

POLICY DOCUMENT

Title: Allergies Policy including Nut and Food Allergy
Reference and Source Document: Allergy guidance for schools - GOV.UK (www.gov.uk) Updated Feb 2023 section 100 of the Children and Families Act 2014 Statutory Guidance supporting pupils in schools with medical conditions Anaphylaxis UK Allergy Wise for Schools Food Standards Agency (FSA) https://www.food.gov.uk/
The key purpose: Supporting pupils with food allergies in school and pre-school Developing healthy and hygienic food routines for very young pupils
Lead Staff Responsibility: SENCo
Governing Body Responsibility: Curriculum Team
Reviewing Cycle and next date: Every 2 years. Next date Autumn 2025
Approved by Leadership Team: September 2023
Approved by Full Governing Body: 02.10.23

Allergies Policy including Nut and Food Allergy

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1. Background

Legal requirements for schools and caterers:

Under [section 100 of the Children and Families Act 2014](#), schools have a duty to support pupils at their school with medical conditions.

The DfE statutory guidance explains our responsibilities in [supporting pupils at school with medical conditions](#).

At **St. Barnabas CE Primary School with Green Lane Pre-School** we make sure that we support pupils with any medical conditions whilst in our care and also require parents and carers to support us with this. This includes ensuring that a child with an allergy is able to eat a school or pre-school lunch or snacks provided or brought from home.

The [Food Information Regulations 2014](#) requires all food businesses including school caterers to show the allergen ingredients' information for the food they serve. This makes it easier for schools to identify the food that pupils with allergies can and cannot eat.

From October 2021, the Food Information Regulations included new requirements for the labelling of allergens on PPDS foods (pre-packaged for direct sale). These are foods which are packaged on the premises before the consumer orders them. we do not make PPDS foods on site but do prepare snacks, breakfast and a light tea as part of our wraparound care facility at both school and pre-school.

2. Statement of Aims:

The safeguarding, healthcare and management of our pupils and staff is taken extremely seriously in our whole school community. This includes those who suffer from specific allergies.

As an education and childcare provider we are aware that some pupils on roll have allergies and we aim to manage and support these in a professional and appropriate manner.

We do not guarantee to provide a completely allergen free environment but try to minimise the risk of exposure to allergens and plan for effective response to emergencies.

LA guidelines stipulate that the provider must obtain information about any dietary requirements or allergies and we require all parents or carers to provide details of any allergies on the **Child Health Form** which is submitted before starting at either of our settings.

We aim to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at either of our settings.

We have established effective risk management practices to minimise exposure of allergens to our pupils, staff and all visitors to our premises.

All relevant staff have received appropriate training to deal with an emergency response to any allergic reactions, this includes Epi-Pen* training for severe reactions.

**EpiPen® is an adrenaline auto-injector (AAI) used for self-administration of adrenaline for the emergency treatment of anaphylaxis. Other AAI's prescribed by a doctor or held in school for any person requiring one may also be used to treat a suspected anaphylaxis shock.*

3. Whole School Vision Statement

Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and **pre-school all people are valued, encouraged and cared for:**

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

We aim to:

Inspire a positive approach to life and learning;

Value and nurture each child as an individual: developing resilience, independence, and an understanding of what they bring to the world;

Create a rich, stimulating environment where achievements are celebrated and team work and co-operation are expected;

Promote high expectations and self-confidence for each individual;

Ensure each child strives towards excellence supporting those who find learning difficult and challenging the most able children;

Develop and foster motivation for learning and enthusiasm for life;

Promote a sense of belonging and build outstanding relationships between school, home, church and the wider community.

Help every person understand their unique purpose and place in God's world.

4. Medical Care Plans (also known as Individual Health Care Plans- IHCP)

- A child with a known allergy who requires specific treatment such as EpiPen ® will have a Medical Care Plan written and agreed between St. Barnabas CE Primary School or Green Lane Pre-School and the parent or carer, before starting at either setting.
- Children or staff with specific allergies are listed, alongside their photo in the First Aid areas. If an EpiPen ® is prescribed to an individual this is securely stored and accessible at all times in the First Aid area, to be used in the event of an allergic reaction.
- Medical Care Plans are updated and signed at least annually involving the SENCo and parent or carer.

- Parents and carers have the responsibility to inform the setting if any changes are needed to be made to a Medical Care Plan in-between times. Parents and carers are responsible for ensuring that medication is kept in date.
- The designated First Aid Lead will check medication dates at least termly and inform parents or carers if their child's medication will soon expire.

5. Definitions:

- **Allergen** is a normally harmless substance which can trigger an allergic reaction in the immune system of a susceptible person.
- **Allergy** is a condition in which the body has an exaggerated response to a substance – can also be known as *Hypersensitivity*.
- **Anaphalaxis** (also known as **Anaphylactic Shock**) is a sudden, severe allergic reaction to an allergen which can be potentially life-threatening
- **Epi-Pen** is a brand name for an Auto Injector device which is pre-loaded with Adrenaline and is ready for immediate inter-muscular administration.
- **Individual Health Care Plan (IHCP)** is a document giving details of an individual pupil's condition and the relevant treatment required. Also known as Medical Care Plan.
- **Minimised Risk Environment** is an environment where risk management practices (ie Risk assessments) have reduced the risk of exposure to allergens.
- **SENCO** this is the Special Educational Needs Co-ordinator for the school setting.

6. Most Common Allergens

Food businesses need to tell customers if any food they provide contain any of the listed allergens as an ingredient.

Consumers may be allergic or have intolerance to other ingredients, but only the 14 allergens are required to be declared as allergens by food law.

The 14 allergens are:

celery

cereals containing gluten (such as wheat, barley and oats)

crustaceans (such as prawns, crabs and lobsters)

eggs

fish

lupin (a plant, sometimes used in baked gluten free products, often causes a reaction for people who also have an allergy to peanuts)

milk

molluscs (such as mussels and oysters)

mustard

peanuts

sesame

soybeans

sulphur dioxide and sulphites (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and

tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

7. Allergy Management

Parent or Carer Responsibilities

It is the parent or carers responsibility to inform the school setting of any known allergies.

To attend a meeting, at least annually and contribute to and sign a Medical Care Plan (IHCP).

To inform the school or pre-school of any change in medical circumstances or treatment. This should be done in writing as well as verbally to ensure that the right staff receive this information.

To keep contact details up to date and inform school of any changes.

To provide and replace any prescribed medication, ensuring that there is always an appropriate medication kept in school or pre-school.

It is the responsibility of both parents or carers and the school settings to educate the children with severe food allergies in an age-appropriate manner.

School Responsibilities

It is the SENCO's responsibility to ensure that all relevant staff are aware of the pupil's Medical Care Plan and the details within it.

To ensure that all relevant staff have the appropriate training (including EpiPen®, Paediatric First Aid, Food Hygiene Level 2 and Allergy Awareness Training) and that this is kept up to date.

To ensure that other key staff, such as lunchtime supervisors, wraparound care staff or visiting sports coaches are aware of the allergy if it is likely or possible for the child to come into contact with an allergen whilst in their care.

It is the Key Person or Class Teacher's responsibility to ensure that all pupils with known allergies are written into the relevant Risk Assessment for any

activity/excursion. This includes any food technology, food tasting, Forest School or other trips and visits and where relevant, any extra-curricular activities including PTA Friends events.

It is the responsibility of both parents or carers and the school settings to educate the children with severe food allergies in an age-appropriate manner, alongside their peers so that they know how to support them and to mitigate any discrimination or bullying.

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

It is the Head teacher's responsibility to ensure that the above actions have taken place.

Governing Body Responsibilities

To recognise that addressing a pupils' medical needs is a form of safeguarding.

To ensure there are appropriate processes and procedures in place to meet the needs of all their pupils, including those with allergies or other food related medical conditions.

To ensure that sufficient staff are trained to meet the needs of their pupils.

The governing body will ensure that this policy is monitored and reviewed at least every three years. This is delegated to the Curriculum and Standards Team and will be monitored by the SEND link governor.

8. Allergen Management Procedures When Storing, Handling and Producing Food

At St. Barnabas CE primary School and Green Lane Pre-School we recognise that it is important to take steps to avoid cross-contamination in food preparation to protect all people but especially those with a known food allergy.

If a mistake is made and there is a risk of cross contamination for a child with a known food allergy, the food will be thrown away, the area and equipment thoroughly cleaned and new food prepared. If the food has been provided by the parent or carer and accidentally becomes contaminated the food will be thrown away and the parent or carer contacted to agree what food the child may be given.

There are a number of actions we take to prevent cross-contamination with allergens when preparing snacks, food or serving meals. These include:

- Working in a clean environment. Surfaces should be thoroughly cleaned both before and after the preparation and serving of food, whether being made or when serving pre-prepared food.
- Ensuring that any food supplied by a parent or carer for a child with an allergy is correctly labelled with the child's name, correctly stored and served to the right child.

- Ensuring that where a child has a known specific or serious food allergy or medical condition such as coeliac disease, that separate chopping boards, utensils and equipment is used in their food preparation. These should be colour coded and separately stored to further mitigate any risks of cross contamination.
- Cleaning utensils before each usage, especially if they were used to prepare or serve meals containing allergens.
- Washing hands thoroughly between preparing dishes with and without certain allergens.
- Storing ingredients and prepared foods separately in closed and labelled containers. This includes storing food that is, for example gluten free on a separate shelf or area of the kitchen and ensuring that it is clearly labelled.
- Storing cold food products in a fridge. Ensuring that foods are correctly wrapped or covered and stored within the fridge and that it is kept at the correct temperature.
- Ensuring that fruit, vegetables and salad products are always washed thoroughly before serving.
- Ensuring that any food products that are stored in a freezer are thoroughly defrosted before cooking and serving.
- Observing use by dates, discarding food which has expired beyond the use by date and ensuring careful food rotation.
- keeping ingredients that contain allergens separate from other ingredients.
- Cooking oil is very rarely used in school or pre-school. On the occasions where it might be used we recognise that allergen cross-contamination can also happen through using the same cooking oil and particular care is taken if food is being prepared for a child with a known allergy. If there is any doubt, new oil must be used.
- Replacing damaged equipment.
- Ensuring that all staff serving, preparing, storing or handling food to children have undertaken relevant training.

9. Hygiene, cleaning and safety

It is important to follow **good personal hygiene** to help prevent bacteria and viruses from spreading to food. When preparing or serving food our staff:

- Wash hands well in hot, soapy water both before and after handling food products. This includes when preparing food or serving ready prepared food.
- Ensure the food preparation area is thoroughly cleaned using approved products and a clean cloth.
- Have long hair tied back.

- Wear clean clothes and cover clothes with an apron when preparing or serving food.
- Avoid touching face or nose, coughing or sneezing.
- Do not prepare food for 48 hours following any sickness or diarrhoea symptoms
- Cuts and sores should be covered with a waterproof dressing, ideally bright coloured
- Check regularly for signs of pests and take immediate action if there is evidence of pests in the setting.
- Keep all chemicals out of the reach of children.
- Ensure that clean cloths, towels, aprons and cleaning products are always available and correctly and safely stored.
- Do not allow cleaning cloths used for food to be used anywhere else in the setting, such as general clearing and cleaning or cleaning the toilet or changing areas.
- Ensure that chemicals used in cleaning the kitchen area are suitable for use in food preparation areas.
- Follow FSA advice for the storage, preparation and serving of food and in all cleaning and care of equipment.
- Hold the Food Hygiene Level 2 qualification

10. Identifying Pupils with Known Allergies

At St. Barnabas CE Primary School and Green Lane Pre School we want to ensure that kitchen staff and lunchtime supervisors can easily identify those with specific dietary requirements, in addition to the child's own Key Person or teacher.

Our identification method is:

- A photograph of the child alongside details of their allergy in the kitchen or serving area and first aid areas.
- Regular lunchtime supervisor staff so that children, especially those who are very young and may not be able to easily identify themselves, are known to staff.
- Children with allergies named on the lunchtime supervisor overview.
- A child with a serious condition such as coeliac disease who has separate food prepared wears a yellow band so that kitchen staff can quickly identify.

Class or pre-school teachers, support staff and wraparound care staff are all made aware of any child with a Medical Care Plan by the SENCo and Headteacher.

A copy of the Medical Care Plan is kept in a red file in each class for supply staff and known allergies are marked on wraparound care registers.

Food technology, Forest School, other curriculum experiences or special occasions where food is being eaten or tasted in school is carefully planned and risk assessed so that all pupils, including those with known allergies, can fully participate safely. Children with known allergies are named in risk assessments for such events and off

site visits. This is the teacher or key person's responsibility and is checked by a senior member of staff before the event takes place.

A copy of the Medical Care Plan is always taken on off-site trips or visits, including residential trips.

PTA Friends may be made aware of children with food allergies where food is being bought or eaten at a school based event after school.

11. **Procedures**

We require Parents/Carers to provide full details of the known allergy, and must include:

- What the allergen is,
- The nature of the reaction (ie rash, breathing problems or anaphylactic shock).
- What to do in case of an allergic reaction including any prescribed medication.
- Any control measures – how we can prevent the child from being in contact with the allergen.

If a child has an allergy requiring an EpiPen® or the Risk Assessment deems it necessary an IHCP must be completed and signed by the Parent/Carer. The IHCP and Risk Assessment should be stored together in the relevant areas at each setting.

Parents/Carers are to provide up-to-date medication in a named container.

In the case of life saving medication like EpiPen® the child will not be allowed to attend any school setting without this being provided.

Parents/Carers are to provide up-to-date emergency contact details.

Snacks and lunches brought into school are provided by the pupils' Parents/Carers. It is the responsibility of the Parents/Carers that the contents of all snacks/lunches brought in are safe for their child.

Parents/Carers should liaise with school staff about food activities/snacks provided by the school to ensure that they are safe for their child.

Menus are always available in advance. Pre-school snacks are also specified.

Staff should ensure that they are familiar with IHCP's for pupils in their care.

The Headteacher will determine if a school-wide ban on certain foods is deemed necessary after a consultation with the Parents/Carers and Health Professional. If necessary, this will be publicised to the whole school.

All staff promote hand-washing before and after eating.

Snack time is monitored by staff and all staff know the procedures to ensure the safety of those children with known allergies.

All tables are cleaned with an approved solution prior to and after eating.

Children are not permitted to share food unless it is part of a pre-planned activity that has been Risk Assessed.

All relevant staff have been Paediatric First Aid trained. This includes EpiPen® use.

Staff know where medication is stored and who it belongs to.

For children with known food allergies, we may ask the Parent/Carer for a full list of food products and food derivatives that the child must not come into contact with.

When ordering meals, the number of children with specific allergies is noted on the order and the catering company make all necessary changes to their dishes. The food is then delivered in a safe way that the allergen free meals are not in contact with any other product.

12. Non Food Allergens

Some pupils and adults may suffer from a non-food related allergy. This could include but is not limited to animals such as dogs, cats, horses, small mammals and birds. For most people, a bee or wasp sting isn't dangerous, but for a small minority, an insect sting can lead to anaphylaxis.

Drugs, exercise, some plants and contact to chemicals such as chlorohexidine (antiseptic/disinfectant) or latex can also cause an allergic reaction.

For some people contact with a non-food related allergen can trigger an extreme asthma attack or other symptoms as listed below.

13. Recognising and treating a child who may be suffering an allergic reaction

A child may suffer an allergic reaction in school or pre-school for the first time.

Definition of an allergic reaction:

Over reaction of the immune system to certain foreign substances.

Symptoms: Symptoms may include sneezing, runny nose, red, watering eyes, vomiting, diarrhoea, rashes, and itching.

Causes: Caused by hypersensitivity of the immune system to certain allergens that may come in contact with the body through inhalation, ingestion, injection, or physical (skin) contact.

Treatment: Staying away from the allergen is recommended as it cannot be cured; medications can treat symptoms.

Hives

A skin rash with red itchy bumps as a result of allergic reactions of the body.

Anaphylaxis

A serious life-threatening allergic reaction which usually occurs within few seconds or minutes of exposure to allergic substances. This involves hives, swelling and sudden drop in the blood pressure and sometimes shock.

Urgent medical attention is usually recommended by healthcare providers

Can be dangerous or life threatening if untreated

Treatable by a medical professional. Advice can be given to administer treatment. Any paediatric first aid trained staff member may treat a child they believe is suffering from anaphylaxis if a medical professional cannot be contacted.

Can last several days or weeks

More common in females

Most healthcare professionals consider an allergic reaction to be **anaphylaxis** when it involves **difficulty in breathing, or affects the heart rhythm or blood pressure**. In extreme cases there may be a dramatic fall in blood pressure leading to collapse and an 'impending sense of doom'.

Any one or more of the following symptoms may be present. These are referred to as the **ABC symptoms**:

A: Airways- swelling of the throat, tongue or upper airways, difficulty swallowing, hoarse voice

B- Breathing- sudden onset wheezing, breathing difficulty, noisy breathing

C- Circulation- dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

This must be treated using emergency first aid procedures and taking immediate medical advice by dialling 999.

Actions

In the event of a child suffering an allergic reaction:

- Check to see if there is a Medical Care Plan and follow instructions. This may include the administering of an Auto Injector such as EpiPen ® **or** another oral anti histamine appropriate for a child such as Piriton ® or other cetirizine based over the counter medication.
- If there is no Medical Care Plan and the child is suffering serious symptoms ring 999 and follow advice.
- Contact Parent/Carer to advise and/or ask for advice if the child is suffering less serious symptoms. Calm the child, loosen clothing and reassure them.

14. Monitoring and review

It is the responsibility of all school and pre-school staff to follow the principles stated in this policy.

The Head teacher, SENCO and SEND Link Governor will carry out monitoring of first aid procedures, including the identification and treatment of allergic reaction as part of whole school monitoring.

15. Date to be reviewed: Autumn 2026

16. Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The Safeguarding and Child Protection policy
- Managing Medical Conditions and Health Needs in School policy
- Food Hygiene policy
- First Aid policy & Risk Assessment
- Health and Safety policy
- SEND policy