

# Swift Academies

## Allergen and Anaphylaxis Policy

**Accepted by:** Local Governing Body September 2017

**Approving Body:** Local Governing Body

**Committee :** Local Governing Body

**Review Cycle:** Annually

**Last reviewed:** June 2023

**Date for next review:** June 2024

### Statement of Intent

The Rydal Academy strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising risk occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks. The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposures to allergens, encourage self-responsibility and plan for an effective response to possible emergencies.

### Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE (2015) 'Supporting students at school with medical conditions'
- The Human Medicines (Amendment) Regulations 2017
- Department of Health (2017) 'Guidance in the use of adrenaline auto-injectors in schools'
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2021) 'Allergy guidance for schools'

This policy will be implemented in conjunction with the following school policies and documents:

- Policy for Supporting Pupils with Medical Conditions
- Policy for Administration of Medication
- First Aid and Accident Policy
- Health and Safety Policy
- Visitors health and safety policy

### Definitions

For the purpose of this policy:

- **Allergy** – is a condition in which the body has an exaggerated response to a substance. This is known as hypersensitivity.
- **Allergen** – is a normally harmless substance that triggers an allergic reaction for a susceptible person.
- **Allergic reaction** – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:
  - Hives
  - Generalised flushing of the skin
  - Itching and tingling of the skin

- Tingling in and around the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

**Anaphylaxis** – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Difficulty breathing
- Feeling faint
- Reduced level of consciousness
- Lips turning blue
- Collapsing
- Becoming unresponsive

### **Food allergies**

Parents should inform school of any allergies prior to their child starting school. Parents should provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Information regarding all pupil's food allergies will be collated and will be passed on to the school's catering team. Depending on the type of and severity of the allergy, a meeting may be requested by the school's catering manager to plan a suitable offer.

### **Seasonal allergies**

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites. Staff members will be diligent in the management of wasp, bee and ant nests on school grounds, reporting any concerns to the site staff. Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

### **Nut allergies**

We have a duty of care to all pupils, so will work together to minimise the risks to pupils by asking parents not to send in items in packed lunches marked 'does contain nuts' or 'contains peanuts'. Lunchtime staff will be alert to obvious signs of nuts being brought into school and any nuts/nut products found to be brought into school, will be bagged up and returned. If the pupil who has brought in nuts/nut products is sitting near to a child with a severe allergy, the pupil with nuts/nut products will be asked to move tables and asked to wash their hands after eating. Foods that are not permitted include: packs of nuts, peanut butter sandwiches, nutella, chocolate bars containing nuts and cakes with nuts in them. If a packed lunch contains an item which 'may contain nuts' these will be permitted.

Luckily, airborne allergic reactions are very rare. Usually, a person has to ingest or directly come into contact with the protein (usually found in peanuts) in order to suffer an allergic reaction. It is not possible to ensure that The Rydal Academy is 100% nut free, but we will strive to reduce risks as much as we can by working with parents, pupils and staff to manage and reduce the risks of allergic reactions to nuts, through:

- transferring medication, alongside the pupil/s with allergies, to and from shared eating areas,
- not permitting the sharing of food from packed lunches,
- bagging up and returning any items found in packed lunches that 'contain nuts' or 'contain peanuts',

- working with parents, pupils and staff to manage and reduce the risks of allergic reactions to nuts

### **Adrenaline auto-injectors (AAIs)**

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

### **Medical attention and required support**

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents/carers, a member of the medical team and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed. If a child requires medication for their allergies, an individual health care plan will be co-produced by parents/carers and school, which is then shared with appropriate staff and stored centrally within school.

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it. Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction. Any specified support which the pupil may require is outlined in their Individual healthcare plan (IHCP). All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupils IHCP.

A member of the medical team is responsible for working alongside any other professionals and parents in order to develop IHCPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including visit risk assessments being undertaken. The Inclusion Lead has overall responsibility for ensuring that IHCPs are monitored and communicated to the relevant members of the school community.

### **In the event of a mild-moderate allergic reaction**

Mild-moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a pupil, the nearest adult will:

- stay with the pupil and call for help from staff members able to administer AAIs.
- administer the AAI.
- the pupil's parents will be contacted immediately if a pupil suffers a mild/moderate allergic reaction, and if an AAI has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis. Should the reaction progress into anaphylaxis, the school will act in accordance with the pupil's IHCP and advice from the emergency services. The school will refer any pupil who has been administered an AAI to the hospital for further monitoring. The Head Teacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.

### **In the event of anaphylaxis**

Anaphylaxis symptoms include the following:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

In the event of anaphylaxis, the nearest adult will:

- lay the pupil flat on the floor and will call for help.
- administer an AAI to the pupil. *Spare AAIs will only be administered if appropriate consent has been received.* If necessary, other staff members may assist staff members with administering AAIs.
- request that the emergency services will be contacted immediately.
- support the pupil as directed by emergency services
- stay with the pupil until the emergency services arrive – the pupil *will be encouraged to remain lay flat and still.*
- staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered
- Any used AAIs will be given to paramedics.

A member of staff will accompany the pupil to hospital in the absence of their parents. If a pupil is taken to hospital by car, two members of staff will accompany them. Following the occurrence of an allergic reaction, the Leadership Team will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

**Roles and responsibilities**

The governing body is responsible for:

- Ensuring that arrangements are in place to support pupils with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities
- Ensuring that policies, plans, systems and procedures are implemented to minimise the risks of pupils suffering allergic reactions or anaphylaxis at school
- Ensuring that the schools' approach to allergies and anaphylaxis focuses on, and accounts for, the needs of each individual pupil
- Ensuring that the schools arrangements give parents and pupils confidence in the school's ability to minimise susceptible pupils contact with allergens and to effectively support pupils should an allergic reaction or anaphylaxis occur
- Ensuring that staff are properly trained to provide the support that pupils need, and that they will receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.

The Head Teacher is responsible for:

- The development, implementation and monitoring of the Allergen and Anaphylaxis Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips are planned in accordance with the Educational Visits Policy, taking into account any potential risks if the activities involved pose (risks) to the pupils with known allergies.
- Catering procedures are effectively implemented ensuring that all designated first aid trainers are trained in the use of adrenaline-auto injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that catering staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.

The Inclusion Lead is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff
- Seeking up-to-date medical information about each pupil via a meeting with parents on an annual basis, to complete an Individual Health Care Plan (IHCP) including information regarding any allergies.
- Contacting parents required for medical documentation regarding the pupil's allergies
- Ensuring that the necessary staff members are informed about the pupil's allergies
- Understanding the action to take and processes to follow in the event of a pupil going into anaphylactic shock and ensuring this information is passed on to staff members
- Ensuring that catering staff are aware of any pupils with allergies which may affect the school meals provided.

All staff members are responsible for:

- Acting in accordance with the school's policies and procedures at all times
- Accessing relevant training regarding allergens and anaphylaxis

- Being familiar with and implementing pupil's individual health care plans (IHCPs) as appropriate
- Responding immediately and appropriately in the event of a medical emergency
- Reinforcing effective hygiene practices, including those in relation to the management of food
- Promoting hand washing before and after eating
- Monitoring food supplied to pupils by both school and parent, including snacks, ensuring food containing known allergens are not provided
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen
- Ensuring that any necessary medications are out of the reach of pupils but still easily accessible to staff members
- Liaising with the Inclusion Lead and pupils' parents to ensure the necessary control measures are in place

The Catering Manager is responsible for:

- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and the training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- Acting on entries to the allergen incident log and ensuring the risks of reoccurrence are minimised.
- When a pupil has a number of allergies or health related problems linked to food, the Catering Manager will request a meeting with parents and/or a suitably qualified professional to discuss a plan for the pupil to ensure all their needs are met.

Catering staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy and the processes for identifying pupils with specific dietary requirements
- Ensuring that they are fully aware of whether each item of food served contains any of the 14 allergens, as is a legal obligation and making sure this information is readily available for those who may need it
- Menus and allergen information that is on the website
- Ensuring that the required food labelling is complete, correct and clearly legible and is either printed on the food packaging or attached via a secure label
- Reporting to the Catering Manager if food labelling fails to comply with the law
- Accessing training to ensure they are allergen aware and consistent in communicating with those who have allergies. Failing to produce this information will breach the Food Safety Act. The information will need to be available on demand either verbally or in written format and will be monitored and inspected via Environmental Health Officers.
- Documenting any pre-orders for pupils in the 'safer food better business diary' or a book dedicated to special orders which is in use in the kitchen areas daily, the catering team will liaise with lunchtime staff on a daily basis of any orders for pupils.
- Displaying notices in food service areas encouraging pupils with allergies to talk to them and inform them of allergies. The catering team will display notices stating allergens may be present in the food prepared on site.

- Encouraging pupils to ask what is in the food if they have an allergy or special diet, this can be achieved by displaying posters and notices within the dining areas.

All parents are responsible for:

Notifying the school of the following information:

- Their child's allergens or intolerances
- The nature of the allergic reaction
- What medication to administer
- Specific control measures and what can be done to prevent the occurrence of an allergic reaction
- Keeping the school up-to-date with their child's medical information
- Providing the school with up-to-date emergency contact information
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor
- Providing the school with any necessary medication, in line with procedures outlined in the 'Supporting Students with Medical Conditional Policy'
- Communicating to the school any specific control measures which can be implemented in order to prevent the child from coming into contact with the allergen
- Providing the school, in writing, any details regarding the child's allergies
- Working alongside the school to develop an IHCP to accommodate the child's needs.
- Signing their child's IHCP, where required
- Acting in accordance with any allergy-related requests, made by the school, such as not providing nut-containing items in their packed lunch
- Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react
- Providing a supply of 'safe' snacks for any individual attending school events
- Raising any concerns they may have about the management of their child's allergies with the school
- Ensuring that any food their child brings to school is safe for them to consume
- Liaising with appropriate staff members, regarding the appropriateness of any food or drink provided
- Should a special diet need to be provided, a medical evidence letter will be required.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients
- Being proactive in the care and management of their allergies
- Notifying a member of staff immediately the event they believe that are having an allergic reaction, even if the cause is unknown
- Notifying a member of staff when they believe they may have come into contact with something containing an allergen
- Learning to recognise personal symptoms of an allergic reaction
- Keeping necessary medications in an agreed location which members of staff are aware of
- Developing greater independence in keeping themselves safe from allergens
- Notifying a staff member if they are being bullied or harassed as a result of their allergies

## **Food allergens and labelling**

Catering staff have a full list of allergens and will avoid using them within the menu where possible. Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, to denote allergens of which consumers should be aware. The school will ensure that there are always dairy and gluten-free options available for pupils with allergies and intolerances. Where a pupil who attends the school has a nut allergy, the school will follow the processes outlined below, including:

- Requesting that the school catering team eliminates nuts and food items with nuts as ingredients from meals as far as possible, ensuring that food items containing nuts will not be served, or as far as possible will not be brought onto the school premises
- Maintaining an allergy log and ensuring staff know where it can be located

When making changes to menus or substituting food products, the school will ensure that pupils special dietary needs continue to be met by:

- Checking any product changes with all food supplies
- Asking caterers to read labels and product information before use
- Using the Food Standards Agency Allergen matrix to list the ingredients in all meals
- Ensuring allergen ingredients remain identifiable

### **Reducing risk**

Catering staff can identify those pupils with dietary needs through the use of the catering system and will minimise risk by:

- Disinfecting all food tables before and after use – using anti-bacterial spray and wipes
- Using different coloured boards to the rest for fruit and vegetables in order to remind kitchen staff to keep them separate.
- Using disposable sponges or cloths
- Ensuring learning activities which involve the use of food such as food technology lessons, taking into account any known allergies of the pupils involved.

### **Food allergen labelling**

From 1 October 2021, the school will adhere to new allergen labelling rules of pre-packed food goods, in line with Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption. The relevant staff, e.g. catering staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed as soon as there are any revisions to related guidance or legislation.

### **Food labelling**

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information from the main supplier is displayed
- Allergen tracking will continue throughout the school's handling of allergen containing food goods, including during storage, preparation, handling, cooking and serving
- The food allergen log will be monitored for completeness on a weekly basis by the Catering Manager



- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the Catering Manager

### **Declared allergens**

The school will provide information on the presence of allergens in all menu items.

The following allergens will be declared:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley, crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

Any abnormalities in labelling will be reported to the Catering Manager immediately, who will then contact the relevant supplier where necessary. The Catering Manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

### **Changes to ingredients and food packaging**

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff. Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

## **Staff training**

Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

In accordance with the policy for Supporting Pupils with Medical Conditions, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The school will arrange training where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

The relevant staff, e.g. kitchen staff, will be trained on food labelling and the requirements set out in Natasha's Law.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

All staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions
- Respond appropriately to a request for help from another member of staff
- Recognise when emergency action is necessary
- Administer AAIs according to the manufacturer's instructions
- Make appropriate records of allergic reactions

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs
- Understand how to access AAIs
- Understand who the designated members of staff are, and how to access their help
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation
- Be aware of how to administer an AAI should it be necessary
- Be aware of the provisions of this policy

## **Control Procedures**

There are at least 3 staff members in the kitchen with a Level 2 Award in Managing Allergens in Catering and a further 6 with the updated award 'Food Allergy Intolerance training'. All catering staff are trained on how to read labels correctly when looking for allergens, how to check recipes for allergens and how to communicate with customers with allergies.

## **Events in School**

Events in school are required to comply with the new legislation this would include events such as: a charity cake sale, garden fete, Christmas lunch for the community, biscuits for production evenings etc. When food for these events is produced in the catering departments a copy of the relevant allergen information will be made available. For an event where pupils or staff or visitors are supplying food, they must supply the relevant information to school. A form will be given to the person responsible for the organisation of the event to document what will be sold and what allergens if any are present in the food. This form should be seen before the goods are sold. It is the person responsible for the event to gather this information and to make sure this information is available. If products are bought in ready cooked for an event such as a pack of cakes but are sold loose out of the packaging, the packaging needs to be kept for allergen information for the customers. The school cannot be held responsible for the accuracy of the information from another source this will be highlighted on the form (appendix1). If any departments or visitors require advice on what is required, they can contact the schools catering departments. The form after the event should be stored within catering department in case any queries emerge in the weeks after the event. Recommend these records are stored for 3 months.

## **Validation**

School catering departments will be inspected by Environmental Health to confirm that they are compliant with the new legislation. The Catering Manager in each school kitchen will monitor and observe staff when preparing allergens to confirm they are following correct procedures. The Trust Business Manager will spot check the catering teams to ask what is in dishes to ensure their method of communication is correct. These spot checks will be recorded by the Catering Manager. The Trust Business Manager will conduct termly audits on catering departments that will include allergy management.

## **Breach of Policy**

Any breach of policy will be investigated initially by the Catering Manager. The investigation will identify the circumstances surrounding the breach, a review of operating procedures, staff competency and training.

**Appendix 5**

School Event .....

Date .....

Person Responsible for event.....

Person cooking/ supplying food for event .....

Please fill in the allergen details overleaf for any food products on sale or available at the event. Food sold or available that is pre-packed with allergen labeling is not required. Food that is sold loose out of packaging is required. This information must be available at all school events, failure to provide this information will result in products not being sold or available at the event.

Please note: The Rydal Academy is not responsible for the accuracy of the information of allergens on products prepared outside of the catering department.

