ALLERGIES POLICY

Last review: HM 28/11/25

Next review: HM 01/09/27

Kew House School Policy

Nut-Free and Anaphylaxis Management Policy

Applicable To:	All Staff, Pupils, Parents/Guardians, Contractors, and Visitors to KHS sites; Kew House, Annex, Pier House & sporting venues

1. Policy Statement and Introduction

Kew House School is committed to providing a safe and healthy environment for all members of its community, particularly those who suffer from severe food allergies, including nut allergies.

This policy establishes the rules and procedures necessary to manage the risks associated with nuts and aims to be fully compliant with statutory guidance from the Department for Education (DfE) and the Food Standards Agency (FSA), as referenced in the UK Government's *Allergy Guidance for Schools*.

Kew House School is designated as a strict 'Nut-Free' environment.

2. Aims and Objectives

The aims of this policy are to:

1. **Minimise Risk:** Proactively reduce the risk of pupils and staff being exposed to nuts and nut-containing products on school premises, thereby preventing severe allergic reactions (anaphylaxis).
2. **Legal Compliance:** Ensure the school meets its statutory duty under **Section 100 of the Children and Families Act 2014** to support pupils with medical conditions, including allergies.
3. **Ensure Safety:** Provide clear procedures for the immediate and effective management of anaphylaxis, including the use of emergency medication.
4. **Promote Awareness:** Educate the whole school community about the seriousness of nut allergies and their role in maintaining a safe environment.

3. Definitions

- **Nut-Free:** Refers to the exclusion of peanuts and all tree nuts (such as almonds, cashews, walnuts, hazelnuts, pecans, pistachios, macadamia nuts, and Brazil nuts) from the school site.
- **Anaphylaxis:** A severe, potentially life-threatening systemic allergic reaction that requires immediate medical treatment, often involving an **Adrenaline Auto-Injector (AAI)** (e.g., EpiPen, Jext, Emerade).
- **Cross-Contamination:** The unintentional transfer of allergens from a food containing the allergen to a food that does not contain the allergen.

4. Policy Implementation and Responsibilities

4.1. The School (Directors and Senior Leadership Team)

- To ensure the policy is effectively communicated, understood, and consistently enforced across all school operations.
- To ensure adequate and appropriate training is provided for staff on allergy management and emergency procedures (Section 7).
- To ensure the school maintains an appropriate stock of emergency **Adrenaline Auto-Injectors (AAIs)**, available for use in accordance with the DfHSC guidance, in addition to any prescribed AAIs held for specific pupils.

4.2. Staff

- To check ingredient labels on food products used in classrooms (e.g., for cooking or craft activities) to ensure they are nut-free.
- To supervise pupils, particularly at lunchtime, and ensure compliance with the policy.
- To undergo and refresh training on allergy awareness and the emergency administration of an AAI.
- To maintain strict hand-washing routines, particularly before and after eating.

4.3. Parents/Guardians

- **To ensure that no nut products, or food that may contain nuts or traces of nuts, are brought onto the school premises** (including in packed lunches, snacks, or for school events).
- To provide the school with up-to-date and comprehensive medical information and necessary prescribed medication (e.g., AAIs) for their child.
- To collaborate with the school in developing and reviewing their child's **Individual Health Care Plan (IHCP)**.

4.4. Pupils

- To understand why Kew House is a nut-free school and to cooperate by not sharing food or bringing nuts or nut products to school.
- To notify a member of staff immediately if they feel unwell or suspect they have consumed an allergen.

5. Managing Food and Catering

In line with the **Food Information Regulations 2014**, the school and its caterers adhere to the following procedures:

5.1. School Caterers

- **Allergen Information:** The caterer maintains accurate records of all ingredients and is required to identify and declare the 14 major allergens, ensuring compliance with UK law.
- **Menu Planning:** Menus are planned to exclude nuts and nut derivatives and include provision for pupils with special dietary needs.
- **Supply Chain:** Caterers must check with their suppliers to verify that all ingredients are safe and that product substitutions have not introduced new allergens.
- **Cross-Contamination:** Strict hygiene procedures are in place in the kitchen to prevent cross-contamination between ingredients.

5.2. Packed Lunches and Snacks

- The school strictly prohibits **all packed lunches, snacks, or birthday treats** that contain nuts or state they *'may contain nuts'* on the label.
- Staff will monitor lunches and snacks. If a product is identified as potentially containing nuts, the pupil will be asked not to consume it and the parent/guardian will be informed.

5.3. External Activities

- Parents and staff supervising school trips are responsible for ensuring all food consumed off-site during school activities (including packed meals provided by the school or parents) adheres to the nut-free policy.

6. Emergency Procedures and Training

The school has robust procedures for dealing with a severe allergic reaction (anaphylaxis).

6.1. Individual Health Care Plans (IHCPs)

- Every pupil with a diagnosed severe allergy must have a detailed and up-to-date **IHCP**, developed in partnership with parents and the relevant healthcare professional.
- The IHCP outlines symptoms, required medication, and the precise emergency response plan, ensuring continuity of care as required by statutory guidance.

6.2. Adrenaline Auto-Injectors (AAIs)

- **Prescribed AAIs:** Pupils with diagnosed allergies must keep their prescribed AAIs in a secure, central, and immediately accessible location (e.g., the school office or first aid room), with clear labelling and expiry dates.
- **Emergency AAIs:** The school holds a supply of emergency AAIs, as permitted by the Human Medicines (Amendment) Regulations 2017, for use on any pupil where a prescribed AAI is not available or if they are not known to have an allergy, but a severe reaction is suspected.

6.3. Staff Training

- All relevant staff, including teaching staff, catering staff, and lunchtime supervisors, receive regular, appropriate training on:
    - Recognising the signs and symptoms of anaphylaxis.
    - Emergency procedures, including calling 999 immediately.
    - The correct administration of an AAI, as per official guidance.