



CHURCHER'S COLLEGE

ALLERGY POLICY

SENIOR SCHOOL, JUNIOR SCHOOL AND NURSERY (INCLUDING EYFS)

April 2025

ALLERGY POLICY

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Authorised by

Bursar

Date

April 2025

Date of next review

April 2026 or earlier as required

1 Purpose

1.1 The aims of this policy are:

- to minimise the risk of any pupil, member of staff or visitor suffering a serious allergic reaction whilst at school or attending any school related activity;
- to ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise; and
- to ensure the School supports pupils with allergies such that they are safe and not disadvantaged in any way whilst taking part in school life.

2 Introduction

- 2.1 The 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.
- 2.2 The School is committed to a whole school approach to the care and management of those members of the School community.
- 2.3 The School's position is not to guarantee a completely allergen-free environment, but rather to minimise the risk of exposure by hazard identification, instruction and information and thereby to encourage self-responsibility to all those with known allergens to make informed decisions on food choices. The School works closely with its catering provider (Sodexo) to ensure that pupils with allergies are catered for safely, with appropriate meals prepared and served to those children. It is also important that the School has robust plans for an effective response to possible emergencies.
- 2.4 Accordingly, the intent of this policy is to set out the procedures in place to minimise the risk of any person suffering anaphylaxis or food intolerance whilst on the School premises and the measures taken to ensure staff at the School are properly prepared to manage such emergency situations should they arise.
- 2.5 This policy has been created with input from the School's catering provider, Sodexo, and with due regard to the Allergy Guidance for Schools published by HM Government which sets out the legal requirements for schools and caterers, including the Food Information Regulations 2014. It should be read in conjunction with the First Aid Policy and Health and Safety Policy.

3 Definitions

- 3.1 **Allergy:** A condition in which the body has an exaggerated immune response to a substance (food, pollen, insect stings, medicines and others). The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction called anaphylaxis.
- 3.2 **Allergen:** A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- 3.3 **Anaphylaxis or anaphylactic shock:** A severe and potentially life-threatening allergic reaction to an allergen. The whole body is affected often within minutes of exposure to the allergen. Symptoms and treatment are described in section 6.

- 3.4 **Adrenaline auto-injector** ('AAI'): A syringe-style device containing a dose of adrenaline, which is an individually prescribed drug for diagnosed anaphylaxis sufferers for immediate intramuscular administration in order to control the immediate life-threatening symptoms while emergency help is sought. There are two brands of AAI licensed for use in the UK: Epi-Pen and Jext Pen.
- 3.5 Common allergens include (but are not limited to) the 14 major food allergens required by UK and EU law to be identified on labels and menus, plus latex, insect venom, pollen and animal dander. The 14 major food allergens are: Celery, Cereals containing gluten, Shellfish, Eggs, Fish, Lupin (in some flour), Milk, Molluscs, Mustard, Nuts (tree nuts), Peanuts (ground nuts), Sesame seeds, Soya, Sulphites (eg dried fruit, wine).

4 Roles and responsibilities

4.1 Parent responsibilities

- 4.1.1 On entry to the School, it is the parents' responsibility to inform the School of any allergies.

As part of the admissions process, parents are required to provide details of any known food allergies that their child may have by submitting a completed Food Allergy Information Form to the School. The allergy form requests details of any food allergies, intolerances or other dietary-related medical conditions. Parents are provided with a copy of a Frequently Asked Questions document from the School's caterer, Sodexo.

Details of any allergies (food and non-food related) should also be notified to the School on the Health Report Form, which must be completed and submitted to the School as part of the admissions process.

As per 4.1.4 below, parents **must** keep the School informed of any changes to their child's medical status, including any changes in allergy management and details of any new allergies that their child may have developed since joining the School. Parents are able to notify the school of any changes to their child's allergies by completing and submitting a Change to Food Allergy Form, available on request from the school office.

- 4.1.2 Parents are required to supply the School with a copy of their child's Allergy Action Plan (see section 5). If the pupil does not currently have an Allergy Action Plan this must be developed as soon as possible in collaboration with a healthcare professional e.g. GP/allergy specialist.
- 4.1.3 Parents are responsible for ensuring any required medication is supplied, named, in date and replaced as necessary. Parents are also requested to consent to the use, if necessary for their child, of emergency AAIs held by School (see section 8), such consent normally to be provided as part of the Allergy Action Plan.
- 4.1.4 Parents are required to keep the school up to date with any changes in allergy management by providing an updated Allergy Action Plan as and when it is modified.

- 4.1.5 Parents should label all water bottles, other drinks and lunch boxes provided by parents for all pupils (and especially those with food allergies) clearly with the name of the child for whom they are intended.
 - 4.1.6 If their child wishes to purchase food from the Senior School Tuck Shop, parents should check the appropriateness of foods by speaking directly to the Catering Manager.
 - 4.1.7 Parents must ensure their children with allergies use the dedicated Allergy Counter at lunch service (in the Senior School), and check with catering staff before selecting their lunch choice.
- 4.2 Sodexo responsibilities
- 4.2.1 Sodexo is contracted to provide catering services at the School and is responsible for:
 - All aspects of compliance with food law
 - Providing allergen information to consumers at the School for both prepacked and non-prepacked food and drink served at meal times and at other School events for which Sodexo is providing catering
 - Handling and managing food allergens in food storage, preparation and serving to prevent cross contamination, including but not limited to preparing food for children with food allergies first, careful cleaning of food preparation areas and utensils, and dealing appropriately with food suppliers
 - Providing all Sodexo staff with suitable and regular training on allergens and catering for anaphylaxis sufferers
 - Ensuring that suitably trained Sodexo staff are available to provide allergen advice and guidance on foods being served
 - Ensuring that Sodexo staff are aware of and can identify those pupils at the School with known food allergies
- 4.3 School responsibilities
- 4.3.1 The School has a duty of care to all users of the School premises and a particular responsibility to support pupils with medical conditions, including allergies. As such it will:
 - Obtain medical information, including details of allergies and the child's Allergy Action Plan, from parents of all new pupils prior to joining the School and add this information to the School's Management Information System (iSAMS);
 - Remind parents, ideally annually, of the need to provide up-to-date information on any allergies and any changes to their child's Allergy Action Plan;
 - Maintain and publish in the Staff Room a photographic register of pupils who have been prescribed an AAI;
 - Have procedures in place to ensure that Sodexo are provided with details of pupils with food allergies and/or specific dietary requirements. The School will inform Sodexo of any changes to pupil allergen information, as notified by parents;
 - Provide Sodexo with photographs of pupils who are AAI carriers;

- Ensure that pupil allergy information is available via the School Management Information System (iSAMS) for inclusion in pupil lists for sports fixtures and trips;
- Manage the storage and supply of Spare AAls (see section 8);
- Provide training to School staff to ensure they understand anaphylaxis, are aware of common allergens, are able to interpret labels for food allergens, and are suitably trained in emergency procedures and in the use of AAls; and
- Provide suitable facilities for food service and seek to ensure that staff, pupils and visitors are aware of allergy issues at events where food is provided or served by caterers other than Sodexo.

4.4 Staff responsibilities

4.4.1 All staff will complete anaphylaxis training as set out in section 9.

4.4.2 Staff should be aware of the pupils in their regular classes who have known allergies, as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities (e.g. crafts, cooking classes, science experiments and special events) must be supervised with due caution, with specific consideration of allergies in the risk assessment. A photographic list of pupils who carry AAls is displayed in the Staff Room.

4.4.3 **Cover lessons:** Where a member of staff is providing cover work because they are unable to teach their regular class(es), they should ensure that they provide the cover teacher(s) with details of any pupils in the class(es) who have known allergies. In the Senior School, the Cover Work pro forma includes a section where the absent teacher can identify which pupils in the class have serious medical needs.

If it is not possible for the absent teacher to provide this information, the relevant Head of Department (Head of Section or Head of Nursery in CCJS&N) should do so on their behalf. If a member of staff who is taking a cover lesson has not been provided with the required information, they should request it from the relevant Head of Department (Head of Section or Head of Nursery in CCJS&N).

4.4.4 **CCJS&N:** Staff leading school trips and away sports fixtures will be responsible for carrying any medication that is required for pupils who are participating in the trip/fixture. Staff will collect the relevant medication from the medical room prior to departure and will ensure that it is returned to the medical room on return from the trip/fixture.

4.4.5 **Senior School:** Staff leading school trips and away sports fixtures must check that all pupils with medical conditions, including allergies, carry their medication at all times when possible, and ensure that medication is safely looked after and returned to the pupil immediately after activities where it is impractical for it to stay with the pupil.

4.4.6 Staff must carry out suitable risk assessment and make suitable preparations and arrangements to ensure the safety and full inclusion of allergy pupils. See sections 12 and 13 for more details.

4.4.7 While it is the parents' responsibility to ensure that all medication is in date, the School Nurse (Senior School) or nominated First Aider (CCJS&N) will conduct spot

checks of pupils' medication on a termly basis and send a reminder to parents if medication is approaching expiry.

- 4.4.8 In the Junior School and Nursery, food will not be given to food-allergic pupils other than the Sodexo catering provision. 'Birthday food treats' brought in by pupils to share amongst their class/year group will not be given to food-allergic pupils, and instead Sodexo will provide an appropriate substitute allergen-free 'food treat' for food-allergic pupils on those occasions.

4.5 Pupil responsibilities

- 4.5.1 Junior School pupils in Years 3-6 should queue for their lunch and ask for their special meal, which will be served to them from the dedicated allergy counter (Counter 2) by the nominated Sodexo Allergy Champion. Nursery, Reception and Year 1 pupils are provided with a suitable meal at their table. Pupils in Year 2 are served their meals from the dedicated allergy counter (Counter 2)
- 4.5.2 Senior School pupils with food allergies should collect their lunch from the Allergen Counter and seek advice from Sodexo staff as necessary.
- 4.5.3 On School trips or sports fixtures, pupils should make themselves known to staff and request their allergy meal, raising any concerns or questions to staff.
- 4.5.4 Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- 4.5.5 Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times. Senior School pupils with known anaphylaxis are required to carry two AAIs with them at all times (including on trips and sports fixtures). Termly spot checks are carried out to ensure that pupils have their AAIs with them at School.

5 Allergy Action Plans

- 5.1 Allergy Action Plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction.
- 5.2 The School recommends use of the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plan template, which is commonly used within the NHS.
- 5.3 Parents are responsible for providing the Allergy Action Plan for their child as generated by or with help from a healthcare professional (e.g. GP/Allergy Specialist). The School Nurses can provide the BSACI template if parents do not receive an Allergy Action Plan from their GP or Allergy Specialist. The completed Allergy Action Plan must be provided to the School upon admission or upon diagnosis of the allergy (if later).
- 5.4 Parents are required to keep the school up to date with any changes in allergy management by providing an updated Allergy Action Plan as and when it is modified.
- 5.5 The pupil's Allergy Action Plan includes parental consent for use of the spare AAIs.

6 Emergency treatment and management of anaphylaxis

6.1 What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen. They can be delayed but upon onset will then progress rapidly.

Mild to moderate allergic reaction symptoms may include:

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

More serious symptoms are often referred to as the ABC symptoms and can include:

- AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing.
- CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

6.2 The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

6.3 If the person has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

6.4 Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

6.5 As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

6.6 Action:

- Keep the casualty where they are, call for help and do not leave them unattended.
- **LIE CASUALTY FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible. If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).

- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAI's should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
 - **CALL 999** and state **ANAPHYLAXIS** (“ana-fil-axis”).
 - Summon the School Nurse or a qualified First Aider (do not take the casualty to the Medical Centre or Medical Room).
 - If no improvement after 5 minutes, **administer second AAI**.
 - If no signs of life commence CPR.
 - Call parent/carer/next of kin as soon as possible.
- 6.7 Whilst you are waiting for the ambulance, keep the casualty where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.
- 6.8 All casualties must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.
- 6.9 Complete the Incident Form in accordance with the Health and Safety Policy.
- 7 Supply, storage and care of medication**
- 7.1 Senior School pupils are required to take responsibility for and to carry their own two AAI's on them at all times (in a suitable bag/container).
- 7.2 For Junior School and Nursery pupils, an anaphylaxis kit for each diagnosed child is kept in the School's Medical Room, not locked away and is accessible to all staff.
- 7.3 Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:
- Two AAI's
 - An up-to-date allergy action plan
 - Antihistamine as tablets or syrup (if included on Allergy Action Plan)
 - Spoon if required
 - Asthma inhaler (if included on allergy action plan).
- 7.4 It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled. However, the School Nurse (in the Senior School) / nominated First Aider (in CCJS&N) will conduct spot checks on each child's medication on a termly basis and send a reminder to parents if medication is missing, unlabelled or approaching expiry.
- 7.5 Parents can subscribe to expiry alerts from the manufacturer of their child's AAI's to make sure they obtain replacement devices in good time.
- 7.6 **Older children and medication:** older teenage children should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However,

symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot, and staff retain responsibility for ensuring that children have their medication with them throughout school trips.

7.7 **Storage:** AAI's should be stored at room temperature, protected from direct sunlight and temperature extremes.

7.8 **Disposal:** AAI's are single use only and must be disposed of as sharps. Used AAI's should be given to ambulance paramedics on arrival or the parents, having written the time administered on the side of the used pen.

8 **Spare Adrenaline Auto-Injectors and Inhalers in school**

8.1 The School holds spare AAI's and Inhalers for emergency use at the School site in children whose parents have consented for their use in an emergency and when their own devices are not available or not working. **Spare AAI's are not taken on School trips** and therefore it is imperative that children take their own devices on all trips. **Spare inhalers are not always taken on School trips** and while the Senior School does have one emergency asthma kit including an inhaler that is taken on some school trips, availability of the kit is not guaranteed, so Senior School pupils must carry their own inhalers at all times including on all school trips.

8.2 The spare AAI's and Inhalers are stored in emergency allergy kits, each in an orange container, clearly labelled 'Emergency Adrenaline Pens and Inhalers'. The kits each contain two spare AAI's and an Inhaler, which are kept in the following locations:

CCJS&N: **Medical Room** behind the Front Office

Senior School: **Medical Centre** on the wall by the Nurses' office

Old College Main Reception, on the table by the entry door

8.3 The School Nurse (in the Senior School) / nominated First Aider (CCJS&N) is responsible for checking the spare medication is in date on a monthly basis and to replace as needed.

8.4 Written parental permission for use of the spare AAI's is required as part of the pupil's Allergy Action Plan.

8.5 If anaphylaxis is suspected in an undiagnosed individual not known to have allergies, call the emergency services and state you suspect ANAPHYLAXIS ("ana-fil-axis"). Follow advice from them as to whether administration of a spare AAI is appropriate.

9 **Staff training**

9.1 All staff will complete anaphylaxis training when they join the School, and will complete refresher training at reasonable intervals thereafter. This training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis and knowing when to call for emergency services
- Knowing how and when to administer emergency treatment (including AAI's) in the event of anaphylaxis

- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what

9.2 A practical session using trainer AAI devices is included in the School's First Aid training, as detailed in the First Aid Policy.

10 Inclusion and safeguarding

10.1 Churcher's College is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

11 Catering

11.1 All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens (see paragraph 3.5) must be available for all food products.

11.2 The school menu is available for parents to view with all of the 'Top 14' allergens highlighted on the school website at churcherscollege.com.

11.3 When parents submit a completed food allergy form to the School, the submission is passed on to the School's caterer, Sodexo, so that they can ensure that the child only receives school meals that are safe and appropriate for them. The School will inform Sodexo of any changes to pupil allergy information, as notified by parents. Parents/carers are encouraged to meet with the Catering Manager to discuss their child's needs.

11.4 All Sodexo catering staff working at Churcher's are trained on Sodexo's allergy management processes and procedures, and are required to adhere to the requirements of the Sodexo Managing Food Allergens in School training. Sodexo have appointed named Allergen Champions, who are authorised to conduct the daily pre-service allergen briefing and to double check allergen-free meals before they are provided to the appropriate pupils at each service. Sodexo procedures require an Allergen Champion to be present during all catering services.

11.5 During lunchtime service in the Senior School, meals for pupils with special diets are pre-plated, covered, labelled and double-checked, to be served from the dedicated Allergen Counter with its own hot cupboard in the Servery. Pupils must collect their food from the Allergen Counter and make themselves known to a Food Allergen Champion. After receiving their meal these pupils are asked to make their meal selection for the next day.

11.6 At the Junior School and Nursery, catering for allergy children is as follows:

- Meals for Nursery children are pre-plated, named and served in the Nursery or at their table in the Dining Room. Food for allergy children is served on a different coloured plate from that used for food for non-allergy children.
- Infants (Reception to Year 2) pre-order their meal in the morning, and Sodexo ensure that allergy children receive the appropriate allergen-free meal. Meals for Reception and Year 1 children are served individually at their table. Pupils in Year 2 are served their meals from the dedicated allergy counter (Counter 2).

- Pupils in Years 3-6 queue at the counter, but are served separately from the dedicated allergy counter (Counter 2) by the nominated Sodexo Allergy Champion, who is summoned by the server at the counter.
- 11.7 In both the Junior and Senior Schools, a food allergy record form (allergen matrix) is displayed next to the main counter. The form is completed daily by Sodexo staff and details the allergens contained in all dishes available that day.
- 11.8 At the beginning of each school year Form Tutors will remind Senior School pupils with food allergies or intolerances of the procedure above. The Catering Manager will inform a senior member of the Pastoral Team of any allergy pupil who does not present themselves at the allergen counter such that this can be addressed with the pupil and parents as necessary.
- 11.9 **Staff:** During induction, all new staff are advised by a School Nurse that they should consider informing their line manager or Head of Department if they have any serious medical condition or allergies, especially those that necessitate the use of an AAI. It is the responsibility of individual members of staff to inform Sodexo of their specific dietary requirements, including intolerances and allergies. Sodexo will supply allergen-free meals where required, but otherwise it is the responsibility of staff to check with Sodexo that their meals meet their dietary requirements.
- 11.10 **Visitors:** Due to the diverse nature of the School, it is important that allergen information is accessible to all parties who visit the site. It is the responsibility of visitors to inform the School of any dietary needs, who will inform Sodexo.
- 11.11 **Visiting schools:** Schools who visit Churcher's for sports fixtures are responsible for advising the Sports Department of visiting pupils with allergies, who will provide this information to Sodexo. Sodexo will provide a suitable meal for the child but will rely on the staff accompanying the child to ask for that meal when they attend for match tea.

12 School trips

- 12.1 Staff supervising school trips must have completed anaphylaxis training (including use of AAIs) and must be aware of the pupils in their care who have known allergies (a photographic list of pupils who carry AAIs is displayed in the Staff Room, and pupil allergy information is available on the School Management Information System, iSAMS).
- 12.2 **CCJS&N:** During trips off site, staff are responsible for carrying any medication that is required by any of the pupils participating in the trip. If the pupils are separated into activity groups during a trip, each group will have an assigned member of staff who is responsible for carrying any medication required for pupils in their group. In some circumstances, such as during water based activities run by external instructors, the medication may be carried in the safety boat of an external instructor (stored in a waterproof container) rather than being carried by a member of school staff.

When external catering is to be provided during a residential trip, the School Administrator will produce an allergy list for the trip leader. The trip leader will cross-reference the allergy list with the trip medical report from iSAMS and any additional information that parents have provided on the trip consent and medical form. The trip leader will then notify the activity centre of allergy information for the participating pupils.

- 12.3 **Senior School:** Staff must check that all pupils with medical conditions, including allergies, carry their medication at all times. Pupils unable to produce their required medication will not be able to attend the excursion.

During activities where a pupil is necessarily separate from their AAIs (such as watersports) staff must ensure that pupils are reunited with their AAIs immediately after such an activity.

Staff must check that affected pupils have their AAIs prior to departing from accommodation on each day of a trip, prior to each meal and prior to starting the return journey to School.

- 12.4 Risk assessments must be carried out for all the activities on a school trip, and such assessments should include consideration of any specific risks to allergic pupils, with alternative activities planned as necessary to ensure inclusion.

- 12.5 In the Senior School, staff organising a school trip are responsible for identifying any participating pupils who have an allergy and/or are AAI carriers, and ensuring that they are catered for appropriately. In the Junior School, class teachers are responsible for collecting any allergy medication from the medical room, and Sodexo will provide appropriate food including any allergy meals for the class going on the trip. At both schools, packed lunches for allergen pupils will be in named bags, which will be sealed to prevent any tampering.

- 12.6 If staff require Sodexo or outside caterers (e.g. at the accommodation) to provide packed lunches or meals for the trip, staff should include a list of allergy/intolerant pupils and their requirements with the catering request so that appropriate meals can be provided. The caterer should be asked to provide clearly labelled food for the allergy/intolerant pupils. Staff must check that the provider understands the requirements and confirms that the food provided is safe for each allergy/intolerant pupil.

- 12.7 For children with food preferences, specific named meals do not need to be provided and instead staff should ask caterers to provide a range of vegetarian and vegan options (and any other preferences made known to staff) to satisfy all preferences.

- 12.8 For Junior School trips including allergy children, overnight trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip can be arranged if necessary. Staff at the venue for an overnight school trip should be briefed early that an allergic child is attending and will need appropriate food.

13 Sporting excursions

- 13.1 Allergic children should have every opportunity to attend sports fixtures and tournaments at other schools and venues. Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

- 13.2 Staff supervising such trips and fixtures must have completed anaphylaxis training (including use of AAIs) and must be aware of the pupils in their care who have known allergies (a photographic list of pupils who carry AAIs is displayed in the Staff Room, and pupil allergy information is available on the School Management Information System, iSAMS). Staff must check that all Senior School pupils with medical conditions, including allergies, have their medication on departure for the trip/fixture, and ensure that medication is safely looked after and returned to the pupil immediately after the sporting activity. For CCJS&N pupils, a member of school staff will be responsible for carrying pupil medication and then returning it to the medical room on arrival back at school.

- 13.3 When the sports trip or fixture includes catering by another school or organisation, pupils should make themselves known to caterers at the venue with oversight and support from School staff. Alternatively, at the discretion of the pupil or parents, the pupil may bring their own food or may request a packed meal from the School.

14 Bake Sales

- 14.1 The School may permit pupils and parents, as representatives of the Parents' Association, to run bake sales on the school site for fundraising purposes. Given the nature of these events, the School cannot guarantee that the food on sale will be allergen free. However, the School does require all food items that are offered for sale to be accompanied by a full list of ingredients (this applies to homemade and shop bought items). The School also requests that no nuts of any type are used in any of the bakes.

15 Allergy awareness and nut bans

- 15.1 Churcher's College excludes nuts from School catering provision and discourages parents and pupils from bringing in food containing nuts. However, the School does not have an outright ban on nuts and does not claim to be a nut-free school. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. Instead the School follows the guidance of Anaphylaxis UK and other organisations, who advocate for schools to adopt a culture of allergy awareness and education.

16 Useful links

Anaphylaxis UK Safer Schools Programme -

<https://www.anaphylaxis.org.uk/education/safer-schools-programme/>

AllergyWise for Schools (including certificate) online training -

<https://www.allergywise.org.uk/p/allergywise-for-schools1>

BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting pupils at school with medical conditions -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020)

<https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>