

# ASHTON GATE PRIMARY SCHOOL

## ALLERGIES POLICY

### Introduction

Ashton Gate Primary School recognises that a number of community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods. Ashton Gate Primary School is committed to a whole school approach to the care and management of those members of the School community. This policy looks at food allergy and intolerances in particular.

The School is committed to proactive risk food allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment.

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Ashton Gate Primary School or attending any School related activity. The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information can be accessed to food allergens in the school.

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 (Queensland) 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, houmous, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, 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 more rigorous controls. 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.

### 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 a trigger (food, stings, bites, or medicines).

*Adrenaline device*- A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen.

### **Pupils**

The School will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- The Lead First Aider being involved with the parents and the child in establishing an individual Care Plan.
- Effective communication of the individual Care Plans to all relevant staff and departments.
- Ensuring staff first aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Posters with affected pupils' pictures, names, conditions and emergency treatment protocol are on display in the school staffrooms and kitchens. The school offices will also have all relevant information.

### **PTA**

During PTA events, it is important that PTA are informed by parents of the requirements for any known child with food allergies/intolerances. This information is requested by the PTA prior to the event. Ashton Gate Primary sometimes has cakes sales or special events, such as Christmas parties. Items that are prepared for children with allergies must be clearly labelled and kept in a separate container to other items.

### **Responsibilities**

Medical information for pupils is private and confidential. However, it is the School's responsibility to pass any information on to the Catering Manager with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department.
- A list with pictures will be displayed in the school staffrooms and kitchens. Information will also be provided to relevant teaching and support staff.
- This medical information will be on the Integris system for staff to download for trips and activities.
- Training will be provided to an appropriate number of staff in regard to the administration of the medication. These staff will also be trained on anaphylaxis recognition and treatment.
- Parents/Carers are responsible for supplying the relevant pupil medication (adrenaline device). Class teachers are responsible for ensuring that this medication is kept close to the pupil at all times, including breaktime and lunchtime. Additional devices are located in both school offices. It is the responsibility of the Lead First Aider on each site to keep these up to date.

The Catering Manager is responsible for:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for school catering.
- Ensuring suppliers of all foods and catering suppliers are aware of the requirements under the labelling law.
- Ensuring supplies of food stuffs are nut free.
- Being aware of pupils and staff who have such food allergies and updating this training every three years. All catering staff must be informed of this during their in-house induction training.

### **Educational Visits, House Events (for example packed lunches)**

All teaching staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on the Integris system. Where food intolerance has been identified, this must be highlighted to the Catering Manager if they are ordering packed lunches.

At least one member of staff undertaking an offsite trip must have attended the Administration of Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from the school kitchen has been clearly labelled and they are aware of any foods that should not be given to pupils.

### **Cake Sales**

If the School hosts any cake sales for charity it is important that no food poses a risk to the end user, however, this is difficult for the school to monitor. Where products are not made on site, but sold by the School, appropriate signage should be in place. This will state the following:

*'This item was not produced at Ashton Gate Primary School, therefore we cannot guarantee that it **does not** contain nuts or any other allergen'.*

All products 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.

**Date: May 2018**

**Review: May 2021**

## Appendix A

### School Management of severe allergies (ANAPHYLAXIS)

All staff must make themselves aware of the Administration of Medication, First Aid and Bereavement Policy. This outlines Anaphylaxis and the recognition and treatment that should be followed. Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline. Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat. Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)
- Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:
  - Generalised flushing of the skin anywhere on the body
  - Nettle rash (hives) anywhere on the body
  - Difficulty in swallowing or speaking
  - Swelling of tongue/throat and mouth
  - Alterations in heart rate
  - Severe asthma symptoms
  - Abdominal pain, nausea and vomiting
  - Sense of impending doom
  - Sudden feeling of weakness (due to a drop in blood pressure)
  - Collapse and unconsciousness

When symptoms are those of anaphylactic shock the position of the pupil is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. **They should not stand up.**
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up.

#### Action to take:

Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken

- Ring (99) 999 immediately to get the ambulance on the way. State that the situation is life threatening anaphylaxis.
- Locate the nearest first aider to come and assist.
- Use the person's adrenaline device and the person's individual care plan or the generic device located in school office.
- Ring the parents to advise them of the situation
- Ensure that a member of staff in a hi-vis vest is outside to meet the ambulance.
- Ensure that Health and Safety forms are filled out if applicable.