

AYLSHAM LEARNING FEDERATION

ALLERGY & ALLERGEN MANAGEMENT POLICY

(Food Technology Department / Food Room Adaptation)

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1. Policy Statement & Scope

Aylsham Learning Federation (ALF) is an inclusive community that aims to support and welcome pupils with allergies and anaphylaxis. The Federation recognises that allergies are a serious medical condition and that severe allergic reactions (anaphylaxis) can be life-threatening if not managed appropriately. To maintain a rigorous and secure learning environment within Aylsham High School's food room, specific administrative, visual, and environmental safeguards have been enacted to protect vulnerable student cohorts.

- **Nut-Free Department:** Crucially, the Food Technology department will continue to operate strictly as a nut-free department. No nuts, peanuts, or nut-derived products are permitted to be brought into, stored, or handled inside the food room under any circumstances by staff, students, or visitors.
- **Visual Allergen Identification:** All pupil allergy records, recipe modifications, classroom safety charts, and practical lesson registers now explicitly display allergy and allergen information in **BOLD AND IN RED**. This ensures immediate, unequivocal visual recognition for teaching staff, supply teachers, support staff, and technicians prior to and during any practical culinary task.
- **Policy Accessibility & Transparency:** To ensure complete alignment between school, home, and the wider community, this official Departmental version of the Allergy Policy has been uploaded directly to the dedicated Food Website as well as the main Aylsham High School Website for seamless access by parents, carers, healthcare practitioners, and pupils.

2. Food Room Guidelines & Allergen Control Measures

The Food Technology department functions as an inclusive community that proactively incorporates pupils with significant allergies into all practical cooking tracks. To balance inclusion with safety, the department enforces the following strict guidelines:

- **Nut-Free Mandate:** The Food Technology department operates under a strict continuous nut-free protocol. All commercial ingredient packs purchased for lessons or practical exams are vetted to ensure they do not contain nuts or carry warning labels indicating potential factory contamination.
- **Gluten Allergy Workplace Accommodation:** To mitigate the high risk of cross-contamination from airborne flour dust, wheat particulates, and shared surface contact during practical baking sessions, students with gluten allergies will be placed at designated workstations located away from others. This physical separation provides an isolated safe perimeter for gluten-free recipe execution. However, because these workstations remain within the same room, the department cannot guarantee absolute elimination of airborne flour dust or complete freedom from cross-contamination.
- **Pre-Lesson Register Audits & SIMS Verification:** Before any practical session, teachers and technicians must cross-reference ingredients against the central pupil allergy register. Staff will also cross-reference the school-provided master allergy sheet and verify student records directly on SIMS. Any pupil flagged with an allergy must have their profile highlighted in **BOLD AND RED TEXT** on the master lesson sheet.
- **Rotation Audits:** At the start of each new class rotation, the teacher will verbally query the class regarding allergies to double-check against existing records and ensure no vital information has been missed.
- **Prep Room Wall Charts:** To ensure immediate visual awareness for technical staff, the preparation room features a dedicated wall chart for each currently active group, detailing every individual student's specific allergies.
- **Strict Prevention of Cross-Contamination:** Dedicated allergen-free preparation zones, color-coded chopping boards, and separate sanitized utensils are assigned to pupils with severe food allergies. Staff and pupils are strictly prohibited from sharing ingredients, raw food elements, finished dishes, or cooking utensils.
- **Enhanced Hygiene and Surface Sanitization:** Mandatory, thorough handwashing with soap and warm water is required of all pupils before entering kitchen workstations and immediately following the handling of high-risk food items. Work surfaces and hobs are sanitized using verified allergen-reducing agents before and after every lesson.

3. Emergency Medication, Storage & Individual Health Plans (IHPs)

The Food Technology department adheres strictly to standardized protocol changes regarding the storage, centralization, and immediate availability of emergency allergy medications:

- **Centralized Departmental Medication Holding:** To prevent delays during a medical crisis and ensure immediate accessibility, all prescribed emergency medical treatments, including adrenaline auto-injectors (AAIs), antihistamines, and inhalers—will be held in the department. Rather than being kept in general student lockers or individually by students at their practical tables where they may face heat or cross-contamination, medication is securely centralized in a clearly designated, high-visibility medical storage zone within the food room itself, fully accessible to all trained staff.

- **Individual Health Plans (IHPs):** Detailed IHPs and standardized allergy action plans are kept electronically on SIMS. These documentation sets detail specific triggers, mild-to-severe symptoms, prescribed dosages, emergency parent contacts, and the clinical intervention model.
- **Compliance with Benedict's Law & Spare AAI:** In strict accordance with emerging statutory frameworks, the food room maintains immediate proximity to the school's central supply of spare, unassigned, in-date adrenaline auto-injectors. These spare AAIs are held for emergency deployment for pupils known to be at risk of anaphylaxis (where written parental consent has been secured) or in critical instances where an undiagnosed severe anaphylactic shock occurs on-site.

4. Emergency Response Protocol for Food Room Staff

All food room personnel undergo compulsory annual anaphylaxis recognition training. In the event of a suspected allergic reaction, staff are mandated to implement the following sequence without hesitation:

Stage	Action & Protocol Details
STAGE 1: RECOGNISE	Immediately evaluate the pupil for physical indicators of an allergic reaction. • Mild/Moderate: Itching, localized hives, rash, tingling of the mouth, swelling of the lips/face. • Severe Anaphylaxis (Medical Emergency): Difficulty breathing, wheezing, hoarse voice, throat tightness, persistent cough, swelling of the tongue, dizziness, pale skin, collapse, or loss of consciousness.
STAGE 2: ADMINISTER	If signs of acute anaphylaxis are present or developing rapidly, a trained staff member must immediately retrieve the pupil's medication (held centrally within the department) and administer the Adrenaline Auto-Injector (AAI) into the outer mid-thigh. Note the exact time of administration.
STAGE 3: EMERGENCY CALL	Simultaneously direct a colleague or technician to dial 999 to summon emergency services, explicitly stating: "ANAPHYLAXIS EMERGENCY / AIRWAY COMPROMISE AT AYLSHAM HIGH SCHOOL FOOD TECHNOLOGY DEPARTMENT."
STAGE 4: SPARE AAI & CARE	If the pupil's condition fails to improve after 5 minutes, and emergency services have not arrived, a second injection using a backup or school spare AAI may be administered if authorized by the IHP framework. A staff member will accompany the

	pupil to the hospital.
STAGE 5: RECORD & REVIEW	Following resolution of the medical crisis, the exact timeline, allergen exposure source, symptoms manifested, and specific medical interventions must be formally logged within SIMS. The Food Department, in tandem with the Medical Needs Officer, will review procedures.

5. Roles and Responsibilities

- **Governors and Leadership Team:** Ensure robust health and safety provisions are met across all high-risk environments; monitor the cross-school implementation of allergy policies; guarantee funding for spare AALs and whole-school emergency systems.
- **Food Technology Department Staff & Technicians:** Enforce the ongoing nut-free departmental mandate; position students with gluten allergies away from others during flour usage; ensure all allergy profiles are labeled in bold and red across documentation; maintain clean, allergen-conscious storage spaces; ensure cleaning protocols are verified daily; and maintain up-to-date certifications in anaphylaxis care. Additionally, staff must utilize the school's master allergy sheet, verify records on SIMS, maintain the active group wall charts in the prep room, and conduct verbal checks at the start of each class rotation.
- **Pupils:** Enforce absolute personal discipline by never bringing nut-based products into the room; respect designated seating layouts for gluten-sensitive peers; never share ingredients, snacks, intermediate mixes, or utensils; strictly execute mandatory handwashing procedures; and instantly notify a teacher if they feel any symptoms of a reaction.
- **Parents and Carers:** Provide the school with detailed, up-to-date clinical diagnostics regarding allergy profiles; respect the school's nut-free status by checking all home-supplied raw materials; supply the school and food department with active, long-dated emergency auto-injectors to be held within the department; and ensure any ingredients brought from home for practical assessments are safely curated.

6. Policy Governance, Associated Documentation & References

This adapted policy document is reviewed annually by the Food Technology Department, the Medical Needs Officer, and the Executive Leadership team to ensure complete alignment with updating operational metrics, shifting student cohorts, and evolving nationwide medical advice.

Associated School Policies:

- • Whole-School Medical Conditions Policy
- • First Aid Compliance Code Policy
- • Departmental Health and Safety Policy (Food Rooms)
- • Educational Off-Site Visits Policy

- • Anti-Bullying and Safeguarding Policies

Statutory References:

1. 1. Department for Education (DfE) UK Guidance: Supporting pupils at school with medical conditions.
2. 2. Existing UK Legislation on the administration of emergency adrenaline auto-injectors in schools.
3. 3. Emerging Statutory Allergy Guidance and Safety Criteria associated with Benedict's Law (Full implementation mandated from September 2026 via narf.org.uk).

CRITICAL SAFETY REMINDER FOR ALL FOOD ROOM SESSIONS: Always check the master practical register prior to starting any lesson. Ensure all pupil allergy records are clearly visible in **BOLD AND IN RED**. Confirm that all relevant student allergy medications are safely held in the departmental storage zone, and verify that students with gluten allergies are placed at workstations located away from others before practical work begins.