



Tarnerland Nursery School

Allergen Management Policy

Declaration of Intent

The School/Setting is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Identifying all pupils/ students/service users with known allergies and putting into place necessary controls to enable them to access and experience school/the setting safely and without detriment to their health.
- Being proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to remove all risks to pupils/students/service users with regards to allergens.
- Continuously improving its health and safety performance.

Responsibilities

The following staff are identified as responsible persons in relation to Allergen Management:

Title	Responsibility	Name
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body.	Chris Chapman
Head Teacher	Operational lead of H&S within the school/setting and ensuring there are safe processes in place for allergen management.	Louise Collings
Nominated member of SLT	Ensuring that the health and safety requirements for allergen management are carried out.	Jackie Poulton
School/Setting Allergen Operational Lead	Operational management of allergen matters, dealing with special diets/allergy queries and identifying staff that need allergen awareness training - tracking attendance/ refresher requirements.	Jackie Poulton

Title	Responsibility	Name
Assigned Lead/nominated person for Allergen Management in Dining Area (one plus deputy in case unavailable)	Accountable for special diets/lunch time arrangements.	L&E - Vicky Wallis-Plant & Lucy Reading P&P - Darcie Watts & Amelia Thorpe-Marlow C&C – Robbie Hickman & Rebecca Horten
Lunch duty staff	Following allergen and other H&S procedures.	All practitioners
Assigned Lead/nominated person for Allergen Management in Kitchen/Service Point	Accountable for safe preparation, production and storage (incl. labelling/covering of main/dessert special menus) prior to service/hand-over.	Colette Moye/Caterlink staff covering
Assigned parent contact for gathering information on admission to nursery	Ensuring admission information regarding child allergies are transferred onto child's profile, room information and registers. It is also printed and shared with Key people to discuss at 1:1 visit before the child's first day and sent to Catering team.	1. Lydia Tyson Blake 2. Ellie Poulton

Training

All staff must complete online Food Allergy Awareness training, which includes the major allergens, what they are and what can be done to protect foods from cross-contamination by allergens. All staff also complete online Schools: Children with Allergies/Anaphylaxis training, which explains how to care for a child who has allergies and what to do if a child has a severe reaction. The course looks at causes, symptoms and reaction. Both online courses include assessments to evidence understanding of the training before certificates can be accessed. A record of training is kept in the H&S Training Matrix, found T:\HEALTH AND SAFETY 2026\2 Training JACKIE\Matrix.

All nursery assistants are paediatric first aid trained, which includes recognising anaphylaxis and how to respond.

Communication of Allergen Information

Allergen information will be shared with all relevant school/setting staff and third parties (with the consent of the parent/guardian) for each individual pupil/student/service user:

Staffing Group	How Communicated and recorded
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Teaching staff/Early Years practitioners	Printed and displayed in environment
In-house kitchen/Catering Manager	Via email and displayed in kitchen
Support staff	Printed and displayed in environment
First Aiders	Printed and displayed in environment
Third Parties	How communicated and recorded
Agency/bank staff	Printed and displayed in environment
Contracted Catering Company	Via email

Allergen Management Procedure:

Location of Allergen information	
Allergen Information Forms	T:\SENC0\2026-27 CHILDREN then select age group > child's named folder
Allergen Risk Assessments	T:\HEALTH AND SAFETY 2026\1 Hazards and Risks JACKIE\Risk assessments 2025-26\Shared areas and practice\Management of Known Food Allergies
Other	Famly, Arbor, Dietary sheet on drive and displayed in rooms
Catering Provider Details	
Catering provider name and contact details	Zebedees Zebedees, Stonecross Business Centre, Lewes Road, Laughton BN8 6BN clientservices@zebedees.co.uk 01323 811307 Caterlink 01273 417169 admin@caterlinkltd.co.uk Brighton & Hove City Council School Meals Team SchoolMeals@brighton-hove.gov.uk
Senior Manager responsible for the management of the kitchen	Trisha El Alami - Caterlink Brendan Gough - Zebedees
Member of leadership team that has responsibility for the management of allergens in the kitchen	Trisha El Alami & Colette Moye - Caterlink Brendan Gough - Zebedees
The school have a copy of the catering provider's allergen policy	Caterlink do not have an Allergy Policy. The allergy and special diet guide is held in the kitchen. Zebedees Allergy Policy saved here: T:\Menus & Recipe Cards
Identifying Pupils/ Students/Service Users with Allergies/Special Diets	

Information on allergies is obtained from parents/carers using Famly for new intakes when registering. Info includes all known allergens (including airborne/contact allergens) and whether the child/young person carries medication (for example adrenaline autoinjector (AAI) devices).	On admission, parents/guardians complete the Family registration form which includes allergy information. This information is available on the child's Family profile, and is checked by key person prior to 1:1 meeting. Allergy information is stored on child's Individual Healthcare Plan, and dietary requirements list (saved on drive and displayed around nursery). Lydia Tyson Blake & Ellie Poulton
Information on allergies is obtained from parents/guardians using the Caterlink application form for special diet/modified menu at the point of admission. Parents/carers also requested to provide timely updates where any new allergies are discovered/allergy is no longer present.	On admission, parents/guardians complete a Family registration form which includes allergy information. If allergy/intolerance is indicated in form, parents are sent a Special Diet form to complete and send to Tarnerland and Caterlink. Lydia Tyson Blake & Ellie Poulton
Copy of Special/Modified Menu provided by Caterer/Contractor	Saved in Work (J:) > Pupil Information > Dietary Requirements > Special Diets > Special Diet menus [current period]. Maintained termly by Lydia Tyson Blake & Ellie Poulton.
Data on allergens for each child is recorded	On nursery drive, Family & Arbor by Lydia Tyson Blake & Ellie Poulton.
Allergen Management Procedure of Catering Provider	
Caterlink identifies children with known allergies from parents/carers using special diet/ modified menu application form. Zebedees identifies children with known allergies from nursery weekly ordering platform, Zoo.	School or parent will email Caterlink the BHCC Caterlink allergy form along with medical evidence. This information is then held on an internal Caterlink database. Information is sent to the Catering team. Once the menu is created, it is sent to school to print and give to kitchen staff. The menus are displayed in the school kitchen. Information is kept by the nursery. The dietary requirements list, found J:\Pupil Information\Dietary requirements\Special Diets, is accessed to order weekly special allergen meals.
Individual menu for specific child developed which contains none of the known allergens and a copy is provided to the parents/carers and the school	All menus once created are sent to school and parent. School prints and provides a copy to the kitchen. These are then shown on the wall in the kitchen or in an allergy folder within the kitchen. Menus have child's name and allergens at the top.

	Menus saved on nursery drive and displayed in school kitchen. Menus emailed to parents when joining/as seasonal menu changes.
Responsibility to include a process for changes in recipes due to replacement/substitute ingredients or 'ready-made' products for checking of known allergens.	Caterlink: Any changes in recipes / products are communicated by our Nutrition team. We will then update our allergy matrices held in the kitchen and any affected special diet menus will be amended and resent. Zebedees: Nursery notified via email, and live menus on ZOO (ordering platform) are updated including allergens. Nursery receive automated daily email detailing how allergen meals will be labelled; a change in allergens will be visible in email and on labelled food.
Catering providers Caterlink and Zebedees have a documented induction/training process for new/cover/all staff which includes special menu children and processes.	Caterlink: All Caterlink staff have a dedicated induction plan including allergy training. The allergy training is refreshed annually for all staff. Unit Managers also complete additional allergy training. Zebedees: Dietary meal production detailed in allergen policy: • All kitchen and office staff undertake annual Allergen training, regardless of whether role includes food handling. • Daily allergen meal production is overseen by our Senior Chefs. • All HAACP team have received Level 3 HAACP training and have put in place a robust HACCP, which has been audited by our food safety consultant, Food Alert, and in conjunction with, and agreed by Wealden District Council. • Our catering staff are trained in Level 2 Food Safety, Level 2 Allergy Awareness, Health and Safety and First Aid. • The senior members have received Level 3 Food Safety.
Catering providers Caterlink and Zebedees prepare individual special diet meals for children, containing no known allergens.	Caterlink: Child will be identified at service point by a school member of staff. Purple tray is used for all allergy children that have a

	specific menu. Meal is plated, covered and labelled with child's name, including the pudding, pre service. Meal is handed to school member of staff to check pupil name and then given to pupil. Zebedees: Food is prepared separately to regular meal, and stored in separate container for delivery, to avoid cross-contamination. Food is served on separate plate for each pupil.
Caterlink and Zebedees have a process to report allergen incidents (and near-misses) to school.	Caterlink: Any incidents or near misses will be investigated by Caterlink and a report provided to the Local Authority. Zebedees: Any allergen incident or near miss will be investigated by Zebedees' HACCP team, who will assess the incident and determine the appropriate action. In the event of an allergen incident or near miss, they will assess whether the affected product has already been sent to settings. Where it has not yet been sent, any necessary changes will be made to forthcoming menus and the live menus on ZOO will be updated, with all nurseries notified by email. Where an affected product has already been sent, the Customer Services Team will identify all settings that have received it, email them with the relevant information and any necessary safety precautions, and follow up with each setting by telephone. If effected goods are still in transit, they will coordinate with the Fleet Team to ensure the relevant dishes are removed from the delivery.
School procedure for identifying children at point of service	
Children requiring a modified menu are personally introduced to the kitchen team	Not applicable, although all children are introduced to our Caterlink providers when they are new to the kitchen.
Children will be identifiable in the dining room by:	Children are known by staff. The key people informing agency/bank staff if they are on their table. Photo list available.

Children requiring a modified menu are placed together on the same table and supervised by an adult.	All adults that are allocated the table.
Where staff are serving a special/modified meal that has been prepared and cooked off-site they must check that the identified/labelled meal provided is as expected/as per the agreed menu. Ensure they avoid potential cross contamination when plating this food.	
Staff will not add gravy or sauces without explicitly checking with the Allergen Operational lead for allergens that it is safe to do so.	
Arrangements for children/young people with identified allergies	
An Individual Healthcare Plan (IHP) is in place for all children with an allergy that may result in a risk of harm to them. Each IHP sets out any additional and/or different arrangements that need to be in place in the school for supporting the child with their medical condition or allergy, including in emergency situations. These details are agreed with the parent/guardian. Where children have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, IHPs will refer to or attach it. Whenever an updated Action Plan becomes available, the child/young person's IHP will be reviewed to incorporate it.	IHPs are completed by Louise Collings with parents/carers at prior to child starting nursery, or when a new allergy is diagnosed. Paper copy kept in red 'Need to know' folders in rooms. Digital copy saved in T:\SENCOS\2026-27 CHILDREN. Staff are informed during induction where healthcare plans are kept, and reminded through regular safeguarding updates. Reviewed yearly, or when update necessary.
Staff planning any school/setting activity, consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.	This is covered by our Management of Known Food Allergies Risk Assessment, saved in T:\HEALTH AND SAFETY 2026\1 Hazards and Risks JACKIE\Risk assessments 2025-26\Shared areas and practice
Specific risk assessments are carried out to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips.	The staff member carrying out the activity carries out the RA. This is overseen by Jackie Poulton. These are then read by relevant staff prior to the activity. Also included in our Management of Known Food Allergies Risk Assessment, saved in T:\HEALTH AND SAFETY 2026\1 Hazards and Risks JACKIE\Risk assessments 2025-26\Shared areas and practice.
We have measures in place to manage the risks of exposure to a food allergen through food brought in by others (for example parents/carers, children or staff).	Parents/carers are not allowed to bring any food to the site. We are a nut-free school; staff are regularly reminded not to bring any nut, or nut containing products onto the site.
Emergency Procedures	

Emergency First Aid arrangements are in place in the event of an allergen incident for each child.	All staff are paediatric first aid trained, in addition to four fully first aid trained members of staff. All staff are aware of children with allergies, and know their particular signs and symptoms of a reaction. If a child is suspected of having an allergic reaction, staff will follow their IHP. If anaphylaxis is suspected, staff will administer prescribed auto-injector pen and call 999. If a child develops symptoms which indicate suspected anaphylaxis and does not have a prescribed adrenaline auto-injector available, staff must call 999 immediately and follow the instructions of the emergency services. The child must not be left alone and should not be allowed to stand or walk. A member of staff will remain with the child while another member of staff contacts emergency services and, where possible, the child's parent/carer.
All allergen incidents (and near misses) are reported on an HS2 incident form. Any instances involving the council's school meals contractor will also be reported to the School Meals Manager	Staff complete HS2 incident form and submit to management for reviewing and submitting. School meals team will be contacted at schoolmeals@brighton-hove.gov.uk
Wellbeing	
We have measures in place to ensure the wellbeing of children/young people with allergies, to avoid anxiety, fear of "standing out" and to avoid potential bullying.	In order to ensure children with allergies don't feel excluded, all children are allocated seats at meal times to provide an inclusive environment where all children are treated equally.
Adrenaline devices	
We will ensure that children/young people who are prescribed adrenaline devices/salbutamol inhalers have rapid access to their devices at all times.	Children prescribed adrenaline devices bring them into school on the first day of term/admittance. These are kept in paper bags, along with child's IHP. Bags are clearly labelled with child's name and expiry date, and stored in the age groups first aid cupboard in the room they attend. At the end of term, check adrenaline device is in date. Families are notified when nearing expiry date. If adrenaline device is used, parents are notified they must provide a new one as

	soon as possible. The dose administered will also be recorded on Famly. Medication and expiry dates are recorded on Famly, and the up-to-date Medical Conditions list in J:\Pupil Information\Medical\Medical conditions [most recent month]. We do not store spare adrenaline devices anywhere on site. If an adrenaline device is deployed and not taken away with emergency services or parents, a clinical waste collection agency, such as Stericycle, will be contacted to arrange an ad hoc collection. Children prescribed salbutamol inhalers bring them into school on the first day of term/admittance. These are kept in paper bags, along with child's spacer and IHP. Bags are clearly labelled with child's name and expiry date, and stored in the age groups first aid cupboard in the room they attend. At the end of term, the bags are returned to parents to clean/replace spacer, and provide a new, unopened salbutamol inhaler. Medication and expiry dates are recorded on Famly, and the up-to-date Medical Conditions list in J:\Pupil Information\Medical\Medical conditions [most recent month].
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Communication of Policy:

This policy will be published on our website: <https://www.tarnerland.brighton-hove.sch.uk/>

All staff will be made aware of and understand the policy, as part of annual allergy awareness training.

Policy Review:

This policy will be reviewed annually by the Senior Leadership Team. Date to be reviewed: September 2027.

Name: Louise Collings
Signed: 
Date: 15/09/2026

Appendix: Individual Healthcare Plan template



Tarnerland Nursery School

HEALTH CARE PLAN

Name of child	
Date of birth	
Condition	
Date	
Group	
Review date	

Plan developed with, and copied to:				
Parent / carer	SENCO	Room leader / deputy room leader	Keyperson	Health professional

Contact information

Family / carer contact 1		Family / carer contact 2	
Name		Name	
Phone: Work		Phone: Work	
Mobile		Mobile	
Home		Home	
Relationship		Relationship	

GP contact		Clinic / hospital contact	
Name		Name	
Tel. no		Tel. no.	

Details of plan

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.
Clearly state name of medication, dose, method of administration, when to be taken, side effects, contra-indications, etc.
Describe daily care requirements.
Describe what constitutes an emergency for the child and the action to take if this occurs:
Describe any follow-up care (e.g. after a medical episode):
Staff training needed / undertaken – who, what, when: