



GRANGE INFANT SCHOOL

ALLERGY POLICY

Introduction

Grange Infant School recognises its responsibility for the safety of all children and staff and the continuous need for awareness of the risk to its individuals who may suffer from allergies or intolerances, particularly those that carry a life-threatening reaction. The school recognises that we may have children who suffer from an identified allergy; bee/wasp stings, animal or nut allergies, four main food allergies, wheat and gluten, dairy, soya and egg. However, staff need to be aware that some children may be allergic to certain other foods, or groups of foods, and it is our responsibility to gain understanding of the individual needs of the children in our care.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All staff have a duty of care to follow, and will co-operate with the requirements of this policy. This policy seeks to raise awareness, clarify practice and reassurance by providing guidelines when working with these children.

Aims

The aims of this policy are to:

- Minimise the risk of any child or member of staff suffering an allergic reaction whilst at school.
- Effective risk management practices to minimise the child and staff exposure to known allergy triggers. i.e., foods and insects.
- 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.
- Identify safeguarding and training amongst staff and pupils in order to reduce the risk of allergic reaction situation.
- This policy applies to all staff, parents/carers, volunteers, supply staff, pupils and HC3S catering team.

Potential Threats:

- Any food on the school premises provided by ourselves, parents/carers or HC3S, school catering contractor.
- Allergens in food brought in to school via home packed lunch boxes.
- Food brought in to school for food projects.
- Contact between persons who have handled related foodstuffs (in or outside school) and allergy sufferers, without appropriate handwashing.
- Catering on school/residential trips.
- Events where food is served, but not prepared on the premises i.e., cake Sales/school fayres.
- Misinterpretations or lack of understanding of the differences between a life threatening 'allergy' or an 'intolerance' which may produce milder symptoms.

Roles and Responsibilities

Parents/Carers:

- Children who have medical needs will usually be under the care of medical professionals. It is the responsibility of the parents/carer to provide accurate information relating to any allergies/special diets that their child may have or require and that this is supported with medical evidence.
- Parents/carers will provide any medical documentation necessary as well as any appropriate medicines as prescribed by the child's doctor.

- Parents/carers will be encouraged to educate their child and encourage increasing independence in the awareness and management of their allergy/intolerance.
- Parents/carers should check the school's weekly menu and contact HC3S, the school caterers, should they have any concerns, available using the following link:
<https://www.grangeinfantschool.co.uk/year-groups/lunchtime/>
- An allergen matrix for the current HC3S menu is available on their website for those parents/carers who wish to manage their child's choice of meal <http://hc3sprimarymenu.mysaffronportal.com>

School Staff:

- The school will ensure that parents/carers are made aware that they are required to provide HC3S with the information and evidence of their child's special dietary needs, for children registered at our school.
- The school admin team will direct the parents/carers to HC3S website to complete the HC300 form Medically Identified Special Diet Application:
<https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/primary/specialdiets>
- The school admin team will scan and email the completed HC300 application form to HC3S Office.
- Once the HC300 form has been processed and a menu developed, HC3S Food Development team will email the menu to the school. The school admin office will print off the menu and hand this to the Head of Kitchen.
- All staff, volunteers, supply staff will be made aware of children/staff with known allergies.
- All staff must take an active initiative in protecting children in their care who have a known allergy/intolerance.
- The LSA responsible for any children requiring special diets will supervise their plated food from the lunch counter during lunch service.
- The school will inform parents/carers when a class is embarking upon a food project.
- The school will inform parents/carers of any particular event that will involve food, other than that served at lunchtime, being available in school i.e., special curriculum/topic celebration picnic lunches.
- The school will educate the children at the start of each school year so that they are aware of allergies and the importance of hand washing.
- The school will teach the children NOT to share food and to avoid the unintended spread of allergens through left over food.
- 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 Anaphylactic Shock, as well as more mild reactions.
- Staff embarking on food projects MUST take responsibility for checking with the AAO team and/or the SENDCO the dietary needs of their class.
- 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 to support the children's individual needs.
- All staff will promote hand washing before and after eating.

Severe Allergies – Adrenalin Auto Injector (Epi-pen)

If a child requires an adrenaline auto injector for food allergies (other than nut allergies) parents/carers must advise both the school admin office, on school enrolment and HC3S via, the Medically Identified Special Diet Application form (HC300).

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.

If a child has an allergy requiring an Epi pen, a Health Care Plan must be completed and signed by staff and parents.

Where Epi-pens (Adrenalin) are required in the Health Care Plan:

- Parents/carers are responsible for the provision and timely replacement of the Epi-pens. Two Epi-pens will be required.
- One Epi-pen is located in the first aid room, the other in the child's classroom. These are out of reach of children but quickly accessible for staff.
- Epi-pen training will be refreshed for all staff when we have a child that requires an Epi-pen.

Actions

In the event of a child suffering an allergic reaction:

- The school will delegate someone to contact the child's parents/carers.
- If a child becomes distressed or symptoms become more serious, we will call 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 First Aid/Medicine Policy.
- If parents/carers or responsible adult have not arrived by the time ambulance arrives a member of staff will accompany the child to hospital.

Reasonable Limits

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 through cross contamination in preparation. It cannot reasonably be expected that all these items be kept out of school. Items so packed and labelled may be permitted in school, in limited and controlled circumstances. 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).

Policy Promotion

This policy will be promoted to staff and parents/carers:

- On the school website
- An initial circulation of its contents and a renewed circulation each year
- Inclusion in new parent information pack
- Teacher/SENDCO meetings between parents of new children with allergies/intolerances
- Staff being informed and provided with training opportunities
- Training updates each academic year
- Awareness by staff of children with allergies/intolerances
- Fellow pupils in classes being made aware of other children with food allergies/intolerances

Guidance documents to be read in conjunction with this policy

- Administration of Medicines
- First Aid Policy
- Food Policy
- Supporting Pupils with Medical Conditions

Date reviewed: June 2025

Date for next review: June 2026