

Introduction

Stowe School recognises that a number of community members (pupils, parents, visitors, and colleagues) may suffer from potentially life-threatening allergies or intolerances to certain foods.

Policy Statement

- Stowe School is an inclusive community that aims to support pupils with allergies, ensuring they participate fully in all aspects of school life.
- It recognises that allergy is a widespread and potentially serious condition. An allergic reaction including anaphylaxis occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat.
- Stowe School is aware that pupils with allergies need access to their antihistamines and immediate access to their adrenaline if they have anaphylaxis to a known trigger.
- All colleagues must be aware of what to do if a pupil has an allergic reaction and anaphylaxis.
- Stowe Colleagues understand that pupils with allergies may be embarrassed about their condition and may suffer bullying because of it. Procedures are in place to prevent this.

Colleagues will work in partnership with other stakeholders, such as medical professionals, parents, pupils, etc. to ensure this policy is planned, implemented, and maintained successfully.

Stowe School 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 in particular. The School's First Aid Policy looks more in depth at allergens such as animal stings (bees, wasps, ants etc.).

The School's 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 individual responsibility by all those with known allergens and intolerances to make informed decisions on food choices. It is also important that the School has robust plans for an effective response to possible emergencies. This policy has been created with guidance from the School's Medical Officer and the Food Services Department to ensure compliance under The *Food Information Regulations 2014*. Please also refer to Appendix A

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

- The encouragement of individual responsibility and learned avoidance strategies amongst those suffering from allergies and intolerances.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) and recognition and treatment.
- Ensuing that the community is 'allergy aware' through education and training.

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Stowe School or attending any School related activity. The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information can be accessed about food allergens and intolerances in the Food Services Department including the School Shop.

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

The allergy to nuts and peanuts is the most common high-risk allergy and, as such, demands more rigorous controls. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life-threatening and uncomfortable, if suffered.

Note: the above list is documented in The Food Information Regulations 2014, however it is known that additional food groups could cause allergies or reactions (for example Kiwi Fruit/ Melon, Strawberries). Therefore, it is important the Food Services Department are made aware of any individual's dietary needs.

Definitions

<i>Allergy</i>	A condition in which the body has an exaggerated response to a substance (e.g., food or drug), also known as hypersensitivity.
<i>Intolerances</i>	An inability to eat a food or take a drug without adverse effects.
<i>Allergen</i>	A normally harmless substance, which triggers an allergic reaction in the immune system of a susceptible person.
<i>Anaphylaxis</i>	Anaphylaxis, or anaphylactic shock, is a sudden, severe, and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
<i>Adrenaline device</i>	A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext which are particular brand names.

General Procedure - Pupils

The School has established clear procedures and responsibilities to be followed by staff, in meeting the needs of pupils with additional medical needs. This process includes:

- The Health Team being involved with the parents/guardian and the pupil in establishing an individual HealthCare Plan. The Care Plans are created by the designated House Nurse.
- Effective communication of the individual Care Plans to all relevant staff and departments. This will include a face-to-face meeting with the Food Services Department and/or the pupil's Houseparent/Matron/ House Nurse.
- Ensuring staff First Aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Posters with affected pupils' pictures, names and Houses are on display throughout the School. This will be updated by the Health Team.

General Procedure – Houseparents/Matrons/ House teams

All members of the house teams must make themselves aware of all pupils within their care and their relevant care plans

The House risk assessment must state the control measures for all areas of the house where a stoic may come into contact with an allergen. Boarding House kitchens **cannot** claim be 'Nut free' however control measures must be in place to make the whole house 'Nut aware.' Pupils within the house must be advised not to bring in nut products (from home or purchased). Areas of the house can be designated to have no nut products (year group kitchens) and

must be carefully monitored. This still does not carry the fact that it will be nut free. Signage and education of the whole house will need to be delivered. This may also include Houseparents contacting all parents to be aware when bringing in products to be consumed within the house.

General Procedure - Members of the Public including SHPT Visitors and SEL Corporate Users

Due to the diverse nature of the School, it is important that allergen information is accessible to all parties who visit the site.

During bookings for external events, it is important that guests are informed of the requirements for any known person with food allergies/intolerances. This should be undertaken during the booking process. This information should then be passed to the Food Services Department to allow them to plan appropriate menus and selections of food.

The Food Services Department will hold allergen information on recipe cards and menu information boards will be displayed on the service counters outlining the contents of dishes. These can be referred to or upon request by any guests. In addition to this information the Food Services and Hospitality Team hold a team briefing prior to each service; the purpose of this briefing is to inform those serving of the ingredients contained within each prepared dish, paying particular attention to allergen content. It is the guests/diners' responsibility to ask a member of the Food Services and Hospitality Team if they are unsure, or if they require further information, with regards to the food available at that time.

Stowe House Preservation Trust offers light refreshment in the Welcome Centre. It is important that all of the requirements are met to inform the customers of the ingredients contained within the products. Before any items are sold, the SHPT Visitor Services Manager must check for all relevant information concerning food allergens or intolerances with either the Food Services Department, or supplier of food.

Responsibilities

All Stowe Colleagues

All school colleagues have a responsibility to:

- Understand Stowe School Allergy Policy
- To attend a First Aid Training Course/To attend Anaphylaxis Awareness Training provided by Health Centre
- To attend regular Anaphylaxis Awareness refresher training – this can be completed using the EduCare online training available for all staff.
- Know which pupils they come into contact with who have an allergy
- Know what to do in the event of an anaphylactic reaction
- Inform the Health Centre immediately if a pupil has an allergic reaction
- Ensure all pupils with allergies have their adrenaline devices with them at all times
- Allow pupils who have been unwell time to catch up on missed work
- Look out and report any episodes of bullying
- Liaise with Health Centre if a pupil is falling behind on work due to allergy symptoms
- Be aware of possible trigger situations in certain lessons such as science experiments, cookery, arts, and crafts. Where possible teachers should avoid using the triggers.

Medical Professionals

The Medical Professionals have a responsibility to:

- Develop/update/review individual allergy care plans and share with parents, pupil, and school colleagues via the Isams system annually or as their condition dictates.
- To devise/update as necessary the school Allergy Policy (Senior Nurses). This process is overseen by the Medical Officer and is in line with local and national guidance.
- Offer allergy and anaphylaxis awareness training to colleagues as required, to ensure all educational needs are met.
- Provide medical assistance if a pupil has an allergic reaction or anaphylaxis

- Ensure pupils with allergies know when they need to seek medical help and when and how to use their prescribed medication.
- To see all new pupils with allergies before the first exeat in September (Medical Officer and House Nurse).

Stoics

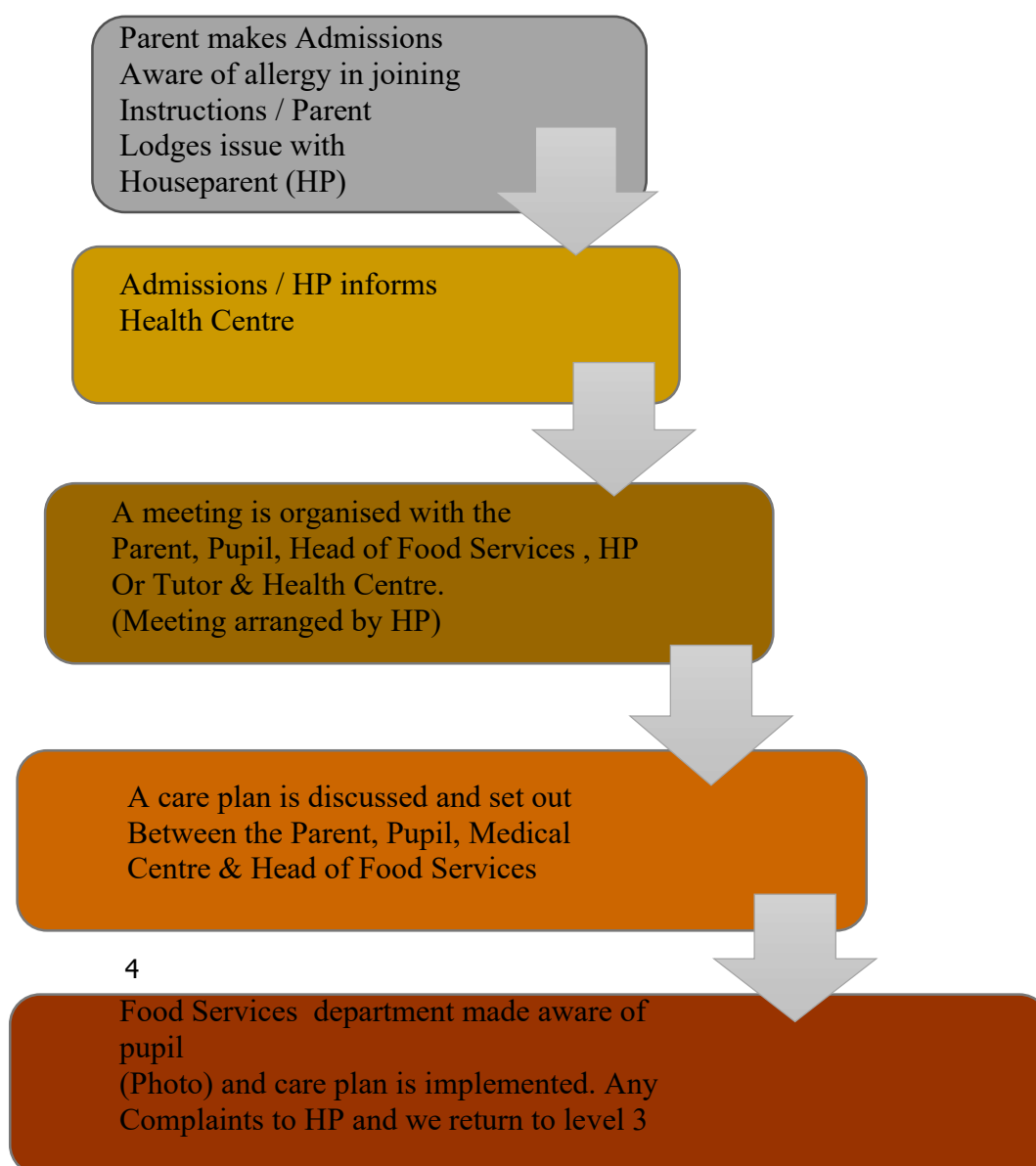
Stoics have a responsibility to:

- Notify an adult immediately if they have eaten something that they believe may contain food to which your allergic
- Notify an adult immediately if they believe they are having a reaction even if the cause is unknown
- Have their prescribed medication with them **at all times** and treat all medication with respect
- Know how and when to take their allergy medication
- Ensure a member of colleagues and the Health centre are contacted if you or another pupil is found to be having an allergic reaction or anaphylaxis.
- Be aware of expiry dates of medication and reorder, as necessary.

Stowe Parents

Parents have a responsibility to:

- Inform the school if an allergy diagnosis has been made and what medication is prescribed.
- Inform the medical centre of any changes to treatment plan or reactions they have had when not in school
- Update the school after any Consultant/Hospital visits
- Ensure pupils have medication, which is in date when they return to school after holidays/breaks/daily boarding



Health Centre

Once Medical information for pupils has been received from Admissions or the Houseparents concerning food allergies and intolerances, it is the Health Centre's responsibility to coordinate the communication of the relevant information to the Food Services Department and Houseparents. This will be met by:

- The Medical Team receiving up to date information on all pupils, whether they are existing or new, of any known allergies or intolerances from Admissions/Houseparents.
- Reviewing individual pupils, with food Care Plan requirements, against the menu cycle and discussing pupil needs with the Houseparents, Matrons, and the Food Services Department.
- A list with pupil photographs will be sent out to all staff at the start of the Michaelmas term outlining pupils with medical conditions.
- This medical information will be on the iSams system for staff to download during trips and activities.
- Offering and delivering training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.
- Responsibility for supplying the relevant pupil medication (adrenaline device). Pupils are responsible for ensuring that they have their medication with them at all times.
- Ensuring additional devices are located in the School Servery (Garter Room) the Bourbon Pavilion and applicable Houses in secure medical boxes.

When a pupil is falling behind in lessons

If a pupil is noted to be missing a lot of school because of allergy symptoms, a review of their allergy and medication should be arranged as soon as possible in conjunction with their House Nurse and the Medical Officer to ensure that the most appropriate management plan is in place.

The school recognises that a pupil may have some special educational needs because of their allergy.

Food Services Department

The Food Services Department is responsible for supplying a balanced diet to all pupils. This includes, through the main dining service, snacks to the Houses and pupil functions. This will be met by:

- Staff training for food allergens, intolerances, and anaphylaxis. All staff must be informed of this during their in-house induction training. Formal certified training will take place every three years with refresher training taking place annually.
- Creating a menu cycle to ensure that there is a suitable offer that allows for the 14 known allergens. In addition, ensure that all take away food (packed lunches, Match Teas, House Events, BBQ etc.) have the same disciplines applied.
- Arranging alternatives to the standard menu cycle where needed.
- Providing all allergen information associated with their food delivery in all locations.
- To support Houseparents in their communication with parents/guardians regarding food allergies and intolerances where needed.
- By only using authorised suppliers and being the control point of contact for all purchases of food for School Food Services and Hospitality.
- Ensuring suppliers of all foods and catering suppliers are aware of the School's food allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food are nut free or labelled 'may contain nuts'.

House Teams - all staff associated with the running of the House

The associated House teams are responsible for the pastoral care of pupils whilst they are in location at Stowe School. This applies to boarding and day pupils. They are the main point of contact for parents/guardians concerning information on pupil allergies and intolerances. This will be met by:

- Ensuring the Health Centre are informed of any allergies or intolerances that they become aware of which do not appear on the pupil iSams personal profile.

- If the pupils' dietary requirements can be met within the standard menu cycle, the Houseparents and Matrons will work with the pupils and parents/guardians to ensure a balanced diet is achieved.
- Where the pupils' needs cannot be met within the menu cycle, the Houseparents and Matrons will work with the Food Services Department to provide suitable alternatives.
- Communication with pupils, parents/guardians concerning the School's efforts to ensure that pupils' needs with known allergies and intolerances are met.
- Overseeing adherence to Food Allergy and Intolerance policy, concerning food brought into the House, or prepared in the House, which has not been provided by the Food Services Department.
- Where a House has an open event, inviting parents to bring food in for the pupils, it is important that the Houseparent/Matron informs them of any pupils with allergies and intolerances. The Food Services Department does not have any control over the food brought in during these events.

Offsite Visits

All staff must check the allergy and intolerance information of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on the iSams system. Where food allergies and intolerance have been identified, this must be relayed to the Food Services Department if they are ordering packed lunches/refreshments/food.

All staff undertaking an offsite trip must have attended the School's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from the Food Services Department has been clearly labelled and they are aware of any foods that should not be given to pupils.
- Check any foods that pupils may consume or purchase outside of the School during the trip e.g., Motorway service stations, hospitality from other venues.

Staff

Staff have a responsibility to manage their known allergies or intolerances. All food will be appropriately labelled within the Dining Hall. If further information is required, the Food Services and Hospitality Team can be asked at point of service.

Charity Events

If the School hosts any 'staff coffee mornings' or 'bake days' for charity it is important that no food poses a risk to the end user. Where products are not made on site by the Food Services Department appropriate signage should be in place. This will state the following:

*'This item was not produced at Stowe School, therefore we cannot guarantee that it **does not** contain nuts or any other allergens.'*

All products should be plated separately and stored as such (wrapped where possible) to prevent cross contamination to other items for sale.

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

School Shop - Provision of Tuck

The School Shop procures many items that are available to the pupils to buy. Items that are individually wrapped will carry their own labels on the branded packaging. Any items that are made or finished within the Shop such as cookies and tray bakes, should have the same disciplines applied via the Food Services Department and should be labelled as such.

To support this the staff will have access to a folder with further information of the ingredients used to make or finish the items on sale. If additional flavours or new lines are added this information must be updated.

Appendix A

School Management of severe allergies (ANAPHYLAXIS)

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline.

Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat.

Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction. Anaphylaxis awareness training is covered in many first aid courses, however staff who work within high-risk areas such as Food Services & Hospitality, Boarding Houses, Sports, and trip leaders will be required to attend the specific Stowe anaphylaxis training delivered by the Schools Health Team. This will need to be updated every three years.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g., dairy products, egg, fish, shellfish, and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of throat and mouth
- Anxiety
- Alterations in heart rate
- Abdominal pain, nausea, and vomiting
- Sense of impending doom
- Sudden feeling of weakness or floppiness (due to a drop-in blood pressure)
- Collapse and unconsciousness

When symptoms are those of anaphylactic shock the position of the pupil is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. **They should not stand up.**
- If there are also signs of vomiting, lay them on their side to avoid choking.
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up.

Action to take

Ask other staff to assist, particularly with making phone calls. One person must take charge and ensure that the following is undertaken:

- Ring (9) 999 immediately to get the ambulance on the way.

- Ring the Health Centre (HC) – state what has happened so that they can assess the situation and bring the appropriate medication (or for medication to be collected from the HC) to the location. Please note that the HC staff may not be able to attend immediately, and there should be no delay in using the person's medication. Locate the nearest First Aider to come and assist.
- Use the person's adrenaline device*, or the one located in the Food Services and Hospitality Department (Servery area) or within their House.
- Ring the pupil's Matron.
- Ensure that the Security Cabin is aware that an ambulance is coming onto site.
- Stay in the immediate area to assist the HC staff and/or direct the Emergency Services.
- Ensure that accident forms are filled out if applicable.
- HC Staff to contact parents/Houseparents as appropriate.

*Staff should update their training to use the adrenaline device every 3 years as a minimum. This will be delivered as part of first aid training, and by staff attending training delivered by the Health Centre team.

The Health Centre will email the following persons to inform them if any of the known pupils with food allergies have been admitted with an episode, regardless of severity.

- Head
- Deputy Head
- Designated Safeguarding Lead
- Group Director of Operations & Estates
- Head of Food Services & Hospitality
- Group Health, Safety, and Compliance Manager
- Houseparents & Matrons

Natasha's Law Compliance (01.10.2021)

At Stowe School, most of the food we produce is served to order in the Dining Room, not pre-packaged, and therefore is not affected by the changes brought in by Natasha's Law. We will continue to provide allergen information for this food. However, we do produce some food which will be affected by the changes.

Packed Cold Meals

We will produce a core range of items that will be individually wrapped and labelled with the ingredients; all allergens will be highlighted in red. Our packaged meals will consist of:

A made-on site baguette/sandwich

Piece of fruit

Bottle of water

Bought in wrapped sweet item

Packet of crisps

Baguettes/Sandwiches Range for packed meals

Egg, Cress & Mayonnaise

Ham, Tomato & Cucumber

Tuna, Mayonnaise & Rocket

Cheese & Tomato Chutney

Vegan Cheese & Tomato Chutney

Pasta Pot Range for packed meals

Pasta with Tomato Sauce

Pasta with Green Pesto

Gluten Free Pasta with Tomato Sauce

Cake Range for packed meals

Chocolate Brownie

Lemon Drizzle Cake

Gluten Free and Vegan Options are available on request.

All our made-on site packed meal items have a recipe card which is available on request from the Food Service Department. All products that are prepacked by us will be labelled with the ingredients, and the allergens will be highlighted in red.

When we are unable to provide a bought in packaged sweet item for packed meals, we will use a homemade Chocolate Brownie/ Lemon Drizzle cake. The cake will be labelled with the ingredients, and the allergens will be highlighted in red.

Health Centre Food Provision

For Pupils who are ill and are admitted to the Health Centre for care, we provide a lunch or supper meal from the daily school menu cooked onsite by the kitchen team – this is the same menu offer that is available to others via the main dining rooms. The meals are requested by the Health team, as an example; a daily lunch menu may feature Tomato and Basil Meatball Pasta or Vegetarian Meatballs, followed by Rice Pudding or Fruit Yoghurt. The Health

team ask patients what meal they would like from the daily choice and as an example could order 5 x meatballs and 2 x Veggie Meatballs, 6 x Rice Pudd and 1 Fruit Yoghurt.

The requested food is plated from the main servery area at the given service time and the dishes are promptly sent out to the Health centre. Accompanying the meal/s is the printed menu of the day; this menu identifies all allergens which are highlighted in red. The menu is hand dated and kept on file by the Health Centre for 48hours. An example of a menu is included.

Other Food Services Provision

Buffet food for CCF events, Barbeques, and food for Coaches/Sport Staff at the weekends (6th Form Centre) is accompanied by a menu with the allergens highlighted in red.

Any other food items that are ordered for functions and leave the kitchen for delivery around the site are accompanied by a menu listing the allergens in red.

Product Changes

We are aware that products can change without much notice, especially in the current climate. To mitigate any potential hazard our products are checked by the Storeman upon receipt and photographs of our usual allergen products are available. The product photograph folder is clearly marked and is kept in the main Storeroom.

Any change to allergen product is stored in a different area to its usual storage area, for example on a different shelf. An example to the type of product this could affect; mayonnaise, dessert mixes, chutneys, breads, margarines – this example is not exhaustive.

The shelf is identified as a new product area and a member of the management team is informed. The relevant changes are then made to the food label/menu/signage.

At least two sticky labels will be placed on the product stating “new product” if it is not possible to store them on the new product shelves i.e., Frozen products or raw meat, Fish etc

All members are staff are requested to be alert and are trained to report changes in product to a member of the management team.

Example of section for Boarding House Risk Assessment

The House Parents and the House team must clearly identify any rooms (Kitchens) where nut products must not be used/stored/eaten. This may be dependent on the year group of the stoic and the defined rooms they can access to make snacks etc. Such areas must be clearly identified within the House RA.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What existing control measures are in place to reduce the risk?	Risk Level Achieved H/M/L	What further action / control measures are still required to reduce the risk	Date to complete further action:
Access to nut related products within the house	Nut related products being stored/prepared/ eaten in the same Kitchens (Rooms) where other food is prepared	Risk to those with known allergies Cross contamination of food stuffs Unknown access	H	<ul style="list-style-type: none"> Signage to be in place on the designated kitchens noting ‘Nut Aware’ or ‘No nuts to be used in this kitchen.’ The School cannot claim to be ‘Nut free’ All nut products be labelled as such and kept in their 	M	<ul style="list-style-type: none"> Regular checks by HP and Matrons of the area. Regular remainderd of the awareness from the matrons/HP to the whole house. 	Ongoing

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What existing control measures are in place to reduce the risk?	Risk Level Achieved H/M/L	What further action / control measures are still required to reduce the risk	Date to complete further action:
	Other pupils bringing in nut related foods (purchasing from the shop/ local chops/ on- line/parents)	to nut related food		<p>original containers.</p> <ul style="list-style-type: none"> • Parents to be made aware that a stoic within the House/Year group has a nut allergy. • Stoic with the allergy to be informed of the requirement for them to remain nut aware and always ask/check labels before eating products. • The Food Service and Hospitality team must be made aware of all dietary needs when ordering products (or house events catered for by the FSH Dept. 		<ul style="list-style-type: none"> • Stoics presenting with new allergies the health Team/Parents to make the HP/Matrons aware to follow the above policy. 	

Example Menu that will be on display

Lunch Menu
Monday (example)

Tomato & Basil Meatball Pasta
Contains; wheat, milk

Vegetarian Meatballs with Rich Tomato Sauce
Contains; wheat, milk, egg

Minted New Potatoes
Roast Mediterranean Vegetables

Vanilla Rice Pudding
Contains; milk

Jam Sauce

White Chocolate Chips
Contains; milk, soya

Dark Chocolate Chips
Contains; soya
May contain milk

Sources of Reference:

- www.allergyuk.org
- www.anaphylaxis.org.uk
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

Policy Amendments

[illegible]