

Philpots Manor School



Pupil Allergy Policy

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1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education's guidance on allergies in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Medical and Allergy lead

The nominated medical and allergy lead is Clare Sharpe, (Wellbeing Lead)

They're responsible for:

- Promoting and maintaining allergy awareness across our school community

- Recording and collating allergy and special dietary information for all relevant pupils
- Ensuring:
- All allergy information is up to date and readily available to relevant members of staff
- Allergy posters are up to date and in all staff areas
- All pupils with allergies have an allergy action plan completed by a medical professional
- All staff receive an appropriate level of allergy training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy
- Coordinating the paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

3.2 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

3.4 Designated members of staff

In addition to the responsibilities of teaching and support staff, 'designated members of staff' will also be responsible for helping to administer AAIs. These are members of staff who have volunteered and been trained to help pupils with AAIs in an emergency. The designated members of staff will be trained first aiders and will be assigned this responsibility as required. A list of the current first aiders indicating those that have volunteered and been trained to administer AAI's can be found at appendix 1.

3.5 Parents

Parents are responsible for:

- Being aware of our school's allergy policy

- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

3.6 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the pupil is not able to do so)

3.7 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating

- Sharing of food is not allowed
- Pupils have their own named water bottles

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However in order to avoid certain high-risk foods we are a nut-free school. We do not allow nuts or nut products in school; in food prepared by the school or brought in by pupils or staff.

These foods include but are not limited to:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, they will be asked to keep them in a sealed container or packet to minimise the risk, and returned home or the food may be confiscated and parents/carers advised..

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

5.5 Animals and the rural environment

Animals, their feed, bedding and the rural environment are a big part of the school environment particularly the horses and small animals such as rabbits. No pupil will be excluded from contact with the animals unless it is necessary.

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- A comprehensive risk assessment will be prepared for pupils with animal allergies before they are allowed to interact with the animals and specific parent / carers permission will be sought

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher or form tutor

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil
- A photograph of each pupil to allow a visual check to be made
- The register is kept on the google drive both in the students file and in the allergy folder, as well as in the wellbeing hub and can be checked quickly by any member of staff as part of initiating an emergency response

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately

- Designated members of staff are trained in the administration of AAI's – see section 7
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan
- If an AAI needs to be administered, a designated member of staff will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures. The school will follow the NHS advice on treatment of anaphylaxis below:

What to do if you think someone is having an anaphylactic reaction

1. Use their adrenaline auto-injector(AAI - such as an EpiPen) if the patient has one or use a spare AAI if the patient's AAI is not available.
2. Call 999 for an ambulance and say that you think you or someone else is having an anaphylactic reaction.
3. Lay the patient down - do not allow them to stand or walk around.
4. You can raise their legs and if they are struggling to breathe, raise their shoulders or sit them up slowly. If the patient is pregnant, lay them on their left side.
5. If they have been stung by an insect, try to remove the sting if it is still in the skin.
6. If their symptoms have not improved after 5 minutes use their second AAI or a spare AAI.

Do not allow the patient to stand or walk around at any time, even if they feel better

Symptoms of anaphylaxis can happen very quickly

- Swelling of throat and tongue
- Difficulty breathing or breathing very fast
- Difficulty swallowing, tightness in throat or a hoarse voice
- Wheezing, coughing or noisy breathing
- Feeling tired or confused
- feeling faint, dizzy or fainting
- Skin that feels cold to touch
- Blue, grey or pale skin, lips or tongue - if they have brown or black skin this may be easier to see on their palms or soles
- Rash that is swollen, raised or itchy

- If a pupil needs to be taken to hospital, make sure that the Headteacher and the medical lead are aware, staff will stay with the pupil until the parent / carer arrives, or accompany the pupil to hospital by ambulance.

- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parent /carers informed and requested to collect the pupil as soon as possible.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance. An appropriate number of spare AAI's will be purchased if the school has any pupil on site that carries their own AAI.

Procedures for buying spare AAIs:

- Spare AAIs will be sourced from a local pharmacy
- At least 2 spare AAIs will be purchased, more may be purchased if the number of pupils with AAIs is deemed to be sufficient to require further AAIs
- All spare AAIs purchased by the school will be of the same brand unless the brand held by the school is no longer available
- AAIs are available in different doses, depending on the manufacturer. In accordance with the Department of Health guidance on the dosage of AAIs used in schools any spare AAIs purchased by the school will be age appropriate in accordance with the following criteria:
 1. Children aged 6-12 years a dose of 300 microgram (0.3milligram)
 2. Anyone aged 12+ a dose of 300 microgram (0.3 milligram) or 500 microgram

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed
- Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

Clare Sharpe, and Sue Cheshire are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions

7.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events
- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events
- A member of staff trained to administer AAIs in an emergency will carry the spare AAIs on school trips and off-site events and will remain close to any pupil that may require to use the spare AAIs

7.6 Emergency anaphylaxis kit

The school will hold an emergency anaphylaxis kit if any student has been prescribed AAIs. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies

Training will be carried out bi-annually by the allergy lead.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy

- Supporting pupils with medical conditions policy
- School food policy

Appendix 1:

Name		AAI Trained
Anna Fidler	First Aid at Work	Yes
Bethan Stacey	First Aid at Work	
Debra Richmond	First Aid at Work	Yes
Doug Ainsley	First Aid at Work	
Kirsteen Higgins	First Aid at Work	Yes
Mike Lowe	First Aid at Work	
Nigel Huddleston	First Aid at Work	
Trinette Gordon	First Aid at Work	Yes
Kerry Lusted	First Aid at Work	
Kate Fuller	First Aid at Work	
Ashleigh Wheeler	Emergency First Aid at Work	
Louise Harris	Emergency First Aid at Work	
Clayton Saunders	Emergency First Aid at Work	
Lien Helsen	Emergency First Aid at Work	
Denise French	Emergency First Aid at Work	
Trudi Sutton	Emergency First Aid at Work	
Maria Zourari	Emergency First Aid at Work	

Koula Karagkiozoglou	Emergency First Aid at Work	
Liz Alderson	Emergency First Aid at Work	
Freya Sandford	Emergency First Aid at Work	
Ming Tang	Emergency First Aid at Work	
Andi Campbell	Emergency First Aid at Work	