



# Policy for the management of allergens

**Person responsible: Head teacher**  
**Ratified by the governing body: Summer 2021**  
**Date for review: Summer 2024**

A handwritten signature in black ink, appearing to read 'Anne-marie Renshaw', is positioned below the text.

**Reverend Anne-marie Renshaw**  
**Chair of Governors**

Messing Primary School is committed to pupil safety and therefore has created this policy to reduce the risk of children having allergy related events while in its care. At Messing Primary School we are aware that children who attend may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The school's position is not to guarantee a completely allergen free environment, rather to minimize the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

We are striving to be a nut free environment and we aim to ensure that none of the food provided, bought or produced in school contains nuts.

### **Aims**

- To reduce the likelihood of a pupil with a known food allergy displaying a severe reaction to a specific food while in school.
- To foster an understanding of and sense of responsibility for the specific needs of the individual members of the school community.
- To create an awareness of the action to take should someone with an allergy display its symptoms.

On entry to the school parents are required to inform the school of any known allergies that their child has on the pupil admission form. Parents should update this information if an allergy is diagnosed at any stage in their child's education.

Parents will be given a yearly reminder at the end of the academic year to update allergy information and equipment.

Parents must advise the school of the action that should be taken if their child develops the symptoms of an allergic reaction while in school.

All members of staff are given the names of children who have specific allergies through the confidential medical information sheets issued at the beginning of each school term. Photographs of pupils with severe allergies are displayed in the staff room, the school kitchen, the school office. These are also kept in class registers and Midday staff are informed. These will include details of action to be taken in the event of a reaction. The school provides training to enable staff to recognise the symptoms of an allergic reaction and to respond appropriately.

Where appropriate, all staff are trained in the use of the EPIPEN should a child with a known allergy go into anaphylaxis.

All parents are advised to ensure that their child does not bring nuts or foods containing nuts into school. Where this advice has not been followed, children with food containing nuts such as peanut butter will be sat away from the child with a nut allergy in the dinner hall and their parents asked to adhere to the school policy.

**Parent's role:**

Parents are responsible for providing, in writing, on-going accurate and current medical information to the school.

Parents are to send a letter confirming and detailing the nature of the allergy; including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, an Individual Health Care Plan must be completed and signed by the parents.
- It is the responsibility of the Parent to provide the school with up to date medication / equipment clearly labelled in a suitable container with their child's photo on.
- In the case of life saving medication like EpiPens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.
- Snacks and lunches brought into school are provided by each child's Parent.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

**Staff's role:**

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's Admission Form states that they have an allergy requiring an EpiPen then an Individual Health Care Plan is needed. It must be in place before the child starts attending sessions.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- Age appropriate education of the children with severe food allergies will take place.
- All staff including students and supply staff that come into contact with the child will be made aware of what treatment/medication is required by the class teacher or the school office staff and where any medication is stored. Breakfast club and After School Care club staff are also aware and are suitably trained.
- Class teachers will discuss allergy information with all children in the class so that they are all aware of their peers allergies and the need to be vigilant.
- All staff are to promote hand washing before and after eating.

- Snacks are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies. However staff cannot guarantee that foods will not contain traces of nuts or other allergens.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- As part of the staff training, EpiPen use and storage has been discussed.
- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities e.g. cooking.

### **Actions**

In the event of a child suffering an allergic reaction:

- We will follow procedures on their health care plan where one is in place.
- Delegate someone to contact the child's parents.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the administering medications guidelines in the Health & Safety Policy.
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.

### **Role of other parents**

- Snacks and lunches brought to the school by other parents should be peanut and nut free.
- The school will ensure that parents are regularly reminded and will monitor the contents of lunchboxes and snack.
- Any birthday treats provided for classes by parents should be wrapped, store bought treats and should be nut free. These will be handed out at the end of the day for parents to decide if their child is allowed to eat them.

### **Definitions:**

- **Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and 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 food, stings, bites, or medicines. **EpiPen** - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.
- **Minimized Risk Environment**- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.
- **Health Care Plan**- A detailed document outlining an individual student's condition treatment, and action plan for location of EpiPen.