



## **Allergen Management Policy**

<b>Co-ordinator</b>	<b>Vanessa Hickey</b>
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# Contents

<b>1. Declaration of Intent .....</b>	<b>2</b>
<b>2. Background Information .....</b>	<b>2</b>
<b>3. Roles and Responsibilities .....</b>	<b>3</b>
3.1 Parents .....	3
3.2 Staff .....	3
3.3 Catering Staff.....	4
<b>4. School Management of Severe Allergies (ANAPHYLAXIS).....</b>	<b>4</b>
4.1 Signs and symptoms .....	5
4.2 Treatment .....	5
4.3 Catering.....	6
4.4 Staff Training .....	6
4.5 Trips .....	7
4.6 Bake Sales .....	7
4.7 Sensory Play & Food Technology.....	7
<b>5. Allergen Management Procedure:.....</b>	<b>8</b>
<b>6. Communication of Allergen Information .....</b>	<b>11</b>

## 1. Declaration of Intent

Downs View School is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Identifying all pupils with known allergies and putting into place necessary controls to enable them to access and experience school safely and without detriment to their health.
- Being proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to remove all risks to pupils with regards to allergens.
- Continuously improving its health and safety performance.

This policy sets out how Downs View School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

## 2. Background Information

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe systemic allergic reaction and is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs.

The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs – also, food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk – also, food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia nuts, nut oils, marzipan)
- Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, humus, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, and beer)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high-risk allergy and, as such, demands controls that are more rigorous. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life threatening and uncomfortable, if suffered.

### 3. Roles and Responsibilities

#### 3.1 Parents

- It is the parent's responsibility to inform Downs View of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan to the school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. Doctor.
- Parents are responsible for ensuring any required medication is supplied with child's name, in date and replaced as necessary. A medication form must be completed.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

#### 3.2 Staff

- Staff will complete anaphylaxis training on a class needs basis via Sussex Community NHS Foundation Trust.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at meal times. Any food-related activities must be supervised with due caution.
- Staff leading trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the trip.
- The class teacher will ensure that the up to date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the class teacher will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- Allergen Operational Lead keeps a register of pupils who have been prescribed an AAI and the class teacher records use of any AAI(s) and emergency treatment given on CPOMS.

The following school staff are identified as responsible persons in relation to Allergen Management:

Title	Responsibility
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body.
Executive Head Teacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management.

Head of Site	Ensuring that the health and safety requirements for allergen management are carried out.
School Allergen Operational Lead - SBM	Operational management of allergen matters, dealing with special diets/allergy queries and identifying staff that need allergen awareness training - tracking attendance/ refresher requirements.
Class Teacher	Overall supervision and management of the service of meals to pupils/ students including allergen management processes are followed. This also includes Food Technology lessons.
All Staff	Following allergen and other H&S procedures.
Assigned Lead for Allergen Management in Kitchen	Accountable for safe preparation, production and storage (incl. labelling/covering of main/dessert special menus) prior to service/handover.

### 3.3 Catering Staff

The Catering Staff are responsible for:

- Being the controlling point and contact for all purchases of food for school catering.
- Ensuring CaterLink are aware of the School's food allergy policy and the requirements under the labelling law.
- Ensuring suppliers of foodstuffs are nut free as no nuts are used in any dishes.
- Being aware of pupils and staff who have such food allergies and updating this training once a year. All staff must be informed of this during their in-house induction training.
- Clear labelling of items of foodstuffs that may contain nuts. Working closely with suppliers to enable up to date and clear labelling of all products that may contain potentially harmful allergens.

## 4. School Management of Severe Allergies (ANAPHYLAXIS)

All staff must make themselves aware of the School Health & Safety Policy. This outlines Anaphylaxis and the recognition and treatment that should be followed. Below is the extract from the **Health & Safety Policy**.

Anaphylaxis is a severe allergic reaction requiring immediate medical attention. The reaction usually occurs within minutes of exposure to the “trigger” substance although in some cases the reaction may be delayed for as much as a few hours. Common trigger substances include peanuts, tree nuts, eggs, shellfish, insect stings and drugs such as penicillin and aspirin.

#### **4.1 Signs and symptoms**

The signs and symptoms of anaphylaxis vary from one person to another and may include some or all of the following.

The early symptoms of allergy

- Itchy, urticarial rash anywhere on the body
- Runny nose and watery eyes
- Nausea and vomiting
- Dizziness

The danger signs of anaphylaxis are

- Swelling of lips, tongue and throat
- Cough, wheeze, tightness of chest or shortness of breath
- Sudden collapse or unconsciousness

#### **4.2 Treatment**

Treatment depends on the severity of the reaction and may require emergency injection of adrenaline.

##### For mild symptoms:

- If a child is an allergy sufferer, please pay particular attention to weather conditions/ pollen count. Parents should administer the appropriate dosage before coming to school.
- Piriton or inhaler may be given by a First Aider, or staff in the class who are competently trained.
- The agreed health care plan will be in the named medical box which is stored in class or taken on the trip.
- The child should be monitored in the medical room to ensure their medical condition doesn't worsen.

##### For severe symptoms:

- This is usually given via an auto-injector device (EpiPen) into the thigh muscle and may be given through clothing. The adrenaline quickly reverses the effects of the allergic reaction but it is short- acting. If necessary, a second EpiPen can be used.
- The child must go to hospital by ambulance if the EpiPen is used.

##### Emergency procedure

If a child shows signs of symptoms of a severe allergic reaction

- Call an ambulance without delay, stating “child with anaphylaxis” (follow procedure for calling an ambulance). If a First Aider is not available for any reason, follow these procedures:
  - Inform reception who will contact class teacher and call parent/carer.

- Send a responsible person to get the child's emergency box from their classroom.
- Monitor the child's condition carefully.
- Administer, if necessary, the EpiPen as follows:
  - Remove all packaging and pull off safety cap
  - Place orange tip on the upper outer thigh midway knee to hip at right angles to the skin
  - Inject using a quick motion; the auto-injector mechanism functions with an audible click and works through clothing if necessary. Hold for approximately 10 seconds.
  - Massage the area injected for 10 seconds afterwards.
- Monitor the child's condition carefully; a second dose of EpiPen may be needed after 10 minutes, if help has not arrived and the child's condition is not better
- Give all used EpiPens to the ambulance crew for safe disposal
- It will be necessary for a member of staff to accompany the child to hospital if the parents haven't arrived.
- The Class Teacher or First Aider will record the incident on an accident report form.
- Parents must replace medication as necessary.

### **4.3 Catering**

School Caterers must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents to view in advance every 3 weeks and changes twice a year. The menu doesn't have all ingredients listed or the allergens highlighted however; Caterlink and the catering staff, work from an allergy matrix which is kept in the kitchen. This matrix can also be found on the drives under K:\AMBER\Health & Safety\Allergen Management.

Parents will inform Caterlink directly if any pupil has a food allergy or a change in their diet.

The Operations Manager has the responsibility to update the food allergen chart (matrix) ensuring to mention all the allergens presents in each recipe. This information is displayed at the counter service area, next to the food. Every time a new menu comes out, the matrix is updated.

### **4.4 Staff Training**

All kitchen staff, food handlers and catering assistants serving food have received training in 'allergy awareness' from Caterlink, who keep their own records of staff training. These certificates are also displayed on the board in the kitchen office.

Downs View Staff receive Anaphylaxis Awareness training on a class needs basis via Sussex Community NHS Foundation Trust. Alternative training is available via BHCC Learning Portal through Ihasco called 'Schools: Children with Allergies / Anaphylaxis'

First Aiders can also respond to anaphylaxis as this is part of their Emergency First Aid at Work training.

All training is logged on Bromcom.

#### **4.5 Trips**

All staff must check the requirements of pupils they are taking off site. This is part of the offsite risk assessment.

At least one member of staff undertaking an offsite trip must have attended Emergency First Aid training. There must also be at least one first aider on each minibus taken out.

Staff must also:

- Physically check that pupils have their medication before leaving site.
- All the activities on the school trip will be risk assessed to see if they pose a risk to allergic pupils and alternative activities planned to ensure inclusion.
- Where food intolerance has been identified, this must be relayed to the school kitchen if they are ordering packed lunches.
- Ensure that any food collected from the school kitchen has been clearly labelled and they are aware of any foods that should not be given to pupils (also any foods that pupils may purchase outside of the School during the trip).
- Overnight school trips may be possible with careful planning. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

#### **4.6 Bake Sales**

All food should be plated separately, and stored as such (wrapped where possible) to prevent cross contamination to other items for sale. It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.

#### **4.7 Sensory Play & Food Technology**

The class teacher should ensure appropriate storage of food items to minimise the risk of cross contamination with other ingredients. This includes the items being clearly labelled in well-sealed containers. Ingredient labels should be kept with the products.

Strategies must be implemented to avoid contact with spills and contaminated food processors, utensils, work benches. Ensure that all surfaces etc. are wiped down after use.

If a pupil is allergic to a particular food product, staff should avoid using that item in the lesson where possible.

All staff need to be aware of pupils with a food allergy and care needs to be taken to help prevent allergen contamination of food, as well as behaviours that may increase the risk of



allergic reactions. These include behaviours such as sloppy handling of food, food fights, taste testing dishes as well as licking of raw mixtures from bowls and utensils.

## 5. Allergen Management Procedure:

<b>Location of Allergen information</b>	
Allergen Information & Risk Assessments	K:\AMBER\Health & Safety\Allergen Management
<b>Catering Provider Details</b>	
Catering provider name and contact details	Caterlink (via Schools Meal Team) Susie Haworth Phone: 01273 293590 Email <a href="mailto:susie.haworth@brighton-hove.gov.uk">susie.haworth@brighton-hove.gov.uk</a>
Area Manager responsible for the management of the kitchen	Trisha El-Alami <a href="mailto:Tel-alami@caterlinkltd.co.uk">Tel-alami@caterlinkltd.co.uk</a>
Member of leadership team that has responsibility for the management of allergens in the kitchen	Head of Site
The school have a copy of the catering provider's allergen policy	This is held in the office within the main school kitchen.
<b>Identifying Pupils/ Students with Allergies/ Special Diets</b>	
Information on allergies is obtained from parents/ guardians using the School's Allergy Information Form at the start of each academic year and on new intakes.	All new starters are sent a welcome pack by Admin which includes an allergy information sheet.  This form needs to be completed by the parent/carer and sent back to school.  <a href="K:\AMBER\Health &amp; Safety\Allergen Management">K:\AMBER\Health &amp; Safety\Allergen Management</a>
Information on allergies is obtained from parents/ guardians using Caterlinks application form for special diet/ modified menu at the start of each academic year. Parents/carers also requested to provide timely updates where any new allergies are discovered.	Hard copies of these forms are kept in a filing cabinet within the Caterlink office. Digital copies are also kept on their network.  Julia Lay (Operations Manager) and/or Georgina (Nutritional Specialist) are responsible for managing them.
Copy of Special/ Modified Menu provided by Caterlink	<a href="K:\AMBER\Health &amp; Safety\Allergen Management\Student Allergies\Food Menus">K:\AMBER\Health &amp; Safety\Allergen Management\Student Allergies\Food Menus</a>
Data on allergens for each pupil/ student is recorded	This information is shared with the class teacher and stored on a Pupil Allergies and Intolerances spreadsheet.

<b>Allergen Management Procedure of Catering Provider</b>	
Catering Provider Caterlink, identifies pupils/ students with known allergies from parents/ guardians using special diet/ modified menu application form	The application form is sent out with the Schools admission pack. The form is then either posted by the parent directly to Caterlink or emailed by the school to admin@caterlinkltd.co.uk
Individual menu for specific child developed which contains none of the known allergens and a copy is provided to the parents/ guardians and the school	K:\AMBER\Health & Safety\Allergen Management\Student Allergies\Food Menus
Responsibility to include a process for changes in recipes due to replacement/substitute ingredients or 'readymade' products for checking of known allergens.	Geraldine will communicate to Caterlink if there is any change in recipe. If the allergen is the same, there is no change. If there is a change Geraldine will check the allergy matrix and inform Caterlink, who will change menu for that product.
Catering provider Caterlink, have a documented induction/training process for new/cover/all staff which includes special menu pupils and processes.	New staff induction is carried out by the Operations or Area manager.  Online learning is completed yearly by Caterlink staff
Catering provider Caterlink, prepare individual special diet meals for pupils, containing no known allergens.	Caterlink identifies and ensures the right meal is given to the right pupil by: <ul style="list-style-type: none"> <li>- plating, covering and labelling modified meals.</li> <li>- modified menus are displayed in the kitchen office and at the point of service</li> </ul>
Catering Provider Caterlink have a process to report allergen incidents (and nearmisses) to school.	Geraldine reports any incidents or nearmisses to Caterlink, who then attend site and complete their own investigation. BHCC will also complete an independent investigation too.
<b>School Procedure for Identifying Pupils/ Students at point of Service</b>	
Pupils requiring a modified menu are known by staff.	All staff working with the pupil/s in question will be made aware of any allergies and food needs as part of induction.
Where staff are serving a special/modified meal that has been prepared and cooked off-site they must check that the identified/labelled meal provided is as expected/as per the agreed menu. Ensure they avoid potential cross contamination when plating this food.	
Where staff are collecting a meal on behalf of a pupil/ student they must ensure they collect the plate which is labelled.	
School staff will not add gravy or sauces without explicitly checking with the kitchen staff for allergens that it is safe to do so.	

<b>Emergency Procedures</b>	
<p>Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil.</p>	<p>Call an ambulance without delay, stating “child with anaphylaxis” (follow procedure for calling an ambulance). If a First Aider is not available for any reason, follow these procedures:</p> <ul style="list-style-type: none"> <li>• Inform reception who will contact class teacher and call parent/carer.</li> <li>• Send a responsible person to get the child’s emergency box from their classroom.</li> <li>• Monitor the child’s condition carefully. <ul style="list-style-type: none"> <li>○ Administer, if necessary, the EpiPen, following the pupils emergency action plan</li> <li>○ The Class Teacher or First Aider will record the incident on an accident report form.</li> </ul> </li> </ul>
<p>All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.</p>	<p>The person who witnesses the incident, must fill out a HS2 form which can be found <u><a href="#">K:\GREEN\Health &amp; Safety Forms</a></u> Once completed, the form is then sent to a member of SLT, who will also complete and forward onto the H&amp;S Team at BHCC.</p> <p>Any instances involving the council’s school meals contractor (Caterlink) must also be reported to the School Meals Manager (<u><a href="mailto:susie.haworth@brighton-hove.gov.uk">susie.haworth@brighton-hove.gov.uk</a></u>; Tel: 01273293590.)</p>

## 6. Communication of Allergen Information

Allergen information will be shared with all relevant school staff and third parties (with the consent of the parent/carer) for each individual pupil

<b>School Staff</b>	<b>How Communicated and recorded</b>
Teaching and Support Staff including First Aiders	Shared via email to class teacher from reception, who then verbally shares with staff in class. Information is recorded on Arbour and on the Allergy and Intolerance database. Those with severe allergies have a picture in the staff room with emergency protocol.
In-house kitchen staff	Caterlink informs kitchen staff of all known allergies as submitted by parent/carers
<b>Third Parties</b>	<b>How Communicated and recorded</b>
Contracted Catering Company - Caterlink	Parent/carer complete allergy information form and email directly to Caterlink.
Clinical/ other professionals	

## Appendix 1

### School Allergy/Intolerance Form

Name of pupil:	
Date of birth:	
Year Group	
Name & Tel. No. of GP:	
Address of GP:	

Type of allergy or intolerance  <i>(Note: School &amp; caterer to be informed of any changes in allergies immediately)</i>	
Severity - mild, moderate or severe:	
Symptoms of an adverse reaction:	

Details of medical attention / emergency action required if applicable – e.g., antihistamines, adrenaline autoinjector	
Instructions for administering medication:	

Name of parent/carer:	
Relationship to child:	
Contact details of parent/carer:	
Parental signature & Date:	
Date for review ( <i>at least annually or as required</i> )	