



Allergy and Anaphylaxis Policy

Danes Hill School

This is the Allergy and Anaphylaxis Policy of Vernon Educational Trust Limited operating Danes Hill School, hereafter referred to within this policy as the **School** or **We**.

The School recognises that a number of community members (pupils, staff, parents and visitors) may suffer from potentially life-threatening allergies or intolerances, including to certain foods, insect stings, latex or drugs. We are committed to a whole school approach to the care and management of those members of the School community.

1. Policy Aims

- To identify the potential threats and the actions which the School and parents can reasonably take to prevent the presence of people with allergies accessing food containing such allergens in the School.
- Identify training requirements amongst staff and pupils in order to reduce, as far as possible, the risk of an allergic reaction and manage the risk of anaphylaxis.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, crustaceans, lupin, molluscs, celery, gluten, shellfish, sesame seeds, mustard, sulphites and soya)
- Insect stings (bees, wasps, hornets)
- Latex
- Drugs
- Idiopathic- (no obvious trigger)

2. Scope and Application

This policy applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.

This policy applies at all times when staff or pupils are under the care of the School, that is:

- in or at School;
- on School-organised trips;
- at School sporting events or away fixtures.

This policy is published on the School website and is available in hard copy on request.

3. Regulatory Framework

This policy has been prepared to meet the School's responsibilities under the:

- Children Act 1989;
- The Health and Safety (First-Aid) Regulations 1981
- Education (Independent School Standards) (England) Regulations 2014;
- Statutory framework for the Early Years Foundation Stage (DfE, March 2017);
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

This policy has regard to the following guidance and advice:

- Guidance on the Health and Safety (First-Aid) Regulations 1981 (HSE, 2013)
- Guidance on the symptoms of anaphylaxis (NHS Choices);
- Guidance on the use of adrenaline auto-injectors (AAI's) in schools (Department of Health, September 2017)
- Guidance on first aid for schools (DfE, February 2014);
- Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (Health and Safety Executive (HSE) EDIS1 (revision 3), October 2013).

The following School policies and procedures are relevant to this policy:

- Health and Safety Policy;
- First Aid Policy;
- Risk assessment Policy;
- Illness and Medicine Policy;
- Pre-Prep Food and Drink Policy;
- Safeguarding and Child Protection Policy.

4. Potential Risks

The School has identified the following factors as potential risks which may trigger anaphylaxis:

- Any food on the School premises, whether provided by the School or from outside.
- Food brought into the School by pupils, including for food projects.
- Contact between persons who have handled foods known to present a risk of an allergic reaction (in or outside School) and allergy sufferers, without appropriate handwashing.
- Catering on School premises / residential trips/educational visits / School sporting events or fixtures (home and/or away).
- Events where food is served on the School premises, but is not prepared on the premises i.e. Family Day, Christmas Fayre, staff events, cake sales.
- Misinterpretation or a lack of understanding of the differences between a life-threatening 'allergy' or an 'intolerance' which may produce milder symptoms.
- Lists of ingredients not explicitly naming the allergen (e.g. casein and whey as milk derivative or arachis oil which is another name for peanut oil).
- Latex in products that are not recognised
- Drug allergies
- Insect stings

5. School Responsibilities

The Board of Governors has overall responsibility for all matters which are the subject of this policy. The Headmaster has formal oversight of the administration of first aid, including to those with allergies or anaphylaxis. The Headmaster's responsibility has been delegated to the School Nurses to ensure the effective implementation of this policy.

Notwithstanding these responsibilities, the School is not able to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification, instruction and information. There are many foods that do not contain allergens but which are labelled as being produced in factories that cannot be guaranteed to be allergen-free due to the potential for cross-contamination in preparation. It cannot be reasonably expected that all these items be kept out of the School.

Items correctly packed and labelled will be permitted in School, in limited and controlled circumstances i.e. packed lunches or snacks provided by the School. Ingredients in products should be checked and should be used to inform decisions regarding acceptable use of a product in the School (for example, ingredients that may cause an allergic reaction are listed in products in bold).

6. Holroyd Howe

The School has appointed 3rd party catering contractors Holroyd Howe to manage and effect the preparation, presentation and sale of food, beverages and consumable products in the School.

The School has reviewed Holroyd Howe's Allergy Intolerance and Management Overview and is satisfied that it meets the requirements of the medical staff and this policy. Please see Appendix A for Holroyd Howe's Allergy Intolerance and Management Overview.

The Holroyd Howe catering manager (**Catering Manager**) will liaise with the Medical Centre, pupils and their Parents as appropriate to discuss a pupil's allergies or medical conditions.

7. Parent/Carer Responsibilities

Parents and carers of pupils with an identified allergy *must*:

- Inform the Headmaster if the pupil has or develops any known medical condition, health problem or allergy by returning a medical form. **If a medical form is not returned by a parent, the School will not allow the child to attend until it is received.**
- Provide the Medical Centre/School Nurses with relevant medical documentation/tests/reports necessary to manage the condition, as well as any appropriate medicines prescribed by the pupil's doctor.
- Assist the School by educating the pupil and encouraging increasing independence in the pupil's awareness and management of their allergy as they develop.
- Check the weekly menu and contact the School or the caterers should they have concerns.

The School recognises that pupils should be allowed to carry their own medicines and relevant devices (such as Adrenaline Auto Injectors - AAI's), wherever possible or should be able to access their medicines for self-medication quickly and easily. Following consultation between the School, parents and the pupil, a pupil may be permitted to store and carry their own medication if in the opinion of

the School Nurses they are sufficiently competent to do so. This will be reflected in a pupil's medical care plan.

All parents and carers *are required* to do the following:

- When parents or carers send food into the School (such as for a School trip packed lunch) they will required not to provide food which contains the obvious allergens i.e. nuts, or sesame seeds which would include peanut butter, Nutella, all nuts and cooking oils containing nut oil. Berries are also high risk for many of our pupils.
- Provide the Medical Centre/Bevendean staff with any named medication that the pupil is prescribed, and ensure it is kept in date.
- Provide any medication prescribed for the pupil at weekend sporting fixtures home or away and for School out-of-hours events or trips: The Medical Centre is open 0800-1730.

8. Medical Centre Responsibilities

Medical information for pupils provided to the School will be shared as is necessary to manage the pupil's condition. Otherwise it will be kept private and confidential. Such information will be reviewed by the School Nurse or Doctor who will consider who else should be informed.

It is usual for all School staff to be made aware of pupils with any type of allergy via:

- The School's information management system for pupils
- Medical care plans prepared for pupils at risk as appropriate.
- Medical Alert lists, with pictures, published on the VLE under Medical and displayed on the private staff noticeboard. (Bevendean staff are independent with these displays).
- Trip reports will include details of pupil or staff health needs and should be consulted by staff attending, prior to going off-site.
- The Anaphylaxis care-plan board in the Medical Centre which provides a visual check for sports staff. This should be consulted before staff leave for any sporting fixture off-site.

It is the School Nurse's responsibility to pass any food allergy information onto the Catering Manager on a "need to know" only basis. In addition to this the School Nurses will liaise with the Catering Manager to discuss the management of any pupil's allergy as applicable.

9. School Staff Responsibilities

- All staff will be made aware of pupils with known allergies by the Medical Centre.
- Form teachers must be proactive, as far as reasonably possible, in protecting pupils in their care who have a known allergy.
- Staff who have undergone training, including First Aiders Designated Members of Staff, must be responsible for ensuring they are confident in how to use an adrenaline auto-injector (AAI) in an emergency.
- Holroyd Howe, the School caterers, use a colour coding system to identify special diets. The colour code is as follows:
 - **RED:** Pupil has had a severe reaction / anaphylactic shock or has been medically diagnosed.
 - **AMBER:** Pupil has an allergy or intolerance.

- **BLUE:** Pupil excludes foods due to preferences, including religious beliefs.
- Holroyd Howe are mindful of all pupils who have allergies, whether producing food cooked on site or in the supply of packed lunches.
- Residential trip providers will be notified in advance of our visit of pupils in the group with allergies or intolerances. Parents will also be involved in establishing the pupil's dietary needs with these organisations.
- Staff will not take pupils off-site without checking with the School Nurses for a list of all medical conditions for the pupils in their care, and taking care plans/AAI with them as advised by the Nurses.
- Staff embarking on food projects must take responsibility for checking with the School Nurses, the dietary needs of their class.
- The School ensures there are an adequate amount of qualified First Aiders are available across the site and when pupils are off-site. Other members of staff can also train in the use of AAI's on demand with the School Nurses. These individuals are known as Designated Members of Staff and staff should be aware of who the Designated Members of Staff are, and how to access their help. Please see Section 11 for further details on training provided to staff.

Pupils in the **RED** category

- A pre-plated meal will be provided for them. Whilst Holroyd Howe can provide meals that do not include the nominated allergens, they cannot guarantee that dishes do not contain traces of allergens as they may be stored and prepared in the same areas as known or identified allergens.
- A meeting will be set up between the School Nurses and the Catering Manager to discuss the pupil's allergy.
- Holroyd Howe do not use nuts in any of the food they prepare and serve. They are, however, unable to guarantee that dishes / products served are totally free from nuts / nut derivatives. This is because ingredients, for example, curry paste, may be made in a factory containing nuts, bread may be baked in a factory handling nuts or some production lines have machines lubricated with nut oil.
- Sometimes, pupils in the **RED** category with an allergy to nuts, are able to tolerate precautionary statements such as 'made in a factory containing nuts'. If this is the case, then during the meeting with the School, it may be possible to allow the parent to sign a disclaimer to allow the pupil to select meals rather than have a pre-plated meal.

Pupils in the **Amber** or **Blue** category

- Pupils within these categories may ask a member of the Holroyd Howe catering team for any allergy information and this will be provided using the daily allergen checker.

10. Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline.

Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat. Anaphylaxis (also known as anaphylactic shock) is the most extreme form of an allergic reaction. Information on the School's procedure for recognising and responding to anaphylaxis is set out in Appendix B.

11. Training

The School ensures that regular guidance and training is arranged for staff on induction which includes awareness of the signs and symptoms of allergies and anaphylaxis and the procedures to be followed in an emergency.

Training is refreshed at regular intervals thereafter so that staff and volunteers understand what is expected of them by this Policy and have the necessary knowledge and skills to carry out their roles.

The level and frequency of training depends on role of the individual member of staff, however there is training video on the VLE under 'medical' and the School Nurses will always offer on-the-spot training regarding administration of an AAI to Designated Members of Staff.

Where staff are not trained in how to administer an AAI the School will ensure that they know how to access support from trained members of staff, including School Nurses, First Aiders and Designated members of staff.

The School maintains written records of all staff training.

12. Risk Assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified in accordance with the School's Risk Assessment Policy.

The Headmaster has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

13. Reporting and Record Keeping

The Bursar is responsible for ensuring that the School complies with its reporting and record keeping obligations.

There is a legal obligation to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Reporting is most easily done online at www.hse.gov.uk/riddor. Fatal and "specified" injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found on the HSE website.

The Bursar will also consider whether the School is required to report the accident incident to any other regulatory body or organisation.

The School will ensure that it keeps a record of any first aid administered for allergic reactions or incidents of anaphylaxis. A copy of the record will be provided to those responsible for pupil pastoral welfare and risk assessment for pupil welfare if applicable.

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records. The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

Appendix A

Holroyd Howe Allergy and Intolerance Management Overview

When providing a catering service the whole team plays an important part in ensuring that the food we serve is safe. Particularly in schools, we are catering for a 'vulnerable' group and it is vital that every action we take and every decision we make is carefully thought through. We help our team to make the right decisions by providing them with training and guidance. It is very important that they take this seriously and ensure that they fully understand their responsibilities.

We recognise that there are an increasing number of people, particularly children, who suffer from food allergies and intolerances. Additionally, there are many people who have food preferences, this may be for many reasons including religion and beliefs.

Holroyd Howe is committed to ensuring that:

- There are clear and documented procedures for the management of allergies, intolerances and special diets.
- Each team member understands the importance of the role and responsibility they hold with regards to allergy management.
- Adequate training is provided so that each team member is confident in the role they play.
- There is communication with the School to ensure that information is received.

Allergy and Intolerance Management Guide

The catering team are provided with a Holroyd Howe Allergy and Intolerance Management Guide.

The aim of this guide is to provide the Location Manager and the team with a clear approach to the management of the below categories and above all, to minimise the risk of an allergic/anaphylactic reaction to food served by our employees.

We have a risk based colour coding system to identify special diets. The categories of special diet are listed below:

RED – Pupil has had a severe reaction/ anaphylactic shock

AMBER- Pupil has an allergy or intolerance

BLUE – Pupil excludes foods due to preference including religious preference

Where Holroyd Howe cater for pupils under the age of 16 with a special diet in the RED category, we strongly recommend that a freshly prepared pre-plated meal is provided for them. A pre-plated meal is the safest way to minimise the risk to the pupil. A meeting can be arranged between the Catering Manager and the parent/guardian or school to discuss the child's food requirements in more detail.

Whilst we can provide meals which do not include nominated allergens, we cannot guarantee that dishes do not contain traces of allergens, as they will be stored and prepared in the same areas as nominated allergens. There is a risk of cross contamination on display counters, particularly self-service areas such as salad bars and dessert counters. Please be aware that while Holroyd Howe do not use nuts in any of the food we prepare and serve, we are unable to guarantee that dishes/products

served are totally free from nuts/ nut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.

Allergy Champions

There are Allergy Champions available at each service, these employees are specifically trained to give allergy advice to pupils and to answer any questions they may have. Pupils who receive a plated meal should collect their food from the Allergy Champion. The Allergy Champions can be identified during service as they will be wearing a pink 'ask me about allergen' badge.



The catering team have access to boards with the pupil's photo and brief details of the food that the child must not be served. This helps us understand which special diets we need to cater for, but it is very important that the pupil speaks to the Allergy Champion at the time of service to discuss the ingredients that are contained within the food.

Allergy and Intolerance Information

In relation to allergens, we can only act based on the information that we are provided. To enable us to know what meals we must provide it is essential that you provide us with up-to-date and accurate medical information informing us of the pupils we cater for that have allergies or intolerances.

We will need this information when we begin to cater for the pupil or at least at the start of each school year and if we do not have it then we may be unable to provide service. We recommended that Holroyd Howe Allergy and Intolerance Notification Form is used to collect this information.

Appendix B

Recognising and responding to Anaphylaxis

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of tongue/throat and mouth
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness

When symptoms are those of anaphylactic shock the position of the pupil is very important because anaphylactic shock involves a fall in blood pressure.

- If the pupil is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should not stand up.
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up.

Staff must:

- Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken
- Administer the person's AAI device. A second AAI can be administered if there is no improvement after 5 minutes. The used AAI's must be taken to hospital with the pupil.
- Ring (9) 999 immediately stating anaphylaxis ("ana-fy-lax-is")
- At Main School, ring the Medical Centre (235) – state what has happened so that they can assess the situation and bring medication to the location. Please note that if School Nurses cannot attend immediately, there should be no delay in using the person's medication. Locate the nearest first aider to come and assist.
- Remove any trigger if possible, i.e. remove bee/wasp sting from skin.
- Contact the pupil's parents.
- The pupil/affected individual must be reviewed by 999 emergency services.

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