



KING'S HOUSE SCHOOL

RICHMOND



MANAGEMENT OF FOOD ALLERGENS POLICY

Member of staff responsible: School Nurse
Date of policy review: October 2018
Date of next review: October 2020
Approved by SMT: December 2018



AIMS

The aim of this policy is to minimise the risk of a pupil, member of staff or visitor to the School suffering an allergic reaction whilst on School premises.

Schools have a legal responsibility to provide the correct allergen information about the ingredients in any food and drink provided on their premises. The following list contains the 14 main food allergens identified by the Food Standards Agency:

1. Celery (including celeriac)
2. Cereals containing gluten (wheat, rye, barley, oats, spelt, kamut and their hybridised strains)
3. Crustaceans (e.g. crab, lobster, prawns, scampi)
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs (e.g. mussels, whelks, squid, oyster, clams)
9. Mustard
10. Nuts (almonds, Brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecan nuts, pistachios, walnuts)
11. Peanuts
12. Sesame
13. Soya
14. Sulphur Dioxide (sometimes known as sulphites)

Of the above, nuts and peanuts are considered to be the most common cause of allergy-induced anaphylaxis and the most common cause of fatal food allergy and, as such, more emphasis is placed on these allergens throughout the policy.

RESPONSIBILITIES OF SCHOOL STAFF

Catering Manager

- Ensure that any product served in the School containing ingredients on the above list is clearly displayed in an age-appropriate manner at the point of serving.
- Hold information on any special dietary requirements including allergies of all pupils in the School.
- Ensure recipes used are clearly documented and followed correctly by all catering staff, with all ingredients recorded.
- Keep a copy of the ingredient information on product labels and cross check against new deliveries especially if substitutes have been made.
- Maintain up to date food product allergen records, amending as necessary if recipes or product ingredients change.
- Display clear signs advising pupils to ask for further information if unsure about any ingredients in the food served.



- Ensure all catering staff understand the risks of cross-contamination in relation to allergens and how to prevent it occurring.

The Catering Department will not provide food products which are KNOWN to contain nuts, however, the School cannot guarantee that food is wholly nut free due to the possibility of cross-contamination during the production process of some products.

School Nurse

- Will maintain up to date records of all pupils with food allergies. In the Nursery, these records will be maintained by the Nursery Manager in liaison with the School Nurse.
- Will ensure that all Form Tutors receive relevant information regarding special dietary requirements for pupils in their class before the first day of the Autumn Term and ensure that they are informed if this information changes or if new information arises.
- Will ensure that the Catering Manager receives information pertaining to dietary requirements and allergies of all pupils in the Senior Department (SD) and Junior Department (JD) before the first day of the Autumn Term and ensure they are informed of any changes.
- Provide the Catering Manager with photos of all pupils in the School with a significant food allergy.
- Ensure all support staff, including those who care for pupils outside of normal school hours, are aware of any children in their care with allergies.
- Ensure allergy care plans are in place for those pupils who may require treatment with medication in the event of an allergic reaction.
- Ensure staff are made aware of relevant medical and dietary requirements for pupils before each School trip.
- Produce lists of pupils with Epipens for display in the medical areas of the SD and JD and in the staff room of each department.
- Provide ad-hoc training for School staff in the management of an allergic reaction.

Teaching staff:

- Promote handwashing before and after eating.
- Educate pupils, where appropriate, about the issue of allergies and the need to be vigilant.
- Encourage/remind pupils not to share food.
- Familiarise themselves with the relevant medical/dietary information for pupils prior to School trips and include this in their risk assessment.
- Liaise with parents, as necessary, about snack and food related activities in the School.
- Ensure that class support staff are made aware of relevant medical information concerning pupils.



RESPONSIBILITIES OF PARENTS

Parents of pupils with allergies

- New parents to notify the School of a pupil's allergies before the first day of term and thereafter if the information changes.
- Provide the medical room with an allergy care plan when requested and a supply of in date medication where required.
- Replace expired medication immediately upon notification by the School Nurse.
- Liaise with staff regarding the appropriateness of snacks and food related activities in the School.
- Provide the School with up to date emergency contact information.
- Educate the pupil in self-management of their allergy including:
 - Which foods are safe /unsafe to consume.
 - Symptoms of an allergic reaction.
 - How and when to tell an adult about a reaction.
 - How to read food labels.
 - Remind them to ask staff if unsure about any food provided in the School.

All Parents

All parents must be aware of the issue of food allergens and observe the following:

- Ensure that any food brought into School for sale or distribution to pupils is clearly labelled with all ingredients.
- Ensure that any food brought into School does not contain nuts.

The School reserves the right to suspend a pupil's attendance if it is not supplied with in date emergency medication for those who may require it. Further information regarding the management and treatment of allergies in the School can be found in the First Aid and Medicines Management Policy and Medical Room Guidelines (available on the CRL).