately and respectfully.

Health information is **special category personal data** and will be handled in accordance with applicable UK GDPR and Data Protection Act requirements.

The School will balance confidentiality with the need for staff to know enough information to act safely in an emergency.

Information may need to be shared with:

- teaching staff;
- EYFS staff;
- catering staff;
- first aiders;
- trip leaders;
- club/after-school staff;
- relevant external professionals;
- emergency services.

19. Staff, visitors and contractors

The School will take reasonable steps to identify allergy-related risks affecting staff and visitors where relevant.

Staff with allergies may discuss appropriate workplace adjustments with the Allergy Safety Lead or Operational Allergy Lead.

Visitors will be managed through normal School visitor procedures.

Where a visitor has an allergy that is relevant to their safety while on School premises, reasonable precautions will be considered.

20. Serious incidents and near misses

The School will record and review serious allergy incidents and **near misses**.

Examples may include:

- administration of adrenaline;
- suspected or confirmed anaphylaxis;
- accidental exposure to a known allergen;
- provision of an unsafe meal;
- failure to provide required medication;
- an emergency medication failure;
- an incident where a pupil could reasonably have suffered serious harm but did not.

The response will include:

- recording the incident;
- informing parents/carers;
- informing the Allergy Safety Lead;
- reviewing the relevant IHCP where necessary;
- considering whether healthcare professionals should be informed;
- identifying what happened and why;
- considering whether existing procedures were followed;
- identifying any weaknesses;
- implementing corrective action;
- recording lessons learned.

The School will adopt a **learning and improvement approach**, rather than simply assigning blame.

21. Review following an incident

Following a serious allergy incident or near miss, the Allergy Safety Lead will consider:

- Could the incident reasonably have been foreseen?
- Could reasonable preventative measures have avoided it?
- Was there an existing policy or procedure?
- Was the relevant IHP or Allergy Action Plan followed?
- Was staff training adequate?
- Were staff able to access medication quickly?

- Were food or allergen-control arrangements adequate?
- Does the pupil's IHP need updating?
- Does this policy or another procedure need changing?
- Does further staff training need to be provided?

The pupil and their parents/carers should be involved appropriately in reviewing arrangements.

22. Annual review and monitoring

This policy will be reviewed **at least annually** and sooner where:

- there is a serious allergy incident;
- there is a significant near miss;
- legislation or government guidance changes;
- the School's provision changes;
- catering arrangements change;
- an individual pupil's circumstances indicate that existing arrangements need amendment.

The annual review will consider:

- staff training completion;
- validity of emergency medication;
- emergency-kit checks;
- number and nature of allergy incidents and near misses;
- IHP reviews;
- catering arrangements;
- educational visits;
- pupil wellbeing;
- feedback from parents/carers;
- any recommendations from healthcare professionals;
- any changes to statutory requirements.

23. Publication and awareness

This policy will be:

- available to staff;
- available to parents/carers;
- available on the School website;
- available in hard copy upon request;
- included within staff induction and annual allergy awareness arrangements.

The School will raise awareness appropriately with pupils, taking account of their age and developmental stage.

Where a pupil with a serious allergy has expressed concerns about feeling isolated or anxious, the School may, with appropriate discussion and consent, support age-appropriate peer awareness about how to obtain help in an emergency.

24. Related policies and documents

This policy should be read alongside:

Policies

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- SEND Policy
- Equality and Accessibility arrangements
- Behaviour and Anti-Bullying Policies
- Safeguarding and Child Protection Policy
- EYFS/Nursery Policy
- Data Protection and Privacy Policy

Records and operational documents

- Allergy Register
- Individual Healthcare Plans
- Allergy Action Plans
- Medication records
- Spare AAI checks
- Staff allergy-training records
- Food allergen information
- Allergy incident and near-miss records
- Trip risk assessments

25. Policy statement

Leicester Preparatory School is committed to ensuring that pupils with allergy are **safe, included and able to participate fully in school life**.

All staff share responsibility for implementing this policy. Allergy safety is not the responsibility of one individual or the catering team alone. The School will maintain a whole-school approach to prevention, preparedness, emergency response, inclusion and continuous improvement.

Appendix 1 – The 14 regulated food allergens

Allergen	Examples

Celery	Celery stalks, leaves, seeds, celeriac
Cereals containing gluten	Wheat, rye, barley, oats
Crustaceans	Prawns, crabs, lobsters
Eggs	Eggs and egg products
Fish	Fish and fish products
Lupin	Lupin flour and products
Milk	Milk and dairy products
Molluscs	Mussels, squid, oysters
Mustard	Mustard and mustard products
Peanuts	Peanuts and peanut products
Nuts	Almonds, hazelnuts, walnuts, cashews etc.
Sesame	Sesame seeds and sesame products
Soya	Soya beans and soya products
Sulphur dioxide/sulphites	Above applicable legal threshold

Appendix 2 – Minimum allergy-safety checks

Check	Frequency	Responsible

Allergy register reviewed	At least termly and whenever information changes	Allergy Operational Lead
IHPs/action plans checked	At least annually and after changes	Allergy Operational Lead
Prescribed medication checked	Regularly / before expiry	Allergy Operational Lead
Spare AAI expiry/condition checked	Regularly	Mina Patel
Staff allergy training	Induction + annually	Allergy Lead
Catering allergen information checked	Whenever menus/ingredients change	Allergy Operational Lead
Trip allergy arrangements checked	Every relevant visit	Trip Leader
Incidents/near misses reviewed	After every incident	Allergy Lead
Policy reviewed	At least annually	Allergy Lead