



ALLERGENS POLICY

Introduction

1. Food allergies are becoming increasingly common, although severe allergic reactions are relatively rare and most commonly caused by only a handful of foods. WCPS aims to provide as safe an environment as is reasonably possible for pupils, staff, and visitors. This policy sets out the school's measures to manage the risks of allergic reactions.

Allergies

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

- Peanuts
- Nuts
- Fish
- Eggs
- Crustaceans
- Sesame seeds
- Milk
- Soya (sometimes known as soybeans)
- Celery
- Mustard
- Lupin
- Added sulphur dioxide and sulphites
- Cereals containing gluten
- Molluscs

3. Further details of these allergens are given at annex A. Of these, peanuts and nuts are believed to be the most concerning allergens where an allergic reaction 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 peanut/nut products. Therefore the school treats these food allergens in a different manner.

4. However different people can be allergic to different foods and therefore it is critical that parents inform the school of any allergies.

Regulations

5. The school's caterers must comply with the Food Safety Act 1990 and the Food Safety Regulations 1995 (revised in 2006) and EU Food Information for Consumers Regulation No 1169/2011. The school also takes account of guidance provided by the DfE on supporting pupils with medical conditions.

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School's Aim

6. 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:
- a. Limiting the possibility of peanuts/nuts on the school sites.
 - b. Labelling food allergens in any food prepared by our caterers.
 - c. Providing signs where allergens may be present.
 - d. Providing advice, on request, to staff, pupils and visitors with allergens.
 - e. Assisting in the education staff and pupils with allergies.

Rules for different activities

7. **Official school catering events/activities.** The following rules apply to all official catering activities/events organised by the school whether held in school or elsewhere:

- a. Products with nuts as stated ingredients will not be served or used. However it is not possible to provide a balanced menu without using products that make statements such as "may contain traces of nuts". Therefore the school cannot guarantee that some of the constituent ingredients used are wholly nut free as, in some cases, there may have been cross contamination during the production process.
- b. All other foods may be used. However where one or more of the other 14 major allergens may be present a notice will be displayed in the location where the food is served. Pupils, staff and visitors with allergies who are uncertain should ask the catering or serving staff for advice.

8. **Informal school catering events/activities.** The school cannot guarantee that food available at informal events/activities, such as charity cake sales or pupil birthdays, are allergen free. However staff, pupils and parents providing food for these events are asked not to purchase items with nuts, or add nuts if homemade. Signs will be provided stating allergens may be present. Those individuals with allergies are advised not to eat food at these events.

9. **School Trips.** The school cannot control the use of food allergens on trips where food is prepared by external organisations. The staff organising the trip are to be made aware of any pupils on the trip with allergies and both the staff and pupils are to ask for advice when purchasing or being provided with food.

10. **External activities at WCPS.** Events held during term time will comply with the rules set out in paragraph 8. Events held during holidays with external caterers will need to comply with national regulations but whether nuts are served or not will be the decision of the organiser.

Responsibilities

11. The school has a number of staff and pupils who have food allergies. Everyone in the community has a role in minimising the chances of an allergic reaction.

12. The bursar has overall responsibility for the implementation of this policy and any parent, pupil or member of staff with any query should contact him on extension 431.

13. **School's Responsibilities.** The school is responsible for the following:

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a. **First Aid Staff.** All staff will be aware, if informed, of every pupil and staff member with an allergy and will: Develop and implement this policy in support of pupils with allergies

- Educate staff on the risks, prevention and responses to anaphylaxis
- Alongside parents, assist with the education of pupils with allergies
- Provide support to those with allergies
- Provide staff with appropriate training
- Provide the necessary medical information to teaching and catering staff

b. **Organisers of Events serving food.** Members of staff organising events such as cake sales will:

- Ensure that anyone bringing food to the event is aware of the school allergens policy and ask that they clearly label the ingredients of the food on the wrapping. In addition, staff will ask that any food containing nuts in the ingredients should not be brought to the event
- Display a sign at the event reminding pupils and staff that the products may contain allergens and reminding them to check the ingredients

c. **Trip Organisers.** Members of staff organising trips, including away sports fixtures, will:

- Hold information on staff and pupil allergies
- Discuss allergies with the medical staff prior to the trip
- Collect pupils' emergency medication prior to the trip
- Know what to do in the event of an allergic reaction

14. **Family's Responsibility.** We ask the parents of pupils with allergies to:

- Notify the school of the pupil's allergies. This should be done before the start of the first school term and thereafter if there have been any changes
- Provide the school with a treatment plan and adrenaline auto-injectors, clearly labelled with the pupil's name
- Replace such medication after use or upon expiry
- Educate the pupil in self-management of his allergy, including:

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- 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 or to ask an adult to read the label
 - how to administer an adrenaline auto-injector (such as an epipen or anapen)
- Provide emergency contact information and inform the school of any change

15. **Pupil's Responsibility.** We ask each pupil with a food allergy to be proactive in the care and management of their food allergies and reactions and, in particular:

- Not to exchange food with others
- Eat only food that is labelled with ingredients and to read the label before eating
- Be aware of other people eating around them and always to wash their hands before eating in case of contamination
- Tell their friends of their allergies, so they know if an emergency should arise
- Wear a medic alert talisman at all times, if they own one
- Notify an adult immediately if they eat something they believe may contain the food they are allergic to
- Notify an adult immediately if they believe they are having a reaction, even if the cause is unknown
- Cakes and biscuits brought into school may have been contaminated in their preparation and our advice is therefore that pupils with nut/peanut or other severe food allergies should not buy food at these sales

16. **Parents of non-allergic children.** All parents are asked to be aware of the issue of allergens and in particular:

- Ensure that any food brought into school for sale or distribution (for example birthday cakes) is clearly labelled with the ingredients
- Not provide products with nuts to pupils for taking into school

Response to an allergic reaction

17. Any member of staff who has any concerns about a pupil presenting with even a minor reaction should send them, accompanied by an adult or responsible pupil to a First Aid trained person

18. In the event of any allergic reaction involving nuts then the member of staff is to call the First Aider immediately. Should they not be able to contact anyone they should call 999 and ask for an ambulance.

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Training/Awareness

19. First Aid will be provided with specialist training on dealing with allergens and allergic reaction. This training is updated every 3 years.

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List of Major Allergens

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	Yes, 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, houmous, 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.

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