

Allergens Policy

Wollaston School



Authors	Mr Wayne Taylor & Mr Jason Hole
Date Ratified by Governors	January 2023
Date of Review	January 2024

Wollaston School's position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Wollaston School is committed to no food and drink sharing.

Wollaston School as a food provider must obtain information about any dietary requirements/allergy. As such, parents are asked to provide details of allergies in the child's Enrolment Form, which is submitted before starting school. Any changes in allergy information must be shared with the school by informing the school's medical room. This must be entered in on SIMS and shared with the Kitchen Manager.

AIM:

The intent of this policy is to minimize the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

THE UNDERLYING PRINCIPLES OF THIS POLICY INCLUDE:

- The establishment of effective risk management practices to minimise the student, staff, and parent, visitor exposure to known trigger foods.

This policy applies to all members of the school community:

- School Staff;
- Parents / Guardians;
- Volunteers;
- Supply staff;
- Students.

PARENTAL RESPONSIBILITIES:

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;
- 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.

STAFF RESPONSIBILITIES:

Staff are responsible for familiarising themselves with the policy and to adhere to health and safety regulations regarding food and drink, including:

- If a child's Enrolment Form states that they have an allergy. It must be shared with the kitchen staff before the child starts attending sessions. A risk assessment should be carried out and any actions identified to be put in place. The information must be on the school dining system;
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up for kitchen staff to attend to update knowledge and awareness of child's needs;
- All staff who come into contact with the child will be made aware of what treatment/medication is required;
- All staff are to promote hand washing before and after eating;
- Food prepared in the kitchen is monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures during food service times to time to ensure the safety of student's with allergies;
- However, staff cannot guarantee that foods will not contain traces of nuts;
- All tables are cleaned with an approved solution;
- Students are not permitted to share food.

Wollaston School has a clear allergens visual guide which is displayed within the canteen. The daily menu items produced in school show where these allergens are present. Food suppliers are asked to provide allergen information on the products brought by the school.

The school requests that food brought into school is consumed by the student it is intended for and not shared with other students to limit allergic reactions.

IN THE EVENT OF A CHILD SUFFERING AN ALLERGIC REACTION:

- A trained first aider must be called immediately if a medical room protocol **(Health Care Action Plan)** is **in place for the student this will be followed;**
- 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;
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.