

# Stowe School



## Stowe School Catering Food Allergy Policy

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Annual review January 2016 Version 2.0  
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*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 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 for Consumers Regulation (1169/2011) December 2014*.

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

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- 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) 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 to food allergens in the Catering facilities including the School Shop.

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** - 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 as required under the Food Information for Consumer Regulations December 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>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 Aspects (pupils)

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

- The Medical Officer being involved with the parents and the child 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 Matron/ House nurse/ Parents.
- 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 Aspects (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 information folders during each service outlining the contents of all dishes at the service. This can be referred to upon request by any guests.

Stowe House Preservation Trust offers light refreshment in the Welcome Center. It is important that all of the requirements are met to inform the customers of the ingredients products contain. Before any items are sold, the SHPT Visitor Services Manager must check the procedures with the Catering Department, or the supplier of food to ensure that they follow the School's procedures outlined in this document.

### **Responsibilities**

Medical information for pupils is private and confidential. However, it is the Medical Centre's responsibility to pass any information on to the Catering Managers with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department. Housemaster/Mistress will be made aware direct from the Medical Centre. Catering department will arrange to meet with pupils.
- A list with pictures 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 Apollo system for staff to download during trips and activities.
- The Medical Team who 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.

The Medical Centre is responsible for supplying the relevant pupil medication (adrenaline device). Pupils are responsible for ensuring that they have their medication with them at all times.

Additional devices are located in the School Servery (Garter room) and the Medical Centre. It is the responsibility of the Medical Centre Team to keep these up to date. Spare devices can also be found in the pupil's Houses in secure medical boxes.

The Catering Staff are also responsible for:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs 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 stuffs are nut free or labelled 'may contain nuts'.
- Being aware of pupils and staff who have such food allergies and updating this training every three years. All staff must be informed of this during their in-house induction training. Clear labelling of items of food stuffs that may contain nuts.

### **Educational Visits, House Events (for example packed lunches/BBQs etc)**

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' information is on the Apollo system. Where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering packed lunches/refreshments/food when the order is placed. This also includes the request for any foods for House BBQ's.

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 (also any foods that other pupils may purchase outside of the School and consumed during the trip).

Where a House has an open event inviting parents to bring food in for the pupils it is important that the Housemaster/Matron informs them of any pupils they have in the House with allergies. The Catering Department does not have any control over the food brought in during this time so it is hard to monitor.

### **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, however, this is difficult for the Catering Department to monitor. Where products are not made on site, but sold by the School, 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 allergen'.*

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. The only items that are purchased/made on site are the cookies and the tray bakes, which are cut and portioned up before selling.

Both of the above products will have relevant labels (similar to those in the Catering Department so that they are easy to follow) and the staff will have access to a folder with further information of the ingredients used to make the items on sale. If additional flavours or new lines are added this information must be updated.

Where possible during storage and display items that are known to contain nuts and peanuts (although they are individually wrapped and sealed during the manufacturing process) should be stored separately to other food items. This is to try to limit cross contamination to sufferers.

## Appendix A

### School Management of severe allergies (ANAPHYLAXIS)

All staff must make themselves aware of the School First Aid Policy. This outlines Anaphylaxis and the recognition and treatment that should be followed. Below is the extract from the School First Aid Policy.

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.

Common triggers of anaphylaxis include:

- Nuts, 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 tongue/throat and mouth
- Alterations in heart rate
- Severe asthma symptoms
- 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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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 (recovery position).
- 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 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.
- Pupils may have oral medication to take in the first instant
- 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 Center 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)
- Operations Director
- Catering Manager
- Health and Safety Manager
- Relevant Housemaster/Mistress