



## OUR LADY'S ABGINDON (OLA) MANAGING NUT AND OTHER FOOD ALLERGIES POLICY

This Policy, which applies to the whole school is publicly available on the OLA website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

### Document Details

Information Sharing Category	School Domain
Version	1
Date Published	September 2022
Authorised by (if required)	Head
Responsible Area	Leadership Team

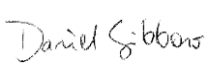


We comply with the Government guidance and regulations, currently in force, regarding COVID.

### Monitoring and review:

This policy is subject to continuous monitoring, refinement and audit by the Head. This includes undertaking a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Date Reviewed: September 2022

Date of Next Review: September 2023

Head	DSL	Chair of Governors
Mr Daniel Gibbons	Chrissi Sharkey	Freddy El Turk
Signed: 	Signed: 	Signed: 

This policy was last reviewed by OLA's Governing Board in September 2022 and will next be reviewed no later than September 2023 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. All staff will be informed of the updated/reviewed policy and it is made available to them in either a hard copy or electronic format.

OLA recognises its responsibility for the safety of its pupils and staff and the need for awareness of the risk to individuals who may suffer from allergies or intolerances, particularly those that carry a life-threatening reaction (anaphylaxis). OLA recognises that we have staff as well as pupils on our roll who suffer from an identified allergy; most commonly these include peanut, tree nut, milk, egg, soy, wheat, fish and shellfish. Staff need to be aware that other members of staff and some pupils may be allergic to certain other foods. It is the responsibility of our staff to gain an understanding of the individual needs of the pupils in their care.

### 1. Introduction

OLA 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 OLA community. This policy looks at food allergy and intolerances in particular. OLA's First Aid Policy looks more in depth at allergens such as animal stings (bees, wasps, ants etc).

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OLA's position is not to guarantee a completely allergen free environment, as this is unrealistic to completely assure, 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 OLA has robust plans for an effective response to possible emergencies. This policy has been created with guidance from the school nurse and the catering department to ensure compliance under the [Food Information for Consumers Regulation \(1169/2011\)](#) which came into force in December 2014. Under [section 100 of the Children and Families Act 2014](#), OLA has a duty to support pupils at school with medical conditions. This includes ensuring that a child with an allergy is able to eat a school lunch. The [Food Information Regulations 2014](#) requires all food businesses including school caterers to show the allergen ingredients' information for the food they serve. This makes it easier for OLA to identify the food that pupils with allergies can and cannot eat. From October 2021, the Food Information Regulations will include new requirements for the labelling of allergens on PPDS foods. These are foods which are packaged on the premises before the consumer orders them.

This policy is also guided by the following documents and is also linked to our Healthy Eating and Nutrition Policy.

[Allergy guidance for schools \(Sep 2021\)](#)

[Food Labelling – Giving Food information to consumers](#) (2017)

[Supporting pupils at school with medical conditions](#) (Aug 2017)

[Prepacked for direct sale \(PPDS\) allergen labelling changes for schools \(Oct 2021\)](#)

## 2. Food allergy management:

### **OLA 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 for staff awareness 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 OLA 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. We avoid using nuts or nut products in our cooking but acknowledge that there can be no absolute guarantee that cross contamination has not occurred somewhere in the food supply chain.

### **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, houmus, 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

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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.

### **General Aspects (pupils)**

OLA 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 School Nurse being involved with the parents and the child in establishing an individual medical Care Plan. The Care Plans are created by the School Nurse and stored securely on the pupil record on iSAMs.
- 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.

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

Due to the diverse nature of OLA, it is important that allergen information is accessible to all parties who visit the site. During bookings for external events, it is important that OLA is 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. The Catering Department will also hold information folders during each service outlining the contents of all dishes at the service. This can be referred to upon request by any guests. If OLA runs events for parents and visitors, it is important visitors inform the school in respect of any pre-existing allergic conditions. Before any items are sold at such events, the catering team must ensure that they follow OLA's procedures outlined in this document.

## **3. 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.

## **4. Responsibilities**

### **OLA Staff**

- Staff will participate annually in appropriate training to understand what to do when a child is suspected of having been exposed to an allergen (even if no symptom is shown) and how to identify and deal with allergic reactions including anaphylaxis shock, as well as more mild reactions.
- Staff embarking on food projects MUST take responsibility for checking with the school nurse/admin office the dietary needs of their class.
- Form teachers must be proactive, as far as reasonably possible, in protecting pupils in their care who have a known allergy.
- Pupils will be educated at the start of each school year so that they are aware of allergies and the importance of hand washing. They will be encouraged NOT to share food and to avoid the unintended spread of allergens through left over food.

Whilst most allergic reactions are the result of food ingestion, we recognise, too, that severe allergic reactions can occur as a result of individuals being susceptible to airborne allergens. Allergic reactions can also be triggered by touching surfaces – such as computer or piano keyboards which may have been inadvertently contaminated. To this end, our cleaning staff ensure that surfaces in constant use are cleaning daily to reduce the risk of allergens.

### **Medical Centre**

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Medical information for pupils is private and confidential. However, it is the responsibility of the school nurse 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:

- A secure list with pictures will be sent out to all staff at the start of the Michaelmas term outlining pupils with medical conditions, a list will also be displayed within the OLA staff room.
- Pupil / staff medical information will be provided during trips and activities for staff to be aware of.
- The Medical Team 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 Medical Centre is responsible for supplying the relevant pupil medication (adrenaline device). Pupils are responsible for ensuring that they have their medication with them at all times.

### **Parent/Carer Responsibilities**

Parents and carers of children with an identified allergy are requested to do the following:

- Inform OLA through the annual data checks and provide any medical documentation necessary as well as any appropriate medicines as prescribed by the child's doctor.
- Assist OLA by educating their child and encouraging increasing independence in the child's awareness and management of their allergy.
- Check the weekly menu and contact the school office or the caterers should they have concerns.

#### **All parents and carers are expected to do the following:**

- Not to bring food into OLA for birthdays or other events. When parents or carers send food into OLA (such as for a school trip packed lunch) they will be asked not to provide food which contains the obvious allergens i.e. nuts, coconut or sesame seeds which would include peanut butter, Nutella, all nuts and cooking oils containing nut oil.

If allergen information is not returned by a parent, the School will assume that the pupil has no known allergies or intolerances.

### **Catering Staff Responsibilities**

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 OLA's food allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'.
- producing a daily schedule of the safe food in respect of allergies, whilst the counter display menus identify allergens present in the various dishes.
- 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.
- The [standards for school food in England](#) allow schools and colleges to substitute items from their usual menus if certain items are in short supply. If the catering team make changes to the menus, or substitute food products due to supply changes or for religious and cultural reasons, they must make sure they can continue to meet any special dietary needs. This includes pupils who cannot eat certain ingredients due to an allergy or other medical condition. If menus need to be adapted at short notice, we must make sure that the needs of these pupils are still met.

### **Educational Visits, (for example packed lunches/BBQs etc)**

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

**This also includes the request for any BBQ/event foods.** Residential trip providers will be notified in advance of our visit of pupils in the group with allergies or intolerances. Parents will also be involved in establishing their child's dietary needs with these organisations. Parents and carers will be informed by OLA when a class is embarking upon a food project.

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All staff undertaking an offsite trip must:

- 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 OLA during the trip).

### **Charity Events**

If OLA hosts any 'staff coffee mornings' or 'bake days' for charity it is important that no food poses a risk to the end user, however, this is difficult for the Catering Department to monitor. Where products are not made on site, but sold by OLA, appropriate signage should be in place. This will state the following:

*'This item was not produced at Our Lady's Abingdon 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.

### **5. Further Information**

<https://www.allergyuk.org/information-and-advice/for-schools>