



Windsor Park CE Middle School

Learning for Life
"Teach me good judgement and knowledge"
Psalms 119:66

Food Allergy Policy (Protocol)

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RESPECT 'clothe yourself with compassion, kindness, humility, gentleness and patience'

RESILIENCE 'I can do anything through Christ who strengthens me'

RESPONSIBILITY 'for God gave us a spirit not a fear, but a power and love and self-control'

OUR VISION
Learning for Life
“Teach me good judgement and knowledge”
Psalms 119:66

As an inclusive Church of England school, who aim to provide transformational experiences for all God’s children within our care, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms encouraging pupils and staff to live life in all its glory and flourish.

OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’
Psalms 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

Introduction

Windsor Park Middle 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.

Windsor Park Middle 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 First Aid Policy looks more in depth at allergens such as animal stings (bees, wasps, ants etc.).

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. This policy has been created with guidance from the Catering Department to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014.

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

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment.

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Windsor Park 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 in the Catering facilities.

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 - 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, wine, beer)
- 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

<i>Allergy</i>	A condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.
<i>Allergen</i>	A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
<i>Anaphylaxis</i>	Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
<i>Adrenaline device</i>	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.

General Aspects (pupils)

The School will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- The SSC and SEN Department being involved with the parents and the child in establishing an individual medical Care Plan. The Care Plans are created by the designated SENCO.
- Effective communication of the individual Care Plans to all relevant staff and departments.
- Ensuring staff first aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Posters with affected pupils' pictures, names and Houses are on display throughout the School.

General Aspects (Staff, Members of the Public including ULT Visitors and ULT Corporate Users)

Due to the diverse nature of the School, it is important that allergen information is accessible to all parties who visit the site.

During bookings for external events, it is important that guests are informed of the requirements for any known person with food allergies/intolerances. This should be undertaken during the booking process. This information should then be passed to the Catering teams to allow them to plan appropriate menus and selections of food.

Responsibilities

Medical information for pupils is private and confidential. However, it is the school's responsibility to pass any information on to the Catering Manager with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department.
- A list with pictures will be sent out to all staff at the start of the Autumn term outlining pupils with medical conditions
- This medical information will be on the Sims system for staff to download during trips and activities.
- The SSC/SEN who offer and deliver training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.

The First Aiders are responsible for supplying the relevant pupil medication (adrenaline device). Pupils are responsible for ensuring that they have their medication with them at all times.

Additional devices are located in the main school office. It is the responsibility of the First Aiders and parents to keep these up to date.

The Catering Staff are also responsible for:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for School catering.
- Ensuring suppliers of all foods and catering suppliers are aware of the School's food allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'.
- Being aware of pupils and staff who have such food allergies and updating this training every three years. All staff must be informed of this during their in-house induction training. Clear labelling of items of food stuffs that may contain nuts.

Educational Visits

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on the Sims system. Where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering packed lunches/refreshments/food.

All staff undertaking an offsite trip must have attended the School's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from the Catering Department has been clearly labelled and they are aware of any foods that should not be given to pupils (also any foods that pupils may purchase outside of the School during the trip).

Break

The Catering department procures items that are available to the pupils to buy. Items that are individually wrapped will carry their own labels on the branded packaging. All other food items have been made freshly onsite and have adhered to the allergy policy.

Appendix A

School Management of severe allergies (ANAPHYLAXIS)

All staff must make themselves aware of the School First Aid Policy. This outlines Anaphylaxis and the recognition and treatment that should be followed. Below is the extract from the School First Aid Policy.

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 (9) 999 immediately to get the ambulance on the way.
- Ring the main school off and state what has happened so that they can assess the situation and bring medication to the location. Please note that the office staff may not be able to attend immediately, and there should be no delay in using the person's medication. Locate the nearest first aider to come and assist.
- Use the person's adrenaline device*.
- Ring the pupil's parents/carers.
- Ensure that the school gates are open so that an ambulance can gain entrance.
- Stay in the immediate area to assist the office staff and/or direct the Emergency Services
- Ensure that accident forms are filled out if applicable.

*Staff should update their training to use the adrenaline device every 3 years as a minimum.

Appendix B

Windsor Park Middle School

2022/23

Nearest First Aiders are located at:

NAME	QUALIFICATION	DEPT
Claire Ball	First Aid at Work	Office
Allyson Smith	First Aid at Work	Office
Tracy Selwood	First Responder (Guides)	Office
Lisa Wilbraham-Jones	Emergency First Aid	Headteacher
Lucy White	Emergency First Aid	PE
Alex Hedley	Emergency First Aid	PE
George Plant	Emergency First Aid	Caretaker
Davina Clowes	Emergency First Aid	Support
Tina Pearce	Emergency First Aid	Student Support
Vicky Watson	Emergency First Aid	Student Support