



PIONEER ACADEMIES COMMUNITY TRUST

Summerfields Primary Academy

School Allergies Policy

Review/Approve	By Whom	Date	Review Date
Approved	LGB	Autumn Term 2019	

Introduction

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

Summerfields Primary Academy recognises that a number of community members (pupils, parents, visitors, staff) may suffer from potentially life-threatening allergies or intolerances to certain foods.

Summerfields Primary Academy is committed to a whole school approach to the care and management of those members of the school community. This policy looks at food allergy and intolerances in particular. The school's Managing Medical Conditions Policy, covers other allergens such as animal stings (bees, wasps etc).

The school's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Summerfields Primary Academy is committed to children not sharing food or drink.

Parents are asked to provide details of allergies on admission to school and keep school informed of any change in circumstance.

Aim

The aim of this policy is to minimise the risk of any member of the school community suffering allergy induced anaphylaxis whilst at school or attending any school related activity. This policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information about food allergens in the catering facilities can be accessed.

The school is committed to proactive risk management of food allergy through:

- The establishment of effective risk management practices to minimise pupil, staff, parent and visitor exposure to known trigger foods.
- Provision of staff training about food allergies / intolerances, possible symptoms and (anaphylaxis) recognition.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling and storage.
- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- Staff training to ensure effective emergency response to any allergic reaction situation.
- This policy applies to all members of the school community including, school staff, parents / guardians, volunteers, supply staff, pupils.

Definitions

Allergy	A condition in which the body has an exaggerated response to a substance (eg food or 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 (eg risk assessment forms) have minimised the risk of (allergen) exposure.
Risk assessment / medical care plan	A detailed document outlining an individual child's condition, treatment and action plan.

The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs - also food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk - also food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan)
- Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, houmous, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

Procedures and Responsibilities for Allergy Management

General

The school will establish clear procedures and responsibilities and responsibilities to be followed by staff in meeting the needs members of the school community with identified allergies. This includes:

- The involvement of parents, school staff and relevant medical professionals in establishing individual risk assessments / medical care plans
- Effective communication of the individual risk assessment / medical care plan to all relevant staff

- Staff training in anaphylaxis management, including awareness of triggers, and first aid procedures to be followed in the event of an emergency
- Age appropriate education of the children with severe food allergies

Medical information

Medical information for pupils is private and confidential. However, it is the school's responsibility to pass any information on to the catering staff and other relevant school staff with regard to food allergies of pupils.

- Parents will initially notify school of any known allergies on a child's admission forms before starting school
- For pupils with an allergic condition, parents will then be asked to fill out a more detailed risk assessment / Action Plan form. (Appendix 1) This will enable parents to explain the condition, define any allergy triggers and any required medication. A meeting between parents and school may be arranged to facilitate this.
- The Head Teacher / Deputy Head Teacher will ensure that for pupils who have Epipens, a medical care plan is established and kept up to date for each child with a known allergy. (Appendix 2). Alternatively, medical care plans may be provided by health professionals.
- Teachers, teaching assistants and other key staff are required to review and familiarise themselves with the medical information.
- Medical care 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 off site visits, the risk assessment must include this information
- The wearing of a medic-alert bracelet is allowed by school.

Epipens

Where Epipens (Adrenalin) are required in the medical care plan:

- Parents / guardians are responsible for the provision and timely replacement of the Epipens. Where possible, two Epipens should be provided.
- The Epipens are located in the school office
- Epipen training will be refreshed for all staff when we have a pupil that requires an Epipen.

Off Site Educational Visits

Staff must check the requirements of all pupils they are taking off site. If any child participating in an off-site activity has an identified allergy, this must be included in the offsite risk assessment. Where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering packed lunches/refreshments/food.

All staff undertaking an off-site visit must have attended the relevant Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from the Catering Department has been clearly labelled and they are aware of any foods that should not be given to pupils (also any foods that pupils may purchase outside of the School during the trip).

Parents' Role

Parents are responsible for providing medical information about their child's allergy in writing, by filling out our initial risk assessment form for food allergies. The form includes:

- 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 Medical Care Plan must be completed and signed by the parents.
- It is the responsibility of the parent to provide the school with up to date medication/ equipment clearly labelled in the original container.
- In the case of life saving medication like Epipens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.
- Snacks and lunches brought into school are provided by each child's parent. It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with staff about appropriateness of snacks and any food-related activities (eg cooking, science experiments)

Staff Role

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's admission form states that they have an allergy then the parents must fill out the risk assessment form before the child starts attending school. Any actions identified to be put in place. If a child has an allergy requiring an Epipen, or the risk assessment deems it necessary, a Medical Care Plan must be completed and signed by staff and parents.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- All staff will promote hand washing before and after eating.
- Snack time food is monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff will 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.
- As part of the staff first aid course, Epipen use and storage has been discussed.
- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication will be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities; parental consent should be sought.
- Lunch menus provided by catering staff will identify ingredients and potential allergens and will be displayed in school and on the school website.

Catering staff Role

- Using only authorised suppliers and being the controlling point and contact for all purchases of food staffs for school catering

- Ensuring the suppliers of all foods and catering supplies are aware of the requirements under labelling law
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'
- Being aware of pupils and staff who have such food allergies – displaying action plans (appendix 1) and keeping training up to date.
- Ensuring that menus are displayed to pupils, parents, staff and visitors identifying ingredients and potential allergens

Emergency Procedures

In the event of a pupil, member of staff, visitor suffers an allergic reaction:

- **If a protocol (Health Care Plan) is in place, this will be followed.**
- We will delegate someone to contact the child's parents
- If the individual becomes distressed or symptoms become more serious telephone 999
- Keep calm, make the individual feel comfortable and give them space.
- If medication is available it will be administered as per training and in conjunction with the Medicines policy
- If parents or responsible adult have not arrived by the time the ambulance arrives a member of staff will accompany the child to hospital.