

# Smith's Wood Primary Academy



## Food Allergy policy

<b>Reviewed:</b>	<b>September 2021</b>
<b>By:</b>	<b>N. Hobbis</b>
<b>Approved on:</b>	<b>16 .09.2021</b>
<b>Signed on behalf of Governing Body:</b>	<b>D. Givens</b>
<b>Role:</b>	<b>Head Teacher</b>
<b>Next review date: (period of review)</b>	<b>September 2023</b>

## Introduction

Smith's Wood Primary Academy recognises that a number of community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods. Smith's Wood Primary Academy is committed to a whole academy approach to the care and management of those members of the Academy community.

This policy looks at food allergy and intolerances in particular. The Academy's First Aid Policy looks more in depth at allergens such as animal stings (bees, wasps, ants etc.).

The Academy'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 Academy has robust plans for an effective response to possible emergencies.

This policy has been created with guidance from the School Nurse and the Catering Department to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014.

Smith's Wood Primary Academy 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 stakeholder awareness of food produced on site.
- Provision of a relevant 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 Smith's Wood Primary Academy or attending any Academy 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 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, humus, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- Lupine, 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)**

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

- The School Nurse being involved with the parents/carers and the child in establishing an individual Personal Care Plan (PCP). The Care Plans are created by the designated School Nurse.
- Effective communication of the Personal 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. Posters with affected pupil's pictures, names and classes are on display throughout the Academy.

### **General Aspects (Staff, Members of the Community)**

It is important that allergen information is accessible to all parties who visit the site. The Business Manager must check the procedures with the Catering Department, or the supplier of food to ensure that they follow the Academy's procedures outlined in this document.

## **Responsibilities**

Medical information for pupils is private and confidential. However, it is the Business Manager'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 instruction in the Catering Department;
- A list with pictures will be sent out to all staff at the start of each term outlining pupils with medical conditions;
- This medical information will be on SIMS for staff to download during trips and activities.
- The School Nurse and their team who offer and deliver training to all staff in regard to the administration of the medication, also to brief relevant staff on anaphylaxis recognition and treatment.

All recognised first aiders and trained staff in anaphylaxis are responsible for supplying the relevant pupil medication (adrenaline device). Devices should be located in the classroom of an affected pupil. Additional devices are located in the main office. It is the responsibility of the office staff team to keep these up to date.

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 provision.
- Ensuring suppliers of all foods and catering suppliers are aware of the Academy'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.

## **Educational Visits**

All staff must check the requirements of all pupils they are taking off site. This is part of the educational visit risk assessment. All pupils' information is on SIMS where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering packed lunches/refreshments/food.

A staff member supporting an identified child with a PHP, undertaking an offsite trip, must have attended relevant 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 Academy during the trip).

## **Events**

If Smith's Wood Primary Academy hosts any 'coffee mornings' 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 Academy, appropriate signage should be in place. This will state the following:

*'This item was not produced at Smith's Wood Primary Academy; 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 consumption. It should be left to the discretion of the person accessing the food that they accept the risk that allergens may be present.

## **Appendix A**

### **Academy Management of severe allergies (ANAPHYLAXIS)**

All staff must make themselves aware of the Smith's Wood Primary Academy 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.
- Locate the nearest first aider to come and assist.
- Use the person's adrenaline device\*.
- Stay in the immediate area to assist 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.