

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



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# SOUTH DARLEY C of E PRIMARY SCHOOL ADMISSIONS POLICY

<b>Person/Committee responsible for reviewing/updating this plan</b>	Full Governing Body
<b>Policy Number</b>	PN314
<b>Date First Issued</b>	16.05.22
<b>Date of Next Review</b>	Term 5 2026

<b>Date of Review</b>	<b>Governors Meeting Reference Number</b>	<b>Approved by name</b>	<b>Comments</b>
16.05.22	FGB16052022.6.1	P WILDE	

# **Allergy Policy**

## **South Darley C E Primary School**

### **Introduction**

Although we recognise that this cannot be guaranteed, South Darley CE Primary School aims to be a nut, seed and shellfish free school. This policy serves to set out all the measures we take to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to an allergen such as nuts, seeds or shellfish to which they are sensitive. This policy should be read in conjunction with the School's Whole Food Policy.

Anaphylaxis is a severe allergic reaction at the extreme end of the allergic spectrum, affecting the entire body, and can occur within minutes of exposure. The main causes are attributed to nuts, seeds and shellfish.

### **Aims**

South Darley CE Primary School aims to practice a nut, seed and shellfish free policy although we recognise that this cannot be guaranteed. It would be impossible to provide an absolute guarantee that the school is nut, seed and shellfish free, given that pupils regularly bring in food from home. There would also be a risk that children with allergies might be led into a false sense of security.

The school's position is to minimise the risk of exposure and of any child suffering allergy-induced anaphylaxis whilst at school. The school aims to protect children who have allergies to nuts, seeds and shellfish whilst helping them as they grow up taking responsibility as to what foods they can eat and to be aware of where they may be put at risk.

### **Policy**

Allergic reactions can be triggered by touching surfaces which may have been inadvertently contaminated. The success of minimising anaphylaxis risk – and all other allergenic reactions - requires the co-operation of pupils, parents and staff.

It is essential that the school has full details of all pupils' allergies. This information is requested by the school and must be provided by parents when their child joins the school and then updated by parents if allergies are discovered at a later stage.

Medication in respect of food allergens and relating to a specific child is held securely in the staff room detailing precise instructions and dosage.

Within the parameters of confidentiality, the school holds a list of names and photographs of pupils with severe medical conditions including allergies. This is contained within a folder located in the classrooms and school kitchen. Medication in respect of food allergens and relating to a specific child is held securely in the school office/child's classroom, detailing precise instructions and dosage.

The school will ensure that there are effective risk management practices in place to minimise the student, staff, parent and visitor exposure to known trigger foods.

Staff will receive training to ensure emergency responses to any allergic reaction situation. This will include first aid training which includes anaphylaxis management, triggers and first aid procedures to be followed in the event of an emergency.

We will ensure the involvement of health care professionals, parents, staff and the pupil in establishing an individual care plan.

We will ensure effective communication of individual pupil needs to all relevant staff members.

We will ensure that parents are requested to eliminate food that may be of risk to those members of staff and pupils who suffer from such allergies.

We will ensure that allergies will be considered and duly risk assessed as part of our educational visits procedures and put an effective control in place to minimise risk of exposure for pupils with nut, seed and shellfish allergies. The teacher in charge of the trip will ensure that any medication or Adrenaline Auto Injector Pens are taken on the trip and remain with the child's allocated group leader, who is capable of performing any possible required medical treatment at all times.

Where a pupil is prescribed an adrenaline auto injector the headteacher will ensure that all staff members are trained and familiar with use in case of emergency.

We will, as far as practicable, provide a safe and healthy environment in which people at risk of nut, seed and shellfish allergies and anaphylaxis can participate equally in all aspects of school life.

We will raise awareness about nut, seed and shellfish allergies and anaphylaxis amongst the school community and ask that staff and volunteers do not bring in or consume nut/seed/shellfish products in school.

We will ask parents to not send children in with food products containing nut, seed and shellfish.

## **Roles and Responsibilities**

### **Family Responsibilities**

Parents of a child with a food allergy should

- Notify the school promptly of any allergies.
- Work with the school to develop a plan that accommodates the pupil's needs throughout the school including in the classroom, whilst having lunch, during lessons that involve food and in after-school programmes or activities.
- Provide written medical documentation, instruction and medications as directed by a doctor
- Replace medications promptly after use or upon expiry.
- Educate the pupil in allergy self-management, including what foods are safe and unsafe, strategies for avoiding allergens, how to spot symptoms of an allergy, how and when to tell an adult of any reaction and how to read food labels.
- Provide safe snacks for special school events.

Parents of other children attending the school should

- Avoid sending snacks and cakes in to school that contain nuts, seeds and shellfish.
- Ensure that all food items (including home baked items) are clearly labelled with all ingredients.
- Ensure particular care is taken at Easter and Christmas. Confectionary including Celebrations, Roses, Heroes and Quality Street all contain nut produce.

The pupil is responsible for

- Notifying an adult immediately if they eat something they believe may contain an allergen to which they are allergic.
- Notifying an adult immediately if they believe they are having a reaction, even if the cause is unknown.
- Taking responsibility for avoiding food allergens, including informing staff of their allergy at times of risk.
- Learning to recognise personal symptoms.

Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic pupils will be encouraged to follow these additional guidelines

- Proper hand washing before and after eating and throughout the school day.
- Avoiding sharing or trading foods or eating utensils with others.
- Avoiding eating anything with unknown ingredients or known to contain any allergens.
- Eating only food which has been brought from home unless it is packaged, clearly labelled and approved by their parents (with the exception of school meals).
- Placing food on a napkin or plate rather than in direct contact with a table or desk.

The school office is responsible for

- Contacting parents for required medical documentation regarding a child's allergy (note: the responsibility lies with parents to ensure this information is provided and kept up to date).
- Ensuring that there is an effective system in place to regularly update and disseminate medical information to staff and others including supply staff.
- Ensuring that parents are reminded of their responsibilities to provide a current Action Plan.
- Ensuring that where pupils with known allergies are participating in off site activities and school trips, the risk assessment and safety management plans include the pupil's health care plan.
- Sending a written reminder of this policy to parents at least once per year.

Teaching staff and school management team are responsible for

- Acquiring knowledge of the signs and symptoms of allergic reaction.
- Making themselves familiar with information provided in the pupil's health care plan, be aware of and know how to implement the emergency plan if a reaction is suspected.
- Participate in all training about pupils with life-threatening allergies including demonstration on how to use an adrenaline auto injector pen.
- Determining suitable protocols regarding the management of food in the classroom
- Reinforcing appropriate classroom hygiene practice.
- Discussing this policy and its implementation with parents/guardians of pupils at risk of allergy/anaphylaxis.
- Responding in a timely and appropriate manner to any complaints received in relation to this policy.
- Reviewing the adequacy of the response of the school if a pupil has an allergic/anaphylactic reaction and consider the needs for additional training and other corrective action.

Catering staff are responsible for

- Ensuring suppliers of all food and catering are aware of the school allergy policy.

- Ensuring supplies of food stuff are nut/seed/shellfish free or labelled appropriately as far as possible.
- Being aware of a school's nut/seed/shellfish free environment.
- Ensuring catering staff receive regular training in respect of food allergies.
- Ensuring food preparation staff take precautions to reduce the risk of cross contamination.

The school catering staff acknowledge that, given current food manufacturing processes, it is impossible to guarantee that all products will be free from possible 'traces of nuts/seed/shellfish and other allergens.

## **Avoidance and Recognition**

### **Managing allergies**

South Darley CE Primary School will

- Ensure that the catering supervisors are aware of all allergic pupils' requirements, and request that they eliminate nuts, seed and shellfish and food products with nuts, seed and shellfish as ingredients from meals as far as possible. This does not extend to those foods labelled 'may contain traces of'. The Catering Team do not knowingly use any products containing nuts, seed and shellfish in any of their menus.
- Notify other parents who have children having lessons with the child with a severe allergy, about the allergy including what the allergy is.
- not allow nuts or nut products, seed and shellfish in school lunch boxes. Our 'allergen policy' means that the following items should not be brought into school.
  - Packs of nuts or seeds
  - Peanut butter sandwiches
  - Sandwiches with shellfish fillings
  - Fruit and cereal bars that contain nuts or seeds
  - Chocolate bars or sweets that contain nuts or seeds
  - Sesame seed rolls or products that use sesame seeds
  - Nutella or other nut type spread
  - Cakes made with nuts or seed
  - Bread topped with seeds
- not give out any sweets brought in from home to be given out as birthday treats unless this has previously been agreed with school staff and the products have been checked for nut, seed or shellfish ingredients.

### **Recognition**

Each child in school with a severe allergy will have an allergy action plan, detailing their specific symptoms in the key information folder, which is kept secure in each classroom.

Early symptoms include

- itchy, urticarial rash anywhere on the body
- runny nose and watery eyes
- nausea and vomiting
- dizziness
- signs of shock
- puffiness around the eyes

- anxiety

Danger signs include

- swelling of the lips, tongue and throat
- cough, wheeze, tightness of chest or shortness of breath
- sudden collapse or unconsciousness.

Treatment will depend on the severity of the reaction. Staff will follow the procedures as given in the action plan. For mild symptoms this may include administering antihistamine or inhaler may be given by a first aider. For severe symptoms this may include calling emergency services.

## **Emergency Procedures**

Children with an identified allergy will have an allergy action plan agreed with parents in conjunction with the school. Staff will follow actions outlined in the plan in the event of an emergency.

## **School trips and visits**

Allergic children should have the opportunity to fully participate in all aspects of school life. Where an off-site trip or visit is proposed, the child's need will be fully incorporated into the planning process including issues and arrangements for food and parents consulted to ensure they are happy with the arrangements.

At least two members of staff accompanying the off-site visit will be trained in administering adrenaline and to spot symptoms of an allergic reaction. Any child with an allergen will be placed in groups led by one of the trained staff members who will carry the medication at all times.

## **Monitoring and evaluation of this policy**

The school reviews policies on a regular basis. This policy will be reviewed on a 4 yearly cycle unless a serious reaction has occurred where it will be reviewed immediately afterwards.

## **Relevant policies**

- Whole Food Policy
- Supporting Children with Medical Conditions Policy
- Administering Medicine Policy
- Health & Safety Policy