Newdale primary school & nursery

Allergen and Anaphylaxis Policy

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Statement of intent

Newdale primary school & nursery 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.

In order 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.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

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

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

- Health and Safety Policy
- Whole-school Food Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Animals in School Policy
- Educational Visits and School Trips Policy
- Allergen and Anaphylaxis Risk Assessment

Definitions

For the purpose of this policy:

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

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

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

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:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or feint
- Suddenly becoming sleepy, unconscious or collapsing

- For infants and younger pupils, becoming pale or floppy

Roles and responsibilities

The governing board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an **annual** basis, and after any incident where a pupil experiences an allergic reaction.

The headteacher (Rachel Cook) is responsible for:

- Being The Allergy Safety Lead and therefore is responsible for overseeing implementation of this policy, coordinating reviews, monitoring incidents and near misses, and ensuring staff receive appropriate training.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- 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 allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that catering staff are aware of pupils' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy.

The school nurse is responsible for:

- 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.
- Contacting parents for required medical documentation regarding a pupil's allergy.

All staff members are responsible for:

- 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.
- Monitoring all food supplied to pupils by both the school and parents.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.
- Staff will support pupils sensitively and encourage inclusion in all aspects of school life.
- All allergy-related incidents and near misses will be recorded and reviewed by the Allergy Safety Lead (Headteacher). The purpose of these reviews is to identify lessons learned, improve procedures and reduce future risks.

The kitchen manager is responsible for:

- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- All allergy-related incidents and near misses will be recorded and reviewed by the Allergy Safety Lead. The purpose of these reviews is to identify lessons learned, improve procedures and reduce future risks.

- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Kitchen staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, 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.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

All parents are responsible for:

- Notifying the school of 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 written consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

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.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

- Allergy-related bullying, teasing, exclusion, intimidation or deliberate exposure to allergens will not be tolerated and will be dealt with in accordance with the school's Behaviour Policy and Anti-Bullying Policy.

Food allergies

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.

Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service.

When making changes to menus or substituting food products, the school will ensure that pupils' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- Asking caterers to read labels and product information before use
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable.

Kitchen staff will have a full list of allergens and will avoid using them within the menu where possible.

Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.

The school will ensure that there are always dairy- and gluten-free options available for pupils with allergies and intolerances.

To ensure that catering staff can appropriately identify pupils with dietary needs, a photo is taken of each child along with their allergies, printed, laminated and displayed near the serving stations of the kitchen. The information is also displayed on our MIS system and updated as and when necessary.

All food tables will be disinfected before and after being used.

Anti-bacterial wipes and cleaning fluid will be used.

Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate.

Any sponges or cloths that are used for cleaning will be colour-coded according to the areas that they are used to clean, e.g. a red sponge for an area which has been used for raw meat, to prevent cross-contamination.

There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.

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.

Food items containing bread and wheat will be stored separately.

The chosen catering service of the school is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, taking into account any known allergies of the pupils involved.

Food allergen labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

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.

The relevant staff, e.g. kitchen staff, nursery staff, breakfast club and ASC will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed every three years, or as soon as there are any revisions to related guidance or legislation.

Food labelling

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

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

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds

- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

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.

Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.

The kitchen manager 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.

Changes to ingredients and food packaging

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

Animal allergies

The Animals in School Policy will be adhered to at all times.

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

A supply of antihistamine medicine will be kept in the **main school office** in case of an allergic reaction.

Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.

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.

Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.

Pupils will be encouraged to wash their hands after playing outside.

Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.

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.

The site manager/ Pest control company- Prokill is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

Adrenaline auto-injectors (AAIs)

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

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request, signed by the headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

- The name of the school.
- The purposes for which the product is required.
- The total quantity required.

The headteacher, in conjunction with the school nurse, will decide which brands of AAI to purchase.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils under age 6: 0.15 milligrams of adrenaline
- For pupils aged 6-12: 0.3 milligrams of adrenaline

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors

- A list of pupils to whom the AAI can be administered
- An administration record

Pupils who have prescribed AAI devices, and are over the age of seven, are able to keep their device in their possession. For pupils under the age of seven who have prescribed AAI devices, these are stored in a suitably safe and easily accessible location.

Spare AAIs are not located more than **five** minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the following locations:

- **Staff room**
- **Second individual AAI in the office**

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

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.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- **Shelley Giordano**

The above staff members conduct a **monthly** check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs: **Shelley Giordano**

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.

Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

Access to spare AAIs

A spare AAI can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.

Spare AAIs are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.

Consent will be obtained as part of the introduction or development of a pupil's IHP.

If consent has been given to administer a spare AAI to a pupil, this will be recorded in their IHP.

The school uses a register of pupils (Register of AAIs) to whom spare AAIs can be administered – this includes the following:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up-to-date.

Parents can withdraw their consent at any time. To do so, they must **confirm in writing to the school office**.

Shelley Giordano checks the register is up-to-date on an **annual** basis.

Shelley Giordano will also update the register relevant to any changes in consent or a pupil's requirements.

Individual grab bags are clearly labelled and stored in **each classroom**, which are accessible to all staff members.

School trips

The headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

The school will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely – if the pupil does not bring their medication, they will not be allowed to attend the trip.

A member of staff will be assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

Two AAIs will be taken on the trip and will be easily accessible at all times.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch.

Medical attention and required support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant classroom teacher, the school nurse and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Administering Medication Policy and the Supporting Pupils with Medical Conditions Policy.

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.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

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.

Any specified support which the pupil may require will be outlined in their IHP.

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.

Calvin McFarland is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

Calvin McFarland has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff training

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

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The school will arrange specialist training on a **annual** basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

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.

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 to moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAIs.
- Understand how to access AAIs.
- 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 policy.

Mild to moderate allergic reaction

Mild to 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

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and refer to their IHP to determine appropriate next steps.

The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

In the event that 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.

For mild to moderate allergy symptoms, the pupil's IHP will be followed and the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

Managing anaphylaxis

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A designated staff member will be called for help and the emergency services contacted immediately. The designated staff member will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAIs.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

In the event that 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.

A designated staff member will contact the pupil's parents as soon as is possible.

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

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by ambulance, **two** members of staff will accompany them.

Individual grab bags clearly labelled with photo and name are held **each classroom** for easy access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Information regarding allergies will only be shared with staff who require the information to safeguard the child. Allergy information is treated as special category personal data and will be processed in accordance with UK GDPR and the school's Data Protection Policy.

Monitoring and review

The headteacher is responsible for reviewing this policy **annually**.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.

This policy will be published on the school's website and made available on request. All staff will be informed of this policy through induction and annual allergy awareness training.

Newdale Primary School and Nursery
Epi Pen Healthcare Plan

Child's name:								
Child's Surname:								
GROUP/CLASS/FORM:								
Child's date of birth:								
Child's address:								
Date the Epi pen was Diagnosed/Prescribed								
Epi pen review date:								

Family Contact Information
Parents/Guardians Name

Contact 1 Name:										
Relationship to child:										
Phone no. mobile										
Home										
Work										
Contact 2 Name:										
Relationship to child:										
Phone no. mobile										
Home:										
Work:										

GP Contact

GP Name:											
Address:											
Phone no:											

Clinical Information

Epipen 150 microgram	
Epipen 300 microgram	
Emerade 150 microgram	
Emerade 300 microgram	
Emerade 500 microgram	
Jext 150 microgram	
Jext 300 microgram	

Describe the affects your child, including typical symptoms

Describe what an allergic reaction looks like for your child and the action to be taken if this occurs.

Signed: (parent/guardian)	
Date:	

ADVICE FOR PARENTS

Remember:

1. **It is your responsibility to tell the school about any changes in your child's medications.**
2. **It is your responsibility to ensure that your child has 2 adrenaline auto injectors with them in school and that they are clearly labelled with their name, you should confirm this with your child's teacher.**
3. **It is your responsibility to ensure that your child's Epi pen has not expired.**

Emergency Anaphylaxis Kit

I can confirm that my child has been diagnosed with an allergy for which they are prescribed an adrenaline auto-injector. They are currently prescribed: (tick the adrenaline auto injector your child is currently prescribed)

Epipen 150 microgram	
Epipen 300 microgram	
Emerade 150 microgram	
Emerade 300 microgram	
Emerade 500 microgram	
Jext 150 microgram	
Jext 300 microgram	

My child carries their adrenaline auto-injector at all times in case of an emergency.

My child has a supply of their adrenaline auto-injector kept at the school in case of an emergency.

In the event of my child displaying symptoms of anaphylaxis associated with their allergy, and their adrenaline is not available or unusable, I consent of the child to receive adrenaline from an emergency anaphylaxis kit held by the school for such emergencies.

Yes ☐ No ☐

Child's Name: …….

Class: …….

Parent/ Carer Name: ……..

Parent/Carer Signed: …….

Parent/Carer address and contact details:

…….

…….

Telephone:

Food Allergen Management Policy

Telford & Wrekin Council – Education and Commercial Catering

1. Policy Statement

Telford & Wrekin Education and Commercial Catering recognises that food allergies are a serious food safety hazard. Allergic reactions can cause severe illness or death. There is no cure for food allergies; the only prevention is strict avoidance of the allergen.

We are committed to complying with The Food Information Regulations and Natasha's Law, ensuring that accurate allergen information is available for all food served or sold.

2. Objectives

- Enable customers to make informed food choices.
- Identify and communicate the presence of the 14 major allergens.
- Manage and reduce the risk of cross-contamination.
- Maintain a robust allergen control process within our Food Safety Management System (FSMS).

3. Allergen Identification and Labelling

- All ingredients, including compound ingredients and processing aids, will be reviewed to identify allergens.
- For Pre-packed for Direct Sale (PPDS) items, full ingredient lists will be provided with allergens clearly highlighted.
- Allergen charts will be used and regularly updated to reflect any changes in ingredients or suppliers.
- Substituted brands must be checked for allergen content by the Catering Supervisor, and allergen charts updated accordingly.

4. The 14 Major Allergens

- Celery
- Cereals containing gluten (e.g., wheat, rye, barley, oats)
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts
- Peanuts

- Sesame seeds
- Soya
- Sulphur dioxide and Sulphites (above 10mg/kg or 10mg/L)

5. Standard Recipes and Menu Changes

- Standard recipes using ingredients from nominated suppliers will be used wherever possible.
- All standard recipes have undergone allergen analysis and are documented.
- If a Catering Supervisor alters a recipe, they must:
• Complete a new allergen matrix.
• Maintain a written record of the change on site.
• Notify Education Catering of the change.
• Ensure serving staff are informed of the updated allergen information.

6. Special Menu Items

- For centrally developed “Special” menu items, Education Catering will conduct the allergen analysis.
- All sites serving these items will be provided with the relevant allergen information.

7. Allergen Control Measures

As part of our FSMS, the following controls are in place to manage allergen risks:

Procurement and Delivery:
• Only accept deliveries with full ingredient labelling.
• Inspect goods on delivery and verify they match the order.
• Retain allergen labelling with each product (no decanting).
• Keep ingredient labels for all pre-packed foods.
• Check labels for any ingredient changes.

Storage and Preparation:
• Store allergen-containing products separately where possible.

- Ensure a full 2 Stage clean has taken Place and staff Have washed hands
• Use dedicated utensils and preparation areas to prevent cross-contamination.
• Clearly label all containers and storage areas.

Service:
• Ensure all staff can access and understand allergen charts.
• Label all PPDS food with full ingredients and highlighted allergens for non pre ordered food
• Respond accurately to customer allergen queries using verified allergen charts.

• All special diets should be checked against the pre agreed parent menu

•All special diets to be labelled correctly for that individual child

• The cashless till or Photos of the children will identify any child with a special dietary requirement

Some schools do use lanyards to identify those with a special diet

8. Training

- All Catering Supervisors and Assistants will receive in-house allergy control briefings.
- Staff must complete the online allergy training course:
http://allergytraining.food.gov.uk/english/register.aspx
- Supervisors and Team Leaders are responsible for cascading training to their teams.
- Training must be documented in staff records, with certificates held on site and in the central database.
- Level 3 Food Safety training includes allergen awareness.

9. Communication of Allergy Information

- All allergen information provided to customers must be:
• Checked
• Confirmed to be accurate
- Staff must never say “I don’t know” or suggest that “all food may contain allergens.”
- Providing inaccurate or incomplete allergen information is a legal offence.

10. Production Kitchens

- Each kitchen must have access to:
• Allergen matrix charts
• Recipe cards with declared products and allergens
- Any changes to recipes or ingredients must be documented and communicated to all relevant staff and sites.

11. Food Supplied to Other TWC Premises

- A clear notice (see Appendix A) will direct customers to speak to a member of staff regarding allergen information.

12. Preventing Cross-Contamination of Allergens

Cross-contamination occurs when allergens are unintentionally transferred from one food or surface to another. This can happen at any stage of food handling and poses a serious risk to individuals with food allergies. Education and Commercial Catering will implement the following measures to minimise this risk:

A. Delivery and Storage

- Inspect all deliveries to ensure packaging is intact and labelled with full ingredient and allergen information.
- Store allergen-containing products separately from allergen-free items, ideally in clearly labelled, sealed containers.
- Use dedicated shelving or segregated areas for high-risk allergens.
- Avoid decanting products from original packaging unless absolutely necessary, and retain original labels for reference.

B. Food Preparation

- Use separate equipment (e.g., chopping boards, knives, utensils) for allergen and non-allergen foods.
- Clean and Sanitise all surfaces and equipment thoroughly between tasks.
- Prepare allergen-free meals first, or in a separate area.
- Use dedicated fryers or cooking equipment for allergen-free items.
- Avoid using the same cloths or gloves for different food types without cleaning.

C. Staff Practices

- Wash hands thoroughly before and after handling allergenic ingredients.
- Change gloves and aprons when switching between allergen and non-allergen tasks.
- Avoid touching allergen-containing foods and then handling other items without proper hygiene steps.
- Train all staff to understand the importance of allergen control and the procedures in place.

D. Service and Display

- Clearly label all food items with allergen information.

- Clearly label all special diet foods with child's names.
- Use separate serving utensils for each dish.
- Supervise self-service areas to prevent mixing foods or utensils.
- Ensure staff are confident in answering allergen-related queries using up-to-date allergen charts.

E Communication and Documentation

- Document all allergen control procedures in the FSMS.
- Record any recipe or ingredient changes and update allergen charts immediately.
- Communicate changes to all relevant staff.
- Display notices encouraging customers to speak to staff about their dietary needs.

13. Parent Communication and Allergy Disclosure

- At the start of each academic year, **all schools are provided with standardised letters** to send to new parents and guardians.
  These letters request **full disclosure of any known food allergies or dietary requirements** for their children.
- **Upon receiving allergy information, Education Catering will arrange meetings with parents or guardians to:**
  - Discuss the child's specific dietary needs.
  - Agree on a **bespoke menu** that ensures safety and nutritional adequacy.

    - Confirm any necessary precautions or service adjustments.
- **The agreed menu and allergy details will be**:
    - Documented and stored securely.
    - Shared with relevant catering staff and supervisors.
    - Reflected in updated allergen charts and food preparation protocols.