



Food Allergy Policy

1. Introduction

- 1.1. Reed's School (RS) and Ripley Court School (RCS) recognises that a number of community members (pupils, parents/guardians, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods.
- 1.2. The Schools are committed to a whole-school approach to the care and management of those members of the School community. This policy looks at food allergies and intolerances.
- 1.3. The School's policies covering First Aid and medical treatment (available on the School's websites) look at the medical treatment of allergens such as animal stings (bees, wasps, ants etc.) in more depth.
- 1.4. The School's position is not to guarantee a completely allergen-free environment, but rather to minimise the risk of exposure by hazard identification, instruction, and information. This will encourage self-responsibility in older pupils (RS) with known allergens to make informed decisions on food choices. Younger pupils (RCS) are supported by staff and parents/guardians as required to begin the process of self-responsibility.
- 1.5. It is also important that the School has robust plans for an effective response to possible emergencies. This policy has been created with guidance from the RS Medical Centre and the Catering Department to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014, Allergen labelling for PPDS food (also known as "Natasha's Law") which was introduced from 1st October 2021 and Allergy guidance for schools - GOV.UK last updated in February 2025.
- 1.6. The Schools are committed to proactive risk-food-allergy management through:
 - The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
 - The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores, stock ordering, and customer awareness of food produced on site.
 - Provision of a staff-awareness programme on food allergies/intolerances, possible symptom (anaphylaxis) recognition, and treatment.

- 1.7. The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis or food intolerance whilst at School or attending any School-related activity.
- 1.8. The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information can be accessed regarding food allergens in the Catering facilities including the School Shop(RS), The Jarrett Indoor Cricket Centre(RS), 6th Form Café(RS), and mobile tuck shop, .
- 1.9. The common causes of allergies relevant to this policy are the 14 major food allergens:
- Cereals containing gluten, such as wheat (including spelt and khorasan, wheat, rye, barley and oats)
 - Celery including stalks, leaves, seeds and celeriac in salads
 - Crustaceans, (prawns, crab, lobster, scampi, shrimp paste, crayfish)
 - Eggs - also food glazed with egg
 - Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
 - Soya (tofu, bean curd, soya flour) and soy beans
 - Milk including lactose - also food glazed with milk
 - Nuts (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachios, cashews, macadamia nuts, Queensland nuts, nut oils, marzipan)
 - Peanuts - sauces, cakes, desserts, groundnut oil, peanut flour
 - Mustard - liquid mustard, mustard powder, mustard seeds
 - Sesame seeds - bread, bread sticks, tahini, hummus, sesame oil
 - Sulphur dioxide/sulphites (dried fruit, fruit-juice drinks, wine and beer)
 - Lupin seeds and flour, in some bread and pastries
 - Molluscs (mussels, whelks, oyster sauce, land snails and squid).
- 1.10. The allergy to nuts is the most common high-risk allergy and, as such, demands more rigorous controls. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life threatening and uncomfortable if suffered.

2. Definitions

- 2.1. **Allergy:** A condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.
- 2.2. **Allergen:** A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- 2.3. **Anaphylaxis:** or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).

- 2.4. ***Adrenaline device:*** A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an EpiPen, Anapen or Jext which are brand names.

3. General Aspects (Pupils)

- 3.1. The School will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical requirements. This process includes:
- The Medical Centre(RS)/Receptionists(RCS) being involved with the parents and the child in establishing an individual Allergy Health Care Plan.
 - Effective communication of the individual Allergy Health Care Plans to all relevant staff and departments.
 - Ensuring staff first-aid training includes anaphylaxis management, involving awareness of triggers and first-aid procedures to be followed in the event of an emergency.

4. Responsibilities

4.1. Parents/guardians

- Parents/guardians must inform the Medical Centre(RS)/Receptionists(RCS) via the medical questionnaire of any history of allergy, highlighting any serious previous allergic reactions, anaphylaxis, and current medications.
- RS parents/guardians will complete a Special Diet Information form – outlining any special dietary needs, allergies and food intolerances, this information will be passed to Sodexo
- Medical centre(RS)/Receptionists(RCS) will complete an Allergy Health care plan with the information provided by parents
- Parents/guardians are responsible for ensuring any required medication (EpiPen or other adrenaline injectors, inhalers and any specific antihistamine) is supplied, in date and replaced as necessary.
- Parents/guardians are requested to keep the Medical Centre (RS)/Receptionists (RCS) updated with any changes in allergy management.
- Parents/guardians will be asked to complete a medical questionnaire prior to a school trip confirming medical/allergy information and any relevant updates to their child's condition.
- RCS Parents/guardians are responsible for ensuring that no food products are brought onto site for children to consume at after school clubs/activities. Any

food, such as birthday cakes, sweets etc, shared with children must be placed in school bags and only consumed after leaving the premises.

4.2. RS Pupils with allergies

- Pupils must be familiar with their allergies and the symptoms they may have that would indicate a reaction is happening.
- Pupils who are prescribed an EpiPen (prefilled auto injector) must always carry two on their person. This includes when travelling to and from School on buses and public transport and on educational or recreational visits, trips or holidays. Pupils will not be permitted to travel on a school trip without their medication.
- Pupils must identify themselves to catering staff at any counter or service point before being served any food or drink.
- Pupils must ask a member of the catering staff about allergens that may be present in any self-service dishes, such as salads, soup, bread and dessert before selecting them.
- Pupils should not bring foods into school which could cause allergic reactions to other pupils or staff.

4.3. Medical Centre (RS)/Medical Room(RCS)

4.3.1. Medical information for pupils is private and confidential. However, it is the Medical Centre's(RS)/Receptionist's(RCS) responsibility to pass any information on to the Catering Manager at the relevant school with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department.
- At the Staff Inset, the Medical Centre team(RS)/Receptionist (RCS) will present details to all staff outlining pupils with medical conditions
- This medical information will be available on SIMS and the medical Sharepoint page on the Hub(RS)/SchoolBase (RCS) for staff to access during the school day and during any off-site trips and activities
- The Medical Centre team offers and delivers training to all RS staff about the administration of the medication and will brief all staff on anaphylaxis recognition and treatment.
- The RCS Receptionists arrange similar training via external providers for RCS Staff.

4.3.2. Where the food allergy is a major concern, the Medical Centre (RS)/Receptionists (RCS) can arrange for a meeting involving the Catering Manager, parents, and a member of the Medical Centre team (RS)/Form tutor (RCS).

4.3.3. At RS, additional adrenaline devices are kept in the Medical Centre, Front Office, PE Office, Day Pupil Office, Dining Room, Common Room, The Close, School House and Sixth Form boarding houses, and Winterflood Medical Room. At RCS additional devices are kept in the Medical Room and the Dining Room. Devices are checked monthly

4.4. The Catering Team

- Will be informed by the Medical Centre Team (RS)/Receptionists (RCS) of pupils with food allergies.
- Will ensure that strict food hygiene and allergen processes are followed to ensure that all food produced or packaged by Sodexo, is stored, handled, prepared and served in a way that is safe to all pupils.
- Will have allergen champions available at every service, who are trained members of their team, who provide any special diets that may be required.
- Will be briefed daily on the allergens in the menus and posters will be displayed around the Dining Hall encouraging pupils who may have any questions about allergens, to come and ask any member of staff.
- Will provide clear concise allergen information on each menu item. (RS Only)
- Will serve all students with a known allergy from the allocated allergen counter, once the pupils have made themselves known to the catering team during service. (RS Only)
- Will ensure any pre-ordered packaged food provided as part of a packed lunch meets the required standards of allergen labelling.

5. Educational Visits, Recreational trips, School Events (for example, packed lunches, BBQs etc.)

- 5.1. All teaching/sports staff must check with the Medical Centre (RS)/Receptionists (RCS) the medical/allergy requirements of all pupils that they are taking off site. This is part of the risk assessment process.
- 5.2. The Medical Centre (RS)/Receptionists (RCS) will provide staff with a complete list of medical/allergy conditions that will accompany a first-aid kit Where food allergy/intolerance has been identified, this must be relayed via the designated hospitality booking system to the Catering Department, when staff are ordering packed lunches/refreshments/food.
- 5.3. When off-site catering facilities are being used for a day or residential trip, medical/allergy information will be passed on to the relevant catering personnel/trip provider/accommodation by the trip leader. Staff will confirm that food provided to pupils by an off-site provider carries the appropriate allergen labelling before it is provided to pupils.

- 5.4. RS – First Aid provision for all offsite activities must be in accordance with the minimum requirements of the First Aid Needs Assessment for Offsite Activities (available to staff via FireFly).
- 5.5. RCS – At least one member of staff on any offsite activity must have completed Full Paediatric First Aid training which includes anaphylaxis training.
- 5.6. First Aid support for School Events will be in accordance with the Risk Assessment for each individual event.
- 5.7. Staff must also:
- Physically check that medication required for pupils is carried before leaving site.
 - Ensure that all food collected from the Catering Department has been clearly labelled, and they are aware of any foods that should not be given to pupils (also any foods that pupils may purchase outside of School during the trip). Staff are responsible for ensuring the correct allergen meal is given to any pupil with a known allergy.
 - Inform pupils (and parents at RCS) attending school trips if there are pupils with allergies travelling.
 - Not allow any pupils to travel where required medication is not available or insufficient in quantity to complete the trip.

6. Events

- 6.1. If the School hosts any events (including those run by FORS/RCPTA) it is important that no food poses a risk to the end user; however, this is difficult for the Catering Department to monitor. Where products are not made on site, and are not pre-packaged by a third party, but sold by the School (including by FORS/RCPTA), appropriate signage, that states the following, should be in place:

This item was not produced at Reed's School/Ripley Court School therefore the School cannot guarantee that it does not contain nuts or any other allergen.

- 6.2. All products should be plated separately and stored as such to prevent cross contamination to other items for sale.
- 6.3. It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.
- 6.4. Where food is produced off site (e.g. home bakes) the maker is responsible for the labelling of ingredients in accordance with current regulations.
- 6.5. Where School facilities are hired by an external party and the School does not provide any refreshments, the hirer is solely responsible for ensuring that all legal requirements are met regarding food safety.

7. The School Shop, The Jarrett Indoor Cricket Centre Café, Mobile Tuck Shop and Sixth Form Café (Provision of Tuck) (RS Only)

7.1. The School Shop, Tuck Shop and cafés procure many items that are available to the pupils to buy. These are purchased by RSE on behalf of the School. All the items that are individually wrapped will carry their own labels on the branded packaging.

Compiled by: Medical Centre Manager (RS) & Receptionists (RCS)	Revision Number: 6 (Spring Term 2026)
Approved by: Executive Headmaster	Next Revision date: Spring Term 2027

Revision History Table

Revision Number	Section/Paragraph number	Amendments
6 – Spring 2026	1.4	Add ‘and parents/guardians’
	4.1	Final bullet point added
	4.2	Second bullet point. Final sentence added.
	5.3	Confirm responsibility of trip leader
	6.1	Rewritten to provide clarity.