

Allergen Management Policy

(Reviewer: Darren Carpenter March 2022)

1. Background

- Hurstpierpoint College recognises that a number of community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods.
- The College is committed to a whole school approach to the care and management of those members of the College community. This policy sets out the procedures adopted for managing allergens in particular.
- The College's position is not to guarantee a completely allergen-free environment, but rather to minimise the risk of exposure by hazard identification, instruction and information and thereby to encourage self-responsibility to all those with known allergens to make informed decisions on food choices. It is also important that the College has robust plans for an effective response to possible emergencies.
- Accordingly, the intent of this policy is to set out the procedures in place to minimise the risk of any person suffering allergy-induced anaphylaxis or food intolerance whilst on the College premises and the measures taken to ensure staff at the College are properly prepared to manage such emergency situations should they arise.
- This policy has been created with guidance from the School's Medical Officer, the Catering Department and with due regard to the Allergy Guidance for Schools published by HM Government which sets out the legal requirements for schools and caterers, including section 100 of the Children and Families Act 2014 and the Food Information Regulations 2014. It should be read in conjunction with the College First Aid Policy and Health and Safety Policy.

2. 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 or anaphylactic shock:** A sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
- **Adrenaline auto-injector ('AAIs'):** A syringe-style device containing the adrenaline, which is an individually prescribed drug for known sufferers for immediate intramuscular administration. These devices may also be referred to as an Epi-Pen, Emerade or Jext, all of which are particular brand names.

3. Responsibilities

The College 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.

4. Specific responsibilities for allergen management at the College are as follows:

Parents: parents are responsible for

- Ensuring the College is aware of any food allergy their child may have and keeping that information up to date.
- Ensuring that any child with an allergy is provided with two individually prescribed Devices for use in school and that these Devices are within-date.

Sodexo: Sodexo is contracted to provide catering services at the College. References in this policy to Sodexo are to the catering management team at the College which is responsible for:

- All aspects of compliance with food law
- Providing allergen information to consumers at the College for both prepacked and non-prepacked food and drink served at mealtimes and at other College events
- Handling and managing food allergens in food storage and preparation, including dealing with suppliers and supplies of foods and food stuffs
- Ensuring that Sodexo staff are suitably and regularly trained on allergens
- Ensuring that Sodexo staff are available to provide allergen advice and guidance on foods being served
- Ensuring that Sodexo staff are aware of and, where necessary because of age, can identify those pupils at the College with known food allergies from photographs provided by the College (s4.1).

The College: The College has a duty of care to all users of the College premises and a particular responsibility to support pupils with medical conditions, including allergies. As such it will:

- Information: In addition to information provided to Sodexo directly from parents via Parents' Portal, the College must ensure that up to date information on pupils with food allergies is provided to Sodexo and available to College staff
- Emergency Devices: Manage the storage and supply of emergency Devices/AAls
- Training: Ensure that College staff are aware of allergens and suitably trained in emergency procedures and in the use of AAls
- Catering Arrangements: Provide suitable facilities for food service and seek to ensure that staff, pupils and visitors are aware of allergy issues at events where food is provided or served by other than Sodexo staff.
- The Admissions department will ensure that parents are aware of the need to provide medical information, including details of allergies, for all new pupils prior to joining the College;

Information

The College Medical Centre will:

- ensure that parents are reminded annually of the need to provide up-to-date information on any allergies that their child(ren) may have;
- produce individual health care plans for all pupils with allergies;
- ensure that College House staff are aware of pupils with medical conditions, including allergies and where to find this information on the College intranet;
- ensure that Sodexo is provided with an up-to-date list, including photographs, of pupils with allergies and specific dietary requirements;
- ensure that this information is available on the College management information system for inclusion in team and other lists for pupils on trips and visits;
 - College House Masters/Mistresses and Form Teachers in the Prep School will:

- ensure that pupils in their House with specific dietary requirements are fully aware of the catering arrangements;
- ensure that all pupils in the house/class are briefed (at the start of the year, and updated as necessary) about any allergies in the house/class, informing them of any items that are banned and educate them about anaphylaxis.

5. Devices/AAls

- Pupils with allergies must carry one individually prescribed Device with them at all times.
- The pupil's other individually prescribed Device will be held in either their House or classroom.
- Other spare Devices are held in the Medical Centre, the College Dining areas, and, in the case of younger pupils, at Prep Reception. These Devices are generic rather than specific prescribed pens. They work based on the weight of the child and are stored in accessible cupboards or drawers together with instructions for use.
- The Medical Centre will maintain a list of spare Devices with expiry dates and is responsible (in liaison with House staff/Form teachers) for ensuring that spare Devices are checked termly and stay in date.
- Parents are responsible for ensuring the specifically prescribed devices of their child(ren) are up to date.

6. Training

- First aid training is given to specific staff at the College as detailed in the First Aid Policy;
- The College will ensure that all teaching and transport staff at the College receive on a regular basis basic training by staff from the Medical Centre on allergies, triggers, and anaphylaxis recognition, management and treatment – including the administration of Devices and first aid procedures which should be followed in the event of an emergency.
- A summary of Anaphylaxis recognition and treatment is included in the College First Aid Policy and instructions on emergency procedures is included in the College Health & Safety Policy Manual.

7. Catering Arrangements

- Food Allergen counters will be provided in all dining halls specifically for the delivery of food by Sodexo to pupils and members of staff with food allergies and other dietary requirements.
- Sodexo will ensure that suitable displays on allergens are on general view at food service stations.
- Food which is served will either be labelled and/or the server (either himself or by reference to a colleague) will advise on allergens in the food they serve. Food on buffets will have the accompanying allergen information.
- Food provided will either be served by Sodexo staff who are able to give allergen information, or the food will be suitably labelled (e.g. with tent flags) listing any allergens.

8. Pupils

- Sodexo will maintain a daily list of pupils with allergies.
- Pupils must collect their food from the allergen counter, making themselves known to the Food Allergen Champion stationed there by Sodexo, who will ensure they are provided with a suitable meal.

- At the beginning of each term and regularly thereafter the HoM / Form teacher will remind pupils with food allergies /intolerances of this procedure.
- The catering management team will inform the HoM / Form teacher about any pupil who does not present themselves at the allergen counter. The HoM/Teacher will then remind the child to collect their food and, if they continue to miss meals, will alert the Medical Centre who will notify parents.

9. Staff

- During induction, all new staff are advised by the Senior Nurse that they should consider informing their line manager and/or Head of Department if they have any serious medical condition or allergies, especially those that necessitate the use of an auto-injector.
- It is the responsibility of individual members of staff to inform Sodexo of their specific dietary requirements, including intolerances and allergies. Sodexo will supply allergy-free meals where required, but otherwise it is the responsibility of staff to check with Sodexo that their meals meet their dietary requirements.

10. Visitors to Site

- Due to the diverse nature of the School, it is important that allergen information is accessible to all parties who visit the site.
- It is the responsibility of visitors to inform the College of any dietary needs. The College will inform Sodexo.
- Visiting schools are responsible for advising the Medical Centre of visiting pupils with allergies. The Medical Centre will alert College sports staff and Sodexo. Sodexo will provide a suitable meal for the child but will rely on the staff accompanying the child to ask for that meal when they attend for match tea.

11. Educational Visits, House Events etc (for example packed lunches/BBQs etc)

- As part of the offsite risk assessment, all academic staff must check the requirements of all pupils they are taking off-site. Where food intolerance has been identified and packed lunches/refreshments/food are required, this information must be relayed to Sodexo who will prepare suitable supplies. This also includes the request for any BBQ foods.
- Staff must also:
 - Physically check that pupils have their medication before leaving site.
 - Ensure that all food collected from Sodexo has been clearly labelled and they are aware of any foods that should not be given to pupils (including any foods that pupils may purchase outside the School during the trip).

12. Charity Events and Brought-in Food

- The College will occasionally host an event where parents or pupils are invited to bring in food for sale or consumption (e.g. coffee mornings or cake sales for charity). In such circumstances, where food is not provided by Sodexo, it will not be possible to adhere to the College's allergen management procedures, but it is nevertheless important that the items served should not present a risk to the consumer.
- Where products served or sold are not made on site, the following procedure must be followed:

- Appropriate signage should be put in place by the event organiser stating ‘These items were not produced by the College and we cannot guarantee that they do not contain nuts or other allergens. The catering department bears no responsibility for food produced for or sold at these events.’
- All products should be stored and plated separately (and wrapped where possible) to prevent cross-contamination.
- It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.

13. Appendix A

Common Forms of Allergen

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

14. Appendix B

School Management of severe allergies (ANAPHYLAXIS)

- This outlines Anaphylaxis, its recognition and the treatment 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.
- 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. However, do not assume that breathlessness is caused by asthma if a child is known to be susceptible to anaphylaxis use the device without delay.
- Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken)
 - Most Importantly and as a first action, administer the person's device or an appropriate spare. (see Para 3.3 above).
 - Ring 999 immediately to get the ambulance on the way.
 - Ring the Medical Centre (911)– state what has happened so that they can assess the situation and bring medication to the location. Please note that the Medical Centre staff may not be able to attend immediately, and there should be no delay in using the person's medication.
 - Stay in the immediate area to assist the Medical Centre staff and/or direct the Emergency Services
 - Ensure that accident forms are filled out if applicable.