



Allergies Policy - including Nuts & Foods Allergies

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Statement of Intent

This policy is concerned with a whole school approach to the health care and management of those members of the school community (the school / Wraparound provision / after school clubs / Forest School and any visitors) suffering from known specific allergies.

Old Park Primary School is aware that children and adults who attend may suffer from food, bee/ wasp stings, animal, nut or other allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Old Park Primary 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.

Old Park Primary School is committed to no food and drink sharing.

Old Park Primary School is committed to being a 'Nut Aware School'.

The *Statutory Framework* states that the provider must obtain information about any dietary requirements/allergies. As such **parents** are asked to provide details of allergies on the child's Emergency Contact Form which is submitted at the beginning of each new school year and the Offsite Emergency Contact Form (for School Visits) which is completed for specific school visits. We also ask that parents update their child's profile directly onto our management information system with any allergies and medical conditions for our review. This enables a clear record of allergies and medical conditions to be kept for children.

Equally, staff allergies are also recorded on their staff profile and they are required to ensure we are aware of any allergies.

Aim

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

An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

Although we recognise that this cannot be guaranteed, Old Park Primary aims to be a Nut-Aware school. This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The school aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility as to

what foods they can eat and to be aware of where they may be put at risk. We do not allow nuts or nut products in school lunch boxes.

The underlying principles of this policy are that items with nuts in the ingredients should not be brought into school.

This means that the following items should not be brought into school:

- Packs of nuts
- Peanut butter / Chocolate spread (including on sandwiches)
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

This list is not exhaustive.

We have a policy not to use nuts in any of our food prepared on site at our school. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces. We cannot give out any sweets brought in from home to be given out as birthday treats.

- The establishment of effective risk management practices to minimise the student, staff, parent 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 / Guardians
- Volunteers
- Supply staff
- Students
- Visitors

Training

Staff will be trained on allergy awareness and virtual response. Sufficient staff will also be first aid trained to allow for sufficient first aiders on site. First aid training will be delivered through a mixture of first aid at work (FAW), Emergency first aid at work (EFAW), and Paediatric first aid (PFA) depending on staff placement within the school.

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. Anaphylaxis is your body's immune system reacting badly to a substance (an allergen), such as food, which it wrongly perceives as a threat. The whole body can be affected, usually within minutes of contact with an allergen, although sometimes the reaction can happen hours later.

Epipen - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate intramuscular 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 student's condition treatment, and action plan for location of Epipen.

Procedures and Responsibilities for Allergy Management

General

- The involvement of parents 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.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Staff will have access to this policy at all times.
- Age-appropriate education of children with severe food allergies.

Medical Information

- The school will seek updated information via the medical form at the commencement of each academic year.
- The school will seek updated information via the Offsite Emergency Contact Form for any Offsite School Visits (including residential).
- Furthermore, any change in a student and/or staff medical condition during the year **must** be reported to the school.
- For students and/or staff with an allergic condition, the school requires parents / guardians to provide **written** advice from a doctor (GP), which explains the condition, defining the allergy triggers and any required medication.
- The School will ensure that a Health Care Plan is established and updated for each child and staff member with a known allergy.
- Teachers and teacher 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 students and/or staff with allergies will be available in relevant rooms/grab bags with parental and/or individual permission.
- Where students and staff with known allergies are participating in school excursions, the risk assessments must include this information.

- The wearing of medic-alert jewellery is allowed by the School.

Medical Information (Epipens)

Where Epipens (Adrenaline Auto-Injector) are required in the Health Care Plan:

- Parents/ guardians / staff members are responsible for the provision and timely replacement of the Epipens.
- The Epipens are located securely in relevant locations approved by the Head Teacher and Governing Body.

Old Park Primary will meet legal requirements for prepacked for direct sale (PPDS) food (often referred to as Natasha's Law) and to set out operational arrangements so that children and adults with food allergies are protected when food is pre-packed on site.

Food prepared by children and consumed in school (offered and eaten there, not prepacked for sale) it is non-prepacked food: **Natasha's Law (PPDS) labelling does not** apply, but the school must still provide clear, accurate and easily accessible allergen information to pupils and parents. School will obtain parental permission in advance for tasting activities that involve food being handled/prepared by pupils, with a list of ingredients and clear instruction that children with specified allergies will not take part or will be given a safe alternative. Record permission in the activity risk assessment. School will ensure staff enforce no sharing of food; require handwashing before/after; clean surfaces and utensils using approved solutions; use separate utensils/boards where needed to reduce cross-contact risk. **School will** endeavour to provide a safe, equivalent alternative for any child who cannot taste the item, and ensure the activity is still inclusive (the child can participate in non-eating roles).

Prepacked for Direct Sale (PPDS)

The following applies to any food prepared on the school premises and then prepacked before being offered, sold or distributed to pupils, staff, parents or visitors. Typical examples include: prepackaged lunches prepared and labelled by the school kitchen; food prepared and packed on site for sale at school events, fairs or PTA stalls.

Legal requirement

The Food Information (Amendment) Regulations (Natasha's Law) require that PPDS food carries: the name of the food and a full ingredients list in descending order of weight, with any of the 14 specified allergens emphasised within that list. The school will comply with these requirements for all PPDS food produced on site.

Responsibilities

- Headteacher: overall responsibility for policy compliance and for ensuring adequate resourcing and training.
- Catering Manager / Contracted Caterer: responsible for producing accurate ingredient specifications, supplying allergen information, producing compliant labels for any PPDS items and ensuring staff are trained in the labelling process.
- Events Lead / Coordinator /teacher leads: responsible for ensuring any external, school or parent stalls that prepack food on site follow the school's PPDS procedures or obtain prior agreement to sell items unpackaged with allergen information available.
- Class teachers / staff preparing food that will go home: must follow the PPDS checklist and attach compliant labels to all prepacked items.
- Office / Admin: retain copies of label templates, ingredient specifications and supplier declarations for audit.

Operational controls and process

- Identify 'prepacked for direct' sale activities: Before any event or activity where food is to be prepacked on site, confirm whether the items will be PPDS. If yes, the PPDS labelling process must be used.
- Ingredient specification: The catering manager or food preparer must maintain an **up-to-date written ingredient list for every PPDS product including** compound ingredients (components listed) and emphasise the 14 major allergens within the ingredients list.
- Labelling: Each PPDS item must carry a label showing:
 - Product name.
 - Full ingredients list in descending order of weight with allergens emphasised (for example in bold).
 - Date packed (or best before/use by where applicable).
 - Name of the school/kitchen (for traceability).If physical pack size prevents full labelling on the item itself, a clearly visible label must be attached and full ingredient information must also be displayed at the point of sale and available on request.
- PTA / parent / third-party stalls to **provide their own compliant labels in advance**. Items brought in prepacked by commercial suppliers must carry supplier labels – verify allergen information prior to sale.
- Record keeping: Copies of every label used (or a master template and list of items packed), ingredient specifications and supplier allergen declarations must be kept for at least 12 months and made available for inspection.
- Training: Staff who prepare or pack food must be trained in PPDS requirements and shown how to complete labels accurately; training refreshed annually or when menu items change.
- Communication: Inform parents, staff and PTA in writing about the school's PPDS requirements and the implications for **home-made items sold at events** (labels required for PPDS items).
- Cross-reference: This section is part of the school's allergy safety arrangements and must be read alongside the school's Health Care Plans, Food Safety/HACCP procedures and Individual Healthcare Plans.

Parent's role

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

Parents 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.
- It is the responsibility of the Parent to provide the school with up to date medication / equipment clearly labelled in a suitable container.
- In the case of life saving medication like EpiPen's 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 (e.g. cooking)

Staff's role

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

- If a child and/or staff members Enrolment Form / Emergency Contact Form and the Offsite Emergency Contact Form states that they have an allergy, then a Health Care Plan is needed. It must be in place before the child and or staff starts attending sessions
- A risk assessment should be carried and any actions identified to be put in place. (The Assessment should be stored with the child's Health Care Plan.) The risk assessment will outline how risks are mitigated to avoid allergic reactions. This should be considered when planning activities. Associated plans such will be kept together. A copy will be located in the child's file and kept in the child's classroom. The plan will be available if the child leaves the school site.
- Off-site risk assessments will be carried out for each trip or off-site visit.
- Upon determining that a child and or staff member 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 the child's needs.

- All staff who come into contact with the child will be made aware of what treatment/medication is required by the school staff and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time biscuits and snacks are 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.
- As part of the staff first aid course, Auto Adrenaline Injector (AAI) 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 should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities.

Actions

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents.
- If a child becomes distressed or symptoms become more serious telephone 999 or 112.
- 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 Schools Medication Policy.
- If parents have not arrived by the time the ambulance arrives, a member of staff will accompany the child to hospital.
- Children prescribed with an AAI will have it with them at all times.
- Staff will administer the AAI as soon as possible and should be administered within 5 minutes in a case of anaphylaxis.
- The school hold a clearly labelled and secure anaphylaxis emergency station in the most central point of the school, which all members of staff have access to, holding different strength AAIs. These are to be used in emergency cases of anaphylaxis.

Role of other parents

- Snacks and lunches brought to school by other parents should be peanut and nut free.

- The school will ensure that parents are regularly reminded and will monitor the contents of lunch boxes and snacks.