

FOOD ALLERGY POLICY

Introduction

Heart of England School recognises that a number of community members (pupils, parents, governors, staff and visitors) may suffer from potentially life-threatening allergies or intolerances to certain foods.

Heart of England School 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 position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification, instruction and information. This will encourage self-responsibility to all those with known allergens to make informed decisions on food choices. It is also important that the School has robust plans for an effective response to possible emergencies.

The School is committed to proactive risk food allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment.

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Heart of England School or attending any School related activity. The 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 can be accessed to food allergens in the Catering facilities.

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).

The allergy to nuts is the most common high risk allergy and, as such, demands more rigorous controls. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life-threatening and uncomfortable, if suffered.

Definitions

Allergy A condition in which the body has an exaggerated response to a substance (e.g. 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, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).

Adrenaline device A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext which are particular brand names.

General Aspects (pupils)

The School has clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- The Senior First Aider being involved with the school nurse, parents and the child in establishing an individual Care Plan. Effective communication of the individual Care Plans to all relevant staff and departments.
- Ensuring staff first aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Details of affected pupils are shared with teaching staff and designated First Aiders. Senior First aider secures written confirmation from staff that they have read and understood the medical conditions of children in their care as well as the procedures that need to be followed in the event of an allergic reaction.

General Aspects (visitors)

Due to the diverse nature of the School, it is important that allergen information is accessible to all parties who visit the site.

The Catering Department will hold information folders during each service outlining the contents of all dishes at the service. This can be referred to upon request. The catering vending services are nut free services.

The school operates a voluntary policy such that students, staff and visitors are asked not to bring foodstuffs into school that contain nuts or trace elements of nuts. Dining room M025 has been designated as a nut free zone. Students, staff and visitors who bring foodstuffs containing nuts or trace elements of nuts into school are not permitted to eat these items in M025.

Responsibilities

Medical information for pupils is private and confidential. However, it is the Senior First Aider's responsibility to pass any information with regards to food allergies of pupils on to the catering department, teaching staff, the first aid team and the H & S Officer of the school. Catering information management systems display an alert giving details of any food allergens for a child should they make a purchase from the canteen.

Staff will be made aware of these pupils via:

- Staff training (whole staff and induction training)
- E-mail communications
- Risk Assessment procedures

- Medical information is also available on the school's information management systems (SIMS) for staff to view on-line
- The Medical and Pastoral Teams deliver training to staff and brief staff on known medical conditions of pupils.

In addition, agency staff and cover supervisors are provided with an information pack containing relevant medical information advice and guidance pertinent to students they may come into contact with including details of any food allergens.

Pupils are responsible for ensuring that they have their medication with them at all times. When appropriate and required parental consents have been obtained in order for designated staff to administer certain medications such as an Epi Pen in the event of a severe allergic reaction.

The Senior First Aider keeps spare medication/devices such as spare Epi pens as required in the school medical room and monitors expiry dates to ensure necessary replacement as required.

The Catering Department are responsible for:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for School catering.
- Ensuring suppliers of all foods and catering suppliers are aware of the School's food allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food stuffs are nut free.
- Being aware of pupils and staff who have such food allergies and updating this training every three years. All staff must be informed of this during their in-house induction training. Clear labelling of items of food stuffs.
- Ensuring all sandwiches and baguettes are labelled with allergens clearly identified

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on SIMS where food intolerance has been identified.

All staff undertaking an offsite trip must ensure that they have a member of staff who has attended the School's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Where the school has an open event inviting parents to bring food in for the pupils it is important that the Event organisers comply with the school's allergy policy.

If the School hosts a 'staff coffee morning' or charity event where food is sold it is important that no food poses a risk to the end user. Where products are not made on site, but sold by the School, appropriate signage should be in place. This will state the following:

*'This item was not produced at Heart of England School, therefore we cannot guarantee that it **does not** contain nuts or any other allergen'.*

All products should be plated separately, and stored as such (wrapped where possible) to prevent cross contamination to other items for sale.

It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.

Appendix A

School Management of severe allergies (ANAPHYLAXIS)

All staff must make themselves aware of the School First Aid Policy. This outlines Anaphylaxis and the recognition and treatment that should be followed. Below is the extract from the School First Aid Policy.

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline.

Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat. Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of tongue/throat and mouth
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness

When symptoms are those of anaphylactic shock the position of the pupil is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. **They should not stand up.**
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up.

Action to take:

(Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken):

- Ring (9) 999 immediately to get the ambulance on the way.
- Alert the Senior First Aider on duty to request immediate assistance – state what has happened so that they can assess the situation and bring medication to the location.
- Use the person's adrenaline device
- Ensure that Reception is aware that an ambulance is coming onto site.
- Stay in the immediate area to assist the Senior First Aider and/or direct the Emergency Services
- Ensure that accident forms are filled out if applicable.