



Wakefield Grammar School Foundation

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CHANGE RECORD - REVIEW PERIOD 3 YEARS

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1. Introduction

Wakefield Grammar School Foundation (WGSF) recognises that a number of our school community members (students, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods.

WGSF 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. The school's medical needs Policy (Matron) looks more in depth at allergens such as animal stings (bees, wasps, ants etc.) and the school's Healthy Eating Policy outlines the school's approach to general issues relating to the consumption of food and drink by pupils.

The Foundation 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 self-responsibility to all those with known allergens to make informed decisions on food choices and to provide help and assistance for our youngest Students. It is also important that the school has clear plans for an effective response to possible emergencies.

2. Aims and Objectives

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

- Ensuring that robust systems are in place to ensure accurate and timely sharing of information relating to food allergies and intolerances with clearly defined responsibilities.
- Supporting pupils with the management of food allergies and intolerances.
- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- Working with our in-house catering providers to ensure that food labelling, menu planning and all aspects of food preparation support the needs of those within our school community who have food allergies.
- Provision of staff awareness on food allergies/intolerances, possible symptoms (including anaphylaxis) recognition and treatment.

The intent of this policy is to minimise the risk of any person suffering allergy-induced reaction, or food intolerance whilst at WGSF or attending any School related activity. The policy sets out guidance for staff to ensure they are suitably prepared to manage the day to day needs of pupils with food allergies and to address emergency situations should they arise. The policy also outlines the expectations of all those involved in the preparation or distribution of food within the school, and of **parents/guardians should inform the school of any food allergies.**

Allergy information

True food allergies are reproducible adverse reactions to a particular food that involve the immune system. Virtually all known food allergens are proteins. They can be present in the

food in large amounts and often survive food-processing conditions. Allergic reactions are characterised by the rapid release of chemicals in the body that cause symptoms, which can occur within minutes or up to an hour or more after ingestion of the allergen. The proportion of the population with true food allergy is approximately 1-2% of adults and about 5-8% of children, which equates to about 1.5 million people in the UK.

The common causes of allergies 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 and dairy - 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, groundnut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, hummus, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high risk allergy however, it is important to ensure that all allergies and intolerances are treated equally as the effect on the individual can be both life-threatening and uncomfortable, if suffered.

Coeliac disease is not an allergy. Whilst it is classified as a food intolerance it is not like other intolerances in that it is an 'auto-immune' disease, which means that the body produces antibodies that attack its own tissues. In coeliac disease this attack is triggered by gluten, a protein found in wheat, rye and barley. This intolerance to gluten causes an inflammatory response that damages the gut. Villi (tiny, finger-like projections that line the gut) become inflamed and then flattened (villous atrophy), leading to a decreased surface area for absorption of nutrients from food. People with undiagnosed coeliac disease can, as a result, have a wide range of digestive symptoms and can suffer from nutritional deficiencies. Other food intolerances may also require management and awareness.

Natasha's law-Food labelling

Natasha's Law came into effect in the UK from 1 October 2021, and requires food to include full ingredients labelling on any pre-packaged foods, which are intended for sale. The schools have adopted these protocols when and where appropriate

Links with other policies

The school has a separate policy for healthy eating within the school which should be read in conjunction with this policy.

3. Procedures and Responsibilities

The School recognises its responsibility to provide safe food for all Pupils/Staff/Visitors and others who may be given meals prepared/supplied by any of our kitchens.

WGSF has appointed Holroyd Howe as main contractor to supply all Catering requirements throughout the Foundations kitchens and dining rooms.

Holroyd Howe has clear procedures and responsibilities that need to be followed in meeting the needs of pupils with medical needs relating to food allergies or intolerances.

Holroyd Howe operates in accordance with a Allergen & Intolerance Management Guide which is part of Holroyd Howe Management System.

Initial Information Provided Regarding Food Allergies or Intolerances

The parents or guardians of all new starters to the school are required to complete a medical needs questionnaire on which the details of any food intolerances or allergies and their management should be described. If details are unclear or ambiguous, the school will follow this up with a phone call to parents for further information which will be recorded by the school.

For children starting in the reception classes, information regarding food allergies will be discussed with the school Nurse/Matron, alongside any other medical needs.

A meeting can be arranged with school staff or Holroyd Howe Catering staff in order to further discuss a child's needs.

When a child transfers from another school or from nursery, the school will try to obtain any relevant information regarding how the previous school or setting managed the food allergy in order to provide continuity.

Annual Consent Forms are sent out to all pupils to obtain up to date health information; however, it is parents' responsibility to ensure that if their child's medical needs change at any point that they make the school aware so that records can be updated.

Members of staff or volunteers will be asked to disclose any food allergies as part of their induction.

How the School Uses this Information

All medical needs forms are stored confidentially by admin staff, and relevant information from them is uploaded to the password secure SIMS database and can be accessed by appropriate members of staff as required.

Medical information for pupils is confidential however in order to ensure their safety, relevant information is shared with school staff with parental consent. This is done in several ways:

- **Before the start of a new academic year, medical needs information, including details of food allergies, is requested from parents.** Once received this information is uploaded to SIMS database by school admin staff.
- At the start of the academic year the school Nurse/Matron runs a medical report from this to share important health and dietary information including food allergies and intolerances to staff, especially Food Technology teachers and catering staff accordingly. It is the responsibility of all staff working with pupils to ensure that they are familiar with the information provided, especially so in the junior and infant schools; this includes any Breakfast Club staff and those running after school activities.
- The school nurse/matron (or whoever receives new information) will update Holroyd Howe Catering Management and the school kitchen of any pupils who develop new food allergies or intolerances. Assistant Head (form tutor/Head of Year) will coordinate with Holroyd Howe catering staff to introduce the pupil, so the pupil is familiar with what to do at meal times, and who to collect their food from.
- Where pupils or staff have an allergy which may result in anaphylaxis and have an epi-pen prescribed, a care plan is put in place by the Nurse/Matron and is made available on SIMS; additional information including photo will be displayed in the Catering Staffroom and Teaching Staffroom.
- At QEGS SS, and WGHS SS pupils are expected to carry an epipen and or antihistamines on their person at all times. A spare epipen and antihistamine are stored in the health centre at QEGS and in the main school office at WGHS.
- At QEGS JS, student's epipens are stored in both the JS Staffroom and the QEGS health centre.
- At WGHS JS & Pre-Prep Dep't, epipens are stored in the school office, or in the classroom.
- Where a food allergy significantly impacts on a child's day to day activity, a specific care plan might be put in place e.g. for a child who requires tube feeding or is required to eat at a separate time. This will be constructed in conjunction with the school nurse/matron, parents and perhaps a nurse specialist.
- Key medical needs information will be available when children are taken off site and will form part of any off site risk assessment.

Lunchtime

All pupils are encouraged to wash their hands before meals, and there are hand sanitisers in prominent positions around the dining areas.

Pupils will be provided with lunch which is made on-site by our school catering team. If pupils are having a school dinner, they make their menu selection upon entry to the dining facility. Holroyd Howe Catering Staff support the pupils with their menu choices. The menus are also available online so that parents can help their children make choices before they come into school. **Where a pupil has food allergies, a member of the academic or lunchtime team will alert the Holroyd Howe Catering Staff that the child has dietary needs.** The Holroyd Howe Catering Team will then refer to the child's care plan and ensure compliance.

The Holroyd Howe kitchens cater for a range of food allergy needs. Where needs are very specific, it may be beneficial for a meeting to be arranged between parents, school staff and Holroyd Howe Catering Staff to discuss dietary requirements. Sometimes menu substitutions

can be made to accommodate allergy needs – this is at the discretion of the Holroyd Howe Catering Manager in the school kitchen and is dependent on resources available.

If a pupil has a food allergy which can be triggered by contact with certain food substances, as well as ingestion, the school and Holroyd Howe will ensure that due consideration is given to where the pupil is seated in the dining hall and the cleaning of tables. Pupils are told that they are not allowed to share food at lunchtimes. Midday supervisors observe and assist the pupils at lunchtime in order to reduce the opportunity for children to share food, although we cannot guarantee that this will not happen.

Breakfast and After School Club

Breakfast and After School Club staff are made aware of any food allergies that the children attending the club might have.

Breakfast and after school clubs are able to cater for a variety of food allergy needs e.g. use of soya milk or gluten free bread. Parents are advised to discuss any particular food allergy requirements with Breakfast Club staff in order to ensure needs can be met.

School Staff Responsibilities

Additional responsibilities include:

- Supporting those children who have school dinners with their menu choices.
- Liaising with parents regarding the management of food allergies.

The school has a number of first aiders who would be called to assist in cases of allergic reaction including anaphylaxis. Staff are offered annual epipen training by the school matron and staff should be familiar with personal care plans of pupils in their care. Anaphylaxis response is also delivered during First Aid training which is offered to all staff every three years during whole school inset days.

The school will contact parents and the emergency services, if required, in the event that a child suffers an allergic reaction. The school's medical needs policy (Matron) outlines the school's response to medical emergencies.

Midday Supervisors at the Junior Schools

- Assist children in collecting the correct school dinners for their needs.
- Provide feedback to class teachers of any observations made in relation to food at lunchtime.
- Ensure that surfaces are clean to reduce risks of cross contamination.

Holroyd Howe Catering Staff Responsibilities

Holroyd Howe provide school meals at Wakefield Grammar School Foundation and will be responsible for ensuring that

- Designated and appointed staff familiarise themselves with the medical needs of our pupils in order for correct meals to be consumed
- Holroyd Howe Staff have received allergen training, this will be renewed every three years. Any government updates will be actioned as appropriate
- Allergen information is kept at each service point, this is used for reference to inform allergy sufferers, enabling informed choices to be made

- Rigorous food hygiene is maintained to reduce risk of cross contamination, system of cleaning is double wipe down (clean & sanitise)
- Suppliers provide information regarding the content of their products, alerts, should there be production failures and recalls
- Nuts or products which state may contain nuts are not to be purchased
- Where foods are prepared with specific allergen declarations in mind or following a direct customer request e.g. gluten free, non-dairy etc. the following controls will be adhered to
- Preparation benches and equipment will be thoroughly cleaned and sanitised before use.
- Preparation of foods with allergen declarations shall not take place at the same time or in the same area as foods containing the specific allergens that are to be avoided or in areas where such ingredients are stored.
- Personal hygiene controls must also take consideration of allergen controls e.g. hands washed thoroughly / gloves changed prior to preparation commencement.
- Where recipes are used, these must be adhered to without fail. Food handlers must never add additional or use an alternative ingredient to those stated on the recipe in order to avoid accidental allergen inclusion.
- Once prepared, the food items must be either served immediately or covered and labelled, stored in a location and manner that will avoid the risk of allergen contamination of the food item(s)
- Children in years 6 and below to use the allergen meal checklist, recorded and data saved

Parental Responsibilities

Parents are responsible for:

- **Completing the medical needs questionnaire and ensuring that any information regarding food allergies for their child is included.**
- **Updating the school if their child's medical needs change at any point.** Parents are requested to keep the school up to date with any changes in allergy management
- Ensuring that any required medication (Epipens or other adrenalin injectors, inhalers and any specific antihistamine) is supplied, in date and replaced as necessary. The parents of all children who have an epi-pen in school must complete a written Allergy Management Plan that has been provided by the specialist in hospital.
- Attending any meeting as required to share further information about their child's food allergy, to plan for food management in school or to complete a care plan.
- If an episode of anaphylaxis occurs outside school, the school must be informed.

Student/Pupil Responsibilities

- Students/Pupils must be familiar with what their allergies are, and the symptoms they may have that would indicate a reaction is happening.
- Students/Pupils are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reaction. Expectations are age appropriate, year 6 and below will be managed by the Holroyd Howe Catering Supervisor, medical team and academic staff

- Year 7s and above will be self-managed with advice from parents who can access school menus via the web page. Designated Holroyd Howe Catering Staff should also be approached if advice is needed.
- Students/Pupils are not allowed to share food with each other. Snacks are allowed to be brought in but must not contain nuts or seeds.

4. Management of food allergies in other areas of school life

Rewards and Celebrations

Where on occasions, food items are used as part of the school's reward system, this includes squash and biscuits, tea parties with the **Headteacher**. On these occasions, staff will endeavour to make suitable adjustments in order to ensure that Students/Pupils with food allergies feel included, e.g. substituting food items.

Curriculum Activities

As part of the school curriculum, Students/Pupils may be involved in activities that involve preparing food (Food and nutrition lesson) or tasting food (e.g. tasting food from other countries). Teachers will take the needs of Students/Pupils with food allergies into account when planning these activities and will make modifications where possible to allow participation. When a **third party** is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration.

Educational Visits

The lead member of staff for an educational visit will ensure that food allergy considerations are made in any activity that may involve food.

When a Student/Pupil with a food allergy participates in a residential visit, their dietary needs will be planned for, in conjunction with the activity centre.

Nuts & Shellfish

Due to an increased number of Students/Pupils with nut allergies in school, we ask parents not to send their children into school or on a school trip with any nut based or shellfish products in their lunchboxes, or as a break time snack. This would include items such as peanut butter sandwiches or packets of nuts.

Charity Events

If any of the WGSF Schools host any 'cake sales' or similar events for charity it is important that no food poses a risk to the end user, however, this is difficult for the school to monitor. Where products are not made on site, but sold by the school, **appropriate signage will be put in place**. This will state the following:

'This item was not produced at Wakefield Grammar School Foundation, therefore we cannot guarantee that it does not contain nuts or any other allergen'.

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

The same will apply to any cake sales organised by the PTA.

Items for Sale at PTA Discos

The PTA sells a small number of sweets at the school discos which Students/Pupils are able to buy. These are sold in their original packaging. It is the parents' decision whether their children will be allowed to purchase sweets at the disco when they are not present. The school is unable to supervise the purchase of these items with regard to children with food allergies. In these circumstances, parents are advised to speak to a member of staff in order for an alternative arrangement to be considered if possible (e.g. bringing in something from home).

5. Monitoring and Review

This policy is formally reviewed by the Director of Finance & Operations on behalf of the Governing Body every three years. The policy review takes into consideration the views of all stakeholders.

This policy is available to all stakeholders on the school website or alternatively from the school office.

Children in Care

Wakefield Grammar School Foundation will ensure that the food and drink needs of Children in Care (CIC) are met.

Equal Opportunities

At Wakefield Grammar School Foundation, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Wakefield Grammar School Foundation, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.