



Allergen Procedure 2025-2026

Warren Primary School Procedure for working with known Allergens, irritants and substances which may cause intolerances

Objective: The primary objective of this procedure is to create a safe and inclusive environment for all students by minimising the risk of allergic reactions and managing known allergens effectively.

1. Allergen Awareness:

- a. Ensure that all staff members, including teachers, administrators and support staff, are aware of the common allergens and understand the potential risks associated with them.
- b. Ensure that allergen awareness is raised by providing information for pupils either through class sessions, posters, awareness weeks or assemblies.

2. Allergen Information Collection:

- a. Collect detailed information about students' allergies during the enrolment process. This information should include the specific allergens, severity of the allergy, symptoms, and any necessary emergency procedures. This must be recorded on a care plan which is signed by the parent/guardian.
- b. Maintain plans of students' allergies. These must be stored so that they are easily accessible to staff – when child is in class, at play and at lunch. These plans must be updated annually or when the child's needs are identified as having changed.

3. Communication:

- a. Request updated information from parents/carers about their child's allergies at the beginning of each year.
- b. Encourage open communication between parents/carers, children and school staff regarding allergies and any changes in children's medical conditions.

4. Allergen Management:

- a. Regularly clean surfaces, utensils, and lunchroom equipment to remove allergen residues.
- b. Ensure guidelines for parents/carers for no nut product snacks and lunches brought from home with reminders each term.
- c. Ensure a no nut policy for classroom celebrations, including birthdays, requesting only store bought, wrapped treats which display the ingredients are shared.
- d. Food specifically prepared in the kitchen for children with allergens must be prepared in an area where surfaces have been cleaned and clean utensils are used.
- e. All activities involving allergens/food require the completion of an allergen check sheet which must be checked and signed by the member of staff leading the activity and their line manager.

5. Staff Training:

- a. Provide comprehensive training to all staff members on recognizing the signs and symptoms of allergic reactions, proper administration of medication (auto-injectors) and emergency response procedures.
- b. Ensure kitchen staff are clear on how to read food labels and identify potential allergens. All product labels to be checked at the start of a new menu, when the packaging indicates that the recipe has changed or when a replacement product is in use.

6. Emergency Preparedness:

- a. Develop an emergency action plan for each child in collaboration with school nurses where appropriate, parents/carers and healthcare professionals. This plan should outline the steps to be taken in case of an allergic reaction, including contacting emergency services and administering appropriate medication.
- b. Ensure that all staff members know the location of emergency medications, such as auto-injectors, and how to use them.
- c. Auto-injectors to be kept in emergency bag in class along with care plans. This bag must be taken by classroom staff to activities outside of the classroom such as P.E. Auto-injectors are also stored in the school kitchen along with care plans. Generic auto-injectors are kept in the emergency bag in the office. This bag is taken outside during playtime and lunchtime.

7. Trips and Special Events:

- a. Trip leader to collect information about children with allergies participating in trips or special events. Communicate this information to staff members and ensure that necessary precautions are taken. This information must be included on the risk assessment.
- b. Collaborate with parents/carers to identify safe food options or alternative arrangements for children with allergies during trips/events.