



Food Allergy Policy

City of London Freeman's School recognises that although most food intolerances produce symptoms that are uncomfortable, some pupils can suffer a severe food allergy with more serious consequences and in some instances these may even be life threatening.

A number of pupils in the school have severe or moderate allergies to food and amongst the most common is nut allergy. City of London Freeman's School, in discharging its duty of care for all pupils, is an "allergy and nut aware" environment. The school aims to ensure that none of the foods provided, bought by or produced in the school contain nuts and that exposure to other allergy triggers, such as raw egg or fruit, is minimised. The school is committed to pupil safety and therefore has created this policy to reduce the risk of children having allergy-related events while in its care.

Aims

- To reduce the likelihood of a pupil with a known food allergy displaying a severe reaction to a specific food while in school
- To foster an understanding of, and sense of responsibility for, the specific needs of the individual members of the school community
- To prepare pupils with allergies to manage their allergy as they grow older
- To create an awareness of the action to take should someone with a severe food allergy display its symptoms.

Information about allergies

- When a pupil joins the School, parents are required to inform the school of any known food allergies via the Medical History Sheet (Document 1)
- This information goes to the school nurses who will write to parents of pupils with severe allergies (Document 2) with an Allergy and anaphylaxis treatment plan (Document 3) which they need to complete detailing the pupil's symptoms and treatment recommended and an Allergy and anaphylaxis medication form (Document 4). The allergy and anaphylaxis medication form

seeks permission for pupils in Year 7 (Upper 3) and above to carry an adrenaline auto-injector (EpiPen, Jext or Emerade) should one be prescribed

- If the allergy is not severe ,i.e. anaphylaxis is not indicated, the allergy information will be added to the School's database, SchoolBase.
- A Food Allergy Request Form (Document 5) is also issued by the Registrar. This provides the catering department with information for pupils who consume school lunches and those who might be catered for by the School on an occasional basis
- In addition, the Food Technology writes to parents about food intolerances linked to food tasting activities in class (Document 6)
- The School doctor sees and signs all anaphylaxis and allergy treatment plans. This plan will be updated annually or as necessary.
- The information from these forms is relayed to staff and entered on SchoolBase by the Medical Centre
- Those pupils who are carrying or would require an adrenaline auto injector, a



medical alert symbol is then visible on the child's records and a photograph and details of the pupil's allergy and treatment are put up in both Common Rooms.

- Parents should inform the Medical Centre straightaway if their child develops an allergy at any point and the same forms will be supplied. This information will be disseminated as above
- The Medical Centre nurses are always available to give advice as necessary
- Information and the anaphylaxis treatment plan are also available at www.clfs.surrey.sch.uk in the Medical Centre section in the School Life part of the Current Parents portal.
- If a pupil ceases to be allergic, or an auto-injector is no longer required, a letter from a medical practitioner is required before any medical alert and treatment plan is withdrawn

Day to day practicalities

- Pupils in Lower 3 (Year 6) and below must have 2 auto-injectors if prescribed. One will be held in the Medical Centre and the second will be stored in the Junior School Office or the Dining Hall (if School lunches are taken). The auto-injector held in the Medical Centre will be used for offsite trips and fixtures and the member of staff in charge will collect this, and a copy of the treatment plan, before leaving the site.

- Pupils in Upper 3 (Year 7) and above should carry their own auto-injector and a dose of antihistamine (clearly labelled) at all times. A second auto-injector is kept in the Deputy Head's secretary's office or the Dining Hall (if School lunches are taken).
- Pupils in Form 1 and Lower 2 with food allergies carry a personalised card which they can use to get adults to help them with food selections in the Dining Hall or when out on trips or fixtures.

Medication and training

- The Medical Centre will keep spare auto-injectors for every child for whom one is prescribed and will endeavour to alert parents when the auto-injector is approaching its expiry date. Parents are asked to assist in making sure auto-injectors are in date and are reminded that a pupil with an allergy will not be taken off site without the requisite medication.
- Form Tutors know which pupils in their form group have allergies
- All staff joining the School receive training on how to use an auto-injector and staff supervising an injector-carrying pupil offsite will be offered refresher training
- All staff undergo update training on anaphylaxis and the use of auto-injectors every 2 years.

Reducing contact with allergy triggers

- All parents are advised that the School is allergy and nut aware
- All parents are advised to ensure that their child does not bring nuts or foods containing nuts into school
- The school catering service does not use nuts or nut oils in the preparation of food
- The Tuck shop does not sell any nut or nut related products
- The Food Technology Department is alert to pupils with food allergies and intolerances and careful consideration is given to activities. With older groups, some allergy inducing ingredients (e.g. eggs) may be used but only with careful risk assessment and taking the allergy status of the group into consideration. The on-going use of the Food Technology room following a lesson where an allergy-inducing ingredient has been used is also carefully considered. Pupils are encouraged to look for possible alternatives; thus helping to educate them in the onward management of allergies.

- All staff are aware of allergy triggers and are advised to seek advice before introducing activities that might involve using allergy triggers such as fruit or flowers
- Charity cake sales, Young Enterprise, sweet stalls, fairs, school packed lunches, snacks for extra-curricular activities are all carefully sourced to avoid allergy triggers

Caveats

- The school avoid serving nuts and nut products but can never guarantee that everything will be nut-free
- Likewise, the school cannot monitor products sold at events attended by pupils off campus or served on trips. Therefore, pupils with severe food allergies must carefully monitor their food in these situations and staff will support them
- City of London Freeman's School cannot guarantee that a pupil will never experience an allergy-related event while at school or that all allergy triggers will be removed. With a relatively small amount of effort and care we can, however, try together to ensure a safe environment for all our students.

See www.anaphylaxis.org.uk for more information.

Reviewed by Deputy Head, Bursar and Medical Centre July 2016