



WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

Food Allergy and Medical Information Policy

West Town Lane Academy recognises that pupils, parents, visitors and staff may suffer from potentially life-threatening allergies or intolerances to certain foods.

West Town Lane Academy 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's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification, instruction and information. This will encourage self-responsibility to all those with known allergens to make informed decisions on food choices. It is also important that the School has robust plans for an effective response to possible emergencies.

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

- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and food produced on site.
- Staff awareness training on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment.
- This policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at WTLA or 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.

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, humus, 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.

Responsibilities

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

- Not bringing food products into the classroom that could cause an allergic reaction.
- Staff training and instruction. During the first inset of the academic year key staff will be reminded of procedures and processes regarding children with allergies.
- A care plan (inc child's picture, list of symptoms & procedures if there is an incident) will be sent out to relevant staff at the start of the new school year outlining pupils with allergies and other medical information.
- The medical board by the Heads office will display care plans.
- Staff will be required to sign the proforma in the staff handbook confirming they have read and understood relevant care plans and the procedures in place should there be an incident.
- Parents/carers will complete a form regarding administration of medicines and details of specific allergies. The Allergy forms must be backed up by information from a medical professional. All documents will be kept on file in the office.
- Parents/Carers will be sent details of care plans if not provided by the parent
- Care plans will be kept in folders for supply teachers, there will be reminders on desks in the form of signage, so staff and visitors are aware where plans are kept.
- During environment checks leaders will ensure all relevant documents are present.
- This medical information will be on SIMS system
- iPal, a software package used to manage 123 Kids Play, contains pupil health/dietary details plus contact details for Doctor and emergency contacts.
- This policy will be displayed on the school website.

The main office is responsible for supplying the relevant pupil medication provided in lockable cabinets on main reception.

The Business Manager is responsible to ensure all of the above procedures are in place.

Only staff that have an up-to-date Administration of medication qualification can administer medications.

Catering Staff are also 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 School's food allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'.
- Being aware of pupils and staff who have such food allergies and updating this training every three years. All staff must be informed of this during their induction & toolbox training. Clear labelling of items of food stuffs that may contain nuts.

Educational Visits, School Events (for example packed lunches/BBQs etc)

All 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 SIMS. Where food intolerance has been identified, this must be relayed to the main kitchen if they are ordering packed lunches/refreshments/food. This also includes the request for any BBQ foods.

All staff undertaking an offsite trip must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that, if applicable, all food collected from the main 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).
- Where food is being purchased during an Educational Visit (chips at W-S-M, Burger King during a London trip) staff must ensure that dietary requirements are telephoned through well in advance so that arrangements can be made.

School Events & 123 Kids Play

If the School hosts any coffee mornings or "bring a cake days" for charity it is important that no food poses a risk to the end user, however, this is difficult for the main kitchen 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 WTLA, 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.

The School Tuck Shop procures items that are available to the pupils to buy. Items that are individually wrapped will carry their own labels on the branded packaging.

123 Kids play when making cakes, sponges or any dish must be aware/note the ingredients they use. Also, able to identify any pupil (s) within the group who have food allergies. In order to do this, prior to preparing food, mark on the attendance register pupil (s) with food



intolerances, what type and plan accordingly. This also includes any picnics/parties laid on during the year.

School Management of severe allergies

Anaphylaxis is a severe and potentially life-threatening allergic reaction. **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 (9) 999** immediately to get the ambulance on the way.
- **Ring the Main office** – state what has happened so that they can assess the situation and bring medication to the location. Please note that main office staff may not be able to attend immediately, and there should be no delay in using the person's medication. Locate the nearest first aider to come and assist
- Use the person's adrenaline device
- Stay in the immediate area to assist the designated member of staff
- Ensure that accident forms are filled out if applicable.



Changes from Previous Policies

None.