



Allergy and Anaphylaxis Management Policy

Adopted by Utopia
Updated September 2026
For review - Annually

Allergy and Anaphylaxis Management

Introduction and Legal Framework

In accordance with **Section 34 of the Children's Wellbeing and Schools Act 2026, Benedict's Law**, and the [DfE Statutory Guidance on Allergy Safety in Schools](#), Utopia is dedicated to providing a safe, inclusive, and highly supportive environment. Given the complex needs of our students, this policy is tightly integrated with our broader health, safety, and safeguarding frameworks to protect children who may not always be able to communicate their symptoms.

Roles and Responsibilities

- **Designated Allergy Lead:** The school has appointed a named member of the **Senior Leadership Team (SLT)** as the Designated Allergy Lead. They oversee risk assessments, staff training, and individual healthcare compliance. At Utopia our Designated Allergy Leads are Andy Watkins and Fraser Dewar.
- **The Proprietor / Governing Body:** The Proprietor retains ultimate governance oversight to ensure full regulatory compliance under independent school standards.
- **All Staff (Including Therapists & Specialists):** Due to our small size and specialist environment, all classroom staff, therapists, lunchtime support, and administrative staff must maintain active competency in recognizing and responding to allergic reactions.

Individual Care, Communication, and Action Plans

- Every student at Utopia with a diagnosed serious allergy must have a personalized **Allergy Action Plan** (e.g., BSACI Action Plan) and an **Individual Healthcare Plan (IHP)**.
- **Specialist Communication Needs:** Where a student has limited verbal communication or specific learning difficulties, their IHP will include customized visual aids (e.g., PECS, Makaton symbols) to help staff monitor for distress and help the student communicate physical discomfort or early symptoms.
- **Multi-Agency Coordination:** IHPs will be cross-referenced with students' **Education, Health and Care Plans (EHCPs)** where relevant and reviewed at least annually, or immediately following any "near miss."

Emergency Medication and Spare AAls

- **Prescribed Medication:** Parents/carers must supply two in-date **Adrenaline Auto-Injectors (AAls)** to the school. Because our small school layout allows for immediate deployment, medication is securely stored in an **unlocked, clearly labelled, centrally accessible location** known to all staff within the school offices.
- **School Spare AAls:** In line with Benedict's Law, Utopia holds a stock of **spare, unprescribed AAls** on-site. These are kept alongside prescribed medication and can be administered to any student or adult experiencing suspected anaphylaxis if their own device fails or if a severe reaction occurs without prior diagnosis.
- **Off-Site Transit:** Because Utopia utilizes regular off-site and community-based learning, staff must check out a student's prescribed AAls (and a school emergency spare) before departing school grounds.

Mandatory Specialist Training

- Comprehensive, annual **Allergy Awareness and Emergency Response Training** is mandatory for all permanent and supply staff.
- Training is tailored to our special school environment, teaching staff how to administer AAls safely if a student is experiencing high anxiety, sensory overload, or behavioral distress during an emergency.

Risk Minimisation and Environment

- **Sensory and Messy Play:** Allergens will be strictly audited and excluded from sensory rooms, messy play, cooking sessions, and science activities (e.g., avoiding the use of egg cartons, nut shells, or specific food-based textures).
- **Catering and High Supervision:** Utopia maintains high staff-to-student ratios during snack and lunchtimes. Staff actively monitor eating areas to prevent food-sharing and ensure strict handwashing and table-cleaning protocols are maintained.

Incident Reporting and Learning

- Any allergic reaction or administration of an AAI must be formally recorded and reported immediately to parents/carers and the Proprietor.
- The Designated Allergy Lead will conduct a multi-disciplinary debrief following any incident to adapt the student's care plan and update school protocols dynamically.

Food Safety and Preparation

This school food safety management system ensures compliance with legal food hygiene requirements. The kitchen supervisor oversees the daily execution of these safety controls. The policy covers all food handling from initial raw ingredient delivery, through storage, preparation, cooking, and up to final student assembly and meal service.

The 7 HACCP Principles in Schools

- **Hazard Analysis:** Review school menus and kitchen workflows to spot where contamination can happen.
- **Critical Control Points (CCPs):** Identify exact steps where control stops a hazard, such as cooking or chilling.
- **Critical Limits:** Set safe boundaries like minimum cooking temperatures or maximum fridge limits.
- **Monitoring:** Track temperatures and procedures regularly with physical logs.
- **Corrective Actions:** Define steps if a limit fails, such as throwing away unsafe food or re-cooking items.
- **Verification:** Review logs and test equipment to prove the system works safely.
- **Record Keeping:** Keep signed temperature charts, cleaning schedules, and supplier sheets.

Standard Operating Procedures (SOPs)

- Kitchen operators will be appropriately trained in both food hygiene and food allergen awareness so that they can execute their responsibilities safely.
- **Personal Hygiene:** All kitchen operators must wash hands with warm water and soap for 20 seconds before starting work, after handling raw foods, and after visiting the toilet. Clean, protective equipment must be worn at all times.
- **Cross-Contamination Prevention:** Separate color-coded chopping boards must be utilized (Red: Raw Meat, Blue: Raw Fish, Yellow: Cooked Poultry, Green: Salad/Fruit, Brown: Vegetables, White: Bakery/Dairy).
- **Allergen Management:** Prepared meals for students with verified food allergies must be processed in a dedicated zone with sanitized utensils. The 14 major regulatory allergens must be flagged on daily menu displays.
- Food should be stored in the fridge and freezer located downstairs and labelled correctly detailing date of purchase and date of expiry. Opened food should be stored in airtight containers and labelled appropriately.
- Visual checks should be completed of all produce and any compromised packaging should be rejected or discarded.

- Daily logs should be completed evidencing the inspection of cold storage facilities, these should be handed to the office administrator monthly so that they can be digitally stored on the school drive.
- All refrigeration units must hold ambient target temperatures below 5°C (Legal maximum 8°C / 41°F).
- Core cooking temperature must reach a minimum of 75°C (167°F) for at least 30 seconds (or 70°C for 2 minutes).
- Food displayed for service must be maintained at a core temperature above 63°C (145°F) to restrict bacterial growth.
- Leftovers must be chilled below 8°C within 90 minutes of cooking.
- If a critical limit fails, kitchen operators must take immediate corrective steps: reject deliveries above safe targets, continue cooking food until it reaches 75°C, or discard hot-holding items that fall below 63°C for over two hours.
- Operational Logs should be managed by the kitchen supervisor and office administrator and updated accordingly

Daily Cold Storage Temperature Log

Month:

Date	AM Temp	PM Temp	Action Taken	Initials

Date	AM Temp	PM Temp	Action Taken	Initials

Date	AM Temp	PM Temp	Action Taken	Initials

Date	AM Temp	PM Temp	Action Taken	Initials