CITY OF ROCHESTER SCHOOL

Allergy Safety Policy

Confidence • Resilience • Success

Policy owner	**Headteacher / Designated Allergy Lead**
Approved by	**Trustees**
Approval date	**October 2026**
Effective from	**01/09/2026**
Review date	**01/09/2027**
Review cycle	**Annual**
Applies to	**Staff, pupils, visitors, volunteers, contractors and any other related school activities**
Version	**1**

Document control

Version	Date	Author / reviewer	Summary of changes	Approval
1.0	01/09/2026	Premises Manager/	New Policy	Trustees

1. Purpose

City of Rochester School is committed to providing a safe, inclusive and supportive environment for pupils, staff and visitors affected by allergies.

The purpose of this policy is to:

- Protect pupils, staff, visitors, volunteers and contractors with diagnosed or suspected allergies from avoidable exposure to allergens.
- Ensure allergies are identified, recorded, communicated and reviewed appropriately.
- Ensure Individual Healthcare Plans (IHPs) and Allergy Action Plans are developed where required.
- Ensure appropriate emergency arrangements are in place for pupils and staff at risk of anaphylaxis.
- Ensure prescribed adrenaline auto-injectors (AAIs) are accessible and available when required.
- Ensure the school maintains spare/emergency AAIs in accordance with current statutory requirements and guidance.
- Ensure staff receive appropriate allergy awareness and emergency response training.
- Ensure staff can recognise the signs and symptoms of an allergic reaction and respond promptly to suspected anaphylaxis.
- Manage food allergens safely in catering, the teaching kitchen, Food Technology lessons, practical activities, clubs, events and other food-related activities.
- Reduce the risk of cross-contamination and accidental allergen exposure.
- Ensure pupils with allergies are able to participate safely and fully in school life, including educational visits, residential trips, enrichment activities and sporting events.
- Provide reasonable adjustments where required to support equality, accessibility and inclusion.
- Ensure allergy-related incidents and near misses are recorded, investigated and used to improve practice.

2. Scope

This policy applies to:

- All pupils.
- All employees and agency staff.
- Supply teachers and other temporary workers.
- Volunteers and visitors.
- Contractors.
- Catering staff and catering contractors.
- Cleaning and premises staff.
- Staff working in the teaching kitchen and Food Technology areas.
- Staff supervising educational visits and residential activities.
- Breakfast, lunchtime, after-school and enrichment activities.
- School trips and off-site educational provision.
- Any other activity organised or controlled by City of Rochester School

City of Rochester School recognises that allergic reactions can range from mild symptoms to life-threatening anaphylaxis. Anaphylaxis is a medical emergency requiring immediate treatment.

The school recognises the close relationship between allergy and asthma. Pupils and staff with both food allergy and asthma may be at greater risk of serious outcomes from an allergic reaction, and appropriate controls and emergency arrangements will be maintained.

The school will take reasonable and proportionate measures to reduce the risk of exposure to known allergens and will ensure appropriate emergency arrangements are in place.

The school's allergy arrangements will apply across the main school site, Medway city estate site, teaching kitchen, practical teaching areas, off-site provisions, educational visits, trips and residential activities.

3. Legal and regulatory framework

This policy will be implemented in accordance with applicable legislation and statutory guidance, including:

- Children's Wellbeing and Schools Act 2026, which introduces allergy safety requirements for specified schools and provides for equivalent requirements to be introduced for independent schools through the relevant regulatory framework.
- Department for Education: Allergy Safety in Schools: Statutory Guidance (July 2026). Although this guidance is not currently statutory for independent schools, including independent special schools, City of Rochester School has chosen to have regard to it as a framework for good practice and in anticipation of equivalent allergy safety requirements being introduced for independent schools.
- Children and Families Act 2014, including duties concerning support for pupils with medical conditions.
- Food Information Regulations 2014, including requirements for allergen information.
- School Food Regulations 2014 and applicable school food standards.
- Equality Act 2010, including the requirement to make reasonable adjustments for disabled pupils where applicable.
- Health and Safety at Work etc. Act 1974, where applicable.
- Management of Health and Safety at Work Regulations 1999, where applicable.
- Food Safety Act 1990 and associated food hygiene legislation, where applicable to food provision.
- Applicable Food Standards Agency guidance on food allergens and institutional catering.
- Department of Health and Social Care guidance concerning the use of emergency adrenaline auto-injectors in schools.
- Relevant NHS, Resuscitation Council UK, Allergy UK and Anaphylaxis UK guidance.

The policy and associated procedures will be reviewed against changes to legislation and statutory guidance at least annually and sooner where significant changes occur.

4. Definitions

Term	Definition
Allergy	An immune system response to a substance which is normally harmless to most people.
Allergen	A substance capable of causing an allergic reaction. Common allergens include foods, medicines, insect venom and latex.

Anaphylaxis	A severe, potentially life-threatening allergic reaction requiring immediate emergency treatment.
Adrenaline Auto-Injector (AAI)	A medical device containing adrenaline used to treat anaphylaxis.
Spare/Emergency AAI	An adrenaline auto-injector purchased and held by the school for emergency use where permitted and required.
Individual Healthcare Plan (IHP)	A document setting out the healthcare needs and agreed support arrangements for an individual pupil.
Allergy Action Plan	A personalised emergency plan identifying an individual's allergy, symptoms, medication and emergency response requirements.
Cross-contamination	The unintended transfer of an allergen from one food, surface, utensil, piece of equipment or person to another.
Food allergen	An ingredient or substance in food that can cause an allergic reaction.
Precautionary allergen labelling	Information such as "may contain" used by food businesses to indicate a possible unintended presence of an allergen.
Designated Allergy Lead	The member of staff responsible for coordinating the school's allergy arrangements and overseeing implementation of this policy.

5. Policy principles

City of Rochester School will operate according to the following principles:

1. Allergy safety is everyone's responsibility.

   All staff have a role in preventing avoidable allergen exposure and responding to emergencies.

2. Prevention and preparation are essential.

   Known allergies will be identified, recorded, communicated and appropriately managed.

3. Anaphylaxis is a medical emergency.

   Where anaphylaxis is suspected, adrenaline should be administered without delay in accordance with the individual's Allergy Action Plan and current clinical guidance, and emergency medical assistance must be obtained.

4. Pupils with allergies should be included.

Allergy management must not unnecessarily prevent pupils from participating in education, activities, trips or social opportunities.

5. Food safety controls must be robust.

Food ingredients, labels, preparation areas, utensils and equipment must be managed to minimise allergen exposure and cross-contamination.

6. Information must be clear and accessible.

Relevant information will be shared with staff who need it to keep pupils safe while respecting confidentiality.

7. Incidents and near misses will be used to improve practice.

The school will investigate significant incidents and near misses and implement appropriate corrective actions.

6. Roles and responsibilities

Role	Responsibility
Trustees	Approve the policy; provide appropriate oversight; ensure the school has suitable arrangements for allergy safety; challenge and monitor compliance
Headteacher	Has overall responsibility for ensuring this policy is implemented; ensures appropriate resources, training and staffing are available; ensures significant incidents are appropriately escalated and reviewed.
Designated Allergy Lead	Coordinates the school's allergy arrangements; maintains oversight of pupils at risk; coordinates IHPs and Allergy Action Plans; maintains the allergy register; oversees staff training; checks emergency medication arrangements; monitors incidents and near misses; reports concerns to the Headteacher.
First Aid / Medical Staff	Support emergency response; administer medication in accordance with training and individual plans; maintain appropriate records; check medication arrangements and escalate concerns.
Teachers and Support Staff	Know which pupils they supervise have allergies; follow IHPs and Allergy Action Plans; ensure pupils have appropriate access to medication; identify and respond to symptoms; follow emergency procedures; report incidents and near misses.
Teaching Kitchen / Food Technology Staff	Complete activity-specific allergen risk assessments; check ingredients before use; control cross-contamination; ensure equipment and surfaces are appropriately cleaned; provide suitable alternatives

	where necessary; ensure pupils understand allergy safety requirements.
Educational Visit Leaders	Identify pupils with allergies before trips; review IHPs and Allergy Action Plans; ensure medication accompanies pupils; assess food and environmental allergen risks; ensure emergency arrangements are in place.
Premises / Cleaning Staff	Follow appropriate cleaning procedures to reduce allergen contamination; report spills, contamination or unsafe conditions; maintain relevant cleaning records.
Parents / Carers	Provide accurate and up-to-date information about their child's allergy; provide prescribed medication and Allergy Action Plans where required; notify the school of changes; work with the school to develop and review healthcare arrangements.
Pupils	Where developmentally appropriate, understand their allergy and emergency arrangements; follow agreed safety procedures; never deliberately share food or medication; report symptoms or concerns immediately.
Visitors / Contractors	Follow school requirements concerning food, allergens, medication and emergency procedures when working on school premises or undertaking school-related activities

7. Policy requirements and procedures

7.1 Identification and notification of allergies

Parents/carers will be asked to provide information about diagnosed or suspected allergies when a pupil joins the school and whenever circumstances change.

Staff will be asked to provide relevant allergy information as part of their employment arrangements and to notify the school of any subsequent changes.

Visitors, volunteers and contractors are asked to provide relevant allergy information through the school's EntrySign system when signing in. Where information is provided that requires action to support the individual's safety while on site, the relevant member of staff will be notified

Information should include, where available:

The allergen(s).

The nature and severity of previous reactions.

Prescribed medication.

Details of any AAI.

Allergy Action Plan.

Individual Healthcare Plan where required.

Emergency contact information.

Any specific dietary requirements.

Relevant advice from healthcare professionals.

7.2 Allergy register

The school will maintain an up-to-date register of pupils and staff known to be at risk from anaphylaxis and other significant allergies.

The register will include appropriate information such as:

- Pupil name and class/group.
- Staff name and location of work area
- Visitors with known allergies may be recorded where this is necessary to support their safety whilst on site.
- Allergen(s).
- Severity/risk information.
- Whether an AAI is prescribed.
- Location of prescribed medication.
- Whether an Allergy Action Plan/IHP is in place.
- Relevant emergency arrangements.

Access to the register will be restricted to staff with a legitimate need to know.

7.3 Individual Healthcare Plans and Allergy Action Plans

An IHP will be developed where appropriate based on the pupil's healthcare needs.

An Allergy Action Plan should provide clear information about:

- The known allergen.
- Symptoms and signs of a reaction.
- The pupil's prescribed medication.
- When and how the medication should be administered.
- Emergency procedures.
- Contact details for parents/carers.
- Any specific arrangements required during lessons, breaks, trips or other activities.

Plans will be reviewed:

- At least annually.
- Following a significant allergic reaction.
- Following a change in diagnosis or medication.
- Following significant changes in school arrangements.
- Where parents/carers or healthcare professionals request a review.

7.4 Medication and adrenaline auto-injectors

Pupils and staff prescribed AAIs should have access to their prescribed devices in accordance with their individual arrangements.

The school will ensure that emergency medication is:

- Accessible when required.
- Stored in accordance with manufacturer and healthcare guidance.
- Not unnecessarily locked away.
- Protected from inappropriate heat, cold or direct sunlight.
- Clearly identifiable.
- Checked regularly for expiry and condition.
- Accompanied by the appropriate Allergy Action Plan where applicable.

The school will maintain spare/emergency AAIs in accordance with current statutory requirements and guidance.

Spare AAIs will be stored in a safe, known and readily accessible location.

Staff will be informed of the location of emergency AAIs and trained in their appropriate use.

Emergency adrenaline devices must not be regarded as a replacement for a pupil's own prescribed medication.

Current guidance states that severe anaphylaxis is time-critical and that adrenaline should be administered promptly where anaphylaxis is suspected.

7.5 Recognition and emergency response

All staff must understand the signs and symptoms of an allergic reaction and know the school's emergency procedure.

Symptoms may include:

- Swelling of the lips, mouth, tongue or throat.
- Difficulty breathing.
- Wheezing or persistent coughing.
- Difficulty swallowing.
- Hoarse voice.
- Dizziness or collapse.
- Pale, clammy skin.
- Confusion or altered consciousness.
- Widespread hives or rash.
- Severe abdominal symptoms.
- A sudden deterioration in a person known to have a severe allergy.

Where anaphylaxis is suspected:

1. Follow the pupil's Allergy Action Plan immediately.
2. Administer adrenaline without delay using the pupil's prescribed AAI where available and in accordance with the plan/training.
3. If the pupil's prescribed AAI is unavailable, inaccessible or unusable, follow the school's emergency AAI procedure where applicable.
4. Call 999 and request an ambulance, stating that anaphylaxis is suspected.
5. Inform the emergency contact/parent/carer as soon as practicable without delaying emergency treatment.
6. Follow instructions from the emergency services.
7. If there is no improvement after five minutes, or symptoms worsen or return, administer a second AAI where available, in accordance with the individual's Allergy Action Plan and current clinical guidance.
8. Record the incident fully.

9. Ensure appropriate follow-up and review of the pupil's healthcare arrangements.

Antihistamines must not be treated as a substitute for adrenaline in suspected anaphylaxis.

7.6 Food allergen management

City of Rochester School will manage food allergens in accordance with food safety legislation and applicable school food guidance.

The school and its catering arrangements will:

- Maintain accurate ingredient and allergen information.
- Ensure staff check food labels before use.
- Check supplier information whenever products or ingredients change.
- Ensure allergen information remains accurate following menu substitutions.
- Maintain appropriate allergen matrices/menu information.
- Prevent avoidable cross-contamination.
- Keep allergenic ingredients appropriately controlled.
- Ensure food preparation areas and equipment are appropriately cleaned.
- Ensure staff understand the 14 regulated food allergens.
- Ensure appropriate information is available to pupils and parents/carers where food is provided by the school.
- Never assume that a food is allergen-free because it does not obviously contain the allergen.
- Never rely on memory when accurate ingredient information can be checked.

The Department for Education specifically advises schools to check product changes with suppliers, ensure catering staff read labels and maintain allergen information when menus or products change.

7.7 Teaching kitchen and Food Technology

The teaching kitchen and Food Technology department present particular risks because pupils may handle a wide range of ingredients.

- Before practical activities:
- Staff must identify pupils with relevant allergies.
- Recipes and ingredients must be checked.
- Ingredient labels must be reviewed before use.
- Suitable alternatives should be identified where reasonably practicable.
- The activity must be risk assessed where necessary.
- Staff must consider cross-contamination.
- Work surfaces and equipment must be appropriately cleaned.
- Shared utensils and equipment must be managed appropriately.
- Pupils must be instructed not to share food.
- Pupils must not consume food unless the teacher has confirmed it is safe for them.
- Food products must not be brought into school for activities without appropriate consideration of allergen risks.

Consideration must be given to:

- Peanuts and tree nuts.
- Milk.
- Egg.
- Wheat/gluten-containing cereals.
- Soya.

- Sesame.
- Fish.
- Crustaceans and molluscs.
- Mustard.
- Celery.
- Lupin.
- Sulphites.
- Other ingredients identified through individual pupil risk assessments.

Where an ingredient presents an unacceptable risk, the activity or recipe must be modified or an appropriate alternative used.

7.8 Food sharing and pupil activities

Pupils should not routinely share food.

Staff organising:

- Parties.
- Rewards.
- Celebrations.
- Cooking activities.
- Bake sales.
- Cultural events.
- Clubs.
- School fairs.
- Fundraising activities.

must consider allergy risks in advance.

Food provided by parents/carers or external organisations must not be distributed to pupils with known allergies unless its suitability has been appropriately checked.

7.9 School trips and educational visits

Allergy arrangements must be considered during the planning of trips.

- Before a trip, the visit leader must:
- Identify pupils with allergies.
- Review relevant IHPs and Allergy Action Plans.
- Confirm medication requirements.
- Ensure prescribed AAIs accompany the pupil.
- Confirm appropriate emergency medication arrangements.
- Consider food and catering arrangements.
- Consider environmental allergens such as insects, animals, latex or plants where relevant.
- Identify access to emergency medical services.
- Ensure supervising staff know the emergency arrangements.
- Include allergy arrangements within the visit risk assessment where appropriate.

Medication must remain accessible throughout the activity and must not be left in inaccessible luggage, vehicles, or accommodation.

7.10 Residential trips

For residential visits, additional planning must be considered:

- Accommodation.
- Catering.
- Packed meals.
- Evening activities.
- Access to emergency services.
- Storage of medication.
- Night-time supervision.
- Staff availability.
- The location of the nearest appropriate medical facility.

The visit leader must ensure that staff understand individual allergy arrangements before departure.

7.11 Environmental and non-food allergies

The school will also consider non-food allergies, including where relevant:

- Insect stings.
- Latex.
- Medicines.
- Animals.
- Plants.
- Cosmetics or personal care products.
- Cleaning products.

Relevant risk assessments and individual healthcare arrangements will be implemented where required.

7.12 Staff allergy awareness and training

All staff will receive allergy awareness training appropriate to their role.

Training will cover:

- What an allergy is.
- Common allergens.
- Signs and symptoms of allergic reactions.
- Recognition of anaphylaxis.
- Emergency response.
- Use of AAIs.
- Location of emergency AAIs.
- Individual pupil allergy arrangements.
- Food allergen management.
- Cross-contamination.
- Reporting incidents and near misses.

Staff who work directly with food will receive appropriate food allergen training.

Training records will be maintained by the school.

The current DfE statutory guidance requires schools to have appropriate allergy awareness training arrangements.

7.13 Supply, agency and temporary staff

Supply, agency and cover staff will receive an allergy briefing before supervising pupils, including details of relevant pupils, emergency procedures, medication locations, and emergency response expectations.

Staff must be made aware of:

- Relevant pupils.
- Emergency procedures.
- Medication arrangements.
- Location of emergency AAIs.
- Their responsibility to seek immediate assistance in an emergency.

7.14 Contractors and visitors

Contractors and visitors undertaking activities that could introduce food or allergen risks must follow school requirements.

Where appropriate, contractors will be informed of:

- Relevant restrictions.
- Food and allergen controls.
- Cleaning requirements.
- Emergency procedures.

7.15 Incident and near-miss reporting

All significant allergic reactions, suspected anaphylaxis, medication errors, accidental allergen exposures and relevant near misses must be reported.

Reports should include:

- Date and time.
- Location.
- Person affected.
- Suspected allergen.
- Circumstances.
- Symptoms.
- Medication administered.
- Emergency services involvement.
- Staff involved.
- Immediate actions taken.
- Outcome.
- Recommended corrective action.

Serious incidents will be reviewed by the Headteacher and Designated Allergy Lead.

The school will identify lessons learned and implement corrective actions.

7.16 Emergency AAI checks

The Designated Allergy Lead or nominated competent person will ensure that emergency AAIs are checked regularly.

Checks should include:

- Expiry date.
- Physical condition.
- Correct storage.
- Accessibility.
- Availability.
- Appropriate dosage/device.
- Associated documentation.
- Staff awareness of location.

Any expired, damaged, missing or used device must be reported immediately and replaced as appropriate.

Used AAIs must be disposed of safely in accordance with applicable arrangements.

8. Safeguarding, equality and accessibility

Allergy management will be integrated into the school's safeguarding and inclusion arrangements.

Pupils with allergies must not be subject to unnecessary exclusion, isolation or stigma.

The school will make reasonable adjustments where required to enable pupils with allergies to participate fully in education and school activities.

Consideration will be given to:

- Accessibility of medication.
- Communication needs.
- Age and developmental ability.
- SEND needs.
- Independence in medication management.
- Sensory or communication difficulties.
- Participation in practical lessons.
- Trips and residential activities.
- Social activities and celebrations.

Where there is uncertainty about an appropriate adjustment, the school will seek appropriate advice from parents/carers and healthcare professionals.

9. Wellbeing and anti-bullying

City of Rochester School recognises that living with an allergy can cause anxiety and affect wellbeing. The school will:

- Provide reassurance through effective allergy management arrangements.
- Promote inclusion of pupils with allergies in all aspects of school life.

- Take all reports of allergy-related bullying seriously.
- Address any behaviour involving threats, intimidation, food-related bullying or deliberate exposure to allergens in accordance with the Behaviour Policy and Anti-Bullying Policy.
- Encourage pupils to report concerns promptly.
- Work with families to support pupils whose confidence or wellbeing is affected by their allergies.

10. Data protection, confidentiality and record keeping

The school will handle allergy information sensitively and confidentially.

Records may include:

- Allergy register.
- IHPs.
- Allergy Action Plans.
- Medication records.
- Training records.
- AAI checks.
- Risk assessments.
- Catering allergen information.
- Incident and near-miss reports.
- Trip documentation.

Information will only be shared with staff who require it to fulfil their safeguarding, supervision, healthcare or operational responsibilities.

Records will be:

- Accurate.
- Kept up to date.
- Stored securely.
- Accessible to authorised staff.
- Retained in accordance with the school's data retention arrangements.

Personal information will be processed in accordance with applicable data protection legislation and the school's Data Protection and Privacy policies.

11. Training, communication and implementation

The Headteacher and Designated Allergy Lead are responsible for implementing this policy.

The policy will be communicated through:

- Staff induction.

- Annual staff training.
- New-starter induction.
- Staff briefings.
- Catering and kitchen training.
- Relevant pupil education.
- Parent/carer communication.
- Educational visit planning.
- Contractor/visitor arrangements where applicable.

All staff must know how to access this policy.

- This policy will be published on the school's website and made available in hard copy upon request.
- Emergency allergy procedures.
- Relevant IHPs.
- Allergy Action Plans.
- Emergency AAI arrangements.

The school will provide additional training to staff whose roles involve increased allergy risk, including catering staff, Food Technology staff, first aiders and staff regularly supervising pupils with severe allergies.

12. Monitoring, assurance and non-compliance

The Designated Allergy Lead will monitor compliance with this policy.

Monitoring will include:

- Allergy register checks.
- IHP and Allergy Action Plan reviews.
- AAI expiry and storage checks.
- Staff training completion.
- Catering allergen controls.
- Teaching kitchen risk assessments.
- Food Technology procedures.
- Educational visit arrangements.
- Incident and near-miss records.
- Staff awareness.
- Corrective actions arising from incidents.

Findings will be reported to the Headteacher and, where appropriate, Trustees.

Non-compliance will be addressed promptly.

Where non-compliance creates an immediate risk to health or safety, the activity may be stopped until suitable controls are implemented.

Repeated or serious failures may be managed under the school's relevant staff, safeguarding, health and safety or disciplinary procedures.

13. Monitoring and review of this policy

The Designated Allergy Lead will formally review this policy annually.

The next scheduled review is:

01/09/2027

An earlier review will be undertaken where:

- Legislation changes.
- Statutory guidance changes.
- There is a significant allergic reaction.
- A serious near miss occurs.
- The school changes its catering arrangements.
- There are significant changes to the teaching kitchen or Food Technology provision.
- Emergency medication arrangements change.
- A healthcare professional recommends changes.
- Monitoring identifies a significant weakness.

Any significant amendment will be submitted to the appropriate approval body.

14. Related documents

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Medicines in School Policy
- Health and Safety Policy
- Food Safety / Food Hygiene Policy
- Teaching Kitchen / Food Technology Risk Assessments
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Equality Policy
- SEND Policy
- Data Protection / Privacy Policy
- Emergency Procedures
- Individual Healthcare Plans
- Allergy Action Plans
- Allergy Register
- Medication Register
- Emergency AAI Register / Checking Record
- Food Allergen Matrix
- Kitchen Cleaning Schedule
- Food Technology Risk Assessments

Appendix 1: Optional checklist / form / process

SUSPECTED ANAPHYLAXIS – ACT IMMEDIATELY

1. Recognise

Possible signs include:

- Difficulty breathing.
- Wheezing or persistent coughing.
- Swelling of tongue or throat.
- Difficulty swallowing.
- Hoarse voice.
- Dizziness or collapse.
- Pale or clammy appearance.

- Sudden deterioration.
- Widespread allergic symptoms.

2. Give adrenaline

Use the pupil's prescribed AAI immediately where available and follow their Allergy Action Plan.

If the prescribed device is unavailable, inaccessible or unusable, follow the school's emergency AAI procedure.

3. Call 999

State:

"Suspected anaphylaxis – adrenaline has been administered."

4. Stay with the pupil

Do not leave the pupil alone.

Follow the emergency position and monitoring instructions provided by the emergency services/individual healthcare plan.

5. Second dose

If there is no improvement after five minutes, or symptoms worsen or return, administer a second AAI where available, in accordance with the individual's Allergy Action Plan and current clinical guidance.

6. Inform parent/carer

Contact the parent/carer as soon as practicable, ensuring this does not delay emergency treatment.

7. Record

Complete the school's incident/medical record.

8. Review

The Designated Allergy Lead will review the incident and determine whether:

- The IHP requires updating.
- The Allergy Action Plan requires updating.
- Medication arrangements need changing.
- Staff training needs strengthening.
- Risk assessments require amendment.
- A near-miss or serious incident review is required.

Appendix 2: Allergy Management Checklist

Control	Frequency / Responsibility	Completd
Allergy register reviewed	Termly / Allergy Lead	☐

Control	Frequency / Responsibility	Completd
IHPs reviewed	At least annually / Allergy Lead	☐
Allergy Action Plans checked	At least annually / Allergy Lead	☐
Prescribed AAI expiry dates checked	Regularly / Medical Lead	☐
Spare/emergency AAIs checked	Regularly / Medical Lead	☐
Emergency AAI location checked	Regularly	☐
Staff allergy training completed	Annually / Headteacher	☐
New staff briefed	On induction	☐
Catering allergen information checked	Regularly / Catering Manager	☐
Supplier/product changes checked	Whenever products change	☐
Teaching kitchen allergen controls reviewed	Annually / Food Technology Lead	☐
Food Technology risk assessments reviewed	Annually / Subject Lead	☐
Educational visit allergy arrangements checked	Every visit / Visit Leader	☐
Incidents reviewed	Following each incident	☐
Near misses reviewed	Following each near miss	☐
Policy reviewed	Annually / Allergy Lead	☐