



Wykeham Church of England Primary School

Allergens Policy

V	Author	Dated	Status
1	Compliance Officer	19.11.19	Agreed
2	H&S Manager	17.11.21	Agreed
3	Head of Estates and H&S	10.8.23	Agreed
4	Head of Estates and H&S	5.8.24	Approved
5	Head of Estates and H&S	2.12.24	Approved

Introduction:

References to 'the Headteacher' includes the Executive Headteacher, Head of School or acting Headteacher as appropriate. Elevate Multi Academy Trust (Elevate) is concerned with a whole Trust approach to the health care and management of those children / members of staff / volunteers suffering from specific allergies.

Elevate and its Academies are aware that persons may suffer from food, bee / wasp sting, animal or nut allergies and they believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. Elevate and its Academies 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.

Elevate and its Academies are committed to no food and drink sharing. Parents and carers are asked to provide details of allergies in the child's School Admissions Forms, which are submitted before starting in the Academy.

General Aims:

The intent of this policy is to minimise the risk of persons suffering allergy-induced anaphylaxis whilst at the Academy. 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 child, staff, family members 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 persons:

Links With Other Policies:

Elevate Health & Safety Policy
Elevate Medical Needs Policy

Definitions:

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.

Adrenaline Auto-Injector (Auto-Injector) - is a syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

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

Procedures and Responsibilities for Allergy Management:

General:

- The involvement of parents and carers 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 and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

Medical Information:

- The Academy will seek updated information via medical form at the commencement of each calendar year.
- Furthermore, any change in a child's medical condition during the year must be reported to the Academy by their parent / carer.
- For children with an allergic condition, the Academy requires parents and carers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Headteacher will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- All members of staff are required to review and familiarise themselves with the medical information.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.

Medical Information (Auto-Injector):

Where Auto-Injector (Adrenaline) are required in the Health Care Plan:

- Parents and carers are responsible for the provision and timely replacement of the Auto-Injector.
- The Auto-Injectors are located securely in relevant locations approved by the Headteacher / SLT.
- Auto-Injectors will be located so that all adults involved with the person know where they are, always.

The Role of Parents and Carers:

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

Parents and carers are to send a letter and meet with the Academy to confirm and detail the nature of the allergy, including:

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

The Role of Staff:

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

- If a child's School Admissions Form states that they have an allergy, then a Health Care Plan is needed. A risk assessment should be carried out and any actions identified to be put in place. The Assessment should be stored with the child's Health Care Plan.
- Upon determining that a person attending the Academy 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 person's needs.
- All staff who encounter the person will be made aware of what treatment / medication is required by the Headteacher / SLT or Inclusion Team and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time foods are monitored by staff and are peanut, nut free and other allergens depending on the person attending. All staff should know the procedures at snack and lunch time to ensure the safety of persons with allergies.

- However, staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- Elevate and its Academies provide specific Auto-Injector use training.
- The Academy may ask parents and carers for a list of food products and food derivatives the child must not encounter.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents and carers about snacks and any food-related activities.

Actions:

In the event of a child suffering an allergic reaction:

- The Academy will delegate someone to contact the child's parents and carers.
- If a person becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available, it will be administered as per training and in conjunction with the Elevate Supporting Children with Medical Needs Policy.
- If parents and carers have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- If a person is taken to hospital by car, two members of staff will accompany them.

Role of other Parents and Carers:

Snacks and lunches brought into the Academy by other parents and carers should be peanut and nut free wherever possible.

The Academy will ensure that parents and carers are regularly reminded of and will monitor the contents of lunchboxes and snacks.

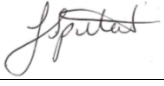
Catering:

Our current school lunch provider has their own policy for food allergies. Parents and carers must complete the special diet request form placed in the special dietary folder kept by the school cook. This is updated annually.

Which ingredients can cause a problem:

- Cereals containing gluten
- Peanuts
- Nuts
- Milk

- Soya
- Mustard
- Lupin
- Eggs
- Fish
- Crustaceans
- Molluscs
- Sesame seed
- Celery
- Sulphur dioxide

Signed:	
Name:	Mrs J Spittal
Position:	Headteacher
Date:	4/12/2024
Review Date:	Dec 2025

Local procedure to deal with allergens to be documented by SLT to cover school mealtimes, school visits, sweets brought in by children and cake fairs.