



**ST. MARK'S CE SCHOOL**  
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

St Mark's CE School

# **Food Allergies Policy**

Policy Statement and Guidelines

Policy Date: Spring 2024  
Review Date: Spring 2025

## **Food Allergies Policy**

St Mark's C of E School is committed to pupil safety and therefore has created this policy to reduce the risk of staff and children having allergy related events.

### **Aims**

- ✓ To reduce the likelihood of a pupil or member of staff with a known food allergy displaying a severe reaction to a specific food while in school.
- ✓ To foster an understanding of and sense of responsibility for the specific needs of the individual members of the school community.
- ✓ To create an awareness of the action to take should someone with a severe food allergy display its symptoms.
- ✓ To ensure the school complies with the statutory guidance for supporting pupils with medical conditions

### **Procedure**

On entry to the school parents are required to inform the school of any known food allergies that their child has. This information is entered on the school's data base from the enrolment form.

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. If a child has an allergy requiring an EpiPen, an Individual Health Care Plan (see Template A: individual healthcare plan) must be completed and signed by the parents.

If school staff are required to administer medication, then Template B (parental agreement for setting to administer medicine) will need to be completed. Parents of allergy children 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 equipment.

All members of staff are given the names of children who have specific food allergies through SIMS. Photographs of pupils with severe food allergies are displayed in the canteen supervisor's office and also in a confidential file in the medical room. These will include details of 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 first aid trained staff have been trained in the use of the EPIPEN should a child with a known food allergy go into anaphylaxis.

All parents are advised to ensure that their child does not bring nuts or foods containing nuts into school. Parents should send fruit or vegetable snacks.

## **Parent role**

In order to complete the Health Care Plan, 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.
- It is the responsibility of the Parent to provide the school with in date medication /equipment clearly labelled in a suitable container with their child's photo on.
- In the case of life saving medication like Epi Pens the child will not be allowed to attend without it.
- 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.
- Parents should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking)
- It is the parents responsibility to liaise with the schools catering company to ensure a pre arranged menu is arranged.

## **Staff 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 states that they have an allergy requiring an EpiPen 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 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 their class mates' allergies and the need to be vigilant.
- All staff are to promote hand washing before and after eating.
- Booster group and snack time biscuits and snacks are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.

- However, staff cannot guarantee that foods will not contain traces of nuts or other allergens.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- As part of the staff training, EpiPen use and storage has been discussed.
- We may 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.

Staff should liaise with parents about snacks and any food-related activities e.g. cooking.

Staff should adhere to the same no nut policy. The staff room must remain a nut free zone and be aware of the signs of allergic reactions in other staff.

### **Actions**

In the event of a child suffering an allergic reaction:

- 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 and in conjunction with the administering medications guidelines in the Health Care Plan.
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.

### **Role of other parents**

- Snacks and lunches brought to the school by other parents should be peanut and nut free.
- The school will ensure that parents are regularly reminded and will monitor the contents of lunchboxes and snacks.
- Any 'treats' provided by parents to classmates should be given after the school day



- **Template A: individual healthcare plan**

Name of school/setting

--

Child's name

--

Group/class/form

--

Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

**Family Contact Information**

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

**Clinic/Hospital Contact**

Name

--

Phone no.

--

**G.P.**

Name

--

Phone no.

--

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



**Template B: parental agreement for setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date