



KING'S HOUSE SCHOOL
RICHMOND



Member of staff responsible: Designated Allergen Lead

Date of policy review: March 2026

Date of next review: March 2028

Approved by Bursar: March 2026



This policy applies to the whole school including the EYFS.

INTRODUCTION

The policy outlines King's House School's approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does.

Schools have a legal responsibility to provide the correct allergen information about the ingredients in any food and drink provided on their premises. The following list contains the 14 main food allergens identified by the Food Standards Agency:

1. Celery (including celeriac)
2. Cereals containing gluten (wheat, rye, barley, oats, spelt, kamut and their hybridised strains)
3. Crustaceans (e.g. crab, lobster, prawns, scampi)
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs (e.g. mussels, whelks, squid, oyster, clams)
9. Mustard
10. Nuts (almonds, brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecan nuts, pistachios, walnuts)
11. Peanuts
12. Sesame
13. Soya
14. Sulphur Dioxide (sometimes known as sulphites)

Of the above, nuts and peanuts are considered to be the most common cause of allergy-induced anaphylaxis and the most common cause of fatal food allergy and, as such, more emphasis is placed on these allergens throughout the policy.

RESPONSIBILITIES OF SCHOOL STAFF

Designated Allergy Lead / School Nurse

- Taking decisions on allergy management across the school
- Will maintain up to date records of all pupils with food allergies. In the Nursery, these records will be maintained by the Head of Nursery in liaison with the School Nurse.
- Will ensure that all Form Tutors receive relevant information regarding allergies and special dietary requirements for pupils in their class before the first day of the Autumn Term and ensure that they are informed if this information changes or if new information arises.



- Will ensure that the Catering Manager receives information pertaining to dietary requirements and allergies of all pupils before the first day of the Autumn Term and ensure they are informed of any changes.
- Provide the Catering Manager with photos of all pupils in the School with a significant food allergy.
- Being the point of contact for staff, pupils and parents with concerns or questions about allergy management
- Ensure all support staff, including those who care for pupils outside of normal school hours, are aware of any children in their care with allergies.
- Ensure allergy care plans are in place for those pupils who may require treatment with medication in the event of an allergic reaction.
- Coordinate medication with families. Whilst it's the parents and carers responsibility to ensure medication is up to date, the nursing team should also have systems in place to check this and notify the parents when they see the expiry date is approaching.
- Ensure staff are made aware of relevant medical and dietary requirements for pupils before each School trip.
- Produce lists of pupils with Epipens for display in the medical areas of the SD and JD and in the staff room of each department.
- Keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings
- Provide ad-hoc training for School staff in the management of an allergic reaction.
- Regularly review and update the Management of Food Allergens Policy.

Catering Manager

- Ensure that any product served in the School containing ingredients on the above list is clearly displayed in an age-appropriate manner at the point of serving.
- Hold information on any special dietary requirements including allergies of all pupils in the School.
- Ensure recipes used are clearly documented and followed correctly by all catering staff, with all ingredients recorded.
- Keep a copy of the ingredient information on product labels and cross check against new deliveries especially if substitutes have been made.
- Maintain up to date food product allergen records, amending as necessary if recipes or product ingredients change.
- Display clear signs advising pupils to ask for further information if unsure about any ingredients in the food served.



- Ensure all catering staff have allergy training and understand the risks of cross-contamination in relation to allergens and how to prevent it occurring.

The Catering Department will not provide food products which are KNOWN to contain nuts, however, the School cannot guarantee that food is wholly nut free due to the possibility of cross-contamination during the production process of some products.

All Staff:

- Promote handwashing before and after eating.
- Educate pupils, where appropriate, about the issue of allergies and the need to be vigilant.
- Encourage/remind pupils not to share food.
- Familiarise themselves with the relevant medical/dietary information for pupils prior to School trips and include this in their risk assessment. Consider the risk to pupils with allergies posed by any activities and assess whether the use of any allergen in activity is necessary and/or appropriate. If necessary, adapt the activity.
- Being able to recognise and respond to an allergic reaction, including anaphylaxis
- Knowing where Kitt Medd (and spare Epipens) are located in each department, in case of an emergency, as set out in Appendix A.
- Liaise with parents, as necessary, about snack and food related activities in the School.
- Ensure that class support staff are made aware of relevant pupil medical information.
- Ensure that children with allergies or dietary requirements have the relevant lanyards/stamps at lunch time for easier recognition for catering staff:
 - Senior Department: Have allergy cards available in the hall
 - Junior Department: Have rainbow lanyards
 - Nursery Department: Have placemats with allergies labelled

RESPONSIBILITIES OF PARENTS

Parents of pupils with allergies

- New parents to notify the School of a pupil's allergies before the first day of term and thereafter if the information changes.
- Provide the medical room with an allergy care plan when requested and a supply of in date medication where required.
- Replace expired medication immediately upon notification by the School Nurse.
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated
- Liaise with staff regarding the appropriateness of snacks and food related activities in the School.



- Provide the School with up to date emergency contact information.
- Educate the pupil in self-management of their allergy including:
 - Which foods are safe/unsafe to consume.
 - Symptoms of an allergic reaction.
 - How and when to tell an adult about a reaction.
 - How to read food labels.
 - Remind them to ask staff if unsure about any food provided in the School.

All Parents

All parents must be aware of the issue of food allergens and observe the following:

- Ensure that any food brought into School for sale or distribution to pupils is clearly labelled with all ingredients.
- Ensure that any food brought into School does not contain nuts.

RESPONSIBILITIES OF PUPILS

Pupils with allergies

- Knowing what their allergies are and how to mitigate personal risk depending on age:
 - Senior Department: Have allergy cards available in the hall
- Avoiding their allergen as best as they can.
- Understand that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction.
- If age-appropriate, to carry adrenaline auto-injectors with them at all times. They must only use them for their intended purpose.
- Understand how and when to use their adrenaline auto-injector.
- Talk to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy.
- Raise concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.
- Pupils permitted to leave the school site should be aware of what to do if they have an allergic reaction off school premises.

All Pupils

All pupils must be aware of food allergens and observe the following:

- Understand the risk allergens might pose to their peers.
- Older pupils will learn how to recognise and respond to an allergic reaction and to support their peers in case of an emergency.



The School reserves the right to suspend a pupil's attendance if it is not supplied with in date emergency medication for those who may require it. Further information regarding the management and treatment of allergies in the School can be found in the First Aid and Medicines Management Policy and Medical Room Guidelines.



APPENDIX A - LOCATION OF KITT MEDD BOXES AND SPARE EPIPENS

Senior Department

SD Lobby outside Dining Hall

Junior Department

Lobby by Main Entrance

Nursery

Stairwell

Sport's Ground

Main Lobby of Clubhouse