

## Stowe School Food Allergy and Intolerance Policy



*This policy should also be read in conjunction with Stowe School Allergy Policy, which is created and owned by Stowe School's Medical Team.*

### **Introduction**

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

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 self-responsibility to 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 Catering 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 self-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.

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 Catering facilities 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). Therefore it is important the Catering team 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, that 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 Medical Team being involved with the parents/guardian and the pupil in establishing an individual medical Care 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 Catering 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 Medical Team.



### General Procedure (Staff, Members of the Public including SHPT Visitors and SEL Corporate Users)

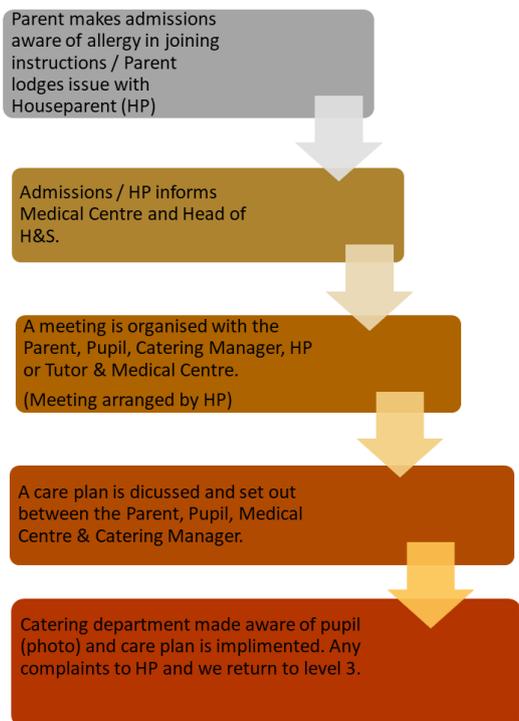
Due to the diverse nature of the School, it is important that allergen information is accessible to all parties who visit the site.

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 Catering teams to allow them to plan appropriate menus and selections of food.

The Catering Department will hold food information in various folders and menu information cards will be displayed on the service counters outlining the contents of dishes. These can be referred to or upon request by any guests. It is the guest/ diner responsibility to ask a member of the Catering Department 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 Catering Department, or supplier of food.

### Responsibilities





### Medical Centre

Once medical information for pupils has been received from Admissions or the Houseparent's concerning food allergies and intolerances, it is the Medical Centre's responsibility to coordinate the communication of the relevant information, to the Catering Department and Houseparent's. 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/Houseparent's.
- Reviewing individual pupils, with food care plan requirements, against the menu cycle and discussing pupil needs with the Houseparent's, Matrons and the Catering 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.
- Offer and deliver training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.
- Responsible 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) and applicable Houses in secure medical boxes.

### Catering Department

The Catering Department are 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, intolerants and anaphylaxis. All staff must be informed of this during their in-house induction training. This training will be updated every three years.
- 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 alternative to the standard menu cycle where needed.
- Providing all allergen information associated with their food delivery in all locations.
- To support Houseparent's in their communication with parents/guardians regarding food allergies and intolerances.
- By only using authorised suppliers and being the control point of contact for all purchases of food for School catering.
- 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

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contact for parents/guardians concerning information on pupil allergies and intolerances. This will be met by:

- Ensuring the Medical 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 Houseparent's 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 Houseparent's and Matron's will work with the Catering 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 in to the House, or prepared in the House, that has not been provided by the Catering 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 with allergies and intolerances. The Catering 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 Catering 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 Catering 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 Catering Department can be asked at point of service.

#### Charity Events

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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 Catering 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 Catering 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 (Catering) Boarding Houses, Sports and trip leaders will be required to attend the specific Stowe anaphylaxis training delivered by the Schools Medical 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
- Alterations in heart rate
- Severe asthma symptoms (see asthma section for more details)
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness



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Next Review: 31 January 2021

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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 Medical Centre (MC) – state what has happened so that they can assess the situation and bring the appropriate medication to the location. Please note that the MC 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 Catering Department 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 MC staff and/or direct the Emergency Services

Ensure that accident forms are filled out if applicable.

\*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 Medical Centre team.

The Medical 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.

- Headmaster
- Deputy Head (CCR)
- Director of Operations and Estates
- Catering Manager
- Health Safety and Compliance Manager
- Relevant House Parents