

Allergens and Anaphylaxis Policy

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Policy statement

This policy outlines Eaton House Schools and our caterer's approach to allergy management, including how the whole-School community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does. It sets out how we support our pupils with allergens to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being allergy aware.

Legislation places upon us a statutory responsibility to safeguard and promote the welfare of our pupils. This policy applies to all staff, pupils, parents and visitors to the School and should be read alongside statutory guidance: Children Act (1989, the 1996 Education Act, the 2002 Education Act, Working Together to Safeguard Children 2018, Keeping Children Safe in Education, 2024, Supporting Pupils with Medical Conditions and Administering Medicines, and changes to requirements for labelling prepacked for direct sales (PPDS) foods.

What is an allergy

An allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

Food Allergens

The following 14 food allergens have been identified as public health concerns in the UK:

Celery	This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.
Cereals containing gluten	Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats are often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour.
Crustaceans	Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.

Eggs	Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.
Fish	You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.
Lupin	Lupin is a flower, but it's also found in flour. Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.
Milk	Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.
Molluscs	These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews.
Mustard	Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.
Nuts	Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.
Peanuts	Peanuts are actually a legume and grow underground, which is why they are sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.
Sesame seeds	These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, hummus, sesame oil and tahini. They are sometimes toasted and used in salads.
Soya (sometimes known as soybeans/ products thereof)	Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.
Sulphur dioxide (sometimes known as sulphites)	This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide.

Of these, peanuts and nuts are believed to be the most concerning allergens.

Different people can be allergic to different allergens and therefore it is critical that parents inform the School of any allergens. Other examples of allergens might include insect stings, drugs etc.

Definitions

ANAPHYLAXIS: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

Anaphylaxis is a severe and often sudden allergic reaction. It is potentially life threatening and always requires an immediate emergency response. It can occur when a susceptible person is exposed to an allergen.

Common allergens that can trigger anaphylaxis are:

- Foods (e.g., peanuts, tree nuts, milk/dairy foods, egg, wheat, fish/seafood, sesame and soya)
- Insect stings (e.g., bee, wasp)
- Medications (e.g., antibiotics, pain relief such as ibuprofen)
- Latex (e.g., rubber gloves, balloons, swimming caps)

Reactions usually begin within minutes of exposure and progress rapidly but can also occur up to 2-3 hours later.

During an anaphylactic reaction, the blood pressure falls dramatically and the patient loses consciousness. Fortunately, this is rare. More commonly, there may be swelling in the throat, which can restrict the air supply, causing severe asthma. Any symptoms which affect breathing are serious. An ambulance must be called immediately.

ALLERGEN: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

Less severe symptoms may include tingling in the mouth, hives anywhere on the body, generalised flushing of the skin or abdominal cramps, nausea and vomiting. Even when mild symptoms are present, the child should be monitored carefully and taken to the medical room.

ADRENALINE AUTO INJECTORS: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline autoinjectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline autoinjectors are commonly referred to as AAI (adrenaline auto injector), adrenaline pens or by the brand name EpiPen. There are three brands licensed for use in the

UK: EpiPen, Jext Pen and Emerade. Emerade is currently not available as it has been recalled due to misfiring incidences. For the purposes of this Policy we will refer to them as Adrenaline Pens.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

INDIVIDUAL HEALTHCARE PLAN: A detailed document outlining an individual pupil's condition, history, treatment, risks and action plan. This document should be created by Schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

It is the responsibility of the Head Teacher to ensure that an individual health care plan is written and agreed with the parents before the pupil begins School. The individual health care plan must include the pupil's allergy action plan. The allergy action plan is a medical document and is therefore completed by a health professional and a copy should be provided by the parents to the School. The individual health care plan is updated annually, at a minimum, by the nurse, or before if there are any changes throughout the academic year.

The Individual Healthcare plan must be updated annually and this is when the child moves to their new year group. The Head Teacher oversees the communication with parents and relevant staff and ensures the IHCP is signed by all concerned annually. The annual review is to ensure there are no changes to the child's medical condition. It also is an opportunity to check the correct number of epi-pens are in place and are in date and staff have training and understand what to do in an emergency.

RISK ASSESSMENT: A detailed document outlining an activity, the hazards identified and the risks they pose, whom may be harmed, and any actions taken/needed to mitigate those risks. Allergens should be included on all risk assessments for events on and off the School site.

SPARE ADRENALINE PENS: The Schools have spare adrenaline pens. These should be held as a back-up, in case pupils' own adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline, this is only on the guidance of medically trained staff such as a 999 call handler. There are four spare Adrenaline Pent at dining room, two at reception and nurse's office and are checked monthly.

How can we reduce the risk of anaphylaxis

It is not possible to provide an environment that is totally free of all allergens or even free of peanuts/nuts. However, the School aims to manage the risk of allergens by:

- Limiting the possibility of peanuts/nuts on the School sites.
- Advising pupils not to share their food or bring in food for others.
- Display notices advising pupils to talk to the catering staff if they have any questions regarding ingredients in the food.
- Providing signs where allergens may be present.
- Providing advice, on request, to staff, pupils and visitors with allergens.
- Assisting staff and pupils with allergens and making them aware of ingredients in meals.
- Staff and pupils must not share/swap food.

Eaton House Schools have a number of pupils and staff that are allergic to certain foods, insect stings or drugs. To minimise the risk of anaphylaxis occurring, the School has taken precautions and is working towards being as allergy aware as possible. The success of this policy requires the co-operation of the whole Eaton House Schools community.

Roles and responsibilities

Eaton House Schools takes a whole-School approach to allergy management.

Designated Allergy Leads

The Designated Allergy Leads at Eaton House Schools are;

1. Mrs Roosha Sue Head Teacher & DSL, Eaton House the Manor Nursery
2. Mrs Fiona Bellamy-Laughton, Deputy Head & DSL, Eaton House the Manor Pre-Prep
3. Mrs Claire Fildes, Head Teacher & DSL, Eaton House the Manor Girls'
4. Mr Paul Russell, Assistant Head Pastoral & DSL, Eaton House the Manor Prep
5. Mr Ross Montague, Head Teacher & DDSL, Eaton House Belgravia

They Designated Allergy Leads are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils with allergy.
- Taking decisions on allergy management across the School.
- Championing and practising allergy awareness across the School.
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management.
- Ensuring allergy information is recorded, up-to-date and communicated to all staff through the support of School Nurse, Data Manager and Admissions team.
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment e.g. arts and crafts and junk modelling, science with egg experiments).
- Ensuring staff, pupils and parents have a good awareness of the Schools Allergens and Anaphylaxis Policy, and other related procedures.

- Reviewing the stock of the School's spare adrenaline pens (check the School has enough and the locations are correct) and ensuring staff know where they are.
- Keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings. The School caterers must copy the Compliance Manager in any near miss reporting and allergen incidents.
- Regularly reviewing and updating the Allergens and Anaphylaxis Policy.
- Ensuring there is an Anaphylaxis Drill once a year.

School nurse (based at Eaton House the Manor)

The School nurse is responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the Admissions Team for new joiners). This is for all sites within Eaton House Schools.
- Ensuring the information from families is up-to-date, and reviewed annually (at a minimum).
- Coordinating medication with families. Whilst it's the parents and carers responsibility to ensure medication is up to date, the nursing team should also have systems in place to check this and notify the parents when they see the expiry date is approaching.
- Keeping an adrenaline pen register to include Adrenaline Pens prescribed to pupils and Spare Pens, including brand, dose and expiry date. The location of Spare Pens should also be documented.
- Regularly checking spare pens are where they should be, and that they are in date.
- Replacing the spare pens when necessary.
- Providing on-site adrenaline pen training for other members of staff and pupils and refresher training as required e.g. before School trips

Admissions Team

The admissions team is likely to be the first to learn of a pupil or visitor's allergy. They should work with the Designated Allergy Leads, Data manager and School nurse to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity such as before a School visit, an Open Day or Taster Days if food is offered or likely to be eaten.
- There is a clear structure in place to communicate this information to the relevant parties (i.e. School nursing team, catering team).
- Visitors (for example at Open Days and events) are aware of the catering set up and if food is to be offered and plans for medication if the child is to be left without parental supervision

Data Manager/IT manager

The data manager is responsible for:

- Collating all allergens information.
- Creates allergen posters and provides the catering team with these.
- Creates allergen lanyards for pupils
- Provides updates in a timely manner as and when they occur
- Replaces lost or damaged lanyards/posters when needed

The IT manager deputises for the data manager when absent.

All staff

All School staff, to include teaching staff, support staff, domestic staff, occasional staff (for example sports coaches, peripatetic teachers and those running breakfast and after School clubs) are responsible for:

- Championing and practising allergy awareness across the School.
- Understanding and putting into practice the Allergens and Anaphylaxis Policy and related procedures, and asking for support if needed.
- Being aware of pupils with allergens and what they are allergic to.
- Considering the risk to pupils with allergens posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate.
- Ensuring pupils always have access to their medication or carrying it on their behalf.
- Being able to recognise and respond to an allergic reaction, including anaphylaxis.
- Taking part in training and anaphylaxis drills as required.
- Considering the safety, inclusion and wellbeing of pupils with allergens at all times.
- Preventing and responding to allergy-related bullying, in line with the School's anti-bullying policy.
- Not to use serving spoons from the children's serving counters in order to avoid cross contamination of serving equipment.

The Schools responsibilities are:

- To educate staff on the warning signs of an allergic reaction, the risks, prevention and responses to anaphylaxis. To this end, the nurse circulates informative videos to all staff.
- To provide first aiders with appropriate training, ensuring they can recognise the signs of an allergic reaction and act appropriately. This includes the recognition of the symptoms of anaphylaxis and how to deal with an emergency; additionally, the nurse is available to show all staff how to use adrenaline pens.
- To advise all staff that if they have any concerns about a pupil presenting with even a minor reaction, they must send them, accompanied by an adult or another responsible pupil, to the medical room or to summon the School nurse.
- It is the parent's responsibility to ensure all medication are in date, however, the School nurse will check medication kept at School on a termly basis and remind parents if medication is approaching expiry.
- To implement procedures to mitigate the risks presented by anaphylaxis.
- No department is to use nuts or eggs in their lessons.
- Pupils with allergens are flagged on the School database.

The nurse is usually on duty from 08.00–17.00 Monday to Friday during term time at Eaton House the Manor. There may be occasions where the nurse is not on site, such as staff absence, training, School events and visits to Eaton House Belgravia.

All parents

All parents and carers (whether their child have an allergy or not) are responsible for:

- Being aware of and understanding the School's Allergens and Anaphylaxis Policy and considering the safety and wellbeing of all pupils with allergens.
- Providing the School with information about their child's medical needs, including dietary requirements and allergens, history of their allergy, any previous allergic reactions or anaphylaxis.

They should also inform the School of any related conditions, for example asthma, hay fever, rhinitis or eczema.

- Considering and adhering to any food restrictions or guidance the School has in place when providing food, for example in packed lunches, as snacks or for fundraising events.
- Refraining from telling the School their child has an allergy or intolerance if this is a preference or dietary choice.
- Encouraging their child to be allergy aware.
- Not to bring food to share with others and to provide for their own child only.

Parents of children with allergens

Parents and carers of children with allergens should:

- Notify the School of the pupil's allergens on entry to the School. This information should include all previous allergic reactions, history of anaphylaxis and details of all prescribed medication. This should be done before the start of the School term. Work with the School to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan
- If applicable, provide the School or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser, ie. spoon or syringe), inhalers or creams.
- For ensuring any required medication is supplied, in date and replaced at the appropriate time such as when alerted by the School nurse to replace such medication after use or upon expiry.
- Educate the pupil in self-management of his/her allergy, including:
 - which foods are safe and unsafe
 - the symptoms of allergic reaction
 - how and when to tell adults about a reaction
 - how to read food labels
- For providing up-to-date emergency contact information.
- For informing the School of any changes to their child's condition in allergy management and ensure the relevant paperwork is updated too
- Ensure the pupil carries their emergency medication (adrenalin pens, inhaler), with them at all times during the School day and for all off-site sports fixtures and trips. Each child has a spare adrenalin pen in a labelled plastic folder held in the dining areas and their form room. These pens should be with the pupil during sporting events, trips to the common/Battersea Park and educational School trips.
- To provide their child if at all possible with a medical talisman.
- Provide signed permission for the School to use an up-to-date photograph of their child and permission for it to be shared appropriately as part of their allergy management.
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring eg. not eating the food they are allergic to.

Parents of Non-Allergic Children

The School has a number of children at School who have food allergens so would like to remind all parents of the danger that even small amounts of an allergen can pose to these children.

Most severe allergic reactions are the result of ingestion, but other reactions can be triggered by touching surfaces, such as computer keyboards, books or a piano, if these surfaces have previously been used by someone who has eaten nut products.

Nuts and seeds are part of a healthy diet for those without allergy, but the School would appreciate that such pupils eat them at home rather than bring them into School, since there are pupils who do have severe nut/seed allergens.

The School asks all parents and carers not to provide their children with School snacks which include nuts or seeds, including products which contain nut or seed-based oils, like hummus and chicken satay.

Pupils

Pupils at the School should:

- Be allergy aware.
- Understand the risks allergens might pose to their peers.
- Learn how they can support their peers and be alert to allergy-related bullying.
- Not to share their food with others.
- Older pupils will learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency.
- If pupils are likely to be buying or bringing in food from home and are old enough to check the ingredients include a line about adhering to food restrictions or guidance about food being brought in.
- Not to flick or play with food.

The School encourages all pupils with a food allergy to be proactive in the care and management of their allergens and reaction; in particular:

- not to swap food with other pupils.
- to know where their medication is kept in the medical room.
- to understand that they are responsible for carrying their medication with them and to make sure they do so at all times.
- to tell their peers of their allergens so they know, should an emergency arise.
- to wear their medical talisman at all times, if they own one.
- to notify an adult immediately if they eat something they believe may contain the food they are allergic to.
- to notify an adult immediately if they believe they are having an allergic reaction, even if the cause is unknown.

Pupils with allergens

In addition to the above, pupils with allergens are responsible for:

- Knowing what their allergens are and how to mitigate personal risk, this will depend on their age and/or understanding and may not be appropriate with very young children or those with learning disabilities.
- Avoiding their allergen as best as they can.
- Understand that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction.
- If age-appropriate, to carry two adrenaline pens with them at all times. They must only use them for their intended purpose.
- Understand how and when to use their adrenaline pens.

- Talking to the Designated Allergy Leads or a member of staff if they are concerned by any School processes or systems related to their allergy.
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergens.
- Always return their lanyard to a teacher and never to another pupil.

Catering Team

The catering manager ensures that children with allergens are introduced to the catering staff. Additionally, the catering staff:

- Hold information on pupils' allergens.
- Are trained to ensure they are clear on what to do if asked about allergens.
- Maintain records of allergens included in food made on site.
- Do NOT knowingly add nuts or tree nuts as an ingredient to their cooking. However, the School cannot guarantee that some of the constituent ingredients used are wholly nut free because of the possibility of cross contamination in factories, etc.
- Do NOT serve bought-in products with nuts as a listed ingredient. However, the School cannot guarantee that some of the constituent ingredients used are wholly nut free because of the possibility of cross contamination in the production process.
- Display signs at all food outlets asking individuals with allergens to ask for advice if unsure about the contents of the food.
- Inform the School if the catering team are contacted directly by a parent to update a pupil's allergy or intolerance information.
- Provide a pre-plated meal to those pupils with severe/multiple food allergens as requested by the School.
- Ensure an allergy champion is available every service to provide allergy information to pupils.

Our catering contractor ask that their allergy request form is completed by a parent for each pupil who is known to have a food allergy. The details of the allergy must be supported by either a doctor's letter or a letter from a nurse or a dietician regarding the required diet.

The School does accept that products will be prepared, served and brought on site that have advisory labelling stating 'May contain nuts' or 'May contain traces of nuts' or similar.

Eaton House Schools do not aim to be a nut-free School. However, aims to be allergy aware. To do this, the School encourages parents and carers' support in the education of their child, helping them to make appropriate food choices at all times, regardless of the activity.

Information and documentation

Register of pupils with an allergy

The School has a register of pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.

Each pupil with an allergy has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens and risk factors for allergic reactions.
- A history of their allergic reactions.
- Detail of the medication the pupil has been prescribed including dose, this should include adrenaline pens, antihistamine etc.
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis.
- A photograph of each pupil.
- A copy of their Allergy Action Plan. The British Society for Allergy and Clinical Immunology (BSACI) provides templates for action plans.

Assessing risk

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergens in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking.
- Bringing animals into the School, for example a dog or hatching chick eggs can pose a risk.
- Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all pupils.
- Planning special events, such as cultural days and celebrations.

Inclusion of pupils with allergens must be considered alongside safety and they should not be excluded. If necessary, adapt the activity.

Food, including mealtimes & snacks

CATERING IN SCHOOL

The School is committed to providing a safe meal for all students, including those with food allergens.

- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training.
- Anyone preparing food for pupils with allergens will follow good hygiene practices, food safety and allergen management procedures.
- The catering team will endeavour to get to know the pupils with allergens and what their allergens are supported by all School staff.
- The School has robust procedures in place to identify pupils with food allergens, these are
 - Pupils with food allergies are assigned red lanyards with photo ID for easy identification
 - For children who require an EpiPen, their photo ID features a red column marking at the bottom to distinguish them further
 - Lunch duty staff ensure all children with allergies are wearing their lanyards before approaching the food counter.
 - Meals for EpiPen users are pre-plated and labelled with a sticker displaying the child’s name, photo, and a list of their specific food allergies.

- The sticker is affixed to both the tray and the wrapping film for clear visibility.
- Meals are prepared by two staff members: one prepares the meal, and the second visually verifies its accuracy.
- Food containing the main 14 allergens (see Allergen's definition) will be clearly identified for pupils, staff and visitors to see. Other ingredient information will be available on request.
- Food packaged to go will comply with Prepacked for Direct Sale (PPDS) legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging.
- Where changes are made to the ingredients this will be communicated to pupils with dietary needs by Catering Manager.
- Food provided at breakfast club and after School clubs will follow these procedures.

FOOD BROUGHT INTO SCHOOL

We advise parents to provide their children with snacks for themselves and not to share with others. It's preferable that food items are not brought in to share for birthdays, sporting events, etc

FOOD BANS OR RESTRICTIONS

We recognise that food bans are almost impossible to enforce and can lead to a sense of complacency or give a false sense of security. We therefore remind everyone to be allergy aware and to remain vigilant. No allergen is more dangerous than others and all must be treated with the same importance.

Eaton House Schools are allergen aware. We have pupils and staff with a wide range of allergens to different foods, we therefore encourage a considered approach to bringing in food.

We aim to restrict peanuts and tree nuts as much as possible on the site and check all foods coming into the kitchen.

All food coming onto School premises or taken on a School trip or to a match should be checked to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all foods brought in. Common foods that contain these goods as an ingredient include: packaged nuts, cereal bars, trail mixes, chocolate bars, nut butters, chocolate spread, sauces, chicken satay, cereals and doughnuts.

FOOD HYGIENE FOR PUPILS

- Sharing, swapping or throwing food is not allowed.
- Water bottles and packed lunches should be clearly labelled.

Out of School Activities

We have many out of School activities such as: School trips, sports fixtures, after School clubs, holiday camps, etc.

A risk assessment is completed for School trips which must include how emergency medication is accessed and medical care provisions. The Form Teacher must ensure that the child's adrenaline pens are taken each time they leave the School premises. This includes School fixtures, other sporting events, day trips, overnight trips, playtime in the park/common. The risk assessment is shared with all staff and volunteers participating in the trip and/or activity.

- Staff leading the trip will have a register of pupils with allergens with medication details.

- Allergens will be considered on the risk assessment and catering provision put in place.
- Consult with the parents if the trip requires an overnight stay.
- Staff (and some pupils, if appropriate) on the trip will be trained to recognise and respond to an allergic reaction.
- Allergens will be clearly labelled on catered packed lunches. If you have a pupil with an allergy to a food outside the “main 14” you should have a clear system in place to ensure they always receive a safe meal.
- If attending another School where snacks or a meal are served, details of pupils’ dietary requirements must be sent ahead, and the School acknowledgement must be received prior to attending, to ensure pupils with allergens have a safe meal.
- Pupil allergens are highlighted on the School pupil management system and the allergy is identified by a medical alert icon. Relevant staff are informed of pupils’ medical condition.
- Prior to commencement of games lessons pupils are advised to inform sports staff of the location of their adrenaline pen and vice versa, depending on age/learning disability.
- Prior to School trip departures, all trip leaders will remind pupils with medical conditions, including those with allergens, to take their medication. Pupils who forget their medication will not be able to take part in the trip.
- All activities on School trips will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

School cake sales/birthday cakes

Occasionally the School will hold a charity cake or doughnut sale. All items sold as part of charity events must be provided with a list of ingredients. Signs will be displayed to remind pupils with allergens to check ingredients.

Insect stings

Pupils with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible, keep arms and legs covered.
- Keep food and drink covered.
- Not carry out handstands in grassy areas.

All staff should report sightings of potential wasp and bees nests to the maintenance team promptly. The Head of Estates and School maintenance team will monitor the grounds for wasp or bee nests and arrange appropriate action. Pupils (with or without allergens) should notify a member of staff if they find a wasp or bee nest in the School grounds and avoid them.

Allergic rhinitis/ hay fever

Pupils and staff with allergic rhinitis and/or hay fever should take their medication as and when needed. Pupil allergens must be recorded on their Individual Health Care Plan. Staff allergens should be recorded on their medical form on joining the School and HR should be informed if the allergen presents at a later date.

Inclusion and mental health

- Allergens can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying.
- No child with allergens should be excluded from taking part in a School activity, whether on the School premises or a School trip.
- Pupils with allergens may require additional pastoral support including regular check-ins from their form tutor or other appropriate members of staff.
- Affected pupils will be given consideration in advance of wider School discussions about allergens and School Allergy Awareness initiatives.
- Bullying related to allergens will be treated in line with the School's anti-bullying policy.

Adrenaline Autoinjectors

[See the government guidance on Adrenaline Pens in Schools.](#)

Storage of adrenaline pens

- All adrenaline pens are stored in the School's orange Medpac bag. The Medpac bag is clearly identifiable as it has the pupil's photo, name, emergency contact and allergy action plan. At the end of the academic year and/or when a pupil leaves the School the adrenaline pens are returned to the parents. The Medpac bags are kept by the School.
- Pupils prescribed with adrenaline pens will have easy access their two, in-date, adrenaline auto injectors at all times and are kept in the form room. There are two spares located at reception and in Nurse's office.
- The auto injector held in the form room/reception area will accompany the pupil on any School trips, playtimes, swimming lessons, etc.
- The Schools hold a stock of 6 spare autoinjectors in the dining hall.
- During School trips, as the pupil shall carry their auto injector normally held in their form group and trip leader will carry two spare autoinjectors (of each brand, if applicable) from the School stock.
- Spot checks will be made to ensure adrenaline pens are where they should be and in date and the allergy plan is up to date and kept with the adrenaline pens.
- Adrenaline pens must not be kept locked away.
- Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator).
- Used or out of date pens will be disposed of as sharps.

Spare pens

Eaton House Schools have spare adrenaline pens too be used in accordance with government guidance.

The adrenaline pens are clearly signposted and are stored in the nurse's office, reception and dining hall at Eaton House the Manor and in the reception office and dining hall at Eaton House Belgravia.

The Allergy Leads and Nurse are responsible for:

- Deciding how many spare pens are required.
- What dosage is required, based on the Resuscitation Council UK's age-based guidance.
- Which brand(s) to buy.
- The purchasing of spare adrenaline pens which can be obtained at low cost from a local pharmacy.
- Distribution around the site and clear signage.

Adrenaline pens on School trips and match days

- No child with a prescribed adrenaline pen will be able to go on a School trip without one of their own pens.
- Adrenaline pens will be kept close to the pupils at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms.
- Adrenaline pens will be protected from extreme temperatures.
- Staff accompanying the pupils will be aware of pupils with allergens and be trained to recognise and respond to an allergic reaction.
- Eaton House Schools will take Spare pens to sporting fixtures and on trips

Responding to an allergic reaction /anaphylaxis

See appendix on recognising and responding to an allergic reaction.

- If a pupil has an allergic reaction they will be treated in accordance with their Allergy Action Plan.
- If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised as described in the Appendix. They will be treated where they are and medication brought to them.
- A pupil's own prescribed medication will be used to treat allergic reactions if immediately available.
- This will be administered by the pupil themselves if age and disability appropriate or by a member of staff if not. Ideally the member of staff will be trained, but in an emergency anyone will administer adrenaline.
- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used.
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline pens are available and follow instructions from the operator. The Medicines and Healthcare products

Regulatory Agency (MHRA) says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life.

- The pupil will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better.
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff will accompany the pupil in an ambulance and stay until a parent or guardian arrives.

Training

The School is committed to training all staff annually to give them a good understanding of allergens.

This includes:

- Understanding what an allergy is.
- How to reduce the risk of an allergic reaction occurring.
- How to recognise and treat an allergic reaction, including anaphylaxis.
- How the School manages allergy, for example Emergency Response Plan, documentation, communication etc.
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them.
- The importance of inclusion of pupils with food allergens, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying.
- Understanding food labelling.
- Taking part in an anaphylaxis drill.

The School will carry out an anaphylaxis drill annually.

Eaton House Schools ensures that staff have appropriate training and support, relevant to their level of responsibility. Staff supporting children with a medical condition should have appropriate knowledge, and where necessary, support.

All staff should be:

- Trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand the rapidity with which anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis may occur with prior mild (e.g., skin) symptoms.
- Appreciate the need to administer adrenaline without delay as soon as anaphylaxis occurs, before the patient might reach a state of collapse (after which it may be too late for the adrenaline to be effective).
- Be aware of the Allergens and Anaphylaxis policy.
- Be aware of how to check if a pupil is on the register.
- Be aware of how to access the autoinjector

Eaton House Schools asks all staff to complete the Children with Allergens and Anaphylaxis e-learning training every year.

The aim of this policy is to provide staff and parents/carers with a clear procedure in the handling of auto injectors for pupils whilst at School and offsite School activities. The Department of Health's

guidance states that fatal allergic reactions are rare, but they are also very unpredictable. In the UK, 17% of fatal allergic reactions in School-aged children happen while at School. Eaton House Schools has due regard to the Guidance on the Use of Adrenaline Auto Injectors in Schools and the statutory guidance and Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies of Maintained Schools. It is important for all School staff to know and understand the School procedures in the event of a medical emergency and to provide a safe environment for pupils with a medical condition.

Pupils should be educated on allergens as part of their PHSHE.

ASTHMA

It is vital that pupils with allergens keep their asthma well controlled, because asthma can exacerbate allergic reactions. Please refer to the Administering Medicines Policy.

Reducing the risk of allergen exposure in children with food allergens

Eaton House Schools are allergy aware. No food should be brought onsite which contains nuts.

Bottles, other drinks and snack boxes provided by parents for children with food allergens should be clearly labelled with the name of the child for whom they are intended.

Food should not be encouraged to share on School sites.

The School catering team are provided with information of all pupils with food allergens and a clear procedure is in place when serving food to pupils with food allergens.

Use of food in crafts, cooking classes, science experiments and special events (e.g., fairs, assemblies, cultural events etc.) must be considered and may need to be restricted depending on the allergens of children and their age and learning disability.

During Art/craft activities, an appropriate alternative ingredient can be substituted (e.g., wheat-free flour for play dough or cooking).

When planning out-of-School activities such as sporting events, excursions and School trips, catering requirements must be pre-planned and emergency planning (including access to emergency medications and medical care) must be in place. School trip risk assessments must record the risks and the precautions which are put in place and the relevant staff informed.

If a parent in the Prep School wishes for their child not to have pre-plated meals at lunch time and prefers that their child chooses from the lunch counter, they must send an email to the Head Teacher. The Head Teacher will discuss this with the parents and a risk assessment will be completed. Once the School and the parents are in agreement then the pupil will be able to choose and not have pre-plated meals but before this is put in place the following steps must also be completed;

- Risk assessment in place and reviewed regularly (annually at a minimum).
- School and parents/carers in agreement with the risk assessment and procedures.
- School system updated (Data Manager informed).

- Individual Health Care Plan updated.
- Pupil's allergy lanyard updated.
- Catering department informed.
- Head Teacher has spoken to the pupil to ensure they understand their responsibility when choosing their own food at lunch time.

Linked Policies

- Administering Medicines Policy
- School Trips Policy
- Health and Safety
- Staff Code of Conduct

Recognising and Managing an Allergic Reaction/Anaphylaxis

Signs and Symptoms Include:

Mild-moderate allergic reactions:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help
- Locate adrenaline pen(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact

WATCH FOR SIGNS OF ANAPHYLAXIS (LIFE-THREATENING ALLERGIC REACTION):

A IRWAY:	Persistent cough Hoarse voice Difficulty swallowing, swollen tongue
B REATHING:	Difficult or noisy breathing Wheeze or persistent cough
C ONSCIOUSNESS:	Persistent dizziness Becoming pale or floppy Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:

(If breathing is difficult, allow child to sit **do not** allow child to stand)

2. Use Adrenaline pen* without delay
3. **Dial 999** to request ambulance and say ANAPHYLAXIS

***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with the child until ambulance arrives, **DO NOT** stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact

Anaphylaxis may occur without initial mild signs: **ALWAYS use adrenaline auto injector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

School Procedures

