



## Allergies Policy including Nut & Food Allergy

Manager: Fiona Calleja

Reviewed: June 2025

Approved By Governors: June 2025

Next Review: June 2028

### Statement of Intent and General Policy

This policy is concerned with a whole school approach to the healthcare and management of those members of the school community suffering from specific allergies. It should be read in conjunction with the Food in School policy.

We are aware that children who attend Shawclough Primary School 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.

Our position is not to guarantee a completely allergen free environment, but 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 child's contact form, which is submitted before starting school. We also comply with the Food Information Regulations for England, Wales, and Northern Ireland; these come under Natasha's Law.

### Roles and Responsibilities

The intent of this policy is to minimise the risk of any child suffering allergy-related illness or allergy-induced anaphylaxis whilst at school. The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the pupil, staff, parent and visitor exposure to known trigger foods and allergens.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community including:

School staff

Parents/Guardians

Volunteers

Supply staff

Students

#### School Leadership Team

- Ensure that the Allergy Policy is implemented and regularly reviewed.
- Provide training for staff on allergy awareness and management.
- Communicate with parents regarding their child's allergies and necessary precautions.

#### Staff

- Recognise and respond to allergy-related incidents.
- Ensure that all children with allergies are supported and included in school activities.
- Maintain up-to-date knowledge of children's individual allergy needs.

#### Parents/Guardians

- Inform the school of any allergies or dietary restrictions of their child.
- Provide necessary medical documentation and emergency action plans.
- Collaborate with the school to ensure safe meal options and activities.

#### Children

- Understand their allergies and the importance of avoiding allergens.
- Communicate with staff if they feel unwell or if they have accidentally ingested an allergen.

#### Wider School Community

- Support the school's allergy management strategies by being aware of and respecting allergy-related policies during events and activities.

#### Definitions:

Allergy – A condition in which the body has an exaggerated response to a substance (e.g. food or 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 adrenaline, which is ready for immediate intramuscular administration.

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

Health Care Plan – a detailed document outlining an individual student's condition, treatment, and action plan for location of EpiPen.

#### Procedures and Responsibilities for Allergy Management:

##### General

- Both parents and staff should be involved in establishing Individual HealthCare Plans (IHCP).
- Effective communication regarding a child's IHCP should be established and involve all relevant staff.
- Annual staff training in anaphylaxis management, if needed, including awareness of triggers and first aid procedures (including EpiPen training), is to be followed in the event of an emergency.
- Age-appropriate education of children with severe allergies should be established by parents and school.

### Medical Information

- Parents/guardians must report any change in a child's medical condition during the year to the school.
- For students with an allergic condition, the school requires parents/guardians to contribute to and/or approve a risk assessment, which is checked by the headteacher and business manager where appropriate.
- Class teachers will ensure that a risk assessment is established and updated for each child with a known allergy.
- Teachers and teaching assistants of those pupils and key staff, including catering 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 the staffroom and the kitchen, with parental permission.
- Where pupils with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed. IHCPs will be stored in the class folders.

### Medical Information – EpiPens

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

- Parents/guardians are responsible for the provision and timely replacement of the EpiPens.
- EpiPens are to be located securely in the kitchen and classroom.

#### Parent's role:

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

Parents must notify the school on the contact form, confirming and detailing the nature of the allergy, including:

- The allergen (the substance the child 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 and how it is to be used.
- Control measures – such as how the child can be prevented from coming into contact with the allergen.
- If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, an IHCP must be completed, with the support of relevant medical professionals, and signed by the parents.
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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 lifesaving medication, like EpiPens, the child will not be allowed to attend school without it. Parents are required to provide up to date emergency contact information. Parents should liaise with staff about appropriateness of snacks and any food related activities (e.g. cooking, tasting).

#### Staff role:

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

If a child's contact form states that they have an allergy, an individual risk assessment may be required and this must be in place before the child starts attending school. Any actions identified should be put in place. The risk assessment should be stored in the SEND folder, in the classroom.

The headteacher will determine if a ban on certain foods is needed after consultation with the parent/guardian and health professionals. If appropriate, this will then be publicised to the whole school community.

All staff who come into contact with the child will be made aware of any treatment/medication required and where any medication is stored.

Teachers and key support staff will:

- Promote handwashing before and after eating.
- Liaise with parents about snacks and any food-related activities.
- Ensure that children are not permitted to share food unless part of a planned activity that the teacher has risk assessed.
- Ask the parent for a list of food products and food derivatives the child must not come into contact with.

Catering staff will maintain a list of known allergens in the school meal menus and these can be shared with parents and guardians. Allergen information (in the form of an allergen matrix) will be made available for dishes served.

- a. The matrix will be dated and current to the menu offering for that day/week/fortnight.
- b. It will cover all items on the menu offering.
- c. **All** dishes must be reviewed for allergen contents.
- d. Suppliers may substitute ingredients or products that previously didn't have an allergen contained, therefore the packaging label will be cross-checked with the school's allergen matrix & updated when required.
- e. The allergen matrix will be dated after each review.
- f. Allergen details will be provided in bold.

Catering staff will provide full ingredient lists and allergen labelling on foods prepackaged and distributed on the premises, in line with Natasha's Law.

Pre-packaged food will clearly display the following information on its packaging:

- The food's name.
- A full list of ingredients, emphasising any allergenic ingredients.

Catering staff will provide information regarding whether foods contain any of the listed allergens as an ingredient.

Consumers may be allergic or have intolerance to other ingredients, but only the 14 allergens are required to be declared as allergens by food law in the UK.

The 14 allergens:

- Celery
- Cereals containing gluten (such as barley and oats)
- Crustaceans (such as prawns, crabs and lobsters)
- Eggs
- Fish
- Lupin
- Milk
- Molluscs (such as mussels and oysters)
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)
- Tree nuts (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)

The school cannot, however, guarantee that foods will not contain traces of nuts or other allergens.

Designated staff are trained in first aid and in EpiPen use, including storage. Emergency medication should be easily accessible, especially at times of high risk.

Actions:

In the event of a child suffering an allergic reaction:

1. If it is not an emergency situation, check to see if there is a risk assessment and Individual Health Care Plan and follow instructions.
2. If a child has an EpiPen and is suffering an extreme allergic reaction, administer the medication immediately, then call 999.
3. In an emergency situation, e.g. the child is suffering serious symptoms/a severe allergic reaction ring 999 and follow advice.
4. Contact parent to advise, or ask for advice if less serious symptoms.

## FOOD POLICY

Manager: Fiona Calleja

Reviewed: January 2022

Consultation with Maggie Birtles (School Cook)

Approved by Governors: May 2022

Next Review: June 2025

Article 24 of the U.N. Convention on the Rights of the Child states

**“All children have the right to a clean environment, clean water and nutritious food”.**

Children at Shawclough School all make these promises:

- **We promise to be respectful to others.**
- **We promise to use good manners and say please and thank you.**
- **We promise to move around the dining hall sensibly, always walking.**
- **We promise to ask an adult for help if there is a problem.**
- **We promise to listen to others and use an indoor voice.**
- **We promise to keep the dining hall clean, clearing away all our plates and rubbish.**
- **We promise to always use a plate for packed lunches and our knife and fork correctly.**

### How the policy was developed

- The Healthy Schools Task group originally wrote the policy. We follow the School Food Standards guidance.

### Purpose and Aims

- The purpose of this policy is to outline the activities and approaches used to promote balanced healthy eating at Shawclough.

### Policy's Aims

- To improve the health of the school community by influencing the provision of and encouraging the uptake of balanced healthy eating.
- To provide clear information for the children to enable them to make informed choices.
- To ensure consistency of messages about food throughout school.

### **Drinking water**

- School provides cooled drinking water, which is freely available. Staff model drinking regularly to promote good habits of water consumption. In the dining room, water is available, served in attractive jugs.
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### **Early Start and Tea Time Club**

- School provides affordable childcare at both ends of the school day. The Early Start Club and Tea Time Clubs operate within the policy and follow the guidance for healthy eating and dental health.

### **Dining Room**

- Lunchtimes at Shawclough are an opportunity for children to socialise and so they are organised to enable them to choose where they sit to eat and chat with their friends and staff.

### **Lunchtime Organisation**

- School manages its own catering service and the school cook and her team ensure that the menus follow the guidance from the School Food Trust.
- Menus are shared during registration times, in science lessons when applicable, displayed on the school website and are available for parents to take home. Children make their choice for their lunch, during registration each morning.
- The monitoring system used throughout school ensures that children come into the dining room in year groups, which minimises queuing.
- The lunchtime supervisors ensure that all dining tables are cleaned regularly during the lunch service.
- Meals are served cafeteria style; the children get their main meal and dessert at the same time. Dining room staff encourages children to eat their main meal before their dessert.
- Fruit and salad choices are available each day in addition to main meal and dessert choices.
- On occasion, a traffic light system is used to help children make balanced food choices.
- Staff in the dining room can help to encourage the uptake of balanced and healthy choices and the promotion of table manners.
- Events are planned throughout the year to promote and encourage the uptake of healthy, balanced meals and packed lunches. Rewards and incentives are used on occasion.
- Displays in the dining room are used to inform and promote healthy eating.

### **Packed Lunches**

- Packed lunch guidance is handed out regularly to parent to ensure the children have a balanced meal.

### **School Council**

- Children, via the School Council, are involved in discussions about lunchtimes. They carry out surveys and report back their findings to the catering team.

### **Fruit Scheme and Break Time Snacks**

- School participates in the national fruit scheme for children, to encourage greater uptake of fruit, to help meet the five-a-day target. Children in Key Stage 2 are encouraged to bring fresh fruit or vegetables as a break time snack.

### **Snack Tables in the Foundation Stage**

- Within our Foundation Stage, snacks are available throughout the day. All the snacks offered to the children are chosen to encourage balanced and healthy eating and to enable children to experience new tastes and flavours.

### **Curriculum**

- Through education about healthy eating, we aim to enable children to make healthy, informed choices by increasing knowledge, changing attitudes and enhancing skills. We also aim to develop an understanding of the relationship between food, physical activity and short and long-term health benefits, including oral health.

### **External Agencies**

- As appropriate and when available, we work with external agencies to enhance our work on balanced and healthy eating, for example The Healthy Weight Team,

### **Rewards and Treats**

- Chocolate and sweets will not be given as rewards. Staff will use stickers and small prizes as rewards, when appropriate. When parents wish to celebrate their child's birthday in school, they are asked to buy a book for the school library.

### **Food at School Events**

- Food at most school events will be consistent with the school's healthy eating principles, for example, providing healthier eating options at events.

### **Extra Curricular Opportunities**

- Whenever possible and if staff are available, clubs are held to teach basic cooking skills.

### **Monitoring and Evaluation**

- The policy is monitored in a variety of ways through the measures included in our annual action plans.