

The Robert Drake Primary School

Allergens Policy



THE ROBERT DRAKE PRIMARY SCHOOL



The Robert Drake Primary School is a nut-free zone.

Aims and Objectives

This Allergens Policy aims to:

- Ensure that all relevant stakeholders are aware of pupils' allergies and the appropriate action to follow;
- Make sure that there is regular contact between the school and parents/carers to update and advise about any changes;
- Ensure that at any events that take place, where the school have a duty of care, there is full awareness of allergies;
- Ensure that outside catering companies are aware of food allergies and their responsibilities in this regard.

NB TCS (Total Catering Services) is the external provider of school meals at The Robert Drake Primary School.

Roles and Responsibilities

Parents and Carers;

Parents and carers are responsible for:

- Ensuring that the school is aware of any allergies their pupil may have;
- Updating the school with any changes to dietary needs
- Providing the school with any anti-allergy medication, including adrenaline injectors;
- Making sure that any food they provide from home is safe for them to eat;
- Educating their pupil to increase their awareness and understanding of their allergy.

The School:

The school is responsible for:

- Making all relevant staff aware of any allergies that pupils may have (remembering that individuals are entitled to confidentiality);
- Encouraging pupils to not share food;
- Communicating any menu changes to parents/carers;
- Contacting a parent or carer with any concerns they might have about the pupil's allergies;
- Following the correct procedure (as detailed above) when informed of an allergy;
- Ensuring that relevant staff undertake yearly anaphylaxis training;
- Informing the catering company of any food allergies.

Catering Company:

The Catering Company is responsible for:

- Being aware of the ingredients in food they supply;
- Making sure that kitchen staff understand the allergies of pupils in the school;
- Recognising pupils who have allergies (by face or a white band);
- Making the school aware of any changes to the menu so these can be communicated to parents.

Governors:

Governors are responsible for:

Ensuring that adults in the school and the catering company follow the policy.

Allergens and Anaphylaxis

The Robert Drake Primary School recognises that pupils may have allergies to certain foods, food groups and animals, and their role in ensuring that pupils are safe whilst in their care. The school also recognises that staff and pupils could have allergies that may change over time. All allergies should be clearly documented and shared with staff. The procedure for this can be found below. Here are 14 named food allergens and there are other possible allergies including bee or insect stings. The school also takes cross-contamination and airborne risks into consideration.



Adrenaline-Auto Injectors (EpiPens) and Medication at School

If a pupil has a severe allergy, it is essential that the parent/carer provide the school with two Adrenaline-Auto Injectors (AAIs) as well as any other allergy medication the pupil may need. All medication should be in date and expired ones should be replaced. Medication will be kept with the pupil at school and not locked away where it is not easily accessible. If the pupil is younger, the medication will be passed between activities if they change classrooms at all. Any teacher or staff member in contact with the pupil will be trained to identify warning signs for the individual pupil and use Adrenaline-Auto Injectors.

All members of staff who work with the pupil will be made aware of the warning signs of an allergic reaction.

School Awareness – Pupil with Food Allergy

The following procedure is in place when the school is made aware of an allergy within the school:

1. The school is informed of an allergy by the parent/carer. This could be during the academic year or at the point of admission (Pupil Contact Data Form – Health Questionnaire);
2. The school central database is updated to reflect allergies;
3. A meeting with the parent/carer is arranged if there are severe allergies (a Medical Information Form is completed). Parents/carers to provide the school with any medical information. These documents are kept centrally in the office and shared with the class teacher who will also ensure that the information is shared with all other staff who work with the pupil;
4. Medication will be organised and adult roles allocated;
5. Photos of pupils (with consent of parents/carers) are placed along with their allergies in the school kitchen;
6. Class teachers are provided with an updated medical and allergy list;
7. Midday Assistants are made aware to ensure that the pupil is given a white band at lunchtime (allergy identifier).

School Awareness – Pupil with non-food Allergy

The following procedure is in place when the school is made aware of an allergy within the school:

1. The school is informed of an allergy by the parent/carer. This could be during the academic year or at the point of admission (Pupil Contact Data Form – Health Questionnaire);
2. The school central database is updated with any allergies;
3. A meeting with the parent is arranged if there are severe allergies (a Medical Information Form is completed). Parents to provide the school with medical information. These documents are kept centrally in the office and shared with the class teacher;
4. Medication to be organised and adult roles allocated;
5. Class teachers are provided with an updated medical and allergy list;
6. Staff are updated with a list of allergies.

School Awareness – Members of Staff with Allergies

1. The school is informed of an allergy by a member of staff;
2. The school central database is updated with any allergies;
3. A copy of the individual's health care plan and associated medication is safely stored.

Lunchtime Procedure

All staff working with a pupil will be made aware of their food allergies. Information relating to individual pupils is shared with classroom staff and is also displayed clearly in the school kitchen. When the pupil orders a meal from the kitchen, they are given a white band to wear on their wrist along with the corresponding band for their meal choice in order to alert catering staff.

Emergency Response Procedures – Allergies

The school will follow the emergency response procedures for each individual pupil

The following steps should be undertaken but the order may be adjusted based on the severity of the reaction or the individual pupil's care plan. *If in doubt call 999 immediately and state there is a child with an anaphylactic reaction:*

1. Pupil feels unwell/ is unwell then ask what they have recently eaten or speak to an adult/ catering company;
2. Follow guidance on Care Plan;
3. Contact the parent/ ambulance if required;
4. If an allergic reaction is identified and medication is required, administer as per training/medical plan.

School Activities, Birthdays and Educational Visits

It is essential that all pupils are included in all activities and educational activities outside the classroom. No pupil should feel isolated due to having an allergy.

Activities such as cookery, could have allergy risks for a pupil. Staff will ensure that alternatives are provided (in consultation with the parent/carers if necessary) to facilitate the participation of all pupils.

For pupil birthdays, the school will endeavour to arrange for special snacks or birthday treats to be stored in a labelled container for teachers to bring out when other children are celebrating a birthday.

It is important that every trip, from day trips to short breaks are enjoyable for every pupil without any, or minimal risk of allergic reactions. All members of staff on the trip will be made aware of the pupil's allergies, medication and management plans.

Reviewed Autumn Term 2022

Date of next review: Autumn Term 2023

APPENDIX A

Medical Information Form

Medical Information for

D.O.B:	
Family contact information (in priority order)	1. 2. 3.
Address	
GP contact details	
Who is responsible for providing support at school?	<u>KEY STAFF</u> <ul style="list-style-type: none"> • Co-ordinating care – • Office staff – • Class teacher – • Other staff - • Mid-day assistants – <u>OTHER STAFF</u> <ul style="list-style-type: none"> • This information will be shared with all staff
Medical Condition:	What does this look like? <ul style="list-style-type: none"> •
Action to be taken	<ul style="list-style-type: none"> •
Action to be taken in the event of a medical emergency	<ul style="list-style-type: none"> •
Medication	<ul style="list-style-type: none"> •
Specific support or equipment required (for medical, educational, social, emotional needs)/ Activities that require special precautions, and how to manage	The School Day <ul style="list-style-type: none"> • to carry on as normal, where possible, at all times during the school day • PE ? • Breaktime/lunchtime ? • School trips?

Other information	

I agree for this information to be kept in my child's school record and will update information at school regularly/as required.	Date:
Sign:	
Name:	

Member of staff.	Date:		
Sign:			
Name:			
Office only:	Entered on Sims		
Copy in in pupil file		Copy in medical file	

Review date: _____