



ALLERGY POLICY

Ashleigh Primary School and Nursery

Persons Responsible –

Headteacher

Date of Policy: November 2021

Adopted by Full Governing Body

Mr Sam Greenhalgh
Chair of Governors

Date 25th November 2021

All different. All equal. All learning.

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

SECTION 1 – Introduction

This policy is concerned with a whole school approach to the health care and management of those members of the school community suffering from specific allergies.

Ashleigh Primary School and Nursery is aware that staff and children who attend may suffer from food, bee/wasp sting, animal or nut allergies and believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Ashleigh Primary School and Nursery does not 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 and to provide help and assistance for our youngest pupils. It is also important that the school has clear plans for an effective response to possible emergencies.

SECTION 2 - Aims and Objectives

2.1 Policy Scope

The intention of this policy is to minimise the risk of any child or member of staff suffering an allergic reaction whilst at school or when attending any school-related activity.

This policy aims to ensure that:

- The school has in place effective risk management practices to minimise the child and staff exposure to known allergens.
- Staff training and education is up to date and ensures effective emergency response to any allergic reaction situation.
- Pupils are supported to manage allergies and intolerances.
- The school works with catering providers (Edwards and Blake) to ensure that food labelling, menu planning and all aspects of food preparation support the needs of those without our school community who have food allergies.

The policy sets out guidance for staff to ensure they are suitably prepared to manage the day to day needs of pupils with allergies and to address emergency situations should they arise. The policy also outlines the expectations of those involved in the preparation and distribution of food within the school and of parents/carers in informing the school of any allergies.

2.2 Allergy Information

True food allergies are reproducible adverse reactions to a particular food that involve the immune system. Virtually all known food allergens are proteins. They can be present in the food in large amounts and often survive food-processing conditions. Allergic reactions are characterised by the rapid release of chemicals in the body that cause symptoms, which can occur within minutes or up to an hour or more after ingestion of the allergen. The proportion of the population with true food allergy is approximately 1-2% of adults and about 5-8% of children, which equates to about 1.5 million people in the UK.

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 and dairy - 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, hummus, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

SECTION 3 – ROLES AND RESPONSIBILITIES

3.1 Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing/trustee boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: *Supporting pupils at school with medical conditions*.

When reading and reviewing this policy, the Inclusive Schools Trust Medical Policy 2019, should also be referred to.

3.2 Headteacher Responsibilities

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all ALLERGY MANAGEMENT PLANS, including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 SENCO responsibilities

- Take overall responsibility for the development of care plans and oversee the use of Allergy Management Plans (AMPs)
- Ensure that care plans are regularly reviewed and shared with all staff (and parents)
- Contact the allergy service (Maria Birchall) in the case of any pupil who has an allergy that may require support at school
- Liaise with Norfolk County Council's Medical Needs Coordinator when necessary, for support and guidance including when children with medical needs are educated at home (for short periods)
- Maintain a list of children with allergies, which is reviewed regularly. This will include regular updates from office administrator on information from admissions forms.
- Ensure that all information regarding allergies and intolerances is shared with all staff. This includes MSAs, TAs and teachers.
- Currently the SENCO, and person responsible for this, is **Amy Webb**.

3.4 Parent/Carer responsibilities

The parents or carers of all new starters to the school are required to complete a medical needs questionnaire on which the details of any food intolerances or allergies and their management should be described. If details are unclear or ambiguous, the school will follow this up with a phone call to parents for further information which will be recorded by the school.

A meeting can be arranged with school staff in order to further discuss a child's needs. Staff present may include SENCO, First Aid Lead, Breakfast Club staff, Year Group/Class team.

Where a meeting/discussion with the catering team is required, parents/carers should contact Edwards and Blake directly. This section on our school website outlines the procedure to ensure children with allergies can access school meals.

Medical Diets and Allergies

If your child has a specific dietary need for a medical reason, we will work with you to create a menu to meet the needs of your child. We have a Medical Diet Procedure to follow, to ensure your child can safely eat with us. If you would like your child to have a school meal we would need to see a medical certificate from your child's consultant. We can then proceed with creating a suitable menu. Please ask your school for the Medical Diet Request form.

Once you have completed it please return to the school along with the Medical evidence, please ensure all details are correct and it has been signed. This will then be passed onto the Edwards & Blake team who will then create a safe menu for your child and implement as soon as possible.



It is the parent/carers responsibility to ensure that if their child's medical needs changes at any point that they make the school aware and a revised medical needs form must be completed (and IHPs updated where necessary).

Members of staff or volunteers will be asked to disclose any allergies as part of their induction.

3.5 School Staff responsibilities

The school has a number of first aiders who would be called assist in cases of allergic reaction including anaphylaxis. A number of staff have also had training in how to administer an epi-pen to those children who have an 'Allergy Action Plan'. Every class with a child who may need an Epi-Pen, has a trained first aider.

The school will contact parents and the emergency services, if required, in the event that a child suffers an allergic reaction. The school's medical needs policy outlines the school's response to medical emergencies.

Additional responsibilities include:

- Reading all allergy action plans and/or care plans of children with allergies
- Making sure that they are aware of who all children with allergies are, and what they look like
- Supporting those children who have school dinners with their menu choice and assisting children in collecting the correct school dinners for their needs.

- Liaising with parents regarding the management of food allergies
- Provide feedback to class teachers of any observations made in relation to food at lunchtime.
- Ensure that surfaces are clean to reduce risks of cross contamination.

Every class should have a class folder in which information about the children's medical needs, including allergy plans, is kept. Visitors, specifically supply teachers, should be made aware of this folder on entry to the classroom.

3.6 Catering Staff Responsibilities

Edwards and Blake provide school meals at Ashleigh Primary School and Nursery. EDWARDS AND BLAKE Catering have their own policies relating to all aspects of food management and preparation. EDWARDS AND BLAKE Catering are responsible for ensuring that:

- Staff familiarise themselves with the medical needs of our pupils in order for correct meals to be consumed;
- Menus clearly identify ingredients that may pose a risk to allergy sufferers, enabling informed choices to be made;
- Rigorous food hygiene is maintained to reduce risk of cross contamination;
- Suppliers provide information regarding the content of their products;
- As an additional precaution, staff are alerted to food allergies by stickers worn by the children.

3.7 Pupil Responsibilities

- Children of any age must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening.
- Children are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reaction. Expectations are age appropriate.
- Children are not allowed to share food with each other.

SECTION 4 – USE OF INFORMATION

All medical needs forms are stored confidentially.

Medical information for pupils is private and confidential however in order to ensure medical needs can be properly managed, information is shared with school staff. This is done in several ways:

- Before the start of a new academic year, medical needs information including details of allergies, are shared with the receiving class teacher as part of our transition process. This information is collated by the medical needs coordinator (SENCO) and office administrator, and passed on to teachers. It is the class teachers' responsibility to ensure that they are familiar with the information provided and that any other adults working with the children are also aware of their needs.
- At the start of the academic year, the medical needs coordinator will compile the school's Medical Needs register. This contains confidential information for all school staff relating to the medical needs of all pupils in the school and includes sections on food allergies and intolerances amongst other medical conditions. This booklet is updated when new information is shared. It is the responsibility of school staff to ensure that they are aware of the medical needs of any

pupils they are working with, this includes Breakfast Club staff and those running after school activities.

- If a child has a medical need, including an allergy, a 'first aid flag' will appear against their name on the digital register (via Pupil Asset). This serves as a reminder to any new staff (e.g. supply teacher) who may be teaching the class.
- The medical needs coordinator will check that the school kitchen has been informed of any pupils who have food allergies or intolerances (by parents filling in the special requirements form). A photo of these children is displayed in the kitchen along with details of their condition.
- Where pupils or staff have an allergy which may result in anaphylaxis and have an epi-pen in school, they will have an allergy plan (issued by health professional). Copies of this plan, which includes the child's photo, will be put in the staff room, child's class, front office and kitchen area.
- The medical needs coordinator will work with parents/carers to write an Individual Health Care Plan (IHP) to ensure child is able to fully access the school curriculum and environment. This will be regularly reviewed, at least every term or when needs change. **For more detailed information about Individual Health Care Plans, please see Medical Needs Policy.**
- Key medical needs information will be available when children are taken off site.
- The school will ensure that written records are kept of all medicine administered to pupils.

SECTION 5 – MANAGEMENT OF FOOD ALLERGIES

No child, who has an allergy for which they may need to use an Epi-Pen, should be left unaccompanied without a member of staff who is Epi-Pen trained.

If a member of staff believes a child to be having an allergic reaction they must follow the child's individual 'Allergy Action Plan'. Parents/Carers should be informed as soon as is possible.

5.1 Lunch time

Children are able to have a school dinner, school packed lunch or bring a packed lunch from home. If children are having a school dinner, they make their menu selection at the start of the school day when the register is taken. Staff support children with their menu choices. The menus are also available online so that parents can help children make choices before they come into school. All children wear a sticker with their school lunch preference written on it. Where children have allergies, intolerances or preferences (e.g. halal, vegetarian etc.), these are clearly indicated on the sticker.

The school kitchen caters for a range of food allergy needs. Where needs are very specific, it may be beneficial for a meeting to be arranged between parents, school staff and catering staff to discuss dietary requirements. Sometimes menu substitutions can be made to accommodate allergy needs – this is at the discretion of the school kitchen and is dependent on resources available. More details on allergens and health and safety practices can be found on the EDWARDS AND BLAKE Catering website.

If children have a food allergy which can be triggered by contact with certain food substances, as well as ingestion, the school will ensure that due consideration is given to where the child is seated in the dining hall and the cleaning of tables. **Children are told that they are not allowed to share food at lunchtimes.** Midday supervisors, including first aid trained teaching assistants, observe and assist the children at lunchtime in order to reduce the opportunity for children to share food, although we cannot guarantee that this will not happen.

A first-aid trained member of staff will be present in the school hall or dining room where a child with a food allergy is eating. Those children with Epi-Pens should have an additional pen stored in the dining room/hall or the class teacher will make sure that their Epi Pen and allergy plan is handed over to a trained member of the lunch time staff. The pen should accompany the child wherever he/she goes, including on the field. This may be kept with the First Aider on duty.

5.2 Treehouse - Breakfast Club & After School Club

Staff are made aware of any food allergies that the children attending the club might have. A 'first aid' folder is kept in the Treehouse mobile filing cabinet. Staff are expected to read all information inside the folder.

Treehouse is able to cater for a variety of food allergy needs e.g. use of soya milk or gluten free bread. Separate equipment (e.g. toasters) is used to avoid cross contamination.

Parents are advised to discuss any particular food allergy requirements with Treehouse staff in order to ensure needs can be met.

5.3 Curriculum Activities

Children will be taught about healthy lifestyles, including allergies, food intolerances and preferences, through our PSHE curriculum.

As part of the school curriculum, children may be involved in activities that involve preparing food (e.g. DT lesson) or tasting food (e.g. tasting food from other countries). Teachers will take the needs of children with food allergies into account when planning these activities and will make modifications where possible to allow participation. Parents/carers should be consulted.

As part of the curriculum, children may be involved in creative activities such as junk modelling, where used food packaging, cardboard and other recyclable material may be used. If this material is donated by parents/carers, it must be kept away from the classroom until it has been thoroughly checked by staff that it does not contain any remaining food or has previously contained products that are known allergens to pupils in our school. If this is the case, it will be thrown away (recycled).

When a third party is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration.

When a child moves to another space in the school (outside of their classroom), any medication, such as an Epi Pen or inhaler, will also be taken and handed over to the adult responsible. Staff must inform the new staff member of the child's medical needs and where care plan/allergy plan/medicine is kept.

5.4 Rewards and Celebrations

Sometimes children will bring food items into school to distribute to classmates when it is their birthday. Any item brought in from home will be individually wrapped. These are handed out at the end of the day so children can take them home and check with an adult before eating.

5.5 Educational Visits and Extra-Curricular Activities

The lead member of staff for an educational visit will ensure that food allergy considerations are made in any activity that may involve food and where appropriate, a risk assessment carried out. When a child with a food allergy participates in a residential visit, their dietary needs will be planned for, in conjunction with the activity centre.

Where a child has an allergy, they should always be accompanied by a member of staff who is first aid trained and is able to recognise the child's symptoms of potential allergic reaction.

5.6 Specific food allergies

Due to an increased number of children with allergies in school, we ask that parents do not send children into school or on a school trip with any **nut** based products in their lunchboxes or as a break time snack.

5.7 Charity Events

If the School hosts any 'cake sales' or similar events for charity it is important that no food poses a risk to the end user, however, this is difficult for the school to monitor. Where products are not made on site, but sold by the school, appropriate signage will be put in place. This will state the following:

'This item was not produced at Ashleigh Primary School and Nursery, therefore we cannot guarantee that it does not contain nuts or any other allergen'.

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

SECTION SIX - Managing Medicines

For a full discussion of managing medicines, see First Aid Policy 2021 and Medical Needs Policy (Sept 2021).

Medicines can only be administered by school staff if a parent/carer has signed a consent form.

Epi-Pens:

- Parents and guardians are responsible for the provision and timely replacement of Epi-Pens.
- Epi-pens must accompany the child when he/she moves about the school and on any extra-curricular events inside or outside of the school grounds.

Cetirizine (antihistamine):

- Parents and carers are responsible for the provision and timely replacement of any antihistamine required.
- Allergy plans must be consulted for when to administer this medicine.
- Where necessary, antihistamine will accompany the child around the school building and during extra-curricular activities including trips and visits.

Inhalers:

- Parents and guardians are responsible for the provision and timely replacement of inhalers, although these will be checked termly by the First Aid lead.

- Inhalers will be kept in the child's classroom and will accompany them throughout the school. This is particularly important for sporting activities. Staff will refer to the child's care plan/asthma plan for advice on when to administer the inhaler.

SECTION SEVEN – STAFF TRAINING

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of care plans. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENCO. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the care plans
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Liability and Indemnity

The School are responsible for appropriate levels of insurance. This is accessible to staff and ensures that they are adequately covered, to provide medical support when needed.

Complaints

Any complaints should be discussed directly with the Headteacher or SENCO. In most cases, the issue can be resolved. Parents/carers can refer to the Trust complaints procedure if they are not satisfied.

Monitoring arrangements

This policy will be reviewed by Ashleigh Primary School and Nursery staff, led by the SENCO, and approved by the Trust board every 2 years.

Links to other policies

This policy links to the following policies:

- Medical Needs
- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Amy Webb
SENCO
November 2021

Agreed:

To be reviewed:

Head's signature:

Date:

Chair of Governors' signature:

Date: