



ALLERGEN AND INTOLERANCE POLICY

This Policy includes the Nursery and Early Years Foundation Stage (EYFS)

POLICY STATEMENT

- 1.1. Hazelwood School ('the School') recognises its responsibility for the safety of its pupils and staff and the need for awareness of the risk to individuals who may suffer from allergies, coeliac disease or intolerances, particularly those that experience a life-threatening reaction. The management of these staff and pupils is outlined in the Food and Allergen Intolerance Management Guide. The School recognises that we have staff as well as pupils on our roll who suffer from an identified allergy; most commonly, these include peanut, tree nut, milk, egg, soy, wheat, fish and shellfish. Staff need to be aware that other members of staff and some pupils may be allergic to certain other foods. It is the responsibility of our staff to gain an understanding of the individual needs of the pupils in their care.

PURPOSE OF THIS POLICY

- 2.1. This policy seeks to: raise awareness; clarify practice and reassure staff by providing them with guidelines to adhere to when working with pupils who have an identified allergy.

AIMS

- 3.1. The aims of this policy are to:
 - 3.1.1. Identify the potential threats and the actions which the school and parents can reasonably take to prevent the presence of foodstuffs containing allergens in the School.
 - 3.1.2. Identify safeguarding and training requirements amongst staff and pupils in order to reduce, as far as possible, the risk of an allergic reaction.
 - 3.1.3. Identify the potential threats allergen pose to staff and students alike, this is not exclusive to catering, threats may come from, art, messy play, model making and food technology.

POTENTIAL RISKS

- 4.1. Any food on the School premises provided by ourselves or from outside.
- 4.2. Food brought into school for food projects, staff gifts given to teachers and staff from the children.
- 4.3. Contact between persons who have handled foodstuffs known to present a risk of an allergic reaction (in or outside school) and allergy sufferers, without appropriate handwashing.

- 4.4. Catering on school / residential trips.
- 4.5. Events where food is served on the premises but not prepared on the premises i.e. Fun Day, staff events, cake sales.
- 4.6. Misinterpretation or a lack of understanding of the differences between a life-threatening 'allergy' or an 'intolerance' which may produce milder symptoms.
- 4.7. Lists of ingredients not explicitly naming the allergen (e.g., casein and whey as milk derivate, arachis oil is another name for peanut oil).
- 4.8. School Food technology, any external ingredients that may be brought in for art or model making.
- 4.9. Any school lettings that are provided by external companies and or members of the public are asked to read and agree to the schools allergen policy.

REASONABLE LIMITS

- 5.1. There are many foodstuffs that do not contain allergens, but which are labelled as being produced in factories that cannot be guaranteed to be allergen free due to the potential for cross-contamination in preparation. It cannot reasonably be expected that all these items be kept out of school.

Items so packed and labelled will be permitted in school, in limited and controlled circumstances i.e. packed lunches or snacks provided by the School. Ingredients in products should be checked and should be used to inform decisions regarding acceptable use of a product in school (currently, ingredients that may cause an allergic reaction are listed in products in bold).

- 5.2. The school does not use nuts in cooking or store nuts on the catering premises, but the school cannot guarantee that products are completely nut free as they may say "may contain" if this is the case these products will not be given to any child with an allergen / EpiPen that relates to the allergen that "May contain."
- 5.3. When a product "may contain" this will be written on the FS13 sheet for all to see.

PARENT/CARER RESPONSIBILITIES

- 6.1. Parents and carers of children with an identified allergy are requested to do the following:
 - 6.1.1. Inform the School and provide any medical documentation necessary as well as any appropriate medicines as prescribed by the child's doctor.
 - 6.1.2. Assist the School by educating their child and encouraging increasing independence in the child's awareness and management of their allergy.
 - 6.1.3. Check the weekly menu and contact the school catering should they have concerns, encouraged to have an open dialogue with the school around there child's needs
- 6.2. All parents and carers are expected to do the following:

6.2.1. Not to bring food into school for birthdays or other events. When parents or carers send food into school (teachers & staff gifts) the school asks that parents do not send

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anything that contains nuts or 'may contain'

- 6.3. If an allergen form is not returned by a parent, the School will assume that the pupil has no known allergies or intolerances.

The policy was ratified by the Compliance Committee on 1 March 2024

SCHOOL STAFF RESPONSIBILITIES

- 7.1. All staff will be made aware of pupils with known allergies.
- 7.2. Form teachers must be proactive, as far as reasonably possible, in protecting pupils in their care who have a known allergy.
- 7.3. The school, use a colour coding system to identify special diets. The colour code is as follows:
 - 7.3.1. RED: Pupil has had a severe reaction / anaphylactic shock or has been medically diagnosed with coeliac disease
 - 7.3.2. AMBER: Pupil has an allergy or intolerance.
 - 7.3.3. BLUE: Pupil excludes foods due to preferences including religious beliefs.
- 7.4. The school are mindful of all children who have allergies, whether producing food cooked on site or in the supply of packed lunches.
- 7.5. The school will apply the same principles and routines when providing packed lunches to our pupils.
- 7.6. Residential trip or schools for away matches providers will be notified in advance of our visit of pupils in the group with allergies or intolerances. Parents will also be involved in establishing their child's dietary needs with these organisations. Parents and carers will be informed by the school when a class is embarking upon a food project.
- 7.7. Parents and carers will be informed of any particular event that will involve food at school, other than that served at lunch time, being available in school i.e. the school's birthday, cake sale etc.
- 7.8. Pupils will be educated at the start of each school year so that they are aware of allergies and the importance of hand washing. They will be encouraged NOT to share food and to avoid the unintended spread of allergens through left over food.
- 7.9. The school are mindful that some children with allergies may want to take food technology, the teacher will work with both the catering department and school nurse to identify the child and make sure a plan is in place.
- 7.10. Staff will participate annually in appropriate training to understand what to do when a child is suspected of having been exposed to an allergen (even if no symptom is shown) and how to identify and deal with allergic reactions including anaphylaxis shock, as well as more mild reactions.
- 7.11. Staff embarking on food projects MUST take responsibility for checking with the school nurse the dietary needs of their class.

PUPILS IN THE RED CATEGORY

- 8.1. A meal will always be provided. Whilst the catering department can provide meals that do not include the nominated allergens, they cannot guarantee that dishes do not contain traces of allergens as they may be stored and prepared in the same areas as known or identified allergens. The school will always use a 2 stage cleaning process

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before an area is used to produce allergen meals, there is a strict process in place to stop cross contamination

- 8.2. A meeting will be set up between the School Nurse, HNEY Management Team (as appropriate) and the Chef Manager and Catering Supervisor to discuss the child's allergy.

- 8.3. The school do not use nuts in any of the food they prepare and serve. They are, however, unable to guarantee that dishes / products served are totally free from nuts / nut derivatives. This is because ingredients, for example, curry paste, may be made in a factory containing nuts, bread may be baked in a factory handling nuts or some production lines have machines lubricated with nut oil.
- 8.4. Sometimes, pupils in the RED category with an allergy to nuts, are able to tolerate precautionary statements such as 'made in a factory containing nuts' If this is the case, then during the meeting with the School, it may be possible to allow the parent to sign a disclaimer to allow the child to select meals rather than have a pre-plated meal.

PUPILS IN THE AMBER or BLUE CATEGORY

- 9.1. Pupils within these categories may ask a member of the Hazelwood catering team for any allergy information and this will be provided using the daily allergen checker.

POLICY PROMOTION

- 10.1. This policy will be promoted to staff and parents through:
- 10.1.1. An initial circulation of its contents and making the policy available on the School website.
 - 10.1.2. Renewed circulation at the beginning of each year.
 - 10.1.3. Inclusion in new parent information.
 - 10.1.4. School nurse and Catering meetings between parents of new children with allergies.
 - 10.1.5. Staff being informed and provided with training opportunities.
 - 10.1.6. Training update at the beginning of each academic year.
 - 10.1.7. Maintaining awareness by staff of staff and pupils with allergies.

This Policy was ratified by the Compliance Committee on 4 March 2024