



SURBITON

HIGH SCHOOL

Allergy Safety

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Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** all its students to discover and embrace their individual talents, within United Learning's core mission to bring out "the best in everyone". We combine an intellectually rigorous academic environment with outstanding pastoral care and outstanding co-curricular opportunities; through this provision, we encourage our students to live out our **School values**, and become compassionate, respectful, courageous, and inquisitive members of the community.

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk



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1 Policy Statement

This Policy is written in line with, and has regard to, the statutory guidance [Allergy Safety in Schools](#) published by the Department for Education in July 2026 and is intended to explain how Surbiton High School is an 'allergy aware' school.

The named member of the School's Senior Leadership Team with responsibility for allergy safety ('Senior Allergy Lead') is Charlotte Demetz, Assistant Principal, Health and Safety, Compliance and Whole-school Organisation. In conjunction with the School Nurses, she will drive the implementation of the allergy safety policy and contribute to review of the policy. The member of the Local Governing Body with oversight is Dan Bloxham.

This Policy is published on an unrestricted area of the School's website, and on the Surbiton High School Staff Portal. A hard copy is available on request from the Principal's Office.

This Policy should be read in conjunction with the following documents:

- Group Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Needs Policy
- UL Allergy and Anaphylaxis Management Code of Practice
- UL First Aid Code of Practice
- UL Food Policy

The word 'nut' in this Policy is an umbrella term referring to peanuts, tree nuts, sesame seeds, or any product containing the same. Tree nuts include but are not limited to almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachio and macadamia nuts.

Unless qualified, the word 'allergy' in this Policy refers to the full spectrum of allergies, including hay fever, eczema and asthma.

This document is reviewed annually by the Assistant Principal, Health and Safety, or as events or legislation require. This policy may be reviewed more frequently, particularly where incidents or "near misses" suggest areas for improvement. Any review will take account of any incidents and "near misses" and will seek to learn lessons from them. This policy is sent to LGB Members so that they can familiarise themselves with it and monitor its implementation going forwards. The next scheduled date for review is September 2027.

2 Staff training

All staff are trained annually in allergy awareness and emergency response. 'Staff' includes all teaching staff, all ESS, all supply staff, permanent contractors with any scope for pupil contact, and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. It is not intended to include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.



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Annual staff training happens at September INSET and staff are given protected time in which to complete a certificated course online via the National College platform. Staff have a course booklet to refer back to with further sources of information signposted [allergy-and-anaphylaxis-supporting-documentation](#).

The course, entitled “Certificate in Allergy and Anaphylaxis Awareness”, covers the following topics:

- **What is an allergy?**
This module focuses on what an allergy is and how it is different to an intolerance, covering the different ways allergic reactions can begin.
- **Signs and symptoms of allergy and anaphylaxis**
This module looks at the signs and symptoms of allergy and anaphylaxis and covers how a person may present during a reaction.
- **Adrenaline devices**
This module shows you how to use adrenaline devices and how to respond in an emergency.
- **The top 14 allergens**
This module considers allergens, including the top 14 food allergens and the common non-food allergens.
- **Interpreting food labels**
This module explores the legislation around food labels and explains how the top 14 allergens have to be emphasised in some form.
- **Creating an allergy-aware school**
This module focuses on the key elements from Benedict's Law and DfE guidance that schools need to address to ensure that they are including students with allergies safely.

This annual training ensures that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including calling emergency services and informing parents, how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack), training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's “spare” adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy and local procedures;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;



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- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a “near miss”).

When a new member of staff joins Surbiton High School, they receive induction training covering these learning points via The National College platform.

A register of annual and induction training is maintained by the HR department on behalf of the Senior Allergy Lead.

Members of Lexington catering staff have completed Allergy Champion training.

3 Wellbeing

The School recognises that, for some pupils, having an allergy is a source of anxiety, especially if they have suffered anaphylaxis in the past. All staff are trained to be alert for this anxiety and to assuage it by showing empathy, iterating the facts around allergy safety, including that allergies can be safely managed and that there are good processes in place in case of an allergic reaction; taking all reasonable steps to support the pupil in managing their allergy; gently moving the child to greater self-management of their allergy as they grow in age and maturity; working with parents to ensure that the messaging to the pupil is consistent between home and school.

Specifically, we educate all pupils in allergy awareness and how they can support peers of theirs who have allergies. This topic is built into beginning-of-year reminders for pupils and is taught in PSHE

- What an allergy is
- Effects of allergies, especially anaphylaxis
- Risk of cross-contamination/accidental ingestion, and how to control it
- Epipens (adrenaline devices)
- How to support peers with allergies, including empathy/emotional support, and what to do if someone is having an allergic reaction

We take every opportunity to talk about allergies with groups of pupils so that it becomes ‘normalised’ rather than something to be hidden away, for example by SLT assemblies.

Form Tutors acknowledge a pupil’s allergies when they first spend time with them and identify themselves as a source of support

Our caterers have trained Allergy Champions, at least one of whom is on duty at every sitting

We know that peers can be less than understanding of a pupil’s allergy, which can lead them to stint on measures that keep them safe. At the very worst, a pupil’s allergy can be used to bully him/her. Accordingly, this type of bullying is mentioned in our Anti-bullying Policy, and, given the scope for life-threatening harm, is cited as a potentially aggravating factor. The likelihood of a pupil being bullied for this reason is sought to be reduced by the education of pupils in allergy awareness mentioned above.



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4 Minimising risk of exposure of pupils, staff and visitors to known allergens

The following measures are taken to minimise this risk on the School site (measures pertaining to school trips are outlined below in a separate section):

1. Risk of exposure through food **provided** by the School for pupils, staff and visitors

All food provided for the School for pupils to eat on site is through Lexington, as is the vast majority of food provided for consumption on school trips. This minimises the risk of exposure because Lexington staff are specialist caterers whose staff receive thorough training in allergy safety, observe the highest standards of food safety, and build up experience from working with allergens day to day. Please see the UL Food Policy and Lexington Food Allergens and Compliance with Relevant Legislation Policy for further information. These are available to Staff on Common Docs. On occasion, food is sourced via a registered “food business” e.g. an ice cream van or pizza delivery business and in this case the following steps should be followed:

- Member of staff in charge communicates home prior to the event so that pupils and their parents are aware
 - Obtain confirmation that the operator is a legitimate registered food business.
 - Require the operator to provide allergen information for all products sold.
 - Ensure staff supervising the event know which pupils have severe food allergies.
 - Considering whether the operator can identify products that are free from particular allergens.
 - Ensure that a risk assessment is undertaken
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- The statutory guidance states that a significant degree of training is required before any school staff should provide food directly for their pupils and that this would need to be put into practice whenever food is prepared. The many safeguards put in place by school caterers and external food businesses to keep pupils safe would also need to be carried out. Staff therefore are not permitted to provide food for pupils, with the exception of some pre-wrapped sweets for occasional lesson treats (see Appendix 1 FAQs).
 - Individual Healthcare Plans (IHPs) are drawn up and disseminated for most pupils with allergies so that the School is clear about what foods are safe for them to consume (see section below on IHPs).
 - All pupils with allergies, intolerances and special diets attend a Familiarisation Session at the beginning of each term run by Lexington in the Dining Hall.
 - There is a dedicated Allergy Counter in the Dining Room that pupils with allergies know that they must use, and where the duty Allergy Champion can be found. Pupils can receive a plated meal from the Allergy Severy, and are given advice on food choices, including those options that can be taken from the self-serve areas (e.g. salad bar).
 - In recognition of the fact that younger pupils are less able to self-manage their allergy and therefore more prone to unwitting exposure to allergens, a card identification system is in operation in the Prep School for pupils with allergies.
 - Prep School pupils with a food allergy carry a card when in the Dining Hall so that they can be easily identified by catering staff. The card has their photograph, name, class and allergy(s).



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- For food directly served by catering staff in the Dining Hall, a Food Allergen Record for each dish, with any of the 14 common allergens clearly noted, is on display. Self-served food e.g. from the salad bar, is labelled with any of the 14 common allergens clearly noted. If packed lunches are provided, contents will either have a list of ingredients on the wrapper or will be referred to on a Food Allergen Record that can be consulted at the point of distribution and packed lunches for trips are provided in a separate brown bag, clearly labelled with the student's name.
 - Pupils with allergies/intolerances/special diets know to identify themselves when using the additional food outlets run by Lexington, such as the tuck shop or Sixth Form café so that staff can support them in choosing safely. However, we cannot guarantee that school grounds and buildings are nut free as, despite frequent reminders, we cannot control all the food brought in by pupils for their own consumption.
 - The majority of our pupils at risk of anaphylaxis is due to nut allergy, with some at risk from nut residue on tables etc. or from airborne particles. Accordingly, Lexington do not prepare or sell foods containing nuts.
 - In respect of minimising risk for staff with allergies, the HR team asks new staff as part of the on-boarding process to declare allergies, intolerances or special diets. They are then put in touch with the School Nurse so that their needs can be discussed and any additional arrangements made. It is important that staff feel safe and looked after.
2. Risk of exposure through food **brought in by others** (pupils, staff, parents, volunteers, visitors)
- For the majority of our pupils at risk of anaphylaxis, this is due to nut allergy, with some individuals at risk from nut residue on tables etc. or from airborne particles. Accordingly, pupils, staff, parents, volunteers and visitors are forbidden from bringing nuts onto the site or to any School trips or activities. A reminder of this is sent electronically to all parents, pupils and staff every term
 - Pupils may wish to sell food in school (e.g. a bake sale or competition) to raise funds for charity or School Expedition. This is permitted, provided the following steps are taken:
 - The member of staff in charge communicates home prior to the event so that pupils and their parents are aware
 - Ensure that contributors provide an ingredient list for home-made items.
 - Ensure no nut ingredients at all and clearly label cakes containing any of the other 14 major allergens
 - Commercially packaged products should retain packaging so that ingredients can be checked.
 - Staff should not contribute items to the sale (otherwise this could be interpreted as the School "providing" food).
 - Ensure that a risk assessment is undertaken
 - If a pupil is so sensitive to a certain allergen that his/her friends would put him/her at risk if they ate this allergen alongside them, the School will liaise with those pupils and their parents to minimise this risk.



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- The PA (Parents' Association) is a much-valued part of the School community that raises funds for the School, including by selling food at events. The PA has agreed with the School to manage the risk of exposure to known allergens in the following ways:
 - no nuts (as per definition above);
 - no products that "may contain nuts";
 - packaging is retained so that those with allergies can make an informed decision;
 - at the point of sale, the purchaser is asked, "Any allergies?"
 - if in any doubt about the safety of the person eating the product, the sale is refused.

3. Risk of exposure through curricular or on-site co-curricular activities

As noted above, staff other than catering staff are not permitted to provide any kind of food directly to pupils (with an exception for Food Technology lessons in the Prep Schools). This precludes teachers bringing in food to lessons or activities to celebrate birthdays etc.

Staff should be aware of the risk of cross-contamination from food containers brought in for use in class (e.g. for junk modelling) and take steps to reduce any risk.

Some play dough contains wheat, to which some pupils are allergic. Staff check allergy lists in advance of the lesson and obtain wheat-free dough for any lesson with a wheat-allergic pupil in it.

4. Other risks

Some of our pupils and staff are allergic to one or more types of animal hair, a minority highly so. Dogs are not allowed to be brought onto site by visitors or staff (other than our three school therapy dogs, which are subject to a separate risk assessment and policy).

Some pupils and staff are allergic to insect stings, a minority highly so. If a stinging insect becomes present during a staff-supervised activity, the adult in charge asks whether or not anyone is allergic so that, if necessary, immediate steps can be taken to remove the threat.

5 Food allergy

Please refer to the United Learning [Food Safety Policy](#) which demonstrates how Surbiton High School manages the risk of food allergy and provides clear information on allergens in food provided.

6 Identifying pupils and recording information about allergies

All parents, once they have accepted a place at the School for their child, are prompted to complete a Food Allergy/Special Diet Notification Form via the School's admissions system if they indicate that their child has a food allergy/intolerance/special diet. This:

- requests comprehensive information about any allergy, including whether or not the pupil has been prescribed any treatment, including an Adrenaline Auto-Injector (AAI);



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- requires the parent to send us any food allergy / intolerance care plan written by a doctor or specialist nurse;
- obliges the parents to agree to inform the Welfare Centre of any new diagnosis or changes at any point during their child's time at the School. If a pupil ceases to be allergic, or an auto-injector is no longer required, a letter from a medical practitioner may be required before any medical alert or treatment plan is withdrawn.

Once parents submit the Food Allergy/Special Diet Notification Form it is sent directly to the Welfare Centre, Lexington, and the relevant Head of Year.

- Pupils with non-food allergies (e.g. animal hair, insect stings) are identified via specific questions on the Medical Information Form that has to be completed before a child is allowed to start at the School. Comprehensive information is obtained, including any prescribed treatment and/or care plan, with the School Nurses chasing up any incomplete information.
- The information and medical records are stored on the School's management information system (iSAMS). This is maintained by the School Nurses in the Welfare Centre.
- If necessary, the School Nurses liaise with the pupil's previous school in order to obtain the medical information that we need in order to keep them safe.

7 Individual Healthcare Plans

The School writes an Individual Healthcare Plan (IHP) for any pupil if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy and
- they require arrangements which are additional to or different from those made generally.

The information gained through the completion of these forms is used by the nurses to produce a school care plan if one hasn't been uploaded by parents.

The information will then be uploaded to iSAMS.

- Lexington staff have access to pupils' photos and allergy reports so they pull their own termly allergy lists. They automatically receive copies of any Food Allergy/Special Diet Notification Forms submitted by parents, meaning that their information is always up to date.
- Staff have direct access to iSAMS detailing pupil allergies and ailments.
- Staff planning any off-site trips are provided with an up-to-date medical conditions list from iSAMS for the pupils attending the trip. This will include any allergies and dietary requirements, so that appropriate meals can be provided and the risk of exposure to an allergen minimised.



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8 Review and updating of Individual Health Plans

IHPs are reviewed and, if necessary, amended by the School Nurses as follows:

- annually, with the opportunity taken to give any appropriate increase in responsibility to the pupil as he/she matures;
- if the pupil's needs have changed or if they can be better met by an amendment to the IHP;
- whenever the School receives new advice from healthcare professionals, with the most recent Allergy or Asthma Plan always referred to;
- following a significant incident or 'near miss' involving the pupil (see relevant paragraph below for details).

9 Transition between settings

- The guidance requires that, when a pupil leaves a school, their IHP is shared with the new school.
- When a pupil leaves Surbiton High School for another school the IHP is transferred.
- Conversely, the School Nurses liaise with the pupil's previous school in order to obtain any IHP if one is thought to have existed.

10 Prescribed adrenaline devices (ADs)

In line with clinical advice, ADs should be carried in pairs, because someone suffering anaphylaxis may require a second injection of adrenaline. The School is aware that pupils with prescribed ADs must have rapid access to both their ADs at all times, specifically within a maximum of 5 minutes' reach. This includes travelling to and from School, as well as School trips.

The default arrangement is that pupils carry both ADs in their school bag at all times, with this or an alternative location specified on each IHP. ADs must be carried with the pupil to and from School. It is the responsibility of parents to ensure that their child has their AD in their bag when leaving home for a day at school or for any School activity. In line with the guidance, a copy of the pupil's Allergy Action Plan should be stored with the ADs.

It is important that pupils have their bag (and therefore their ADs) close by to where they are on site at any point.

It is the responsibility of parents to check the expiry dates on ADs and to ensure that they are replaced in good time.

11 Spare adrenaline devices

Spare adrenaline devices are stored by the School for use in three types of emergency:

- when an individual's prescribed AD is not readily to hand, for whatever reason. They are not regarded as a routine replacement for prescribed ADs, which should be accessible to that pupil at all times. However,



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it is preferable to use a spare AD within 5 minutes of the onset of anaphylaxis than risk delay in order to use a prescribed one

- one or both of the prescribed AD misfires or is found to have expired
- when an individual without a prescribed AD is or appears to be suffering anaphylaxis (mindful that up to 20% of anaphylaxis reactions in schools happen in children without a pre-existing diagnosis of allergy).

In line with current medical regulations, the School only stocks Adrenaline Auto-injectors (AAs, colloquially known as EpiPens), not nasal sprays.

The administration of spare AAs, as detailed below, is undertaken by the School Nurses. Spare AAs are always stored in pairs, because someone suffering anaphylaxis may require a second injection of adrenaline. They are clearly marked 'SPARE' to avoid confusion with prescribed AAs. The expiry dates of spare AAs are recorded by the School Nurses, with replacements ordered and substituted in good time. An additional pair of in-date spare AAs is held in the Welfare Centre so that, if any of the emergency spares are used, they can be replenished immediately.

Expired or used AAs are disposed of using the Welfare Centre sharps bin.

Spare AAs must be within a maximum of 5 minutes' reach of any pupil at any time. Surbiton High School is a large site, so this is achieved by pairs of spare AAs being stored across all School sites.

The spare AAs are stored in unlocked cabinets, together with instructions for use.

The Human Medicines (Amendment) Regulations 2017 do not require consent to be obtained in order for ADs to be used in an emergency. However, in line with good practice, the School seeks prior consent from parents for emergency medication to be given. So as not to delay potentially life-saving intervention, consent is not checked before administering a spare AD.

12 Prescribed and emergency asthma reliever inhalers and spacers

As with ADs, pupils who have been prescribed an asthma inhaler are expected to bring it (in date and with sufficient remaining capacity) to School and to any School activity in their bag. Checking this is the parents' responsibility.

Each of the Spare AD cabinets (as noted above) also contains an emergency asthma reliever inhaler, spacer, and instructions for use. These are only used by pupils who have been prescribed an inhaler of their own and whose parents have given consent for an emergency inhaler to be administered.

13 School trips, away fixtures and off-site activities

Pupils must carry both their prescribed ADs in their bag to, from and during school trips. If they are separated from their bag at any point, it must be within a maximum of 5 minutes' reach.

It is the responsibility of parents to ensure that necessary medication, including for allergies, is brought on the trip- a point iterated in the letter home giving information about the trip. Pupils who have been prescribed ADs



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will be asked by the trip leader (or delegate) to show their two (in-date) ADs before departure. If the pupil is unable to do this, he/she will not be allowed to attend.

Prescribed asthma inhalers should also be brought by the pupil. Depending on the severity of the pupil's condition, the School reserves the right not to allow the pupil on the trip should he/she arrive without one.

Necessary arrangements for trips are detailed in each pupil's IHP and are followed.

As a general procedure, staff planning any off-site trips are provided via the Trips Administrator with an up-to-date medical conditions list for the pupils attending the trip (downloaded from the system no earlier than seven days prior to the trip's departure). This will include any allergies and dietary requirements, so that appropriate meals can be provided and the risk of exposure to an allergen minimised.

Any Allergy Action Plans / Asthma Action Plans are collected by the trip leader from the Welfare Centre immediately before departure from site or after school on the day before, as is medication not carried by the pupil personally. These Plans are handed back to the Welfare Centre immediately upon return, with a secure drop box in situ if this is outside Welfare Centre opening hours.

Any adult assigned to a pupil with an Allergy or Asthma Action Plan, together with all other first-aiders on the trip, must have familiarised themselves with the care plan and be trained and confident in supporting that pupil. They should know the location at all times of the Plan and associated medicines / ADs.

The statutory guidance gives discretion to schools regarding taking spare ADs on trips. The risk is greater on longer trips and if one or more pupils present has a history of anaphylaxis. Accordingly, the trip leaders will bring spare pupils' emergency medication (ADs and inhalers).

Every residential trip has at least one member of staff trained in how to administer an AAI.

The trip Risk Assessment includes a line prompting trip leaders to follow the above procedures and in particular to make themselves fully aware of which pupils, if any, are prone to anaphylaxis. Every Risk Assessment is signed off by Educational Visits Co-ordinator, who is also the Senior Allergy Lead.

14 Serious incidents and 'near misses'

- The School fulfils its obligation to record, report and respond to serious incidents and 'near misses' involving allergy safety, defined as follows:
 - A **serious incident** is any event relating directly to a medical condition (including allergy) in which a child, young person, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services. A person suffering anaphylaxis is always deemed to be a serious incident.
 - A **near miss** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so, for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.
 - These are recorded on United Learning's accident management platform, BeOnline.



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- Parents are encouraged to report to the School any impact of exposure to an allergen that is delayed such that staff would otherwise be unaware.
- The pupil's parents are informed as soon as is reasonably possible after any serious incident or near miss, and always by the end of that day.
- The Senior Allergy Lead is immediately informed of any serious incident or near miss involving allergies.
- Serious incidents and near misses are reported, investigated and reviewed in line with our *Health & Safety Policy*
- The Senior Allergy Lead reviews the investigation. If, in her judgement, the Allergy Safety Policy might benefit from amendment in light of what has happened, she initiates a review. She may also identify a training need, be it individual or collective.
- Communication is initiated with parents by the pastoral team as soon as any investigation has been concluded so that they have a full account of what happened. During this conversation, they are asked whether or not they would like to meet in person (with or without their child, or both) to discuss what has happened and how the School can best respond, both in respect of improving their child's IHP and in making any amendments to whole-school procedures. It is vital that, by the end of these conversations, both the pupil and his/her parents feel that his/her future safety has been prioritised by the School.
- Serious incidents and near misses often lead to anxiety and distress for those involved. The emotional toll is not minimised or disregarded by the School, which always stands ready and willing to provide the highest levels of pastoral care to pupils and parents. After an incident, the pupil's needs are re-assessed and allocated resource accordingly.
- All incidents and near misses involving allergies are submitted to the Health and Safety Committee for scrutiny and to ensure that lessons are learned. A member of the Local Governing Body sits on this Committee.
- The School is aware of and discharges its commitment to report certain serious incidents to:
 - the Health and Safety Executive under RIDDOR legislation;
 - the Food Standards Agency under Article 19 of Regulation (EC) 178/2002;
 - the relevant healthcare professionals (namely, if the serious incident or near miss relates to the delivery of an Allergy or Asthma Action Plan).
- It is possible that a serious incident or near miss raises a safeguarding concern about a child (e.g. if parents have neglected in their duty of care towards a child of their with a severe allergy). The Designated Safeguarding Lead will consult the relevant local authority's children's services in such situations.

Information sharing

Information is shared in line with our *Data Protection Policy*.

Awareness of the Allergy Safety Policy

Measures to raise awareness of this Policy are detailed in the preceding paragraphs.

Unacceptable Practice

Surbiton High School does not subscribe to the following practices and understands that they are unacceptable:



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- preventing children and young people from easily accessing their medication (for example prescribed adrenaline devices);
- ignoring the views of the child or young person or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;
- assuming that every child or young person with allergy requires the same support;
- assuming that older children and young people do not require support, even if they are able to take increasing responsibility for managing their allergy;
- assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- discriminating against children or young people with an allergy by sending them home frequently for reasons associated with their allergy or prevent them from staying for normal school activities or extracurricular activities, including lunch;
- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an allergic emergency (e.g. anaphylaxis), help must come to the child or young person rather than the other way round;
- penalising children or young people for their attendance record if their absences are related to their allergy, e.g. hospital appointments and health management. This includes excluding children and young people from rewards for 100% attendance where their non-attendance is the result of a medical condition or allergy.
- requiring parents / carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child;
- parents and carers should not have their work or other responsibilities impacted because the school, college or setting is failing to support their child's allergy;
- preventing children and young people from participating, or creating unnecessary barriers to them participating in any aspect of school, college or setting life, including external visits and trips, e.g. by requiring parents to accompany the child.



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15 Appendix 1: FAQs

1. Can we still do cake sales/bake offs?

Yes. These are still possible provided you do the following:

- Communicate home prior to the event so that pupils and their parents are aware
- Ensure that contributors provide an ingredient list for home-made items.
- Ensure no nut ingredients at all and clearly label cakes containing any of the other 14 major allergens
- Commercially packaged products should retain packaging so that ingredients can be checked.
- Staff should not contribute items to the sale (otherwise this could be interpreted as the School “providing” food).
- Ensure that a risk assessment is undertaken

2. Can we still share food for Multicultural Day?

Yes. This is still possible provided you follow the rules above.

3. Can we still do special events where food is served? (Ice cream/pizza treats)

Yes. Food should be sourced via Lexington wherever possible. If this is not possible, the food should be sourced via a registered “food business” e.g. an ice cream van or pizza delivery business

The following steps should be followed:

- Communicate home prior to the event so that pupils and their parents are aware
- Obtain confirmation that the operator is a legitimate registered food business.
- Require the operator to provide allergen information for all products sold.
- Ensure staff supervising the event know which pupils have severe food allergies.
- Considering whether the operator can identify products that are free from particular allergens.
- Ensure that a risk assessment is undertaken

4. Can we still give pupils sweets in lessons?

We should try and move away from the idea of treats and rewards in lessons being food-based. However, in this period of adjustment, there are a number of wrapped, branded sweets which can be used as occasional treats. It should be noted that no foodstuff is completely allergen-free due to the possibility of cross-contamination at source and the ingredients may be unsuitable for those with special diets, but the following brands do not contain any of the 14 common allergens:

- Starburst
- Maoam Joystixx and Maoam Stripes
- Swizzel’s Love Hearts
- Drumstick lollies
- Chupa Chups lollies



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5. If we give occasional treats like cookies, or ice cream from either Lexington or a different food business, the guidance seems to state that the children should not be given different things, but that all should have the same allergy free version. Is this the case?

No that's fine. The idea is that pupils with allergies are not made to stand out, and need to be included, so a dairy free or gluten free version of the same thing is fine; a completely different item may be more tricky to justify. We also need to recognise proportionality as with all things in Health and Safety and mitigate for the most obvious dangers.

6. Am I allowed to bring nuts into school for personal consumption as a member of staff?

No. The School Policy is that we do not allow staff or student to bring nuts onto the school premises in order to safeguard those pupils with severe allergies.

7. Can I bring in a cake to share with other staff to celebrate birthdays?

Yes, this is fine, as long as it doesn't contain nuts.

16 Document Information

This policy is reviewed annually or sooner if regulatory guidance changes. It is approved by the Principal and the Local Governing Body.

Version Number	1
Reason for Version Change	N/a new policy in line with the statutory guidance Allergy Safety in Schools
Name of owner/author	Charlotte Demetz
Name of individual/department responsible	Charlotte Demetz, Assistant Principal (Compliance, Health and Safety)
Name of Governor with Oversight	Dan Bloxham
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