



TWO RIVERS  
HIGH SCHOOL



# Allergies Policy Including Nut and Food Allergy

## Endeavour Multi Academy Trust

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**Statement of Intent:**

This policy is concerned with a whole trust approach to the health care and management of those members of the school community suffering from specific allergies.

Endeavour Multi Academy Trust is aware that children who attend our schools may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Endeavour Multi Academy Trust's position is not to guarantee a completely allergen free environment in our schools but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents/carers are asked to provide details of allergies in the child's Health Form, which is submitted before starting school.

**Aim:**

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the pupil, staff, parent/carers and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School staff
- Parents/Carers
- Volunteers
- Visitors including those who rent the space
- Supply staff
- Pupils

## **Definitions:**

**Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

**Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

**Epipen** - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

**Minimised Risk Environment** - An environment where risk management practices (e.g. Risk Assessment Forms) have minimised the risk of (allergen) exposure.

**Health Care Plan** - A detailed document outlining an individual pupil's condition treatment and action plan for location of Epipen.

## **Introduction**

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction called anaphylaxis. Anaphylaxis is a serious, life-threatening allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later.

Causes can include foods, insect stings, and drugs. Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens. Common UK Allergens include (but are not limited to): -

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Endeavour Schools will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

## **Procedures and Responsibilities for Allergy Management:**

Allergen information must be accurate and readily available at all times. All Endeavour Multi Academy Trust Schools should ensure there is one chosen method that is implemented consistently to avoid instances of providing inaccurate allergen information that may cause someone with allergies to consume food produce to which they may have a severe reaction that could cause them to become seriously ill, or even lose their life. This will be identified by each school:

At the Primary School sites all school meal information will be presented and held in the kitchen – all pupils who have allergies will be displayed in the kitchen and only food that is prepared and labelled for their consumption must be eaten at mealtimes.

At the High School sites all school meal information will be presented and held in the kitchen - all pupils who have allergies will be displayed in the kitchen. Pupil's prepared food is labelled and countersigned by school staff before consumed in the school canteen and allergen awareness posters are displayed in food preparation areas e.g. the cooking classroom's, 6<sup>th</sup> form kitchen, canteen.

## **Roles and Responsibilities**

### Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform reception staff/ School Nurse/SENCO/First Aider of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School Nurse/GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

### Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any

time and not just at mealtimes. Any food-related activities must be supervised with due caution.

- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- School Nurse will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date, however the School Nurse will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- School Nurse keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.

#### Pupil Responsibilities

- Where appropriate, pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Where appropriate, pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times.

Allergy controls are required through the catering 'process flow' – from receipt from the supplier, to storage, preparation, handling and cooking, and ultimately to the staff taking food orders and serving food. If checks are not made, or controls are not in place, an allergy incident could occur. Allergens are a food safety hazard.

**All food items that are created in school must state these allergens: (There are 14 allergens that must be declared by law).**

This includes the following:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts.
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame Seeds

- Sulphur Dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs e.g. mussels, oysters, squid, snails

When items are being eaten or made in class it is essential that class teachers have a clear knowledge and understanding of the children's allergy needs. If food is created at school and then sent home, class teachers are asked to supply an ingredients list or recipe with the food that goes home, highlighting all allergens outlined.

Where parents/carers or members of staff have created food e.g. cakes for themed days / cake sales etc we will remind them that under no circumstance are nuts to be used. We will also remind parents/carers/staff of other allergies and intolerances and encourage them where possible to record the ingredients that have been used.

### General

- The involvement of parents/carers and staff in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
- Annual staff training in anaphylaxis management if needed, including awareness of triggers and first aid procedures, including Epipen training, to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

### Medical Information

Parents/carers must report any change in a child's medical condition during the year to the school.

For pupils with an allergic condition, the school requires parents/carers to meet with the SENCo and Designated Safeguarding Lead (DSL) to write a Health Care Plan which is checked by the Executive Headteacher/ Headteacher and School Nurse.

The Executive Headteacher/Headteacher will ensure that a Health Care Plan is established and updated for each child with a known allergy.

Teachers and Teaching Assistants of those students and key staff are required to review and familiarise themselves with the medical information.

Action Plans with a recent photograph for any pupils with allergies will be posted in relevant rooms with parental permission.

Where pupils with known allergies are participating in school excursions, the risk assessments must include this information.

The wearing of a medic-alert bracelet is allowed by the school.

### **Medical Information (Epipens)**

Where Epipens (Adrenalin) are required in the Health Care Plan:

- Parents/carers are responsible for the provision and timely replacement of the Epipens.
- The Epipens are located securely in relevant locations approved by the Executive Headteacher/Headteacher.

Parent/Carer's Role:

Parents/carers are responsible for providing, in writing, on-going accurate and current medical information to the school.

Parents/carers are to send a letter confirming and detailing the nature of the allergy including:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.

If a child has an allergy requiring an Epipen, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents/carers.

It is the responsibility of the parent/carer to provide the school with up to date medication/equipment clearly labelled in a suitable container.

In the case of life saving medication like Epipens the child will not be allowed to attend without it.

Parents/carers are also required to provide up-to-date emergency contact information.

Snacks and lunches brought into school are provided by each child's parent/carer. It is their responsibility to ensure that the contents are safe for the child to consume.



Parents/carers should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking).

#### Staff's Role / Responsibilities:

Staff are responsible for familiarising themselves with the policy and to adhere to Health & Safety Regulations regarding food and drink.

If a child's Medical Form states that they have an allergy then a Health Care Plan is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried out and any actions identified to be put in place. The Assessment should be stored with the child's Health Care Plan.

The Executive Headteacher / Headteacher will determine if a ban on certain foods is needed after a consultation with the parent/carer and health professional. They will then publicise this to the whole school community.

All staff who come into contact with the child will be made aware of what treatment/medication is required by the Executive Headteacher / Headteacher and where any medication is stored.

All staff are to promote hand washing before and after eating.

Snack time is monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.

However, staff cannot guarantee that foods will not contain traces of nuts.

All tables are cleaned with an approved solution.

Children are not permitted to share food unless part of a planned activity that the teacher has risk assessed.

As part of the staff First Aid Course, Epipen use and storage has been discussed.

We may ask the parent/carer for a list of food products and food derivatives the child must not come into contact with.

Emergency medication should be easily accessible, especially at times of high risk.

Staff should liaise with parents/carers about snacks and any food-related activities.

A list of known allergens in the school meals is held by the Catering Team. Parents/carers can request a copy of this list. This list is subject change over time.

Staff who have their own issues around allergies should inform school/SMT where risk assessments can be completed.

Actions:

In the event of a child suffering an allergic reaction:

- Check to see if there is a Health Care Plan and follow instructions.
- If no Health Care Plan and the child is suffering serious symptoms ring 999 and follow advice.
- Contact parent/carer to advise or ask for advice if less serious symptoms.
- Calm the child

Where the school facilities are used by external community groups, the person with overall responsibility for premises hire will share allergy information e.g., that we are a nut free site. Usual cleaning procedures in place following any events.