



ALLERGEN AND INTOLERANCE POLICY

Responsible for Policy	
Author	Head of Operations/Chef Manager
Approval	Senior Leadership Team
Review Dates	
Policy Date	Spring Term 2026
Next Review Date	Spring Term 2028
This policy applies to Hazelwood School and Hazelwood School Nursery	

AIMS AND OBJECTIVES

Benedict's Law is a new set of national protections designed to significantly strengthen allergy safety in schools across England. It was developed following the tragic death of five-year-old Benedict Blythe in 2021 and the subsequent campaigning led by his family, clinicians, and national allergy organisations.

In 2026, the UK Government confirmed that the principles of Benedict's Law will be implemented through new statutory guidance and primary legislation governing the management of medical conditions and allergies in schools.

Coming into force from September 2026, this new framework replaces previous non-statutory advice and introduces mandatory, consistent safeguards that all schools must follow. These requirements are designed to ensure that every child with allergies is supported through robust prevention, rapid emergency response, and improved staff awareness. The key statutory obligations include:

- **Stocking spare adrenaline auto-injectors (AAIs)** for emergency use within school settings.
- **Providing compulsory allergy and anaphylaxis training for all staff**, including how to recognise symptoms and administer adrenaline devices quickly and effectively.
- **Implementing a comprehensive whole-school allergy policy**, outlining prevention measures, escalation pathways, responsibilities, and emergency procedures.
- **Maintaining up-to-date Individual Healthcare Plans (IHPs)/Allergy Action Plans** for all pupils with known allergies. These must detail their specific allergens, signs of reaction, and personalised response actions.
- **Strengthening communication, monitoring, and incident-recording processes**, including structured reviews following any allergic reaction to ensure lessons learned feed back into practice.

Hazelwood School fully aligns itself with these requirements and is committed to embedding them into our everyday practice. Our goal is to ensure that all pupils with allergies feel safe, included, and supported, and that our staff and wider community work together to maintain a consistently high standard of allergy awareness throughout the school.

1. WHAT IS AN ALLERGY?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are mostly caused by food, insect venom (such as wasp or bee sting), latex and medication.

2. DEFINITIONS

ANAPHYLAXIS: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

ALLERGEN: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

ADRENALINE AUTO-INJECTOR: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy we will refer to them as Adrenaline Pens.

ALLERGY ACTION PLAN: This is a document filled out by the Designated Allergy Lead, detailing a person's allergy and their treatment plan

DESIGNATED ALLERGY LEAD: The member of staff responsible for overseeing allergy management across the school and acting as the main point of contact for pupils, parents and staff.

NEFFY: is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector approved. Currently the School does not have any pupils with a Neffy nasal spray.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's medical conditions, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy

should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

RISK ASSESSMENT: A detailed document outlining an activity, the risks it poses, and any actions taken to mitigate those risks. Allergies should be included on all risk assessments for events on and off the school site.

SPARE ADRENALINE PENS: Schools can purchase spare adrenaline pens. These should be held as a back-up, in case pupils' prescribed adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

In addition, an Emergency Anaphylaxis EpiPen station is located opposite the disabled toilet behind the reception office at the nursery, and in the dining hall at the School. However, it remains policy that children must carry their own prescribed adrenaline pens on their person, or for Early Years pupils their pens will be carried by their teacher or teaching assistant.

3. ROLES AND RESPONSIBILITIES

Hazelwood School takes a whole-school approach to allergy management.

3.1 Designated Allergy Lead

The Designated Allergy Lead is the Chef Manager who oversees the allergy management across both sites. They report to the Head of Operations.

They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy.
- Taking decisions on allergy management across the school.
- Championing and practising allergy awareness across the school.
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management.
- Ensuring allergy information is recorded, up-to-date and communicated to all staff
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures.
- Ensuring staff have comprehensive allergies and anaphylaxis training for school staff
- Reviewing the school's stock of spare adrenaline pens (checking the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are.
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. Under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared.
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy

At regular intervals the Designated Allergy Lead will check procedures and report to the Head of Operations.

3.2 School Nurse

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the admissions team for new joiners);
- Supporting the Designated Allergy Lead by disseminating this information to all school staff, including the catering team, occasional staff and those running clubs
- Ensuring the information from families is up-to-date and reviewed annually (at a minimum) Coordinating medication with families and ensuring medication is in date.
- Keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and the school's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens should also be documented.
- Regularly checking spare adrenaline pens are where they should be, and that they are in date.
- Replacing the spare adrenaline pens when necessary.
- Providing on-site adrenaline pen training for staff and pupils and refresher training as required e.g. before school trips

3.3 Allergy Team

- The School also operates an Allergen Team which comprises members of the catering team, the school nurse, the Admissions and Reception Teams who are responsible for discussing and reviewing allergy management within School.

3.4 Admissions Team

The admissions team is likely to be the first to learn about a pupil or visitor's allergy. They should

work with the Designated Allergy Lead and school nursing team/medical lead to ensure that:

- There is a clear method to capture allergies or special dietary information at the earliest opportunity
- There is a clear structure in place to communicate this information to the relevant parties (i.e. school nursing team, catering team);
- Parents and applicants are informed of catering arrangements during admission events; and
- Plans are made for emergency medication if the child is to be left without parental supervision.

3.5 All staff

All school staff, including teaching staff, support staff, occasional staff (for example sports coaches, music teachers and those running breakfast and after-school clubs are responsible for:

- Championing and practising allergy awareness across the school.
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed.
- Being aware of pupils (and staff, when necessary) with allergies and what they are allergic to.
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate.
- Ensuring pupils always have access to their medication or carrying it on their behalf depending on the age of the pupils and the management of adrenaline pens in the school.

- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training.
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager.
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy.
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the School Nurse/ Allergen Team; and
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving school site, for a match or trip, including lanyards for EpiPen children, when going off site or residential trips.

3.6 All parents

All parents and carers (whether their child have an allergy or not) are responsible for:

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of pupils with allergies.
- Providing the school with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis or eczema.
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, like snacks or for fundraising events.
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice; and
- Encouraging their child to be allergy aware.

3.7 Parents of children with allergies

In addition to point 4.5, the parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan.
- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, i.e. spoon or syringe), inhalers or creams.
- Ensure medication is in-date and replaced at the appropriate time.
- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school.
- Update schools with any changes to their child's condition and ensure the relevant paperwork is updated too.
- Provide the school with an up-to-date photograph of their child and sign the associated permission for it to be shared appropriately as part of their allergy management; and
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food to which they are allergic.

3.8 All pupils

All pupils at the school should:

- Be allergy aware.
- Understand the risks allergens might pose to their peers and respect measures to support them.
- Learn how they can support their peers and be alert to allergy-related bullying.
- Older pupils will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency

3.9 Pupils with allergies

In addition to point 4.7, pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk
- Avoiding their allergen as best as they can.
- Understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk.
- Understanding that they should notify a member of staff if they are not feeling well or suspect they might be having an allergic reaction.
- Always carrying two adrenaline auto-injectors with them, if age and capability is appropriate. They must only use them for their intended purpose.
- Understanding how and when to use their adrenaline auto-injector.
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy.
- Raising concerns with a member of staff if they experience any inappropriate behavior in relation to their allergies.
- Pupils permitted to leave the school site should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and raise the alarm to get help; and
- If age and capability is appropriate, ensuring they have their medication with them on the journey to and from school.

4. INFORMATION AND DOCUMENTATION

4.1 Register of pupils with an allergy

The school has a register of pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.

4.2 Individual Healthcare Plans

Each pupil with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens and risk factors for allergic reactions.
- A history of their allergic reactions.
- Details of the medication the pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc;
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis.

- A photograph of each pupil; and
- A copy of their Allergy Action Plan. See definitions for the BSACI templates.

5. ASSESSING RISK

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food lessons or cooking.
- Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk.
- Running activities or clubs where they might hand out snacks or food “treats”.
Ensure safe food is provided or consider an alternative non-food treat for all pupils; and
- Planning special events, such as cultural days and celebrations.

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. The School will ensure compliance with the Equality Act 2010.

6. FOOD, INCLUDING MEALTIMES & SNACKS

6.1 Catering in school

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out regarding allergen management when appointing catering staff.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training.
- Hazelwood School and Hazelwood School Nursery adhere to the Early Years Foundation Stage statutory guidance. The “Safer Eating” section has the relevant information for allergies.
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures.
- The catering team will endeavor to get to know the pupils with allergies and what their allergies are, supported by school staff.
- The catering team will endeavor to provide varied meal options to students and staff with allergies.
- The school has robust procedures in place to identify pupils with food allergies,
- The school uses a colour coding system to identify special diets. The colour code is as follows:
 - **RED:** Pupil has had a severe reaction / anaphylactic shock or has been medically diagnosed with coeliac disease
 - **AMBER:** Pupil has an allergy or intolerance.
 - **BLUE:** Pupil excludes foods due to preferences including religious beliefs
- Food containing the main 14 allergens (see Allergens definition) will be clearly labelled.
- Pre-packaged food will comply with PPDS legislation (Natasha’s Law) requiring allergen information to be displayed on the packaging.
- The School are mindful of all children who have allergies, whether producing food cooked on site or in the supply of packed lunches.

- The school will apply the same principles and routines when providing packed lunches to our pupils.
- Residential trips or schools for away matches providers will be notified in advance of our visit of pupils in the group with allergies or intolerances. Parents will also be involved in establishing their child's dietary needs with these organisations. Parents and carers will be informed by the school when a class is embarking upon a food project.
- Parents and carers will be informed of any event that will involve food at school, other than that served at lunchtime, being available in school i.e. the school's birthday, cake sale etc.
- Pupils will be educated at the start of each school year so that they are aware of allergies and the importance of hand washing. They will be encouraged NOT to share food and to avoid the unintended spread of allergens through leftover food.
- The School is mindful that some children with allergies may want to take food technology, the teacher will work with both the catering department and school nurse to identify the child and make sure a plan is in place.
- Staff will participate annually in appropriate training to understand what to do when a child is suspected of having been exposed to an allergen (even if no symptom is shown) and how to identify and deal with allergic reactions including anaphylaxis shock, as well as more mild reactions.
- Staff embarking on food projects MUST take responsibility for checking with the School nurse the dietary needs of their class.

PUPILS IN THE RED CATEGORY

- A meal will always be provided. Whilst the catering department can provide meals that do not include the nominated allergens, they cannot guarantee that dishes do not contain traces of allergens as they may be stored and prepared in the same areas as known or identified allergens. The school will always use a 2-stage cleaning process before an area is used to produce allergen meals, there is a strict process in place to stop cross contamination
- A meeting will be set up between the School Nurse, The Hazelwood School Nursery Management Team (as appropriate) and the Chef Manager and Catering Supervisor to discuss the child's allergy
- The school does not use nuts in any of the food they prepare and serve. They are, however, unable to guarantee that dishes / products served are totally free from nuts / nut derivatives. This is because ingredients, for example, curry paste, may be made in a factory containing nuts, bread may be baked in a factory handling nuts or some production lines have machines lubricated with nut oil.
- Sometimes, pupils in the RED category with an allergy to nuts, are able to tolerate precautionary statements such as 'made in a factory containing nuts' If this is the case, then during the meeting with the School, it may be possible to allow the parent to sign a disclaimer to allow the child to select meals rather than have a pre-plated meal

PUPILS IN THE AMBER or BLUE CATEGORY

- Pupils within these categories may ask a member of the Hazelwood catering team for any allergy information and this will be provided using the daily allergen checker.

Food bans or restrictions

This school is an Allergen Aware school. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food

We try to restrict peanuts and tree nuts as much as possible on the site and check all foods coming into the kitchen; and

All food coming onto school premises or taken on a school trip or to a match should be checked to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all foods brought in.

Food hygiene for pupils

- Pupils will wash their hands before and after eating.
- Sharing, swapping or throwing food is not allowed.
- Water bottles should be clearly labelled.

EDUCATIONAL VISITS AND SPORTS FIXTURES

- Staff leading the trip will have a register of pupils with allergies and details of their medication. Staff should notify the trip leader of any allergies.
- Allergies will be considered on the risk assessment and catering provision put in place.
- Parents, and pupils, where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction.
- Allergens will be clearly labelled on catered on brown packed lunch bags.
- Children designated RED with an EpiPen or other serious allergen of condition, will have a white packed lunch bag, this will be checked and signed off and sealed by the catering team.
- If you attend Match Tea at another school, details of their dietary requirements will be sent ahead to ensure they have a safe meal; and