



## Food Allergy and Intolerances Policy (September 2022)

### 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.

Sancton Wood School are aware that pupilren who attend may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Sancton Wood School 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.

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

### AIM:

The intent of this policy is to minimize the risk of any pupil 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
- Contract Caterers
- Parents / Carers
- Volunteers
- Students



### DEFINITIONS

Allergy – A condition in which the body has an exaggerated response to a substance (eg. 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.

Minimized Risk Environment– An environment where risk management practices (eg. Risk assessment forms) have minimised the risk of (allergen) exposure.

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

### PROCEDURES 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 pupil's healthcare plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the pupilren with severe food allergies.

#### Medical Information

. The school will seek updated information via medical form at the commencement of each calendar year.

. Furthermore, any change in a pupil's medical condition during the year must be reported to the school.

. 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 Head of School will ensure that a Health Care Plan is established and updated for each pupil with a known allergy.



- . Teachers 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.

### MEDICAL INFORMATION (EPIPENS)

Where EpiPens (Adrenalin) are required in the Health Care Plan:

- Parents/ guardians are responsible for the provision and timely replacement of the EpiPens.
- The EpiPens are located securely in relevant locations approved by the Head of School.

### PARENT'S ROLE

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

Parents to complete the allergy form, detailing the nature of the allergy; including:

The allergen (the substance the pupil 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 pupil can be prevented from getting into contact with the allergen.

If a pupil has an allergy requiring an epipen, or the risk assessment deems it necessary, a “healthcare plan” must be completed and signed by the parents.

It is the responsibility of the Parent to provide the School with up to date medication/ equipment clearly labelled in a suitable container.

In the case of life saving medication like Epi-pens the pupil will not be allowed to attend without it.

Parents are also required to provide up to date emergency contact information.



## STAFF'S ROLE

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

If a pupil's Enrolment Form states that they have an allergy then a "healthcare plan" is needed. It must be in place before the pupil starts attending sessions. A risk assessment should be carried and any actions identified to be put in place. The Assessment should be stored with the pupil's healthcare plan.

Upon determining that a pupil 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 pupil's needs.

All Staff who come into contact with the pupil will be made aware of what treatment/ medication is required by the Head of School and where any medication is stored.

All staff are to promote hand washing before and after eating.

Snack time biscuits and snacks are monitored by Staff and are peanut, nut free and other allergens depending on the pupil attending. All staff should know the procedures at snack and lunch time to ensure the safety of pupil with allergies.

However, Staff cannot guarantee that foods will not contain traces of nuts.

All tables are cleaned with an approved solution.

Pupils are not permitted to share food.

As part of the Staff first aid course, Epipen use and storage has been discussed.

We may ask the Parent for a list of food products and food derivatives the pupil 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.

## ACTIONS

In the event of a pupil suffering an allergic reaction:

We will delegate someone to contact the pupil's Parents.

If a pupil becomes distressed or symptoms become more serious telephone 999

Keep calm, make the pupil feel comfortable and give the pupil space.



## Sancton Wood School

If medication is available, it will be administered as per training and in conjunction with the "Medication Policy".

If Parents have not arrived by the time ambulance arrives, a member of Staff will accompany the pupil to hospital.

### ROLE OF OTHER PARENTS

Treats i.e birthday cakes brought to the School by other Parents should be peanut and nut free.

The School will ensure that parents are regularly reminded and will monitor any foods brought into school.