ALAMEDA MIDDLE SCHOOL

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ALLERGEN POLICY INCLUDING NUT & FOOD ALLERGY

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STATEMENT OF INTENT

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.

Alameda Middle School is aware that children who attend may suffer from food, sting, bite, animal or nut allergies, and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The school's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Alameda Middle School is committed to no food and drink sharing.

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such, parents and carers are asked to provide details of allergies in the child's Admissions Form, which is submitted before starting school.

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 food that pupils with allergies can and cannot eat.

From October 2021, the Food Information Regulations or Natasha's Law require the labelling of allergens on PPDS foods. These are foods which are packaged on the premises before the consumer orders them.

AIM OF POLICY

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high-risk allergy and as such, demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School Staff
- Parents / carers
- Volunteers
- Supply staff
- Students

DEFINITION

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and 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 food, stings, bites, or medicines.

Epipen - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

Minimised Risk Environment - An environment where risk management practices (e.g. risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan - A detailed document outlining an individual student's condition, treatment and action plan for location of Epipen.

PROCEDURE AND RESPONSIBILITIES FOR ALLERGY MANAGEMENT

General:

- The involvement of parents and staff in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plan to all relevant staff.
    - Staff training in anaphylaxis management, including awareness of the triggers and first aid procedures to be followed in the event of an emergency.
    - Age-appropriate education of children with severe food allergies.

Medical Information:

- The school will seek updated information via the student update form at the commencement of each academic year.
- Any change in a child's medical condition during the year must be reported to the school by the parent/carer.
- For students with an allergic condition, the school requires parents/carers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication. The Senior First Aider will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- Teachers and teaching assistants of those students and key staff are required to review and familiarise themselves with the medical information.
- Action Plans, with a recent photograph for any students with allergies, will be posted in relevant rooms with parental permission.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed by the school.

Catering at school:

All parents and carers will be informed of any severe allergies in school and they will be asked not to include these items in packed lunches and snacks, but this cannot be checked by staff.

As part of the school's duty to support children with medical conditions, the school's third-party caterer must be able to provide safe food options to meet dietary needs, including food allergies. Catering staff should be able to identify pupils with the allergy and be able to provide them with safe meals.

All food businesses (including school caterers) will follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

School menus will be available for parents to view, with the ingredients clearly labelled.

Handling allergens and preventing cross contamination

Some product ingredient lists contain precautionary allergen labelling, e.g. "may contain". It is down to each individual preference whether pupils consume products labelled as "may contain" and this should be included in the Individual Healthcare Plan.

The school will provide the catering company with information on pupils with allergies, including an allergy action plan with pictures, and keep this updated.

The third-party catering Kitchen Manager will keep in contact with food suppliers as ingredients may change and update the menu accordingly.

Medical Information (autoinjectors):

Where autoinjectors are required in the Health Care Plan:

- Parents /carers are responsible for the provision and timely replacement of the autoinjectors.
- The school will monitor and remind parents of medicine expiry dates, but this remains the responsibility of parents.
- EpiPens are located securely in relevant locations approved by the School Business Manager

Emergency autoinjectors and asthma pumps

The school has an emergency autoinjector (e.g. Epi Pen) and this is stored in the office in a clearly marked container. Consent needs to be gained OR given under direct supervision by a medically qualified professional (for example 999, who will authorise the use of autoinjector).

All school staff (including midday staff) will receive training on the use of an autoinjector every 2 years.

The school has an emergency inhaler stored in the school office. It is clearly marked as a 'spare inhaler'. It should only be used if the pupil's original inhaler is inoperable. Paperwork gaining consent for its use should have been completed by the parent/carer when the pupil's original inhaler was sent to school. Calls home can be made to clarify this. All incidents are documented on 'Med-tracker' by a qualified first aider.

The emergency Epi pen and inhaler will be checked regularly to ensure it is in date and accessible for staff to use.

PARENT AND CARER RESPONSIBILITIES

Parents and carers are responsible for providing, in writing, accurate and current medical information to the school.

Parents are to send a letter confirming and detailing the nature of the allergy, including:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of an allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents.
- It is the responsibility of the parent/ carer to provide the school with up-to-date medication/equipment clearly labelled in a suitable container.
- In the case of life-saving medication like an EpiPen, the child will not be allowed to attend school without it.
- Parents are also required to provide up-to-date emergency contact information.
- Snacks and lunches brought into school are provided by each child's parent.
- It is the parent's responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with staff about the appropriateness of snacks and any food-related activities (e.g. cooking).

STAFF RESPONSIBILITIES

Staff are responsible for familiarising themselves with the policy and adhering to health & safety regulations regarding food and drink.

If a child's Admissions Form states that they have an allergy, then a Health Care Plan is needed. It must be in place before the child starts attending school. A risk assessment should be carried out, and any actions identified need to be put in place. The assessment should be stored with the child's Health Care Plan.

- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of the child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the Senior Administrator and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution (detergent).
- Children are not permitted to share food.
- Staff will be trained on the use of autoinjectors at least every 2 years.
- Parents may be asked to provide a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities.

HEALTH PLANS AND EMERGENCY RESPONSE

Individual healthcare plans are available for children with allergies and allergy lists are displayed highlighting the healthcare plans in place, triggers and medication (medication will be stored, administered and documented in accordance with our Administering Medicine Policy).

ACTIONS

In the event of a child suffering an allergic reaction:

- The child's parents/carers will be contacted.
- If a child becomes distressed or symptoms become more serious, the emergency services will be contacted.
- The child will be encouraged to keep calm, made comfortable and given space.
- If medication is available, it will be administered in line with training and in conjunction with the Administration of Medicines Policy.
- If parents have not arrived by the time an ambulance arrives, a member of staff will accompany the child to the hospital.

TRAINING

Allergy training should include a practical session.

Training should include:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) and, in the event of anaphylaxis, knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance
- Knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing emergency care plans and ensuring these are up to date

GUIDANCE

Allergy guidance for schools - GOV.UK (www.gov.uk)

The Food Information Regulations 2014 (legislation.gov.uk)

Prepacked for direct sale (PPDS) allergen labelling changes for schools, colleges and nurseries | Food Standards Agency

What to do in an emergency | Anaphylaxis UK

https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools