

Gateway Federation Gorsley Goffs and Lea
Church of England Primary Schools and
Gateway Lodge Nursery



FOOD ALLERGY POLICY

Written by:	Be Macintosh/Nick O Sullivan/	
Date of review	September 2025	
Date for next review	September 2027	
Signed Head Teacher.	S Manning	

The school is committed to pupil safety and therefore has created this policy to reduce the risk of children having food allergy related reactions while in its care.

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 and to provide help and assistance for our youngest pupils. It is also important that the School has clear plans for an effective response to possible emergencies.

Aims of this policy

- To minimise the risk of a pupil with a known food allergy suffering a reaction to a specific food whilst in school.
- To foster an understanding of and sense of responsibility for the specific needs of the individual members of the school community.
- Provision of staff awareness on food allergies/intolerances, possible symptoms (including anaphylaxis) recognition and treatment.
- To ensure that robust systems are in place to ensure accurate and timely sharing of information relating to food allergies and intolerances with clearly defined responsibilities.
- To support pupils with the management of food allergies and intolerances.
- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.

Allergy information

True food allergies are reproducible adverse reactions to a particular food that involve the immune system. Virtually all known food allergens are proteins. They can be present in the food in large amounts and often survive food-processing conditions. Allergic reactions are characterised by the rapid release of chemicals in the body that cause symptoms, which can occur within minutes or up to an hour or more after ingestion of the allergen.

The proportion of the population with true food allergy is approximately 1-2% of adults and about 5-8% of children, which equates to about 1.5 million people in the UK.

The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals
- Celery
- Crustaceans
- Eggs
- Fish
- Soya (tofu, bean curd, soya flour)
- Milk and dairy
- Tree & Ground Nuts
- Peanuts
- Mustard

- Sesame Seeds
- Sulphur dioxide/Sulphites
- Lupin
- Molluscs

The allergy to nuts is the most common high risk allergy 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.

Other dietary related intolerances such as Coeliac Disease is not an allergy. Whilst it is classified as food intolerance it is not like other intolerances in that it is an 'auto-immune' disease, which means that the body produces antibodies that attack its own tissues. In coeliac disease this attack is triggered by gluten, a protein found in wheat, rye and barley.

Other food intolerances may also require management and awareness.

Procedures and responsibilities

- On entry to the school parents are required to inform the school in writing of any known food allergies that their child has via the school allergen documentation.
- This information is entered on the schools data base from the enrolment form or school allergen documentation. Parents of children with an allergy will be given a copy of this policy.
- Parents should update this information if an allergy is diagnosed at any stage in their child's education.
- Parents will be given a yearly reminder at the end of the academic year to update allergy information and medical equipment.
- Parents must advise the school of the action that should be taken if their child develops the symptoms of an allergic reaction while in school.
- All members of staff are given the names of children who have specific food allergies through the confidential information sheets issued at the beginning of each school term.
- Photographs of pupils who suffer from severe food allergies are displayed in the staff room, the school kitchen and the child's classroom.
- These will include details of allergies and intolerances and the action to be taken in the event of a reaction.
- The school will provide training to enable staff to recognise the symptoms of an allergic reaction and to respond appropriately.
- All qualified First Aid staff have been trained in the use of the Adrenaline Auto-Injector (AAI) e.g., EpiPen, should a child with a known food allergy go into anaphylaxis.
- School will purchase an emergency AAI(s) of the brand & size of the AAI's that are being carried by pupils in the School. This is in the unlikely event that the pupil's AAI, fails to operate correctly. These School spares will be kept securely in the First Aid area.
- All kitchen staff have Level 2 Allergen Training.
- All parents are advised to ensure that their child does not bring nuts or foods containing nuts into school.

Parents' role:

- On entry to the school parents are required to inform the school in writing of any known food allergies that their child has via the school allergen documentation.
- Parents are to include details of 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.*
- If a child has an allergy requiring an AAI, or the risk assessment deems it necessary, an Individual Health Care Plan (drawn up by NHS) must be completed and signed by the parents.
- It is the responsibility of the Parent to provide the school with up to date medication / equipment clearly labelled in a suitable container with their child's photo on.
- In the case of life saving medication, for example an AAI, the child will not be allowed to attend school without it.
- Parents are also required to provide up to date emergency contact information.
- It is the parent's responsibility to ensure that the contents of food or snacks brought in by their child are safe for the child to consume.
- Parents should liaise with Staff about appropriateness of snacks and any food related activities (e.g. cooking, birthday celebration food)

Staffs' role:

Staff are responsible for familiarising themselves with the policy and to adhere to Health & Safety regulations regarding food and drink.

- If a child's Enrolment Form or school allergen documentation states that they have an allergy requiring an AAI then an Individual Health Care Plan is needed. It must be in place before the child starts attending sessions.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff including students and supply staff that come into contact with the child will be made aware of the signs and symptoms of allergic reactions, what treatment/medication is required by the class teacher or the school office staff and where any medication is stored.
- Class teachers will discuss allergy information with all children in the class so that they are all aware of fellow pupils' allergies and the need to be vigilant. When appropriate this will also be a whole school discussion.
- All staff are to promote hand washing before and after eating.
- Identification band to be worn by children with allergens during times when food is provided.
- Kitchen staff will do their utmost to avoid cross contamination with allergens. However, a policy of vigilance is paramount to reduce risk and manage allergens in all forms.
- All tables are diligently cleaned with an approved solution.
- Children are not permitted to share food.
- We will ask the parent for a list of food products and food derivatives the child must not come into contact with.

- Emergency medication should be easily accessible, especially at times of high risk.
- Risk assessment created for the class where the child with allergens works.
- Staff should liaise with parents about any food-related activities where a pupil may be at risk of contact with allergen e.g. cooking, school trips
- Any birthday treats provided for classes by parents should be clearly labelled with an accurate list of ingredients shown. These will be handed out at the end of the day for parents to decide if their child is allowed to eat them.

Actions In the event of a child suffering an allergic reaction:

*We will delegate someone to contact the child's parents.

* Keep calm, depending upon likely route of the allergen into the child e.g. ingestion or touch, staff will supervise the child in washing out their mouth with cold water, spitting the water away and/ or washing their hands with cold water & soap.

Make the child feel comfortable and give the child space. If appropriate, raising the child's legs when lay down will mitigate shock symptoms.

*If a child starts to struggle to breath, then Ambulance Service must be contacted on 999 and a 'Anaphylaxis Emergency' reported. If the child becomes distressed or any other symptoms become more serious, telephone 999.

* If medication is available it will be administered as per training, in conjunction with the administering medications guidelines in the Health & Safety Policy and in line with the child's emergency action plan.

* If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.