

Introduction

Stowe School recognises that a number of community members (pupils, parents, visitors, and colleagues) may suffer from potentially life-threatening allergies or intolerances to certain foods.

Policy Statement

- Stowe School is an inclusive community that aims to support pupils with allergies, ensuring they participate fully in all aspects of school life.
- It recognises that allergy is a widespread and potentially serious condition. An 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.
- Stowe School is aware that pupils with allergies need access to their antihistamines and immediate access to their adrenaline if they have anaphylaxis to a known trigger.
- All colleagues must be aware of what to do if a pupil has an allergic reaction and anaphylaxis.
- Stowe Colleagues understand that pupils with allergies may be embarrassed about their condition and may suffer bullying because of it. Procedures are in place to prevent this.

Colleagues will work in partnership with other stakeholders, such as the Schools chosen catering provider Holroyd Howe (HH), medical professionals, parents, pupils, etc. to ensure this policy is planned, implemented, and maintained successfully.

Stowe School is committed to a whole School approach to the care and management of those members of the School community. This policy looks at food allergy and intolerances in particular. The School's First Aid Policy looks more in depth at allergens such as animal stings (bees, wasps, ants etc.).

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 individual responsibility by all those with known allergens and intolerances 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 with guidance from the School's Medical Officer and HH.

The School is committed to proactive risk food allergy and intolerance management through:

- The encouragement of individual responsibility and learned avoidance strategies amongst those suffering from allergies and intolerances.
- 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) and recognition and treatment.
- Ensuing that the community is 'allergy aware' through education and training.

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Stowe School or attending any School related activity. The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information can be accessed about food allergens and intolerances in the catering facilities including the School Shop.

The common causes of allergies and intolerances 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 and peanuts 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 both life-threatening and uncomfortable, if suffered.

Note: the above list is documented in The Food Information Regulations 2014, however it is known that additional food groups could cause allergies or reactions (for example Kiwi Fruit/ Melon, Strawberries). Therefore, it is important Holroyd Howe t are made aware of any individual's dietary needs.

Definitions

<i>Allergy</i>	A condition in which the body has an exaggerated response to a substance (e.g., food or drug), also known as hypersensitivity.
<i>Intolerances</i>	An inability to eat a food or take a drug without adverse effects.
<i>Allergen</i>	A normally harmless substance, which triggers an allergic reaction in the immune system of a susceptible person.
<i>Anaphylaxis</i>	Anaphylaxis, or anaphylactic shock, is a sudden, severe, and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
<i>Adrenaline device</i>	A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext which are particular brand names.

General Procedure - Pupils

The School has established clear procedures and responsibilities to be followed by colleagues, in meeting the needs of pupils with additional medical needs. This process includes:

- The Health Team being involved with the parents/guardian and the pupil in establishing an individual HealthCare Plan. The Care Plans are created by the designated School Nurse.
- Effective communication of the individual Care Plans to all relevant colleagues and departments. This will include a face-to-face meeting with Holroyd Howe and/or the pupil's Houseparent/Matron/ House Nurse.
- Ensuring staff First Aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Posters with affected pupils' pictures, names and Houses are on display throughout the School. This will be updated by the Health Team.

General Procedure – Houseparents/Matrons/ House teams

All members of the house teams must make themselves aware of all pupils within their care and their relevant care plans.

The House risk assessment must state the control measures for all areas of the house where a stoic may come into contact with an allergen. Boarding House kitchens **cannot** claim be 'Nut free' however control measures must be in place to make the whole house 'Nut aware.' Pupils within the house must be advised not to bring in nut products (from home or purchased). Areas of the house can be designated to have no nut products (year group kitchens) and must be carefully monitored. This still does not carry the fact that it will be nut free. Signage and education of the

whole house will need to be delivered. This may also include Houseparents contacting all parents to be aware when bringing in products to be consumed within the house.

General Procedure - Members of the Public including SHPT Visitors and SEL Corporate Users

Due to the diverse nature of the School, it is important that allergen information is accessible to all parties who visit the site.

During bookings for external events, it is important that guests are informed of the requirements for any known person with food allergies/intolerances. This should be undertaken during the booking process. This information should then be passed to the catering provider (HH) to allow them to plan appropriate menus and selections of food.

Holroyd Howe will hold allergen information on recipe cards and menu information will be displayed on the service counters outlining the contents of dishes. These can be referred to or upon request by any guests. In addition to this information HH hold a team briefing prior to service. The purpose of this briefing is to inform those serving, and the allergy champions of the ingredients contained within each prepared dish, paying particular attention to allergen content. It is the guests/diners' responsibility to ask a member of HH if they are unsure, or if they require further information, with regards to the food available at that time.

Stowe House Preservation Trust offers light refreshment in the Welcome Centre. It is important that all of the requirements are met to inform the customers of the ingredients contained within the products. Before any items are sold, the SHPT Visitor Services Manager must check for all relevant information concerning food allergens or intolerances with either HH or supplier of food.

Responsibilities

All Stowe Colleagues

All school colleagues have a responsibility to:

- Understand Stowe School Allergy Policy
- To attend a First Aid Training Course/To attend Anaphylaxis Awareness Training provided by Health Centre
- To attend regular Anaphylaxis Awareness refresher training – this can be completed using the EduCare online training available for all staff.
- Know which pupils they come into contact with who have an allergy.
- Know what to do in the event of an anaphylactic reaction.
- Inform the Health Centre immediately if a pupil has an allergic reaction.
- Ensure all pupils with allergies have their adrenaline devices with them at all times.
- Allow pupils who have been unwell time to catch up on missed work.
- Look out and report any episodes of bullying.
- Liaise with Health Centre if a pupil is falling behind on work due to allergy symptoms.
- Be aware of possible trigger situations in certain lessons such as science experiments, cookery, arts, and crafts. Where possible teachers should avoid using the triggers.

Medical Professionals

The Medical Professionals have a responsibility to:

- Develop/update/review individual allergy care plans and share with parents, pupil, and school colleagues via the Isams system annually or as their condition dictates.
- To devise/update as necessary the school Allergy Policy (Senior Nurses). This process is overseen by the Medical Officer and is in line with local and national guidance.
- Offer allergy and anaphylaxis awareness training to colleagues as required, to ensure all educational needs are met.
- Provide medical assistance if a pupil has an allergic reaction or anaphylaxis.
- Ensure pupils with allergies know when they need to seek medical help and when and how to use their prescribed medication.
- To see all new pupils with allergies before the first exeat in September (Medical Officer and House Nurse).

Stoics

Stoics have a responsibility to:

- Notify an adult immediately if they have eaten something that they believe may contain food to which your allergic
- Notify an adult immediately if they believe they are having a reaction even if the cause is unknown.
- Have their prescribed medication with them **at all times** and treat all medication with respect.
- Know how and when to take their allergy medication.
- Ensure a member of colleagues and the Health centre are contacted if you or another pupil is found to be having an allergic reaction or anaphylaxis.
- Be aware of expiry dates of medication and reorder, as necessary.

Stowe Parents

Parents have a responsibility to:

- Inform the school if an allergy diagnosis has been made and what medication is prescribed.
- Inform the medical centre of any changes to treatment plan or reactions they have had when not in school.
- Update the school after any Consultant/Hospital visits.
- Ensure pupils have medication, which is in date when they return to school after holidays/breaks/daily boarding.

Communication of information

As soon as the School is made aware of a pupils with an allergy the following meetings will be arranged.

- Notification through Admissions. Admissions to inform the Health Centre and the HouseParent & Matron
 - Matron will book a meeting with (parents if required) Houseparent/Matron the Health Centre, Holroyde Howe and the Pupil (A soon as possible/ term starting)

Health Centre

Once Medical information for pupils has been received from **Admissions or the Houseparents** concerning food allergies and intolerances, it is the Health Centre's responsibility to coordinate the communication of the relevant information to the Food Services Department and Houseparents. This will be met by:

- The Medical Team receiving up to date information on all pupils, whether they are existing or new, of any known allergies or intolerances from Admissions/Houseparents.
- Reviewing individual pupils, with food Care Plan requirements, against the menu cycle and discussing pupil needs with the Houseparents, Matrons, and HH (as noted above in communication).
- A list with pupil photographs will be sent out to all staff at the start of the Michaelmas term outlining pupils with medical conditions.
- This medical information will be on the iSams system for staff to download during trips and activities.
- Offering and delivering training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.
- Responsibility for supplying the relevant pupil medication (adrenaline device). Pupils are responsible for ensuring that they have their medication with them at all times.
- Ensuring additional devices are located in the School Servery (Garter Room) the Bourbon Pavilion and applicable Houses in secure medical boxes.

When a pupil is falling behind in lessons

If a pupil is noted to be missing a lot of school because of allergy symptoms, a review of their allergy and medication should be arranged as soon as possible in conjunction with their House Nurse and the Medical Officer to ensure that the most appropriate management plan is in place.

The school recognises that a pupil may have some special educational needs because of their allergy.

Holroyd Howe (Food Services Contractor)

HH are responsible for supplying a balanced diet to all pupils. This includes, through the main dining service, snacks to the Houses and pupil functions. HH have robust policies and procedures to ensure that all the requirements under current legislation for food allergies and intolerances are followed. HH will internally audit all of their food hygiene procedures and will also be subject to the EHO inspections.

House Teams - all staff associated with the running of the House.

The associated House teams are responsible for the pastoral care of pupils whilst they are in location at Stowe School. This applies to boarding and day pupils. They are the main point of contact for parents/guardians concerning information on pupil allergies and intolerances. This will be met by:

- Ensuring the Health Centre are informed of any allergies or intolerances that they become aware of which do not appear on the pupil iSams personal profile.
- If the pupils' dietary requirements can be met within the standard menu cycle, the Houseparents and Matrons will work with the pupils and parents/guardians to ensure a balanced diet is achieved.
- Where the pupils' needs cannot be met within the menu cycle, the Houseparents and Matrons will work with HH to provide suitable alternatives.
- Communication with pupils, parents/guardians concerning the School's efforts to ensure that pupils' needs with known allergies and intolerances are met.
- Overseeing adherence to Food Allergy and Intolerance policy, concerning food brought into the House, or prepared in the House, which has not been provided by HH.
- Where a House has an open event, inviting parents to bring food in for the pupils, it is important that the Houseparent/Matron informs them of any pupils with allergies and intolerances. The Food Services Department does not have any control over the food brought in during these events.

Offsite Visits

All colleagues must check the allergy and intolerance information of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on the iSams system. Where food allergies and intolerance have been identified, this must be relayed to HH if they are ordering packed lunches/refreshments/food.

All staff undertaking an offsite trip must have attended the School's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from HH has been clearly labelled and they are aware of any foods that should not be given to pupils.
- Check any foods that pupils may consume or purchase outside of the School during the trip e.g., Motorway service stations, hospitality from other venues.

Stowe Colleagues

Colleagues have a responsibility to manage their own known allergies or intolerances. If further information is required, HH allergy champions can be asked at point of service for all allergy advice.

Charity Events

If the School hosts any 'staff coffee mornings' or 'bake days' for charity it is important that no food poses a risk to the end user. Where products are not made or supplied by HH appropriate signage should be in place. This will state the following:

*'This item was not produced at Stowe School; therefore, we cannot guarantee that it **does not** contain nuts or any other allergens.'*

All products should be plated separately and stored as such (wrapped where possible) to prevent cross contamination to other items for sale.

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

School Shop - Provision of Tuck

The School Shop procures many items that are available to the pupils to buy. Items that are individually wrapped will carry their own labels on the branded packaging. Any items that are made or finished within the Shop such as cookies and tray bakes, should have the same disciplines applied via HH and should be labelled as such.

To support this the shop team will have access to a folder with further information of the ingredients used to make or finish the items on sale. If additional flavours or new lines are added this information must be updated.

Natasha's Law Compliance

Holroyd Howe will follow all of their company policies and procedures to ensure compliance under Natashas Law.

Example of section for Boarding House Risk Assessment

The House Parents and the House team must clearly identify any rooms (Kitchens) where nut products must not be used/stored/eaten. This may be dependent on the year group of the stoic and the defined rooms they can access to make snacks etc. Such areas must be clearly identified within the House RA.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What existing control measures are in place to reduce the risk?	Risk Level Achieved H/M/L	What further action / control measures are still required to reduce the risk	Date to complete further action:
Access to nut related products within the house	Nut related products being stored/prepared/ eaten in the same Kitchens (Rooms) where other food is prepared. Other pupils bring in nut related foods (purchasing from the shop/ local chops/ on-line/parents)	Risk to those with known allergies Cross contamination of food stuffs Unknown access to nut related food	H	<ul style="list-style-type: none"> • Signage to be in place on the designated kitchens noting 'Nut Aware' or 'No nuts to be used in this kitchen.' The School cannot claim to be 'Nut free.' • All nut products be labelled as such and kept in their original containers. • Parents to be made aware that a stoic within the House/Year group has a nut allergy. • Stoic with the allergy to be informed of the requirement for them to remain nut aware and always ask/check labels before eating products. • The Food Service and Hospitality team must be made aware of all dietary needs when ordering products (or house events catered for by the FSH Dept. 	M	<ul style="list-style-type: none"> • Regular checks by HP and Matrons of the area. • Regular remaindered of the awareness from the matrons/HP to the whole house. • Stoics presenting with new allergies the health Team/Parents to make the HP/Matrons aware to follow the above policy. 	Ongoing

Sources of Reference:

- www.allergyuk.org
- www.anaphylaxis.org.uk
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

Appendix A

School Management of severe allergies (ANAPHYLAXIS)

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 awareness training is covered in many first aid courses, however staff who work within high-risk areas such as Food Services & Hospitality, Boarding Houses, Sports, and trip leaders will be required to attend the specific Stowe anaphylaxis training delivered by the Schools Health Team. This will need to be updated every three years.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity.
- Other foods (e.g., dairy products, egg, fish, shellfish, and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)

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 throat and mouth
- Anxiety
- Alterations in heart rate
- Abdominal pain, nausea, and vomiting
- Sense of impending doom
- Sudden feeling of weakness or floppiness (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.
- 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.

Action to take.

Ask other staff to assist, particularly with making phone calls. One person must take charge and ensure that the following is undertaken:

- Ring (9) 999 immediately to get the ambulance on the way.

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- Ring the Health Centre (HC) – state what has happened so that they can assess the situation and bring the appropriate medication (or for medication to be collected from the HC) to the location. Please note that the HC staff may not be able to attend immediately, and there should be no delay in using the person's medication. Locate the nearest First Aider to come and assist.
- Use the person's adrenaline device*, or the one located in the dining room (Servery area) or within their Boarding House.
- Ring the pupil's Matron.
- Ensure that the Security Cabin is aware that an ambulance is coming onto site.
- Stay in the immediate area to assist the HC staff and/or direct the Emergency Services.
- Ensure that accident forms are filled out if applicable.
- HC Staff to contact parents/Houseparents as appropriate.

*Staff should update their training to use the adrenaline device every 3 years as a minimum. This will be delivered as part of first aid training or delivered by the Health Centre team or through online training 'EduCare'.

The Health Centre will email the following persons to inform them if any of the known pupils with food allergies have been admitted with an episode, regardless of severity.

- Head
- Deputy Head (Pastoral)
- Designated Safeguarding Lead
- Group Head of Estates
- Holroyd Howe
- Group Health, Safety, and Compliance Manager
- Houseparents & Matrons (relevant to pupil)

