Norwood Green Junior School

Food Allergies & Intolerances Policy

Policy ratified by the GB: November 2024

Policy to be reviewed: November 2027

Norwood Green Junior 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.

Norwood Green Junior School 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 and therefore has created this policy to reduce the risk of staff and children having allergy related events.

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Norwood Green Junior School or attending 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. It is also intended to outline how information can be accessed to food allergens from WilsonJones, the school meals provider.

Aims

- To reduce the likelihood of a pupil or member of staff 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 a severe food allergy display its symptoms.

- To ensure the school complies with the statutory guidance for supporting pupils with medical conditions

The common causes of allergies relevant to this policy are the 14 major food allergens (**Appendix E**):

· 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, houmous, 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 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.
Anaphylaxis	Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
Adrenaline device	A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext which are particular brand names.

Procedure

On entry to the school, parents are required to inform the school of any known allergies including food allergies that their child has. This information is entered on the school's MIS data base from the completed Contact and Permission form.

If a food allergy is identified and the pupil is going to have school lunches, a WilsonJones 'Allergy & Intolerance' form is given to the parents to complete along with a request to provide medical evidence (**Appendix D**). Once received back the form and evidence is scanned to WilsonJones, a hard copy is placed in the caterers food allergy file kept in the school office and a copy of the form and evidence is scanned into the pupil's MIS record. Whilst WilsonJones prepare an amended school lunch menu for the pupil (usually a two week period is required), the parents will need to provide a packed lunch for their child.

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. 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 **(Appendix A).**

If school staff are required to administer medication, then **Appendix B** (parental agreement to administer medicine) will need to be completed. Parents of allergy children will be given a copy of this policy.

Parents will be given a yearly reminder at the end of the academic year to update allergy information and equipment when the Contact and Permission form is re-issued for completion. Parents should update this information if an allergy is diagnosed at any stage in their child's education. If an allergy is diagnosed and the pupil has school lunches then the WilsonJones procedure on page 2 needs to be followed.

All members of staff are given the names of children who have specific food allergies through information sheets issued at the beginning of each school year. Photographs of pupils with severe food allergies are displayed in the medical room and the kitchen supervisor's office. These will include details of action to be taken in the event of a reaction.

The school will provide training to enable staff to recognise the symptoms of an allergic reaction and to respond appropriately. All first aid trained staff have been trained in the use of the EPIPEN should a child with a known food allergy go into anaphylaxis **(Appendix C).**

All parents are advised to ensure that their child does not bring nuts or foods containing nuts into school. Parents should send fruit or vegetable snacks or snacks that are store bought and have an ingredients list on the food label.

WilsonJones Catering

WilsonJones Catering is our current school lunch provider and have their own policy for food allergies. They will also hold information during each service outlining the contents of all dishes at the service. This can be referred to upon request.

Parent role

To complete the Health Care Plan 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.
- 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 name on.
- In the case of life saving medication like Epi Pens the child will not be allowed to attend school 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 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 Enrolment Form states that they have an allergy requiring an Epipen then an Individual Health Care Plan is needed. It must be in place as soon as possible after the child starts attending.
- 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.
- All staff 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.
- Class teachers will discuss allergy information with all children in the class so that they are all aware of their class mates' allergies and the need to be vigilant.
- All staff are to promote hand washing before and after eating.
- Booster group and snack time biscuits and 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.
- 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.
- Staff should be aware of the signs of allergic reactions in other staff.

Actions

In the event of a child suffering an allergic reaction:

- We will 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 Care Plan.

- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.

Potential Threats and Mitigating Actions

It is important that no food poses a risk to pupils, staff or the wider community, however, this is difficult for the school to monitor. Potential threats have been identified below and relevant mitigating action is noted.

Potential Threats	Mitigating Actions
Any food on the school premises provided by the School	WilsonJones follow Food Hygiene and Health and Safety Laws and Regulations, which includes Natasha's Law (active October 2021). All catering staff receive regular training.
Allergens in food brought into school via snacks/lunch from home (i.e., cake days, break- time snacks)	Regular reminders are made to pupils and staff and visitors are asked not to bring nuts, sesame or their derivatives on to the School site.
Events where food is served on the premises but not prepared on the premises i.e., Summer Fair, Charity Events, Cake Sales	Regular reminders to pupils, staff and any visitors to the site are made not to bring nuts, sesame or derivatives on to the site. Appropriate signage should be displayed. This will state the following: *'This item was not produced at Norwood Green Junior School, 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.
Food brought in for DT lessons	Staff and pupils are made aware of not using nuts, sesame or their derivatives. A letter informing parents of the DT lesson is sent home with a slip for parents to inform the class teacher of any allergies. Class teachers have a full list of food allergies for pupils in their class which is collected at the beginning of the school year and updated as required.

Lists of ingredients not explicitly naming the allergen (e.g., casein and whey as milk derivate, arachis oil as another name for peanut oil…)	Allergen information is required for all 14 named allergens for all food prepared on site and any packaged food sold on site also contains this allergy information. Allergen information follows the requirements of Natasha's Law as of October 2021.
Contact between persons who have handled related foodstuffs (in or outside school) and allergy sufferers, without appropriate handwashing	Handwashing and hygiene have become a normal way of School life due to Covid protocols in place and such protocols are still encouraged post Covid. Catering staff wear gloves.
Catering or exposure to an allergen on educational visits and trips	All pupils bringing a packed lunch are reminded not to bring food containing nuts, sesame or their derivatives prior to the trip. Pupils are reminded not to share their packed lunch with others. Further procedures are in place for residential trips.
Birthday Treats	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.

To be read in conjunction with:

- Supporting Children with Medical Conditions policy
- Health & Safety Policy

Appendix A: individual healthcare plan

Name of School/Setting	
Child's name	
Group/Class/Form	
Date of Birth	
Child's Address	
Medical Diagnosis or Condition	
Date	
Review date	

CONTACT INFORMATION

Family contact 1					
Name					
Phone No. (work)		Home		Mobile	

Family contact 2					
Name					
Phone No. (work)		Home		Mobile	

Clinic/Hospital contact

Name	
Phone No.	

GP Contact

GP Name	
GP Phone No:	

Describe medical needs and give details of child's symptoms:

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Daily Care Requirements:

Specific Support for pupil's Educational, Social and Emotional Needs:

Arrangements for school visits/trips etc

Other Information:

Describe what constitutes an emergency, and the action to take if this occurs:

Who is responsible in an Emergency: (State if different for off-site activities)

Follow Up Care:

Plan developed with:

Staff training needed/undertaken – who, what, when:

Form copied to:

Appendix B: Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine

Name of School/Setting	
Name of Child:	
Date of Birth:	/ /
Group/Class/Form:	
Medical condition/illness:	

Medicine

Name/Type of Medicine (as described on the container):	
Date dispensed:	/ /
Expiry date:	/ /
Agreed review date to be initiated by *[name of member of staff]*:	
Dosage and method:	
Timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	

Self Administration: Yes/No (*delete as appropriate*)

Procedures to take in an Emergency:	

Name:	
Daytime Telephone No:	
Relationship to Child:	
Address:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Appendix C

School Management of severe allergies (ANAPHYLAXIS)

All staff must make themselves aware of the signs and treatment of Anaphylaxis that should be followed.

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. 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 999 immediately to get the ambulance on the way.
- Use the person's adrenaline device*, or the emergency school one located in the Medical Room Cupboard
- Ring the pupil's Parent/Carer.

* Staff should update their training to use the adrenaline device every 3 years as a minimum. This will be delivered as part of first aid training.

Appendix D

ALLERGY AND INTOLERANCE PROCEDURE

At WilsonJones we aim to cater for the majority of the school, however some pupils may require amodified diet for allergy or medical reasons and therefore need to be catered for individually.

Important Information

Referral Process:

1. Parents/guardians should request a copy of the allergies and intolerance form from the school reception if their child has a diagnosed allergy or intolerance and would like to use the catering facility.

2. One form must be completed per child and should be returned to the school along with the supporting medical documentation (this should be no more than 3 years old). **Please note, anyform received without supporting medical documentation cannot be processed.**

3. The school will scan a copy of the completed form and medical documentation to their WilsonJones Operations Manager.

4. Upon receipt of the completed form, we will devise a suitable menu (it may be necessary to contact the parents if more information is required). Unfortunately, it is not possible to take into consideration likes and dislikes when choosing menu items. Choices are based upon the current menu, this assists the kitchen manager but also provides inclusive meals that are similar to the rest of the school.

5. All allergy modified menus will be emailed to the school by the Operations Manager. Theschool will send a copy of the allergy modified menu to the parents/guardians for their reference.

   The modified menu will only be implemented once the kitchen has received notification to do so bytheir Operations Manager and full training has been provided.

General Policies

Nuts and Sesame

At WilsonJones we **do not** use nuts or sesame in our kitchens. Whilst we complete all the necessary controls to minimise the risk and ensure our recipes are nut and sesame free, a small number of the products we use, from some manufacturers are produced in factories where nuts and sesame have or may have been present. We therefore advise parents/guardians to inform usand the school if their child has any of the aforementioned allergies, so their condition is known toWilsonJones and the school staff. If you do require a menu to be created to avoid all products stating ‘may contain’ please indicate this on the referral form.

Additional Serving Points

Due to the variance of serving points, it is possible that a serving counter will not be monitored by amember of kitchen or school staff. Therefore, is it vital that children with allergies are made aware to a member of the kitchen staff by the school staff so they can get assistance when choosing fromour salad and dessert options in these instances.

Renewal of Menus

At the start of a new menu cycle, all pupils with existing modified menus will be automatically reissued with an updated menu in line with the new menu. It is not necessary to complete anotherallergy and intolerance form. However, if your requirements change, you will need to complete another allergy and intolerance form and provide new medical documentation indicating the changes.

WILSONJONES *Simply Fresh*

ALLERGY AND INTOLERANCE REFERRAL FORM

Please complete and return this form to the school reception staff, along with any supporting medical documentation.

PLEASE COMPLETE ALL PARTS OF THE FORM AS REQUIRED (IN BLOCK CAPITALS).

Pupil Name: ..... **Male/ Female:** ..... **Form/ Class:** .....

School Name and Address: .....

.....

Allergy/Intolerance (please tick all that apply)

Mi	Milk	E	Eggs	G	Gluten	P	Peanuts	T	Tree nuts	S	Sesame
Ce	Celery	Mu	Mustard	So	Soy	F	Fish	Mo	Mollusc	L	Lupin
Su	Sulphur Dioxide/Sulphites			Cr	Crustaceans	O	Other:				

We/I require an allergy modified diet to exclude the allergies ticked above: Y **or** N

PLEASE ENCLOSE SUPPORTING MEDICAL DOCUMENTATION WITH THIS FORM. ANY FORMS SENT WITHOUT OFFICIAL MEDICAL DOCUMENTATION CANNOT BE PROCESSED

Parent/Guardian Contact Details

Name: .....

Email: ..... **Mobile:** .....

Address: ..... **Postcode:** .....

Comments:

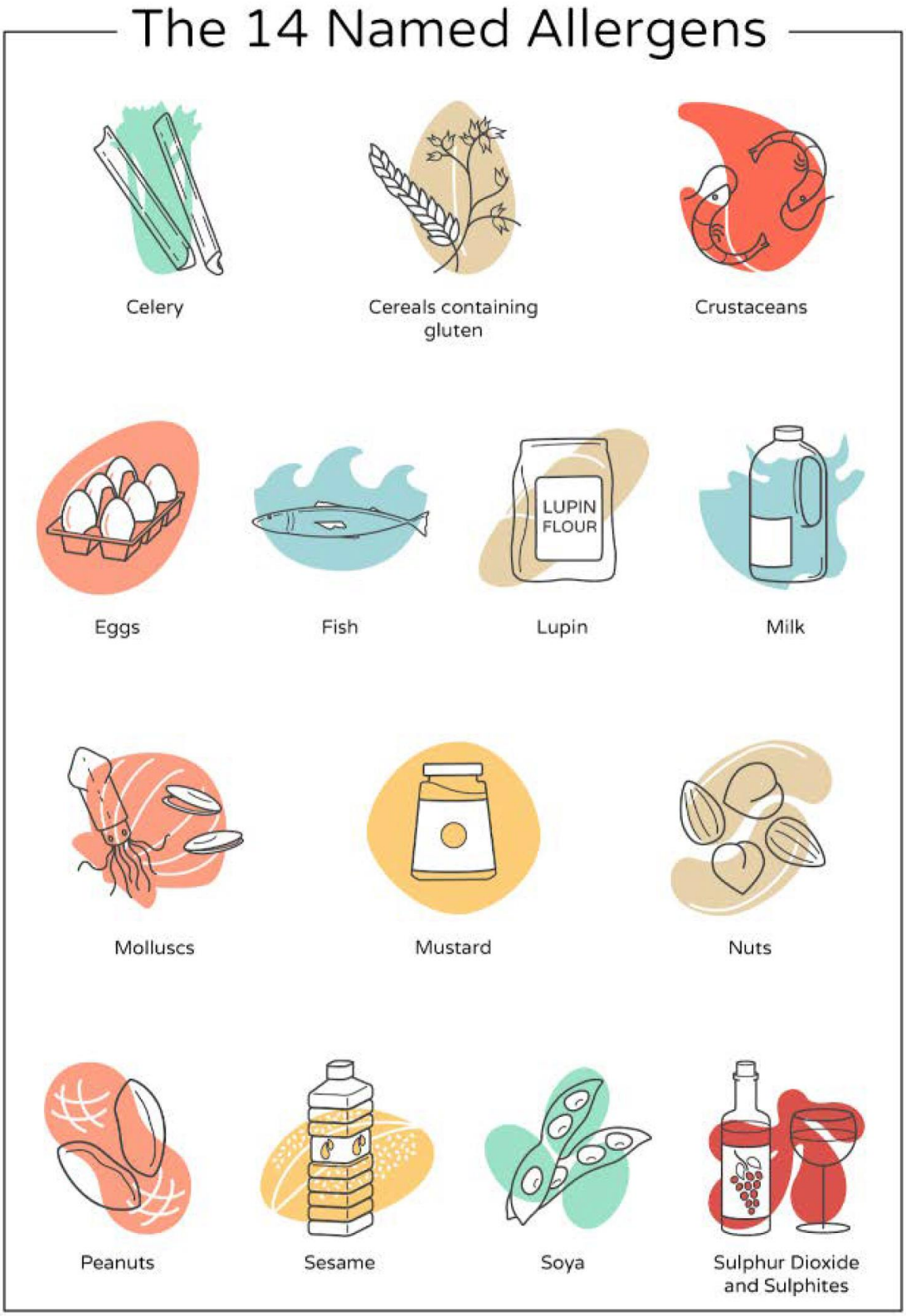
Please note, you may be contacted by WilsonJones should we need to clarify any details.

Parent/Guardian Signature: ..... **Date:** .....

Please allow 2 weeks from submission of this form to WilsonJones for a suitable menu to be available.

V6.1

Appendix E


The 14 Named Allergens
Celery
Cereals containing gluten
Crustaceans
Eggs
Fish
LUPIN FLOUR
Lupin
Milk
Molluscs
Mustard
Nuts
Peanuts
Sesame
Soya
Sulphur Dioxide and Sulphites