

# The Shrubbery School



## A Policy for Allergy Awareness

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## Index

1	Policy Statement
2	Purpose of our policy
3.	Aims
4	Identifying potential risks
5	Limiting risk
6	Parent/Carer responsibilities
7	Staff responsibilities
8	Catering Company responsibilities
9	Pupil Responsibilities
10	Pupils wit severe allergies
10	Storage of medication
11	Communication of Policy Information

## **1. Policy Statement**

The Shrubbery School as a part of its safeguarding and pupil care remit, recognises the responsibility it has to raise awareness of the risks to certain pupils and staff who suffer from allergies or life threatening reactions to certain foods or substances.

The most common allergens are nuts, peanuts, soy, milk, egg, wheat and shellfish.

Plans for the management of pupils who have serious allergies are kept in school and have been compiled by Birmingham Community Health in association with parents and the school.

Staff need to be aware that other members of staff and some pupils may be allergic to certain other foods. It is the responsibility of our staff to gain an understanding of the individual needs of the pupils in their care.

The policy also seeks to make the school a safer place for all children to access their education fully regardless of allergy.

## **2. Purpose of this Policy**

This policy seeks to: raise awareness; clarify practice and reassure staff by providing them with guidelines to adhere to when working with pupils who have an identified allergy.

## **3. Aims**

The aims of this policy are to:

Identify potential threats and the actions which the School, parents and children themselves can reasonably take to prevent the presence of foodstuffs containing allergens in the School.

Identify safeguarding and training requirements amongst staff and pupils in order to reduce, as far as possible, the risk of an allergic reaction.

Communicate with all parents the need to be aware that certain foodstuffs cannot be brought into school.

## **4. Potential Risks**

Food on the School premises provided by ourselves or from outside.

Food brought into school for food projects or for children's birthdays.

Contact between persons who have handled foodstuffs known to present a risk of an allergic reaction (in or outside school) and allergy sufferers, without appropriate handwashing.

Catering by outside agencies on any school / residential trips.

Events where food is served on the premises but not prepared on the premises i.e. Sports days, Summer Fetes, staff events, cake sales etc

Ignorance of the differences between a life-threatening 'allergy' or an 'intolerance' which may produce milder symptoms.

Lists of ingredients which do not explicitly name the allergen (e.g. casein and whey as milk derivative, arachis oil is another name for peanut oil).

Lack of awareness of what to do in an emergency.

## **5. Limiting Risk**

There are many foodstuffs that do not contain allergens but which are labelled as being produced in factories that cannot be guaranteed to be allergen free due to the potential for cross-contamination in preparation. It cannot reasonably be expected that all these items be kept out of school.

Items so packed and labelled will be permitted in school, in limited and controlled circumstances i.e. packed lunches or snacks provided by the School. Ingredients in products should be checked and should be used to inform decisions regarding acceptable use of a product in school (currently, ingredients that may cause an allergic reaction are listed in products in bold).

## **6. Parent / Carer Responsibilities**

Parents and carers of children with an identified allergy are requested to do the following: Inform the School and provide any medical documentation necessary as well as any appropriate medicines as prescribed by the child's doctor.

Ensure the medication is in date and is in prescribed named packaging

Liaise when requested with representatives from Birmingham Healthcare Needs to ensure the school has clear Health Care plans.

Assist the School by educating their child and encouraging increasing independence in the child's awareness and management of their allergy.

Check the weekly menu and contact the school or the caterers should they have concerns.

All parents and carers are expected to do the following:

Not to bring food into school for birthdays or other events. When parents or carers send food into school (such as for a school trip packed lunch) they will be asked not to provide food which contains the obvious allergens i.e. nuts, coconut or sesame seeds which would include peanut butter, Nutella, all nuts and cooking oils containing nut oil.

If an allergen form is not returned by a parent, the School will assume that the pupil has no known allergies or intolerances.

## **7. School Staff Responsibilities**

All staff will be made aware of pupils with known allergies.

Class teachers must be proactive, as far as reasonably possible, in protecting pupils in their care who have a known allergy and also those with dietary restrictions due to religion or lifestyle choice (e.g vegetarian)

Staff will participate annually in appropriate training to understand what to do when a child is suspected of having been exposed to an allergen (even if no symptom is shown) and how to identify and deal with allergic reactions including anaphylaxis shock, as well as more mild reactions.

Staff embarking on food any activities involving MUST take responsibility for checking with the medical and dietary details of their classes.

## **8. Catering Responsibilities**

Holroyd Howe, the school's catering company, are mindful of all children who have allergies, whether producing food cooked on site or in the supply of packed lunches. Checklists for allergens are used every day in the preparation of food for identified children. Holroyd Howe will apply the same principles and routines when providing packed lunches to our pupils.

Residential trip providers will be notified in advance of our visit of pupils in the group with allergies or intolerances. Parents will also be involved in establishing their child's dietary needs with these organisations. Parents and carers will be informed by the School when a class is embarking upon any type of activity involving food.

Parents and carers will be informed of any particular event that will involve food at school, other than that served at lunch time, being available in school i.e. the school's birthday, cake sale etc.

## **9. Pupil Responsibilities**

Specific cards will be issued to children on entering the School Hall for lunch which state allergy/diet. Children must then present these to the staff at the catering hatch. A further check is the photo wall in the school kitchen. Supervisors will also be aware of the meal children are eating. Older pupils will be encouraged to speak to catering staff and chose their meals accordingly.

Children must be responsible and not share or swap foodstuffs. Children with allergies/dietary requirements also have to be aware of food from other sources and older children should be asking questions and informing others of their allergies. Pupils will be educated at the start of each school year and reminded through the year so that they are aware of allergies and the importance of hand washing. They will be encouraged NOT to share food and to avoid the unintended spread of allergens through left over food.

## **10. Pupils with severe allergies**

A pre-plated meal will be provided for them. Whilst Holroyd Howe can provide meals that do not include the nominated allergens, they cannot guarantee that dishes do not contain traces of allergens as they may be stored and prepared in the same areas as known or identified allergens.

A meeting will be set up between the parents and the relevant Holroyd House catering manager to discuss the child's allergy.

Holroyd Howe do not use nuts in any of the food they prepare and serve. They are, however, unable to guarantee that dishes / products served are totally free from nuts / nut derivatives. This is because ingredients, for example, curry paste, may be made in a factory containing nuts, bread may be baked in a factory handling nuts or some production lines have machines lubricated with nut oil.

Sometimes, pupils with an allergy to nuts are able to tolerate precautionary statements such as 'made in a factory containing nuts'. If this is the case, then during the meeting with the School, it may be possible to allow the parent to sign a disclaimer to allow the child to select meals rather than have a pre-plated meal.

## **11. Storage of Medication**

From June 2019, children with adrenalin pens eg **Emerade, EpiPen and Jext** will be asked to supply two named pens. One will be stored in the named orange medipac bags on the window sill in the school office and the other in the child's classroom. .Bags will be marked with names and photographs. The bag with the pen is taken to the child not vice versa. An emergency pen for general use by children prescribed with pens is also available for use on the shelf in the school office. At present the emergency pen is A 150ml dose for Juniors.

Children with other medication eg antihistamines- items are also stored in named orange medipacs but in the cupboard in the office. Again the bags have photographs as well as names.

## **12. Communication of Policy**

This policy will be promoted to staff and parents through:

Making the policy available on the School website.

Renewed circulation at the beginning of each year.

Inclusion in new parent information.

Arrangements will be made for the catering company, Holroyd Howe to have meetings between parents of new children with allergies.

Staff will be informed of children with allergies and allergy training provided for staff on an annual basis.

Monitor awareness by staff of staff and pupils with allergies.

### **Related Policies**

Management of Medical Conditions in School

Health and Safety Policy