



EDINBURGH
STEINER
SCHOOL

Name of policy: **Severe allergy policy (nuts, seeds and other foods)—ED21**

Publication date	22 nd February 2021
Date of last review/revision	22 nd February 2021
Type of policy (statutory, procedure, adopted, protocol...?)	Procedure
Purpose	To guide all members of the school community in ensuring the safety of pupils with severe food allergies
Related Quality Indicators (HGIOS 4)	2.1, 3.1
Related school policies	Medication; Health & Safety; School-Parent Agreement
Whole school or departmental policy?	Whole School
Links to national policies or legislation	
Links to OSCR	
Signature of Chair of Trustees	<i>Michael Lalage</i>
Signature of Chair of College	<i>[Handwritten Signature]</i>
Key contact (name, role, email address)	Helen Newton (School Coordinator); Lynne Keggie (Administrative Support Officer); Early Years Leaders and Teachers, Class Teachers and Class Guardians



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Severe allergy policy (nuts, seeds and other foods)

Introduction

This aim of this policy is to reduce to a minimum the likelihood of pupils and others suffering a severe allergic reaction from coming into contact with nuts, seeds or other allergens on the School campus.

No school can guarantee that it will be entirely free from foodstuffs which may cause an allergic reaction. However, the School is committed to reducing the risk as far as possible and raising awareness of the potential for certain foods to cause life-threatening reactions.

This policy sets out which parts of the School are designated 'nut and seed free,' as far as possible; how, when and where on the School campus foods containing nuts and seeds may be consumed responsibly; how containers and packaging must be disposed of safely; what measures to take if allergens are found in a nut-free area; and which foods are covered by this policy.

Definition

'Nuts' means all tree-nuts and peanuts (also known as groundnuts). 'Seeds' means all seeds, including sesame, pumpkin, sunflower, chia etc. It does *not* include mustard seeds, linseed or poppyseeds.

The phrase 'nuts and seeds' is used throughout this policy to refer to a wide range of foods and products. A list of specific commercially produced foods and products which contain nuts and seeds is provided in the Appendix. This list may be updated from time to time. A huge number of foods will have a disclaimer saying "may contain traces of nuts...", or something along those lines. These are impossible to avoid and are fine for allergic children to be around.

While nuts and seeds are not the only foods which contain allergens (see Appendix), the allergens in nuts and seeds can be airborne and have greater potency in a contact situation. This poses a particular risk in a community setting.

Context

Anaphylaxis, which can be caused by allergens in certain foods, is a life-threatening reaction which requires immediate emergency care.

The risk posed to pupils is not only if they eat their allergen. Contact reactions can also result from as little as inhaling the dust from an allergen or proximity with a contaminated surface: for example, touching a door handle or a desk which has been contaminated by someone who previously ate an allergen and did not wash their hands with soap and water.

Nuts and seeds free spaces

The following buildings and spaces are designated, as far as possible, nut and seed free:

- The Kindergarten building, Playgroup and Parent & Child spaces
- Afterschool Club and Baby Room (formerly known as 'Afternoon Care') (Craigneen)
- Edinholme
- The kitchen on school days, and when food is provided by or prepared by staff members or pupils, or provided for school festivals
- Certain classrooms and toilets are designated as 'nut and seed free'. These may change from year to year. Classrooms are deep cleaned during holidays.

In these buildings and spaces food provided by the School for consumption by the children during school hours will be free of nuts and seeds as ingredients, this includes food for festivals and shared foods (such as cakes) brought in by children. The School cannot take responsibility for traces of allergens in such foods. Packed lunches for Afternoon Kindergarten must also be nut and seed free.

Children in the same Class as a pupil with a severe nut allergy must keep packed lunches, snacks and shared foods free from nuts and seeds. This will be communicated to pupils and parents directly by their Class Teacher. Parents of pupils in all Classes are asked to keep packed lunches nut and seed free to ensure the safety of all pupils.

Parents should ensure that foods brought into school for cake and bake stalls/fundraising are nut and seed free.

Upper School

Upper School pupils are permitted to leave the campus at break and lunch and might buy food and snacks from outside the School. These foods should only be eaten in the Class's own classroom, and only if that classroom has not been designated nut-free. Class Guardians should raise awareness of the risk of bringing into the School foods which contain nuts and seeds and should remind their pupils to wash their hands after eating and dispose of packaging safely (in their classroom).

School events

Foods provided by the School for events and festivals and outings, including during the evening and weekends, will be free of nuts and seeds as ingredients. Parents and members of staff are asked to ensure that any foods brought into school to share at events and festivals are nut and seed free. The School cannot take responsibility for traces of allergens in such foods.

Community events

From time to time the School's kitchen, hall and other spaces are let for outside events, including workshops and conferences. On these occasions, it is possible that foods containing nuts and seeds will be brought into school, prepared and shared. Contamination is a risk, and the School will minimise the risk by drawing the attention of those who let spaces in school to this policy. The kitchen is cleaned daily during the week and cleaning is carried out between the time of a community event and the use of the kitchen to prepare food on school days.

Staff, visitors and parents

Staff members are asked to wash their hands with soap and water and brush their teeth before coming to school; visitors are asked to observe good hand-washing practice. Open Tours visitors are asked to wash their hands before entering classrooms where there are children with severe allergies.

Preventative action

The School will remind all parents and members of staff about this policy at the start of each school session and a copy will be emailed to all parents. The policy will also be available to colleagues via the Staff Drive and parents via the Parent Portal.

If any member of the School community consumes any of the foods listed in the appendix below before coming to school, they should wash their hands with soap and water and brush their teeth.

The School will ensure that those preparing school lunches and shared food are made aware of this policy and follow it.

A prominent, up to date, list of the School's 'nuts and seeds free spaces' will be displayed in the staffroom and signage will indicate clearly which spaces and classrooms are nut and seed free.

All teachers will be informed about which children in the school have life-threatening allergies on an annual basis.

The Class Teacher or Class Guardian of a child with a severe allergy will, in collaboration with that child's parents, let all other parents in the Class know and request that all packed lunches and shared food in that Class be free from specific allergens.

Class Teachers and Class Guardians will ensure that pupils in their Classes are aware of this policy, and of the specific risks affecting individuals in the Class. Class Teachers and Class Guardians will take responsibility for reasonable preventative measures within their Class's room (such as information-sharing and signage).

The Class Teacher or Class Guardian will communicate with the parents of an allergic child before any trips out of school to make any special arrangements for catering. The child will always be accompanied on school trips by a teacher or other adult who has been trained to administer emergency allergy treatment.

The School Office will hold an up-to-date letter from each allergic child's doctor outlining their allergy and what treatment is needed.

All teachers, office staff and Afterschool Club staff will receive regular training in how to deal with a severe allergic reaction—including how to administer adrenaline injectors—and how to spot the signs of an incipient reaction. This will be incorporated into regular staff first aid training.

Action to be taken by parents of a child with a severe allergy

Parents of a severely allergic child must provide the School with a letter signed by their doctor or Allergy Nurse Specialist outlining what the child is allergic to and what treatment is necessary in an emergency. This might include a 'Symptom and action flowchart for allergic reaction including an adrenaline plan'. This letter and/or plan needs to be updated every year.

Parents of severely allergic children must ensure that their emergency contact details are kept up to date at all times and must inform the School of any changes to their child's allergies or treatment plan. They must also keep their mobile phones switched on at all times during school hours.

Parents should provide two sets of medication: one is kept by the School Office, the other may be carried and self-administered by the pupil. The School Office also has spare auto-injectors for use in emergencies.

Appendix: list* of foodstuffs covered by this policy

*This is a guide only and might not be comprehensive

Commercially produced foodstuffs which often contain 'hidden' nuts, seeds or uncooked egg include:

- pesto
- hummus
- mayonnaise
- most cereal or granola bars
- peanut, almond, arachnis and groundnut oil
- biscuits containing nuts or seeds
- peanut butter and other nut butters
- Nut and seed oils (sunflower oil is fine)
- Marzipan
- Nougat
- Praline (and certain brands of continental-style chocolate such as Lindt)
- sweet mincemeat
- chestnut puree
- chocolate spreads which contain hazelnut / Nutella
- most fruit cakes, Christmas cakes, stollen, carrot cakes