

# **Limehurst Primary School**



## **Food Allergy & Intolerance Policy**

Developed: September 2022

Reviewed: January 2025

## 1. INTRODUCTION

Limehurst 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.

We are 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.

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 and to provide help and assistance for our youngest pupils. It is also important that the School has clear plans for an effective response to possible emergencies.

## 2. POLICY AIMS AND OBJECTIVES

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

- Ensuring that robust systems are in place to identify allergies and ensure accurate and timely sharing of information relating to food allergies and intolerances with clearly defined responsibilities.
- Supporting pupils with the management of food allergies and intolerances including the encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- Working with the catering team to ensure that food labelling, menu planning and all aspects of food preparation support the needs of those within our school community who have food allergies.
- Provision of staff awareness on food allergies/intolerances, possible symptoms (including anaphylaxis) recognition and treatment.

The intent of this policy is to minimise the risk of any person suffering allergy-induced reaction, or food intolerance whilst at Limehurst or attending any School related activity. The policy sets out guidance for staff to ensure they are suitably prepared to manage the day to day needs of pupils with food allergies and to address emergency situations should they arise. The policy also outlines the expectations of all those involved in the preparation or distribution of food within the school and of parents and other individuals, in informing the school of any food allergies.

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 and dairy - 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, hummus, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks)
- 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 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.

## **2.1 Links with other policies**

This policy should be read in conjunction with the school's Administration of Medicines and Supporting Medical Conditions in School and Whole School Food policies.

## **3. PROCEDURES & RESPONSIBILITIES**

The School has clear procedures and responsibilities to be followed in meeting the needs of pupils with medical needs relating to food allergies or intolerances.

### **3.1 Initial Information Provided Regarding Food Allergies or Intolerances**

The parents or carers of all new starters to the school are required to complete a data collection form that asks for the details of any food intolerances or allergies. The school office team will check the form to see if allergies or food intolerances are listed and if so, will follow this up with a verbal conversation with parent/carer for further information & request medical proof.

For children starting in the nursery & reception classes, information regarding food allergies will be discussed during pre-school visits alongside any other medical needs.

If required, a meeting can be arranged between the parent/carer and either the School Business Manager or SENCO to further discuss a child's needs. They will then record and relay this information to school staff and/or food providers such as breakfast club staff, catering staff and midday staff.

It is parents' responsibility to ensure that if their child's medical needs change at any point that they make the school aware and a revised medical needs/allergy information form must be completed.

Members of staff or volunteers will be asked to disclose any food allergies as part of their induction.

### 3.2 How the School Uses this Information

All medical needs and allergen/food intolerance information received is stored confidentially within the school's management information system (SIMS) and paper records are held centrally in the school office so that the information can be accessed by appropriate members of staff as required.

Medical information for pupils is private and confidential however in order to ensure that medical needs can be properly managed, information is shared with school staff. This is done in several ways:

- Before the start of a new academic year, a spreadsheet detailing medical needs information/details of food allergies, are shared with the receiving class teacher as part of our transition process. This information is collated by the School Business Manager and passed onto teachers. It is the class teachers' responsibility to ensure that they are familiar with the information provided and that any other adults working with the children are aware of their needs as well.
- Key medical needs information is on a separate tab at the bottom of the daily electronic register as an additional reminder to any new staff (e.g. supply teacher) who may be teaching the class.
- The school office staff will inform the school kitchen of any pupils who have food allergies or intolerances. An Allergy Identification Board containing a photograph and details of every child with an allergy/food intolerance, is available in the kitchen during every food service.
- Where a food allergy significantly impacts on a child's day to day activity, a care plan might be put in place e.g. a child who requires tube feeding or is required to eat at a separate time. This will be constructed in conjunction with the SENCO, school staff, parents and healthcare professionals.

### 3.3 Lunchtime

Children are able to have a school dinner or bring a packed lunch from home. If children are having a school dinner, they make their selection from the menu board displayed in the classroom each morning on arrival. Sample menus are also available online so that parents can discuss food options and preferences with their children. Menus are subject to change at short notice as menu options are reliant on deliveries and food item availability.

To identify pupils with allergies who have school dinners, we provide coloured bands for those receiving school meals to wear during lunch service. Whilst this is not mandatory and requires parental permission, we highly recommend it as the most effective way for all staff members, including temporary staff, to recognise pupils who need extra precautions during lunch service.

An Allergy Identification board containing a photograph and details of every child with an allergy/food intolerance, is available in the kitchen.

The school kitchen caters for a range of food allergy needs. Children are told that they are not allowed to share food at lunchtimes. Midday supervisors observe and assist the children at lunchtime in order to reduce the opportunity for children to share food, although we cannot guarantee that this will not happen.

## **3.4 Responsibilities**

### **3.4.1 School Staff Responsibilities**

- Supporting those children who have school dinners with their menu choices.
- Liaising with parents regarding the management of food allergies.
- Ensuring pupils are provided with allergen identification bands during lunchtime service.
- Associate Head Teacher to organise Allergy & Anaphylaxis training at the beginning of the year as required
- The school has a number of first aiders who would be called upon to assist in cases of allergic reaction including anaphylaxis. A number of staff have also had training in how to administer an epi-pen to those children who have an Individual Healthcare Plan (IHCP).
- The school will contact parents and the emergency services, if required, in the event that a child suffers an allergic reaction. The school's Administration of Medicines and Supporting Medical Conditions in School policy outlines the school's response to medical emergencies.

### **3.4.2 Catering Staff Responsibilities**

Catering staff will:

- familiarise themselves with the allergy & intolerance needs of our pupils in order for correct meals to be consumed;
- identify & record ingredients for every recipe on the menu (and substitute recipes) that may pose a risk to allergy sufferers, enabling them to assist in relevant children's choices;
- Ensure rigorous food hygiene is maintained to reduce risk of cross contamination;
- Ensure suppliers provide information regarding the content of their products.
- Ensure temporary staff members are provided with allergen information.

### **3.4.3 Parental Responsibilities**

Parents are responsible for:

- Completing the data collection form and ensuring that any information regarding food allergies for their child is included.
- Completing a Food Allergy Notification form if requested by school to do so.
- Updating the school if their child's medical needs change at any point. Parents are requested to keep the school up to date with any changes in allergy management with regards to clinic summaries, re-testing and new food challenges.
- Ensuring that any required medication (Epi-pens or other adrenalin injectors, inhalers and any specific antihistamine) is supplied, in date and replaced as necessary. The parents of all children who have an epi-pen in school must complete a written Individual Healthcare Plan in conjunction with the SENCO.

- Attending any meeting as required to share further information about their child's food allergy, to plan for food management in school or to complete an Individual Care Plan.
- Informing school if an episode of anaphylaxis occurs outside of school.

### **3.4.4 Pupil Responsibilities**

- Children of any age must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening.
- Children are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reaction. Expectations are age appropriate.
- Children are not allowed to share food with each other.

## **4 - MANAGEMENT OF FOOD ALLERGIES IN OTHER AREAS OF SCHOOL LIFE**

### **4.1 Rewards and Celebrations**

On occasions, food items are used as part of the school's reward system, this may include end of term tea parties/picnics. On these occasions, staff will endeavour to make suitable adjustments in order to ensure that children with food allergies feel included, e.g. substituting food items.

Sometimes children will bring items into school to distribute to classmates when it is their birthday. It is school policy that these items are not food items.

### **4.2 Curriculum Activities & After School Clubs**

As part of the school curriculum, children may be involved in activities that involve preparing food or tasting food (e.g. tasting food from other countries). Teachers will take the needs of children with food allergies into account when planning these activities and will make modifications where possible to allow participation. When a third party is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration.

This also applies to after school clubs e.g. Cookery Club.

### **4.3 Educational Visits**

The lead member of staff for an educational visit will ensure that food allergy considerations are made in any activity that may involve food.

When a child with a food allergy participates in a residential visit, their dietary needs will be planned for, in conjunction with the activity centre.

## **5 - MONITORING AND REVIEW**

This policy is formally every two years. The policy review takes into consideration the views of all stakeholders. This policy is available to all stakeholders on the school website or alternatively from the school office.

## APPENDIX 1

# Food Allergy Notification Process - September 2024

1. Parent/carer completes the pupil Data Collection form prior to admission to school i.e. Nursery, Reception, in-year transfer.
2. Office Staff to check if a parent has indicated a food allergy or intolerance and follow up with verbal conversation with parent/carer to determine whether allergy/intolerance is medically diagnosed (evidence required). Parent advised need to bring evidence into school and complete 'Food Allergy Notification Form'. One copy of the signed completed form must be given to the parent and one copy will be retained by the school to be attached to the child's SIMS record.
3. Office staff to explain that 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. That is - whilst a dish may not contain a specific allergen, due to the wide range of ingredients used in our kitchen, foods may be at risk of cross contamination by other ingredients.
  - a. Staff member to discuss with parents of children with allergies that they may prefer to provide their child with a packed lunch.
  - b. Once this has been explained to the parent/carer they must sign the separate section at the bottom of the Food Allergy Notification Form to indicate that they have understood.
4. On receipt of medical evidence and signed form, the school office will notify the class teacher and catering manager by email (attaching copy of evidence and signed form)
  - a. If an Epi-pen is prescribed, the SENCO will undertake the completion of an Individual Healthcare Plan (IHCP)
  - b. School office will input allergy/intolerance into SIMS and attach documentation
  - c. School office will produce Allergy Identification Card (AIC) for kitchen notice board
  - d. Catering Manager will verbally update kitchen staff and mark in training records

- e. On receipt of allergy information, the Catering Manager will seek to identify and recognise that particular child if an AIC has not yet been produced. Identity of child to be shared with kitchen staff.
  - f. Office staff/SENCO will email/speak to all relevant staff (and record having done so - on CPOMS) and share the IHCP if required. (Relevant staff – teachers, TAs, MDS, sports providers)
  - g. Catering Manager to ensure new kitchen staff receive pupil allergy information at induction
5. Parents/carers to notify the school office in writing if allergy/intolerance information changes and the school office will notify the SENCO who will authorise any changes to recorded information and who will advise the business manager and catering manager.



## APPENDIX 2

### Pupil Dietary/Food Allergy Notification Form

You are required to complete this form because you have notified us that your child has a special dietary requirement. The information provided will be used to inform the school and school kitchen when providing meals for your child.

Please return this form to the school office.

SECTION 1: PUPIL DETAILS			
Pupil Surname:			
Pupil First Name:			
Pupil Address & Postcode:			
Date of Birth:			
Class:			
SECTION 2: ALLERGEN INFORMATION ( <u>parent/carers must attach a supporting medical letter</u> )			
Allergy Details / Special medical Dietary Requirement:			
Symptoms of reaction:			
Actions in case of reaction:			
SECTION 3 : MEDICATION			
Does your child require medication to be kept in school (E.G. antihistamine)	Y / N	IF YES, when would/does your child require the medication?	
Does your child require an Epi-pen?	Y / N	IF YES, do you consent to the use of the school Epi-pen in the event of an emergency?	
I understand that it is my responsibility, as the parent/carer, to ensure that any Medication / Epi Pen I provide to school is always within the expiry date.			
SIGNED:			

**SECTION 3: MEDICAL DETAILS**

<b>Name &amp; Address of Doctor:</b>	
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<b>Phone number:</b>	
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**SECTION 4: ALLERGEN IDENTIFICATION**

To identify pupils with allergies, we issue coloured bands for those receiving school meals to wear during lunch service. While this is not mandatory and requires parental permission, we highly recommend it as the most effective way for all staff members, including temporary staff, to recognise pupils who need extra precautions during lunch service.

Please tick **ONE** of the boxes below to indicate your preference.

- I will provide my child with a packed lunch and agree to notify the school office if my preference changes.
- I would like my child to have a school meal and give permission for them to wear an allergen identification coloured band during the lunch services.
- I would like my child to have a school meal but **DO NOT** wish for them to wear an allergen identification coloured band during the lunch services.

**SECTION 5: PARENT/CARER DECLARATION**

- I confirm that It has been explained to me, that the School's position is not to guarantee a completely allergen free environment, but to minimise the risk of exposure by hazard identification, instruction and information.
- I confirm that is has been explained to me that whilst a dish may not contain a specific allergen, due to the wide range of ingredients used in the kitchen, foods may be at risk of cross contamination by other ingredients.
- I confirm that is has been discussed with me that I may prefer to provide my child with a packed lunch so that I can control the ingredients in my child's lunch.

<b>Signed:</b>		<b>Date:</b>	
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**It is the responsibility of the parent/carer to notify the school office in writing of any changes to dietary requirements previously agreed. This must be supported with the appropriate medical evidence (GP/Doctor letter).**

**Please note that a photo ID card of your child will be produced for identification purposes and displayed in the school kitchen during food service times.**

**We collect the above data in order to help us provide school catering services. We will store it securely and manage it in accordance with GDPR principles. For more information, please see our Pupil Privacy notice on the school website.**