



HCAT Allergen Management Policy

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HCAT Allergen Management Policy

1. Purpose

This policy sets out how the Trust identifies, manages, and reduces risks associated with allergens for students, staff, and visitors. It supports compliance with the Food Information Regulations (2014), Natasha's Law (2021), and the Trust's duty of care.

2. Policy Statement

HCAT is committed to providing a safe environment for all members of the school community. We recognise that some individuals may have severe, potentially life threatening allergies and require robust systems to minimise exposure and ensure rapid, effective emergency response.

The Trust aims to:

- Prevent avoidable exposure to allergens.
- Provide accurate allergen information for all food served.
- Ensure staff are trained to recognise and respond to allergic reactions.
- Work in partnership with parents, carers, healthcare professionals, and catering providers.

3. Scope

This policy applies to:

- All students, staff, and visitors.
- All food provided on-site (canteen, hospitality, vending).
- Food used in curriculum activities (Food Technology, enrichment).
- Packed lunches brought from home.
- Off site trips and events.
- Emergency medical response.

4. Definitions

- **Allergen:** A substance capable of causing an allergic reaction.
- **Anaphylaxis:** A severe, potentially life threatening allergic reaction requiring immediate treatment.
- **Adrenaline Auto Injector (AAI):** A device such as EpiPen, Jext, or Emerade used to treat anaphylaxis.
- **Individual Healthcare Plan (IHP):** A personalised plan outlining a student's allergy, triggers, symptoms, and emergency procedures.

5. Responsibilities

5.1 Senior Leadership Team

- Ensure the policy is implemented and reviewed annually.
- Allocate resources for training and equipment.
- Support consistent practice across the School / College.

5.2 Catering Manager

- Maintain accurate allergen information for all food served.
- Ensure compliance with Natasha's Law.
- Train catering staff in allergen awareness and cross contamination prevention.
- Maintain an up to date allergen matrix.

5.3 Teaching and Support Staff

- Be aware of students with allergies in their classes or care.
- Follow risk assessments and IHPs.
- Ensure food-related activities are planned safely.
- Know how to recognise and respond to allergic reactions.

5.4 First Aid Team

- Maintain records of students with severe allergies.
- Ensure AAI's are stored accessibly and checked regularly.
- Deliver anaphylaxis response training to staff.
- Lead emergency response procedures.

5.5 Parents/Carers

- Provide accurate medical information and updates.
- Supply in-date AAI's where required.
- Communicate concerns or changes promptly.

5.6 Students

- Follow no sharing food expectations.
- Report symptoms immediately.
- Carry AAI's if required and appropriate for age.

6. Allergen Identification and Record Keeping

- Medical information is collected annually and updated as needed.
- Students with severe allergies have an Individual Healthcare Plan.
- Staff are informed of relevant students through secure systems.
- Allergen information is shared with trip leaders, catering staff, and relevant teachers.

7. Allergen Control Measures

7.1 Catering and Food Service

- Allergen information displayed clearly at point of service.
- Pre-packed items labelled in line with Natasha's Law.
- Cross-contamination controls in place (separate utensils, cleaning routines).
- Staff trained annually in allergen management.

7.2 Curriculum Activities (e.g., Food Technology)

- Ingredient lists shared in advance with students and parents.
- Alternative ingredients provided where possible.
- High-risk students have individual risk assessments.
- Strict cleaning and equipment protocols.

7.3 Packed Lunches

- No-sharing-food policy enforced.
- Staff supervision in dining areas.
- Parents reminded periodically about allergen awareness.

7.4 School Trips and Events

- Allergen information shared with venues and providers.

- Trip leaders carry IHPs and AAI.
- Risk assessments include allergen considerations.
- Homemade food discouraged at events unless allergen-safe.

8. Emergency Response Procedures

If an allergic reaction is suspected:

1. Follow the student's Individual Healthcare Plan.
2. Administer the AAI immediately if symptoms of anaphylaxis are present.
3. Call 999 and state "anaphylaxis".
4. Contact parents/carers.
5. A second AAI may be administered after 5 minutes if symptoms persist.
6. Record the incident and review procedures.

9. Training

- All staff receive awareness training annually.
- First aid staff receive enhanced anaphylaxis training.
- Catering staff receive specialist allergen training.
- New staff trained as part of induction.

10. Communication

- Parents informed of allergen procedures at admission and annually.
- Allergen signage displayed in relevant areas.
- Students educated on allergy awareness and safe behaviour.
- Staff updated on changes to student needs.

11. Monitoring and Review

- Policy reviewed annually or following an incident.
- Catering audits conducted termly.
- IHPs reviewed at least annually.
- Feedback from parents, staff, and students considered.