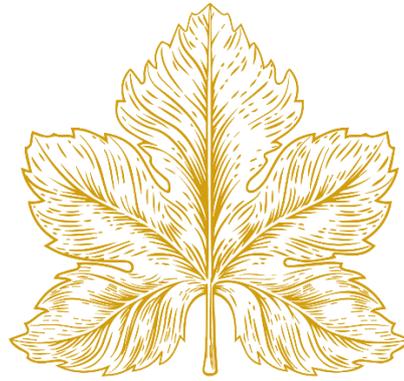


# Allergen and Anaphylaxis Policy



**EPWORTH**  
**EDUCATION TRUST**

Reviewed by:	J Buckley (Operations)
Approved by CEO:	25 <sup>th</sup> October 2023
Next Review Date:	Autumn 2026

## **Mission Statement**

The Epworth Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives.

## **Safeguarding Statement**

At the Epworth Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers, and governors.

# Version Control

## Change Record

Date	Author	Version	Section	Reason for Change
Feb 2020	J Buckley	1		Policy adopted using School Bus template as decision made to create 2 separate policies – Allergens and Whole Food (was one before)
Aug 2023	J Buckley	2	1	Update to legislation to include Natasha Law
			3.3	Includes Catering provider responsibilities
			5	New section on Food Labelling

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## **Statement of Intent**

The Epworth Trust 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 the risk of anaphylaxis occurring whilst at school.

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, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

## 1. Legal framework

1.1. This policy has due regard to legislation and government guidance including, but not limited to, the following:

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

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

- Health and Safety Policy
- Whole School Food Policy
- First Aid and Managing Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits and School Trips Policy

## 2. Definitions

### For the purpose of this policy:

2.1. **Allergy** – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

2.2. **Allergen** – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

2.3. **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
- Burning sensation in 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

2.4. **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

### 3. Roles and responsibilities

3.1. The headteacher at each of the Epworth Trust's schools 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 and School Trips Policy, considering any potential risks the activities involved pose to pupils with known allergies.
- Ensuring that the Whole-School Food Policy and the associated protocols are effectively implemented, including those in relation to labelling foods that may contain common allergens, e.g., nuts.
- Ensuring that all designated first aiders 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.
- Ensuring that catering staff are aware of any pupils' allergies which may affect the school meals provided.
- 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 medical form sent to parents on an annual basis, including information regarding any allergies.
- Ensuring First Aiders understand the action to take and processes to follow in the event of a pupil going into anaphylactic shock and ensuring that this information is passed onto staff members.

3.2. All staff members are responsible for:

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

- Being familiar with and implementing pupils' individual healthcare plans (IHPs) 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 all food supplied to pupils by both the school and parents, including snacks, ensuring food containing known allergens is not provided.
- Ensuring that pupils do not share food and drink to prevent accidental contact with an allergen.
- Ensuring that any necessary medication is out of the reach of pupils but still easily accessible to staff members.

3.3. The school's catering provider is responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation and the processes for identifying pupils with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- If possible, outlining on the catering system the ingredients of the lunch highlighting any allergens.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

3.4. All parents are responsible for:

- Notifying the school of the following information:
  - Their child's allergens
  - The nature of the allergic reaction
  - What medication to administer
  - Specified 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 and any necessary medication, including instructions for administering as directed by the child's doctor.

- Communicating to the school any specific control measures which can be implemented to prevent the child from encountering the allergen.
- Working alongside the school to develop an IHP to accommodate the child's needs, as well as undertaking the necessary risk assessments.
- Acting in accordance with any allergy-related requests made by the school, such as not providing nut-containing items in their child's 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.
  - Liaising with staff members, including those running breakfast and afterschool clubs, regarding the appropriateness of any food or drink provided.

3.5. 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 in the event they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have encountered 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 because of their allergies.

## 4. Food allergies

4.1. From the 13th Dec 2014, the EU food information for Consumer Regulation No 1169/2011 came into force requiring any catering providing "loose food" (such as school meals, sandwiches wrapped on site and snacks) to declare the presence of allergenic ingredients used in their preparation.

4.2. There are 14 common food allergens that need to be identified when used as ingredients:

- Cereals containing gluten
- Crustaceans
- Molluscs
- Eggs
- Fish
- Peanuts
- Nuts

- Soybeans
- Milk
- Celery
- Mustard
- Sesame seeds
- Lupin
- Sulphur Dioxide (at levels above 10mg/kg or 10mg/litre expressed as SO<sub>2</sub>).

- 4.3. The Epworth Trust has decided to declare any of these allergens in the following way:
- **School Lunches** - All allergens that are used as ingredients in a school lunch will be declared where possible on the catering system or if not via the caterers termly menu.
  - **Snacks & rewards** –Staff will be made aware of allergens and will alert parents with an annual letter as to the type of snacks being used in school and notice of the 14 allergens.
  - **All other food served within school** – Notices will be displayed eg. at cake sales
- 4.4. Parents will 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.
- 4.5. Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner, snack or a packed lunch, and this will be passed on to the school's catering service and staff.
- 4.6. Where possible, the school catering system will highlight any allergens used and will automatically put a stop on their system to any allergic pupils opting for this lunch option.
- 4.7. Where a pupil who attends the school has a nut allergy, the school's catering service will be requested to eliminate nuts, and food items with nuts as ingredients, from meals as far as possible, not including foods which are labelled 'may contain traces of nuts.'
- 4.8. All food tables will be disinfected before and after being used.
- 4.9. Anti-bacterial wipes and cleaning fluid will be used.
- 4.10. Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives to remind kitchen staff to keep them separate.
- 4.11. There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.
- 4.12. There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.
- 4.13. Food items containing bread and wheat will be stored separately.

- 4.14. Food items containing nuts will not be served at, or be bought onto, school premises.
- 4.15. The chosen catering service of the school is responsible for ensuring that the school's policies are always adhered to, including those in relation to the preparation of food, considering any allergens.
- 4.16. Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, considering any known allergies of the pupils involved.

## 5. Food Allergen Labelling

- 5.1. From 1 October 2021, the school will adhere to new allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.
- 5.2. 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.
- 5.3. The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations.
- 5.4. Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:
  - The name of the food
  - The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour
- 5.5. The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:
  - Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
  - 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 kitchen manager
  - Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager
  - The 14 declared allergens (as outlined in section 4) will be declared and listed on all PPDS foods in a clearly legible format.
  - The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to being offered for consumption.
- 5.6. Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the

packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

- 5.7. Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.
- 5.8. The Cook 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.
- 5.9. Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

## **6. Animal allergies**

- 6.1. Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.
- 6.2. In the event of an animal on the school site, staff members will be made aware of any pupils who this may pose a risk to and will be responsible for ensuring that the pupil does not encounter the specified allergen.

## **7. Seasonal allergies**

- 7.1. The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.
- 7.2. Precautions regarding the prevention of seasonal allergies include ensuring if applicable that grassed areas are not mown whilst pupils are outside.
- 7.3. Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- 7.4. Pupils will be encouraged to wash their hands after playing outside.
- 7.5. Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the site manager.
- 7.6. The site manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.
- 7.7. Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

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

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

- 8.2. The First Aid and Managing Medication policy outlines the procedures for using AAI. In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.
- 8.3. Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.
- 8.4. Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with section 12 of this policy.
- 8.5. Where any AAIs are used, the following information will be recorded:
  - Where and when the reaction took place
  - How much medication was given and by whom

## **9. Medical attention and required support**

- 9.1. Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents and the school, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.
- 9.2. 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.
- 9.3. Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.
- 9.4. 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.
- 9.5. Any specified support which the pupil may require is outlined in their IHP.
- 9.6. All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

## **10. Staff training**

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

10.3. 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 AAI should be administered without delay as soon as anaphylaxis occurs.
- 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 Allergen and Anaphylaxis Policy.

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

11.1. 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

11.2. If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and call for help from the designated staff members able to administer AAIs.

11.3. The pupil's prescribed AAI will be administered by the designated staff member. Spare AAIs will only be administered where appropriate consent has been received.

11.4. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.

11.5. The pupil's parents will be contacted immediately if a pupil suffers a mild-moderate allergic reaction, and if an AAI has been administered.

11.6. If 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.

- 11.7. 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.
- 11.8. Should the reaction progress into anaphylaxis, the school will act in accordance with section 12 of this policy.

## **12. In the event of anaphylaxis**

- 12.1. 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
- 12.2. In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor with their legs raised and will call for help from a designated staff member.
- 12.3. The designated staff member will administer an AAI to the pupil.
- 12.4. Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.
- 12.5. The emergency services will be contacted immediately.
- 12.6. A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lay flat and still.
- 12.7. If the pupil stops breathing, a suitably trained member of staff will administer CPR.
- 12.8. If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.
- 12.9. If 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.
- 12.10. A designated staff member will contact the pupil's parents as soon as is possible.
- 12.11. 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.

- 12.12. Any used AAIs will be given to paramedics.
- 12.13. Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.
- 12.14. Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.
- 12.15. A member of staff will accompany the pupil to hospital in the absence of their parents.
- 12.16. If a pupil is taken to hospital by car, two members of staff will accompany them.
- 12.17. Following the occurrence of an allergic reaction, the senior 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.

### **13. Monitoring and review**

- 13.1. The policy will be reviewed every 3 years.
- 13.2. The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported immediately.
- 13.3. Following each occurrence of an allergic reaction, the pupils' IHPs will be updated and amended as necessary.