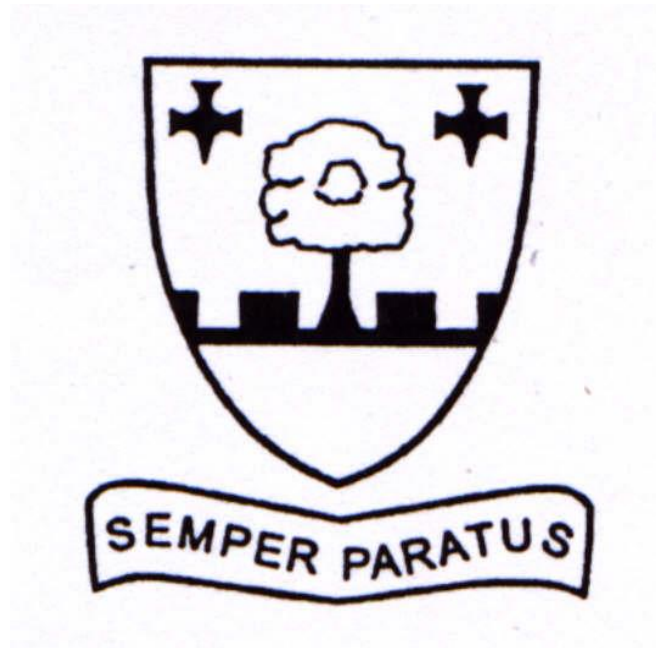


# ELMWOOD JUNIOR SCHOOL



## ALLERGIES POLICY

Issue 1

# Elmwood Junior School

## Allergies Policy

### 1. Introduction

The safety and welfare of pupils and members of the school community is the first priority for Elmwood Junior School. This policy sets out a whole school approach to managing the risks to pupils, staff and visitors who may suffer from medically recognised allergies, such as to nuts, specific foods, bee/wasp stings and animals.

Elmwood Junior School cannot guarantee a completely allergen free environment, however, the aim of the policy is to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergency situations such as allergy-induced anaphylaxis.

An allergic reaction to nuts or peanuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy. Pupils, staff and visitors to the school are asked not to bring in any foods containing nuts/peanuts and where possible foods which may contain nut traces.

The underlying principles of this policy are:

- The establishment of effective risk management practices to minimise the exposure to known trigger foods and insects.
- Effective communication with parents/carers, staff and visitors to ensure awareness of allergies affecting members of the school community.
- The involvement of parents/carers and staff in establishing Individual Health Care Plans or risk assessments.
- Established practices for effectively communicating Individual Healthcare Plans or risk assessments 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 for children regarding severe food allergies.
- Pupils and staff are not permitted to bring into school foods which contain nuts or peanuts.
- A no food and drink sharing policy for pupils.

This policy should be read in conjunction with other school policies covering safety and welfare, for example:

- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy
- GDPR Data Protection Policy

### 2. 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. See Appendix 4 for a list of the most common allergens.

**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.

**Individual Health Care Plan** - A detailed document outlining an individual child's condition, treatment procedures to follow in an emergency situation.

### **3. Procedures and Responsibilities for Allergy Management**

The *Statutory Framework* states that the school and catering provider must obtain information about dietary requirements/allergies. The policy sets out how this information will be obtained, kept up to date and communicated.

#### **Medical Information**

- Parents/carers are asked to provide details of medical conditions or allergies on the child's new starter forms, which are requested to be returned before the child starts at Elmwood.
- Where the forms indicate that a child has a serious medical condition or severe allergy the Headteacher will ensure that an Individual Health Care Plan is completed and agreed with the parent/carer.
- For children with an allergic condition, the school requires written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- Parents/carers are required to report to the school any change in a child's medical condition during the year.
- The school will request updated medical information at least annually, usually at the commencement of each academic year.
- All members of staff are required to review and familiarise themselves with the medical information.
- Children with allergies will have a recent photograph and information regarding their medical needs posted in relevant rooms, such as the Staffroom and School Kitchen, with parental permission.
- Where children 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.

#### **Medication**

Where Epipens (Adrenalin) or other medication is required for the child:

- Parents/carers are responsible for the provision and timely replacement of the medication/Epipen.
- Medication/Epipens are located securely in appropriate locations approved by the Headteacher.
- Medication/Epipens will be located so that all adults involved with the child know where they are at all times and they are easily accessible.

#### **Role of Parents/carers of Pupils with Allergies**

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

Parents/carers are required to provide the information below in writing or to meet with a member of the Inclusion Team to confirm and detail 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.
- A list of food products and food derivatives the child must not come into contact with.
- If a child has an allergy requiring an Epipen, an Individual Health Care Plan must be completed and signed by the parent/carer.
- It is the responsibility of parents/carers to provide the school with up to date medication / equipment clearly labelled in the original packaging.
- 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. It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents/carers should liaise with staff about the appropriateness of snacks to be sent in or any food related activities (e.g. cooking club)

We realise that some parents/carers may share information about allergies or food intolerances that have not been medically confirmed. We will endeavour to accommodate these issues, however the primary purpose of the school's policy must be to focus on minimising the risk from medically confirmed allergies and in particular allergies which cause very serious reactions such as anaphylaxis.

## **Role of Staff**

All staff are responsible for familiarising themselves with school policies relating to safety and welfare and are required to adhere to health & safety regulations regarding food and drink.

If a child's new starter form states that they have a severe allergy then an Individual Health Care Plan is needed. Any actions identified in the plan must be put in place and communicated to relevant staff.

Upon determining that a child attending the school has a severe allergy, the Head Teacher will:

- Ensure that an Individual Health Care Plan is completed and agreed with the parent/carer.
- Organise a team meeting as soon as possible where all relevant staff will be updated on the child's allergy triggers, symptoms and required treatment.
- Ensure that all staff or contractors who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- Ensure that up to date allergy information is supplied to the catering company.
- Ensure that Office staff input allergy information into SIMS and this is transferred onto the till system.
- Provide EpiPen use and first aid training to as many staff as possible (usually delivered annually to LSA's and other appropriate staff).
- Ensure that emergency medication is easily accessible, especially at times of high risk.
- Ensure that appropriately trained staff complete risk assessments for offsite visits and other higher risk activities, e.g. food tasting or cooking.

Staff are required to:

- Check whether pupils in their care have a severe allergy and familiarise themselves with the Individual Health Care Plans of pupils with allergies or other medical conditions.
- Complete risk assessments for all off-site trips or visits which must identify pupils with allergies or medical conditions and put in place appropriate controls to minimise risk to these pupils (teachers or visit leaders).
- Ensure that a first aider attends any trip or visit (teachers or visit leaders).
- Complete risk assessments (which include up to date allergy lists for pupils) for any activities which they are planning in school which pose a risk in terms of allergies, for example food tasting and cooking (teachers or activity leaders).
- Liaise with the parents/carers of children with allergies about any food-related activities or snacks being brought into school.
- Ensure that all emergency medication for a pupil is carried on school trips and visits (teachers or visit leaders).
- Promote hand washing before and after eating.
- Monitor packed lunches to ensure that they do not contain items made using nuts or peanuts. However, it is acknowledged that staff cannot guarantee that foods will not contain any traces of nuts.
- Monitor pupils to ensure that they are not sharing food.

- Follow the school's Nut Free Policy and refrain from bringing into school foods containing nuts or peanuts (see Appendix 2).

New staff are required to complete a health questionnaire and to submit this to Occupational Health before commencing employment. Any medical condition or severe allergy must be disclosed on the questionnaire to ensure that employees can be supported in the work place and reasonable adjustments made where necessary.

## **Emergency Actions**

### **In the event of a child suffering an allergic reaction:**

- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Supporting Children with Medical Conditions Policy.
- We will delegate someone to contact the child's parent/carer.
- If a child becomes distressed or symptoms become more serious telephone 999.
- If an Epipen has been administered we will telephone 999.
- If parent/carer has not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- If a child is taken to hospital by car, two members of staff will accompany them.

## **Role of other Parents/carers**

All new pupils will be given a letter which states that the school has a Nut Free Policy (see Appendix 1). All parents/carers are asked to ensure that all lunches sent into the school are peanut and nut free. The school will monitor the contents of lunchboxes and any items containing nuts or peanuts will be removed by staff.

The school can only accept food sent in for sharing, for example for birthdays or events if it is sent in the original packaging which shows that the ingredients do not include peanuts, nuts or nut traces. Unfortunately, any food which does not meet these requirements will have to be returned un-opened.

The school will ensure that families are regularly reminded about the Nut Free Policy, for example via newsletters and the website.

## **Role of the Catering Company**

School dinners are provided by an external catering company which also has its own policy for managing allergies and provides training for its staff. The company does not use nuts or peanuts or products that may contain nuts/peanuts in their cooking.

The company works with the school to minimise the risk posed by allergies. The following control measures are in place:

- Parents are instructed to complete an allergy information form provided by the catering company (see Appendix 3). Parents are required to up date this information with any changes.
- Photographs of all pupils with a severe allergy are displayed in the Kitchen so that all catering staff are aware.

Dietary information for every pupil is on the till (based on SIMS data) which the catering staff access when serving each meal. The till flags up a warning for all pupils with an allergy. Catering staff then check the meal to ensure the pupil does not take anything which they are allergic to.

- Termly menus are distributed to all parents/carers in advance and parents can request dietary and allergy information for any recipe from the catering company.
- When a daily menu is subject to change at short notice, the school notifies parents by text as soon as possible before service.

#### **4. Rights Respecting**

The UN Convention on the Rights of the Child underpins all policies that are implemented at Elmwood Junior School. Specifically for this policy we are seeking to uphold Article 3 of the Convention – the best interests of the child must be a top priority in all decisions and actions that affect children and also Article 24 – every child has the right to the best possible health.

#### **5. Data Protection**

Elmwood Junior School will collect and process all personal data and sensitive personal data in accordance with the legal obligations as set out in the General Data Protection Regulations 2018. Please see the school's GDPR Data Protection Policy for further information.

#### **6. Review**

This policy will be reviewed by the Head Teacher every 3 years, or in light of any changes to relevant legislation.

**Approved:** April 2018

**Reviewed date:** April 2021

## Appendix 1: Nut Free Policy – Letter to Parents/carers

Dear Parents/Carers,

Peanut and nut allergy is the second most common food allergy in children and this is increasing. It now occurs in 1 in 50 children.

As we have several pupils in school who suffer from a severe nut or peanut allergy the Governors have decided to implement a "Nut Free Policy." Those pupils if they come in contact with a nut product, can suffer life threatening consequences. It can be easily contracted from a simple handshake or touching of a pupil's table by someone who may have had some nuts in their food.

We ask **that you do not** provide the following foods in your child's lunchbox:

- Any type of nut or sesame seeds (children allergic to nuts may also have a severe reaction to sesame)
- Fruit and cereal bars that contain nuts
- Chocolate or sweets that contain nuts
- Bread containing nuts or sesame seeds
- Crackers or crispbreads that contain nuts or sesame
- Nutella or similar
- Peanut butter
- Cakes made with nuts
- Baklava
- Nougat
- Biscuits with nuts
- Turkish Delight
- Any foods that state '**not suitable for nut allergy sufferers**' or '**may contain nut traces**'

What can you put in your child's lunchbox that is nut free?

- Marmite or vegemite sandwiches
- Cheese sandwiches
- Dried fruit
- Yoghurt
- Cheese sticks
- Pieces of fruit or chopped fruit
- Fruit strips
- Check all biscuit labels and if you are not sure please leave it out
- Any bread based foods, **except** those containing nuts/seeds or 'tiger bread'

Please check all products that you send into school and if you are not sure whether they contain nuts, **please leave them at home.**

The staff will be making regular checks on children's lunchboxes to ensure that these rules are being followed. Any products suspected of containing nuts or nut traces will be removed and disposed of immediately.

**We would ask that you do not to send in any cakes or sweets for birthdays or parties etc, as we cannot guarantee the safety of these products.**

If your child has a nut allergy, please could you inform the School Office or their teacher as soon as possible so that we can put an individual health care plan in place.

Our caterers have a policy not to use nuts in any of the food prepared on site at our school.

We thank you for your co-operation to ensure the safety of all pupils. If there are any issues that you feel arise as a result of this policy, please contact the Head Teacher.

## Appendix 2: Nut Free Policy – Letter to Staff/contractors/visitors

Dear Staff/Contractors/Visitors

Peanut allergy is the second most common food allergy in children and this is increasing. It now occurs in 1 in 50 children.

As we have several pupils in school who suffer from a severe nut or peanut allergy the governors have decided to implement a “Nut Free Policy.” Those pupils if they come in contact with a nut product, can suffer life threatening consequences. It can be easily contracted from a simple handshake or touching of a pupil’s table by someone who may have had some nuts in their food.

We ask **that you do not** bring the following foods into school:

- Any type of nut or sesame seeds (children allergic to nuts may also have a severe reaction to sesame)
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts, including sweet selections e.g. ‘Celebrations’
- Bread containing nuts or sesame seeds
- Crackers or crispbreads that contain nuts or sesame
- Nutella or similar
- Peanut butter
- Cakes made with nuts
- Chocolates
- Muesli bars
- Baklava
- Nougat
- Biscuits with nuts
- Turkish Delight
- Ready meals containing nuts
- Any foods that state ‘**not suitable for nut allergy sufferers**’ or ‘**may contain nut traces**’

Please check all products that you bring into school and if you are not sure whether they contain nuts, **please leave them at home.**

If you eat products containing nuts at home in the morning, please brush your teeth and wash your hands thoroughly, before coming into school.

We have asked parents not to send in any cakes or sweets for birthdays or parties etc, as we cannot guarantee the safety of these products. If a child brings anything into your class, do not open it and bring it straight to the Office. The product will be checked and if it is suspected of containing nuts or nut traces it will be disposed of immediately.

If a child tells you they have an allergy, or their parent mentions it to you, please could you inform the School Office as soon as possible so that we can put an individual health care plan in place.

Our caterers have a policy not to use nuts in any of the food prepared on site at our school.

We thank you for your co-operation to ensure the safety of all pupils. If there are any issues that you feel arise as a result of this policy, please contact the Head Teacher.



### Appendix 3: Special Diet / Allergy Form

Caterlink are committed to provide meals for children needing special diets for medical and cultural requirements, where possible. We work closely with our suppliers and aim to be as accurate as possible but it must be noted that we can only be guided by the information the suppliers provide, similar to the process of a parent catering for a special diet.

It is essential that all parties concerned work together when providing a safe special diet and that this is reviewed with every menu change. Therefore please ensure this form is fully completed. We will also display a 'Food Allergy Record Sheet' and photo of child on Kitchen wall near servery with the allergen information, unless you say otherwise

All forms should be accompanied with a referral letter from a medical professional (G.P/ consultant /dietician), It is important the unit manager and kitchen team or servery supervisor have met the child requiring the special diet to ensure they give the right meal to the right child. This form should be handed into the School and discussed with them in the first instance.

<b>Child's Name</b>										<b>MALE / FEMALE</b>
<b>Class</b>										
Diet required or Allergy information: <b>please tick</b>	<input type="checkbox"/>	Peanut	<input type="checkbox"/>	Milk	<input type="checkbox"/>	Crustacean	<input type="checkbox"/>	Soybean	<input type="checkbox"/>	Fish
	<input type="checkbox"/>	Celery	<input type="checkbox"/>	Nuts	<input type="checkbox"/>	Sesame Seeds	<input type="checkbox"/>	Mustard	<input type="checkbox"/>	Lupin
	<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Gluten	<input type="checkbox"/>	Sulphites	<input type="checkbox"/>	Other*
*Other – please state										
<b>Medication</b> to be kept at School e.g. Epipen – please give details										
I'm happy for my child's allergen information and picture to be displayed in the School Kitchen	YES                  NO (please circle one)									
<b>PARENT/GUARDIAN DETAILS</b>										
<b>Parent/Carer Name &amp; relation to child</b>										
<b>Main Contact - Phone Number(s)</b>										
<b>Second Contact Name &amp; relation to child</b>										
<b>Second Contact - Phone number</b>										
<b>Signed by Parent/Carer:</b>										
<b>Date:</b>										
<b>SCHOOL OFFICE USE ONLY</b>										
Date form received by School										
Has Unit Manager been informed and a photo ID form been issued to the Kitchen										
Have the details been entered on SIMS & Till										
Location of medication Who to contact in case of allergic reaction										

## **Appendix 4: List of Fourteen Major Allergens**

1. Celery
2. Cereals containing gluten
3. Crustaceans
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs
9. Mustard
10. Nuts
11. Peanuts
12. Sesame seeds
13. Soya
14. Sulphur Dioxide (sulphites)