



# Heath Mount School

## **Allergies Policy**

### **(In conjunction with Holroyd Howe)**

---

**Heath Mount School, Hertfordshire**

**Independent Day and Boarding School for Boys  
and Girls**

June 2018

## **1. Policy Statement**

- 1.1. Heath Mount 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 or intolerances, particularly those that carry a life threatening reaction. The management of these staff and pupils is outlined in the Medical Management Policy. 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.

## **2. 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.

## **3. 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.

## **4. 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.
- 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).

## **5. 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).

## 6. 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 or the caterers should they have concerns.
- 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 (such as for a school trip packed lunch) they will be asked not to provide food which contains the obvious allergens i.e. nuts, coconut or sesame seeds which would include peanut butter, Nutella, all nuts and cooking oils containing nut oil.
- 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.

## 7. 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. Holroyd Howe, the school caterers, 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.
  - 7.3.2. **AMBER**: Pupil has an allergy or intolerance.
  - 7.3.3. **BLUE**: Pupil excludes foods due to preferences including religious beliefs.
  - 7.3.4. Holroyd Howe are mindful of all children who have allergies, whether producing food cooked on site or in the supply of packed lunches.
  - 7.3.5. Holroyd Howe will apply the same principles and routines when providing packed lunches to our pupils.
  - 7.3.6. Residential trip 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.
  - 7.3.7. 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.

- 7.3.8. 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.
- 7.3.9. 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.

Staff embarking on food projects MUST take responsibility for checking with the school nurse the dietary needs of their class.

## **8. Pupils in the RED category**

- 8.1. A pre-plated meal will be provided for them. Whilst Holroyd Howe 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.
- 8.2. A meeting will be set up between the School nurses and the relevant Holroyd House catering manager to discuss the child's allergy.
- 8.3. Holroyd Howe 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.

## **9. Pupils in the AMBER or BLUE category**

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

## **10. 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 Holroyd Howe 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.

Governors' Committee normally reviewing:	Governance Committee
Effective from:	June 2018
Date last formally approved:	
Date of next review:	June 2018
Person responsible for implementation and monitoring	The Bursar The school nurses Holroyd Howe
Related policies:	Medical Management Health and Safety Policy  First Aid and Medical Policy