

Our Lady's Catholic High School

Allergen Policy

Love, Learn, Grow

At Our Lady's, we place Christ at the heart of everything we do. Through our school 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Reviewed: Summer Term 2026

Next Review: Summer Term 2027

ALLERGEN POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School** **Our Lady's Catholic High School**
- **Category of School** **Secondary**
- **School Number** **06118**
- **School Address** **St. Anthony's Drive, Fulwood, Preston, PR2 3SQ**

This policy sets out the school's whole-school approach to preventing and managing allergic reactions, including anaphylaxis, during the school day and in all school-run activities (e.g., extra-curricular clubs, trips, sports, Food Technology/DT, events). It applies to all pupils, staff, contractors, and visitors.

Legal and Policy Framework

The governing body and headteacher must ensure robust arrangements to support pupils and staff with medical conditions, including allergy, with trained staff and clear procedures for first aid and anaphylaxis. This Allergen Policy should be read alongside the Health and Safety Policy, first aid arrangements and Medical Conditions Policy.

Roles and Responsibilities

Ensures policies and risk assessments are in place and fit for purpose while monitoring implementation.	<i>Catering Manager/ Site Manager/ Assistant Business Manager/ School Business Manager</i>
Implements this policy, ensures training, communication with parents, and liaison with catering/educational visits leads; keeps the policy accessible using Sharepoint/ email communication, etc.	<i>Site Manager/ Catering Manager/ Assistant Business Manager</i>
Must know how to recognise allergic reactions and act immediately; teachers and staff in charge of pupils are expected to use their best endeavours in emergencies.	<i>First Aiders/ Site Manager/ Catering Manager/ All trained staff</i>

Provide safe options and accurate allergen information; maintain controls to prevent cross-contamination; keep supplier dialogue active where ingredients may change.	<i>Catering Staff</i>
Provide two in-date AAls (if prescribed) and a health-professional–signed Allergy Action Plan; update the school on any change in diagnosis, treatment, or emergency plan.	<i>Parents or carers to provide information and any relevant medication to their child's Learning Manager/ Pastoral Support Mentor, who will then keep up-to-date information on Synergy</i>
Pupils are encouraged and supported to understand their allergy, provide medication where appropriate, and follow safe practices.	<i>Parents or carers to provide information and any relevant medication to their child's Learning Manager/ Pastoral Support Mentor, who will then keep up-to-date information on Synergy. Pastoral Support Mentors to be the school-home link and assist with educating the affected pupil</i>

Identification and Planning (Individual Healthcare Plans & Allergy Action Plans)

Each pupil with a diagnosed allergy will have an Allergy Action Plan completed and signed by a health professional (BSACI format), functioning as the pupil's Individual Healthcare Plan for allergy.

Plans will set out triggers, avoidance measures, emergency steps (including AAI use), and classroom/curriculum/catering considerations, plus trip/sport arrangements.

These plans are reviewed at least annually or following any incident/diagnosis update.

Equality, Inclusion and Pupil awareness/anti-bullying

Pupils and staff with allergies must not be stigmatised or excluded from activities unless specified in their plan.

Allergy-related bullying is addressed under the school's behaviour/anti-bullying framework.

Recognition of Anaphylaxis & Emergency Response (ABC)

The following procedure must be followed by all trained staff:

1. Recognise symptoms (any of Airway/Breathing/Circulation red-flags such as swollen tongue, throat tightness, noisy breathing/wheeze, dizziness/faint, collapse). Act immediately:
2. Give adrenaline (AAI) without delay if available.
3. Call 999—state “anaphylaxis.”
4. Position: lie flat; sit up if breathing difficulty; avoid standing/walking.
5. Second dose if symptoms persist after 5 minutes.
6. Stay with the pupil until ambulance arrives—all cases receiving adrenaline (or severe reaction) must go to hospital; biphasic reactions can occur.

Adrenaline Auto-Injectors (AAIs): Storage, Carriage and Expiry

Pupils should carry two AAIs at all times where age-appropriate; otherwise, store in an accessible, identifiable, unlocked location with the pupil's name, photo, and action plan.

Expiry Management: Parents remain responsible for in-date personal AAIs; the school will run its own regular checks, return expired devices to parents, and use a sharps bin for disposal. Note the dose may change as a pupil's weight increases.

Spare AAIs: The school may purchase “spare” AAIs from a pharmacy without prescription on a headteacher-signed request; spares are school property for use in emergencies per national guidance.

Catering and Food Management

School catering (including breakfast/after-school clubs, break, lunchtimes and pupil-prepared foods in class) will provide safe options based on clear allergen information for the Top 14 allergens and controls to prevent cross-contamination. Menus/ingredient information should be available to parents.

Ingredient changes and precautionary labelling (“may contain”) will be considered and, where relevant, recorded in the pupil's plan following parent/health-professional advice.

Lancashire County Council's guidance emphasises this is a serious safety area with potential for severe harm and legal consequences; staff should access local Trading Standards resources and catering special-diets materials where applicable.

Classroom, Curriculum & Practical Activities

Food Tech/DT/Science/Art activities must be risk-assessed in advance, considering ingredients, materials (e.g., latex, hair dye), and cleaning protocols; pupils should not be excluded unless specified by the plan.

Pupil-prepared foods in any class activity are covered by this policy and the risk assessment process.

Sports, Trips and Off-Site Activities

Pupils prescribed AAls must take them to sports and off-site activities; at least one trained adult accompanies any group containing a pupil at risk. Arrangements are planned with parents in advance; parents should not be required to attend.

Visiting schools/venues are notified where relevant; a pupil may bring their own food if safe catering cannot be assured.

All allergen information must be provided by parents/ carers on the school-provided medical form for all trips where a pupil with an allergy is attending. Failure to do so will result in the pupil not being allowed to attend.

Communication with Parents/Carers

The school works in partnership with parents/carers—they know their child's allergy best—to maintain up-to-date action plans and provide the required medication (two in-date AAls).

Risk Assessment and Monitoring

The school maintains a written allergy risk assessment, reviewed at least annually and after any incident, to identify gaps and strengthen systems.

Checklist prompts include:

- emergency response plan,
- spare pens,
- action plans in place,
- staff training,
- storage and expiry checks,
- catering controls,
- pupil awareness,
- extra-curricular risk assessment, and
- safeguarding (bullying).

Record-Keeping and Incident Reporting

The school keeps records of:

- training completion,
- action plans,
- expiry-date checks,
- storage checks,
- emergency responses, and
- post-incident reviews with parents and relevant staff.

Training, Resources and Support (for staff reference)

Every member of staff must receive allergy awareness training. This covers symptom recognition, emergency response protocols, and the practical use of adrenaline devices. Refresher training will be provided as required, and a list of all first-aiders is located at the main school Reception.

Storage, Access and Availability of the Policy

This policy is available on SharePoint for all staff to access, and on request from the school office. It is read in conjunction with the Health and Safety Policy and first aid arrangements.

Quick-Reference Flow (for classrooms and duty areas)

1. SUSPECT ANAPHYLAXIS → give AAI immediately.
2. CALL 999 → say “anaphylaxis.”
3. POSITION → lie flat; sit up if breathing difficulty; do not stand/walk.
4. AFTER 5 MIN if no improvement → give second AAI.
5. STAY with pupil until ambulance arrives; hospital review required.

Signed:	Signed:
	On behalf of the Governing Body
Headteachers name: Mr R Charnock	Chair of Governors name: Mr M Murray
Date:	Proposed Review date:

Spring Term 2026	Autumn Term 2026
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