Godolphin & Latymer

# Allergy Safety Policy

Reviewed by: MH September 2026
Approved by: Governors, September 2026

Next review by: January 2028

## 1 Introduction

1.1 The Godolphin and Latymer School recognises its responsibility for the safeguarding of its pupils and the continuous need for awareness of the risk to pupils who may suffer from allergies, including food allergies or intolerances, particularly those identified to be at risk of anaphylaxis.

1.2 This policy sets out the School's whole-school approach to reducing the risk of allergic reactions, supporting the safety, wellbeing and inclusion of pupils with allergies, and ensuring appropriate arrangements are in place to respond effectively should an allergic reaction occur.

## 2 Allergy Awareness and Definitions

2.1 An allergy occurs when a person's immune system reacts to a substance that is normally harmless. Whilst many allergic reactions are mild, some can result in anaphylaxis, which is a severe and potentially life-threatening medical emergency.

2.2 Allergic reactions may be caused by a range of allergens, including food, insect venom, medication, airborne and contact allergens and latex. Allergic conditions include food allergy, asthma, eczema and hay fever. Food allergies include, but are not limited to, the 14 allergens listed in Appendix A.

## 3 Roles and Responsibilities

3.1 **Named Allergy Governor:** The Governing Body has appointed Tracy Meller as the Named Allergy Governor to work in partnership with the Designated Allergy Lead to oversee allergy safety.

3.2 **Designated Allergy Lead:** The Deputy Head (Pastoral) is the School's Designated Allergy Lead and has overall responsibility for driving the implementation of this policy. The Designated Allergy Lead is responsible for:

- overseeing the School's arrangements for supporting pupils with allergies;
- ensuring appropriate procedures are in place to reduce the risk of allergic reactions;
- ensuring relevant allergy information is appropriately communicated to staff and others who need to know in order to safeguard pupils;
- promoting a whole-school approach to allergy awareness, safety and inclusion;
- ensuring appropriate allergy awareness and emergency response training is provided to staff in accordance with this policy;
- overseeing arrangements for Individual Healthcare Plans, where required;
- working with the School Nurses, Catering Team and other relevant staff to manage allergy risks;
- monitoring allergy-related accidents, incidents and near misses, identifying lessons learned and, where appropriate, recommending improvements to the School's arrangements; and
- ensuring this policy is reviewed at least annually.

## 4 Wellbeing, Inclusion and Bullying

4.1 The School is committed to promoting the safety, wellbeing and inclusion of pupils with allergies. Pupils with allergies will not be excluded from School activities solely because of their allergies where appropriate control measures can be implemented safely.

4.2 Staff will remain alert to the possibility of allergy-related bullying and will respond promptly to any concerns in accordance with the School's Anti-Bullying Policy. Where appropriate, pupils with allergies may receive additional pastoral support to promote their wellbeing and inclusion.

## 5 Allergy Awareness and Emergency Response Training

5.1 All staff present during times when pupils are scheduled to be on site will receive allergy awareness and emergency response training at least annually. This includes permanent and temporary staff, supply teachers, peripatetic staff, agency workers, regular volunteers, catering staff and others who may supervise pupils.

5.2 Staff will complete online allergy awareness training. The School Nurses will also provide practical training to staff within departments on recognising and responding to anaphylaxis and the administration of the two types of adrenaline devices: Adrenaline Auto-Injectors (AAIs) and non-injectable nasal adrenaline devices.

5.3 Staff are made aware of the School's arrangements for reporting allergy-related accidents, incidents and near misses using the School's Accident and Incident reporting system.

5.4 Allergy awareness and emergency response training will form part of the induction arrangements for new staff. Arrangements will also be made to ensure that supply and cover staff receive appropriate allergy awareness information before supervising pupils.

5.5 The Named Allergy Governor and the Designated Allergy Lead will complete appropriate allergy awareness training to support their oversight of the School's allergy management arrangements.

## 6 Minimising Risk: Potential Threats and Actions

6.1 The School has identified the principal allergy risks that may arise during school activities together with the measures in place to reduce those risks. Further information about these arrangements is set out below and in the Appendices.

| Potential Threats | Mitigating actions |
|---|---|
| Any food on the school premises provided by the School | The School's caterers, Lodestone House, comply with all applicable food hygiene and Health and Safety Laws and Regulations. Lodestone House staff also follow the protocol set out in the School's Catering and Food Hygiene Policy.<br><br>Lodestone House do not knowingly use any of the following ingredients in recipes for school food: **nuts, pine nuts, sesame oil/seeds, poppy seeds, pumpkin seeds or kiwi fruit**.<br><br>Products that say they "may contain" one of the 14 named allergens are highlighted on the Lodestone |

| Potential Threats | Mitigating actions |
|---|---|
| | House allergen reports for that dish.<br><br>All catering staff receive regular training from Lodestone House, with some staff receiving additional training for enhanced allergen management roles. |
| Allergens in food brought into school via snacks/lunch from home (ie cake sales, break-time snacks). | Pupils, staff and visitors are reminded to be allergen aware, and not to share food with others. They are also asked <u>not</u> to bring nuts on to the School site. |
| Events where food is served on the premises but not prepared on the premises i.e., School Birthday; Christmas Bazaar. | Reminders to pupils, staff and any visitors/contractors to be allergen aware **and not** to bring nuts on to the site. |
| Food brought in for Food Technology lessons. | Staff and pupils are made aware of <u>not</u> using nuts.<br><br>Food Technology staff are informed via the Special Medical Needs (Allergies) poster about any pupils with specific food allergies so that these can be avoided in lessons. |
| Exposure to known airborne or contact allergens during School activities. | Where the School is aware that a pupil has a known airborne or contact allergy, reasonable steps will be taken to reduce the risk of exposure.<br><br>Staff planning activities, including science, art, music and PE should consider any known allergy risks and consult the School Nurses where appropriate. |
| Lists of ingredients not explicitly naming the allergen (e.g., casein and whey as milk derivate, arachis oil as another name for peanut oil). | Allergen information is available for all food prepared on site and for any packaged food provided or sold on site in accordance with food information legislation. |
| Contact between persons who have handled related foodstuffs (in or outside school) and allergy sufferers, without appropriate handwashing. | The School promotes good hand hygiene practices to reduce the risk of allergen transfer.<br><br>Catering staff follow Lodestone House's handwashing protocols. |
| Catering or exposure to an allergen on educational visits and trips. | Group Leader has access to relevant medical information for the trip, including details of pupils with allergies.<br><br>Where appropriate, host families, residential centres and third-party providers will be informed of relevant dietary requirements and allergy risks. |

| Potential Threats | Mitigating actions |
|---|---|
| | Pupils bringing a packed lunch are reminded not to bring food containing nuts. Pupils are reminded not to share their packed lunch with others. |
| Failure to communicate allergy information to staff who need to know. | Relevant allergy information is recorded on the School's management systems and shared with staff responsible for pupils, including those leading educational visits and other off-site activities, where appropriate. |
| Delay in accessing emergency medication during an allergic reaction. | Pupils prescribed adrenaline devices are expected to carry two in-date devices. The School also maintains spare adrenaline devices, which are kept in the Medical Centre, Pupils' Servery and Reception and ensures that relevant staff are trained in recognising and responding to anaphylaxis. |
| Food provided by third-party providers, including external caterers and venues. | Where food is provided by a third party, the School will take reasonable steps to ensure that appropriate allergen information is available and clearly communicated to those selecting food. |

## 7 Specific actions by School Staff

7.1 The School Nurses record allergy information, together with any other medical information about pupils, on to the School's management information system (iSAMS). Pupils with serious allergies are included on the School's 'Special Medical Needs' list, along with their photograph and details of the allergies. This information is shared with staff who need the information to safeguard pupils, including Lodestone House's catering team, where appropriate.

7.2 Before joining the School, parents/carers are required to complete a Confidential Medical Questionnaire (CMQ), including details of any allergies or other relevant medical information. The School Nurse will contact parents where further information is required and will request an annual confirmation that the information held remains accurate and up to date.

7.3 The School, together with Lodestone House, will carry out an individual risk assessment for any pupil at risk of anaphylaxis.

7.4 Pupils whose allergies require active management will have an Individual Healthcare Plan (IHP). The IHP will be developed in collaboration with the pupil and their parents/carers, taking account of advice from healthcare professionals where available. Where appropriate, the IHP will be supported by an Allergy and/or Asthma Action Plan provided by the pupil's healthcare professional. Individual Healthcare Plans will be maintained by the School Nurses, and reviewed at least annually, when the pupil's needs change or when updated medical information or an updated Action Plan is received. Relevant information will be shared with staff, where appropriate.

7.5 **If there are changes to a child's allergy profile during the school year, the parents must inform the School without delay**.

7.6 Parents are responsible for providing up to date medical information, supplying prescribed emergency medication, including adrenaline auto-injectors and asthma medication where prescribed, and ensuring that medication remains in date and replaced as necessary.

7.7 Pupils prescribed adrenaline devices are expected to carry two in-date devices at school and on all off-site activities, in accordance with the arrangements agreed with the School Nurses, unless alternative arrangements have been agreed and documented by the School. Adrenaline devices must be readily accessible at all times and must not be stored in a way that delays access in an emergency.

7.8 The School maintains spare adrenaline devices in accordance with the Department for Education's statutory guidance. The School Nurses are responsible for overseeing the arrangements for spare adrenaline devices, including:

- ensuring that spare AAIs are stored in pairs in clearly marked green emergency adrenaline boxes located in the Medical Centre, Pupil Servery and Reception;
- ensuring that the boxes are readily accessible and can be opened by pulling the zip tie on the front;
- monitoring expiry dates and arranging replacement where necessary; and
- ensuring that relevant staff are aware of the location of the spare AAIs and how to access them.

7.9 Spare AAIs may be used for a pupil with a known risk of anaphylaxis where their own device is unavailable or has malfunctioned and, in exceptional circumstances, for a child or adult presenting with an unexpected anaphylactic reaction. If there is any doubt, the emergency services should be contacted without delay. The School aims to cater safely for pupils with food allergies. Appropriate control measures are in place to reduce the risk of allergen exposure and cross-contamination; however, the risk cannot be entirely eliminated.

7.10 Where a pupil has a severe or life-threatening food allergy, the School will assess their catering arrangements on an individual basis, in consultation with Lodestone House, the School Nurses, the pupil and their parents/carers, as appropriate. Appropriate control measures and any reasonable adjustments required to enable the pupil to eat safely at School will be considered. Where, following this assessment, the School determines that Lodestone House cannot safely cater for the pupil's particular allergy, alternative arrangements will be agreed with the pupil and their parents/carers.

7.11 The School cannot cater for individual pupils' taste requirements; its priority must be those with medically evidenced food allergies and intolerances.

7.12 The School catering staff will prepare food containing known allergens in a way that minimises the risk of cross contamination. There remains a risk of cross contamination where pupils self-serve some aspects of lunch and other food provided by the School.

7.13 Lodestone House adheres to all food allergen laws and regulations in catering for pupils, staff and visitors on site. In particular, this includes the completion of an allergen report being prepared by the person preparing the food (and double-checked by a second member of the team) to show the allergens which are contained within each food product/meal. Accurate allergen information will be made available for food prepared and served by Lodestone House. The Catering Team will notify the School of any significant changes to ingredients or allergen information which may affect pupils or staff.

7.14 Lodestone House use the food management system HACCP (Hazard Analysis and Critical Control Points) to reduce the risk of cross contamination during food preparation. All allergens are tracked through comprehensive labelling. Lodestone House do not knowingly purchase, store or use any products which contain **nuts, pine nuts, sesame oil/seeds, poppy seeds, pumpkin seeds or kiwi fruit**. Their procedures on ordering and delivery include checks to ensure that products delivered to the kitchens do not include these ingredients.

7.15 Staff embarking on food projects or using food as part of their educational provision, such as the Food Technology Department, must check the Special Medical Needs (anaphylaxis) poster for the food allergy status of all the pupils in their class and must consult with the School Nurses as required before the activity takes place to ensure appropriate control measures are in place.

7.16 Allergy related accidents, incidents and near misses will be reported in accordance with the School's reporting procedures and reviewed to identify any lessons learned and any improvements required to the School's allergy management arrangements.

## 8 Specific actions for School trips/ educational visits

8.1 These actions should be read in conjunction with the Educational Visits Policy and First Aid Policy.

8.2 The School is committed to supporting pupils with allergies to participate in educational visits wherever it is safe and reasonably practicable to do so. Appropriate risk assessments and reasonable adjustments will be considered to enable pupils to participate safely.

8.3 Where a serious allergy risk has been identified, the Group Leader must ensure that appropriate emergency medication is accessible throughout the visit and is not stored in a way that delays access in an emergency, that allergy risks have been considered as part of the visit risk assessment and that accompanying staff are aware of the pupil's needs and the relevant emergency arrangements.

8.4 The Group Leader of an Educational Visit must confirm whether any of the pupils attending the trip have any allergies requiring emergency medication or other specific management arrangements. The Group Leader must understand the severity of each pupil's allergy by discussing this with the School Nurses during their pre-trip meeting.

8.5 Some pupils have particular food allergies which will need to be taken into consideration when planning a visit. Should an educational visit require pupils to bring a packed lunch from home, the following wording must be used in the communication to parents and pupils: **Please ensure that no nut products are included in your child's packed lunch**.

8.6 For pupils who are at risk of anaphylaxis, the Group Leader should consider, in consultation with the School Nurses, whether the following further actions should be taken:

- Where appropriate, advising the coach, rail, or airline or other transport providers providing the transport about serious food allergies and requesting that reasonable steps are taken to reduce the risk of exposure to allergens. This could include extra cleaning of a seat used by the pupil and announcing to fellow passengers that a child with an allergy is on board. The School Nurses also produce a booklet regarding travel

with allergies which is shared with the Group Leader and pupil/parents as appropriate.

- Where appropriate, advising the destination/residential centre, host family or third-party provider of any relevant allergy information necessary to safeguard pupils.
- The accompanying member(s) of staff allocated to supervise the pupil are aware of what an allergic response looks like and have received appropriate allergy awareness training, including recognising and responding to anaphylaxis and administering an adrenaline device.

8.7 Where a pupil has a life-threatening allergy, the Group Leader must consult with the School Nurses and/or member of the Senior Leadership Team, the pupil's parents and any third party trip provider about whether, and if so how, the pupil can be catered for safely on the trip.

8.8 Pupils who are prescribed adrenaline devices and antihistamine medication must bring their adrenaline devices and medication on the trip. They will not be permitted to join the trip without their two in-date adrenaline devices.

8.9 Pupils are reminded not to share their packed lunches with others.

8.10 Following any serious allergic reaction, or near miss, the School will review the incident in consultation with the School Nurses, taking into account information provided by the pupil, parents/carers and staff, and consider whether any additional measures are required, including whether any changes to the School's allergy management arrangements are necessary.

## 9 Staff and Visitors with Allergies

9.1 Staff with allergies are responsible for carrying any prescribed emergency medication and may choose to inform the School Nurses of their allergy so that appropriate support can be provided if required. Staff with food allergies are responsible for checking the allergen information available before selecting food and, if they are unsure about the allergen content of any food, should speak to a member of the Catering Department before selecting it.

9.2 Where food is being provided to visitors at a small school meeting or event, the organiser should, where practicable, ask attendees in advance about any dietary requirements or food allergies and ensure that this information is shared with the relevant catering staff. For larger School events where individual requirements cannot reasonably be obtained in advance, allergen information for food provided will be clearly available and accessible to visitors, who will be advised to speak to a member of the catering team if they require further information about allergens.

## 10 Status and Review

10.1 A link to this policy will be included in the Staff Handbook. This policy will be published on the School's website and communicated to staff, pupils and parents/carers and will be available in hard copy on request. It should be read alongside other policies related to the care and welfare of pupils.

10.2 This policy will be reviewed at least annually to ensure that it remains up to date, reflects current statutory guidance and continues to meet the needs of the School.

## Appendix A: The 14 Major Food Allergens

The following are the 14 food allergens that must be identified under UK food information legislation. Pupils, staff and visitors may have allergies to other foods or substances which are not included in this list.

### 1. Celery

This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.

### 2. Cereals containing gluten

Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats are often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour.

### 3. Crustaceans

Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.

### 4. Eggs

Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.

### 5. Fish

You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.

### 6. Lupin

Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.

### 7. Milk

Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.

### 8. Molluscs

These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews.

### 9. Mustard

Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.

**10. Nuts**

Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.

**11. Peanuts**

Peanuts are actually a legume and grow underground, which is why they are sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.

**12. Sesame seeds**

These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, humus, sesame oil and tahini. They are sometimes toasted and used in salads.

**13. Soya (sometimes known as soybeans/products thereof)**

Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.

**14. Sulphur dioxide (sometimes known as sulphites)**

This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer.

**Appendix B: Severe Allergic Reaction – Anaphylaxis**

**What is an allergic reaction?**

Allergic reactions are caused by the sudden release of chemicals, including histamine, from cells in the body. The release is triggered by the reaction between the immune system antibodies (called Immunoglobulin E or IgE) and the food or substance (known as an allergen) it has been exposed to.

**What is anaphylaxis?**

Anaphylaxis (pronounced ana-fil-ax-is) is a serious and often sudden allergic reaction, requiring emergency treatment.

Any allergic reaction, including anaphylaxis, occurs when the body's immune system wrongly identifies a food or substance as a threat.

Reactions usually begin within minutes and rapidly progress but can occur up to 2-3 hours later.

**Mild to moderate symptoms may include:**

- a red raised itchy rash (known as hives or urticaria) anywhere on the body
- swelling of the face, lips and/or eyes
- a tingling or itchy feeling in the mouth
- mild throat tightness
- stomach pain, vomiting or diarrhoea

These symptoms can also happen on their own. If you don't have the ABC (Airway/Breathing/Circulation) symptoms, the reaction is likely to be less serious and is not the same as anaphylaxis but watch carefully in case ABC symptoms develop.

These mild to moderate symptoms can be treated initially with antihistamine such as Piriton.

**Symptoms of anaphylaxis – severe reaction:**

If someone is experiencing any of the following symptoms, it should be treated as a medical emergency:

- → **AIRWAY**– swelling in the throat, tongue or upper airways, hoarse voice, difficulty swallowing
- → **BREATHING**– sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough
- → **CIRCULATION**– dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, loss of consciousness or collapse.

**In the event of a serious allergic reaction, it's crucial to act quickly and follow these steps:**

- Anaphylaxis can develop very quickly. As soon as you suspect anaphylaxis you must act *without delay*.

- Pupils with severe allergies are required to carry their Adrenaline Auto-Injector such as Epipen (there are other brands but this is the most popular and the brand which the school hold as Emergency AAI) or Nasal adrenaline spray such as EURneffy.
- The medicine should be on the person, in their bag or coat, if not use the Emergency Anaphylaxis Kit - which are located at Reception, Pupil Servery or Medical Centre.
- If you come across a severe allergic reaction and there is no medication available, it may be that they have left if somewhere else or never been diagnosed and this is the first time they have reacted – in which case the spare emergency medication at school can be administered.
- In a life-threatening emergency like severe anaphylaxis, anyone is legally allowed to administer adrenaline, even without formal medical training.
- Do not waste time waiting for the School Nurse to arrive. The first dose of adrenaline should be administered immediately, or as soon as possible and must be given within **5 minutes** of the onset of anaphylaxis.
- Instructions for both devices are shown below and instructions are always on the individual device.
- Do not hesitate as adrenaline is a safe medicine and will not cause harm even if given in error.
- Adrenaline acts quickly to reverse the symptoms of anaphylaxis. It opens up the airways by reducing swelling and raises blood pressure.
- It needs to be given as soon as possible when there are any signs of a serious allergic reaction. Serious symptoms are easier to reverse when they're treated early.

**Administration:**

- If the person is conscious, lie them flat with their legs raised to assist in blood flow to the heart and vital organs.
- If they're having difficulty breathing, they can be propped up with legs stretched out straight.
- Follow instructions on the device making a note of the time you give the first dose.
- **Call 999 -** Give your exact location – school postcode (W6 0PG).
- If symptoms don't improve after **five minutes**, or symptoms get worse, **give a second dose**.
- Tell the operator it is "anaphylaxis" (ana-fil-ax-is).

**After Administration:**

- Even after the medication has been administered the casualty will be required to attend hospital, even if they improve, to monitor the effects of the adrenaline and ensure there is no repeat reaction.
- Do not move casualty - movement can make symptoms worse and cause a sudden drop in blood pressure.
- Stay with them until emergency services arrive and keep monitoring the casualty's condition carefully and be prepared to commence CPR if necessary.
- It is advisable to also send for the Defibrillator also.

- Hand the medications used to the ambulance crew for safe disposal.

**Important notes:**

- If the allergen is food and the casualty is conscious encourage them to drink some water and rinse and spit out – but to avoid swallowing. This is to remove any food substance which may be stuck in the gums and can cause a repeat reaction.
- Never induce vomiting.
- If the allergy has been caused by an insect sting, remove the stinger – do not pinch or try to remove by hand but swipe it off with – a plastic card like a bank card is very effective.