



Haslingden High School and Sixth Form

Allergens Policy

Statement of Principles

Haslingden High School & Sixth Form is a fully inclusive community in which we believe that all students and staff have the right to learn and work in an environment where they feel safe and their individual needs are supported. Our 5 school aims are based on mutual respect and we aim to provide a safe, caring and supportive environment in which our students learn effectively, improve their life chances, maximise their potential and fulfill our aim of 'Achievement for All.'

We welcome students and staff with medical needs and aim to facilitate full access to and enjoyment of all aspects of school life for all. We are committed to ensuring that staff and pupils have appropriate understanding and awareness of allergens in order to maximise the health and safety of all our community, whilst using the catering facilities and taking part in school activities. This policy looks at food allergy and intolerances in particular.

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 using the DfE guidance (<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>) and the Food Information Regulations (2014).

Purpose

- To fulfil the governors' duty of care to students and staff;
- To set out our school's approach to the management of allergens, including reducing the risk of exposure and the procedures in place in case of allergic reaction;
- To explain how our school supports pupils with allergies to ensure their wellbeing and inclusion;
- To promote and maintain allergy awareness among the school community;
- To maintain the ethos of Haslingden High School & Sixth Form.

The School is committed to proactive risk food allergy management:

- Students with known allergies are encouraged to take control of their condition and must feel confident in the support they receive from school to help them to achieve this;
- Parents/carers need to feel secure in the care their children receive at school;
- Parents/carers have the prime responsibility for their child's health and should provide school with information about their child's known allergy(ies);
- Staff understand their duty of care to students and know what to do in a medical emergency;
- Staff have knowledge of the type of allergies affecting students at our school;
- The policy is understood and supported by the whole school community.

Allergens

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 serious and in some cases, fatal.

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** Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).

Adrenaline auto-injector (AAI)/Adrenaline Device

Children and young people diagnosed with allergy to foods or insect stings are frequently prescribed AAI devices, to use in case of anaphylaxis. AAI's (current brands available in the UK are EpiPen®, Emerade®, Jext®) contain a single fixed dose of adrenaline, which can be administered by non-healthcare professionals such as family members, teachers and first-aid responders. All primary and secondary schools can buy adrenaline auto-injectors from a pharmacy, without a prescription, for use in emergencies. The school follows the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#).

Labelling

The Food Information Regulations 2014 require all food businesses, including school caterers, to show allergen ingredients information for the food they serve. This makes it easier for schools to identify the food that pupils with allergies can and cannot eat.

The Food Information Regulations include requirements for the labelling of allergens on PPDS (pre packed for direct sale) foods. These are foods that are packaged on the premises before the consumer orders them. The school follows the Food Standards Agency's advice for schools, colleges and nurseries. We also take advice and receive regular support visits from our advisors, Dukefield Foodservice. The school purchases this advice via an SLA.

Roles and Responsibilities:

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

- Regular review and communication of the Allergens Policy: **Governing Body**
- Production of Individual Healthcare Plans in consultation with parents and pupils: **AHT (Head of Upper School)**
- Effective communication of Individual Healthcare Plans to all relevant staff and departments: **AHT (Head of Upper School)**
- First aid training to appropriate staff including anaphylaxis management, awareness of triggers, and first aid procedures to be followed in the event of an emergency: First Aid training is delivered in school as per the First Aid Needs Assessment. External courses are used on an ad hoc basis if needed. Staff Handbook gives guidance on what to do in the event of a medical emergency.
- Medical information belonging to pupils is private and confidential. However, the **AHT (Head of Upper School)**, or **Heads of Year**, will pass any information on to the Catering Managers with regards to food allergies of pupils. This will be recorded on the School's MIS and cashless catering system (Vericool) so that the relevant information appears on the till when the pupil is being served.
- Catering staff will be made aware of these pupils via training and instruction in the Catering Department: **Catering Managers;**
- A list will be sent out to all staff at the start of each term and more frequently where appropriate, via the staff bulletin, outlining pupils with medical conditions: **AHT (Head of Upper School)**
- This medical information will be on SIMs for staff to download during trips and activities **AHT (Head of Upper School)** to direct
- First Aiders will brief staff where necessary on anaphylaxis recognition and treatment: **First Aiders.**

In addition:

- Parents/carers are responsible for supplying the relevant pupil medication (adrenaline device).
- Pupils should ensure that they have their medication with them at all times.

Catering Service

The specific responsibilities of the Catering Team are as follows. The team have two Assistant Catering Managers, who report to the Business Manager. The school buys a Service Level Agreement (Gold level) from Dukefield Foodservice, who advise on all areas including allergens, and carry out regular support visits and an audit annually.

The Catering Managers will:

- Only use authorised suppliers;
- Act as the control point and contact for all purchases of food stuffs for school catering;
- Ensure suppliers of all foods and catering suppliers are aware of the School's Food Allergy policy and the requirements under the labelling law;
- Ensure supplies of food stuffs are nut free or labelled 'may contain nuts';
- Are aware of pupils and staff who have such food allergies;
- Support and facilitate the organisation of allergen training for catering staff every three years;
- Ensure that all new catering staff are informed of this policy and procedures during their in-house induction training;
- Ensure clear labelling of items of food stuffs that may contain nuts.

Educational Visits and In-House Events

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. Pupils' dietary information is on SIMS under Dietary Requirements.

Charity, PTFA Events

If the School hosts any events involving hospitality/food sales that are not provided by the catering team, appropriate signage should be in place either providing allergen information or a disclaimer.

It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.
