STRATFORD PRIMARY SCHOOL

Food Allergy Policy

Date adopted by Governors:	**April 2021**
Date for policy review:	**April 2023**
Person responsible for review:	**Head of School**
Signed by Chair of Governors	**April 2021**

Introduction

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

Stratford Primary 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 First Aid Policy looks more in depth at allergens such as animal stings (bees, wasps, ants etc).

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 Stratford Primary 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	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 will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- A member of staff responsible for medical needs being involved with the parents and the child in establishing an individual medical Care Plan. The Care Plans are created usually by the school nursing team.
- Effective communication of the individual Care Plans to all relevant staff.
- 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. A medical file with all key information is kept in the school office and class teachers and relevant staff receive updates.

General Aspects (Staff, Members of the Public and FOSP (Friends of Stratford Primary) events)

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

During bookings for various events, it is important that guests are informed of the requirements for any known person with food allergies/intolerances. This should be undertaken during the booking process. This information should then be passed to the those planning catering to ensure they meet the requirements.

Any event which involves catering the main organiser will also hold information folders during each service outlining the contents of all dishes at the service. This can be referred to upon request by any guests.

Responsibilities

Medical information for pupils is private and confidential. However, it is the office's responsibility to pass any information on to the Catering Manager with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and regular briefings
- A list will be sent out to all staff at the start of each term outlining pupils with medical conditions and an up to date will be kept in the medical file. Staff will be informed of updates through usual communication channels.
- This medical information will be kept on SIMS and in the medical file in the school office
- The Senior Leadership Team who offer and deliver training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.
- Each day the list of children with a booked lunch will be handed to the kitchen staff – most allergies are identified on here but this must be cross checked with the list provided to the kitchen team each term. When the children come through for lunch they must give their name as they are served so that the correct children are identified.

The class teacher with a trained first aider is responsible for supplying the relevant pupil medication (adrenaline device).

Devices are located in the school office and sometimes in a locked cupboard in the classroom or on top shelf out of reach of children. It is the responsibility of the named member of staff responsible for medical needs to keep these up to date. Spare devices can be found in medical boxes in the school office.

The Catering Staff are also 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 or labelled 'may contain nuts'.
- 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 that may contain nuts.
- Checking off the names provided each morning for the days lunches as children come through for lunch so that children with allergies are identified.

Educational Visits, House Events (for example packed lunches/BBQs etc)

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 the SIMs system. Where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering packed lunches/refreshments/food.

This also includes the request for any BBQ foods.

All staff undertaking an offsite trip must have 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.
- 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).

Charity Events

If the School hosts any 'PTA events' or 'bake days' for charity it is important that no food poses a risk to the end user, however, this is difficult for the Catering Department to monitor. 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 Stratford Primary 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.

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.
- Ring the school office – state what has happened and ask for a senior member of staff to come so that they can assess the situation and bring medication to the location. Please note that the senior member of staff may not be able to attend immediately, and there should be no delay in using the person's medication. Locate the nearest first aider to come and assist.
- Use the person's adrenaline device **if they have one in school**
- Ask the office to ring the child's parents
- Stay in the immediate area to assist staff and/or direct the Emergency Services
- Ensure that accident forms are filled out if applicable.

*****Staff should update their training to use the adrenaline device every 3 years as a minimum. This will be delivered as part of first aid training, and by staff attending training delivered by various providers such as Compass (school nurse service).