

## Allergy Management Policy (including Nut & Food Allergy)

Date: August 2023

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Responsibility of: Safeguarding Committee

### Introduction

This policy sets out a whole school approach to the care and management of allergies within our school community, including but not limited to: food, bee/wasp sting, animal and nut allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. The aim of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.

Whilst we are not able to guarantee a completely allergen free environment, we will seek to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Parents are asked to provide details of their child's allergies on their Admissions Form, which is submitted before starting school.

### Principles

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School staff, including supply staff
- Parents/carers
- Volunteers
- Students

An allergic reaction to nuts is the most common high risk allergy, and as such, demands more rigorous controls throughout the policy.

### Definitions:

**Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

**Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person

**Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

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**Epipen** - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate intramuscular administration.

**Minimised Risk Environment**- An environment where risk management practices have minimised the risk of (allergen) exposure.

**Individual Care Plan (ICP)**- A detailed document outlining an individual pupil's condition, treatment, and action plan in case of emergency, usually provided by a student's own treating physician

## Procedures and Responsibilities for Allergy Management

### General

- Parents of students with severe allergies will provide the school with an Individual Care Plan (ICP) provided by the student's treating physician.
- The school will establish and maintain systems for effectively communicating a child's ICP to all relevant staff.
- Staff will be trained in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.

### Medical Information

- Parents of children with known allergies will be asked to update their child's information via the medical form at the start of each academic year.
- Parents must immediately report to the school any change in their child's medical condition during the year.
- For children with known allergies, parents/carers must provide written advice from a doctor (GP), which explains their child's condition, and defines the allergy triggers and any required medication.
- The school doctor will ensure that an Individual Care Plan (ICP) is established and updated for each child with a known allergy.
- All Teachers and Teaching Assistants, Canteen Staff and other key staff must ensure that they are aware of any children with allergies in the classes that they have contact with and must review and familiarise themselves with the medical information for these children.
- If parents give permission, a recent photograph of the child with allergies and brief details of the allergy and likely signs / symptoms will be posted in the staffroom.
- When children with known allergies are participating in school excursions or other activities away from the school site risk assessments must include this information and a plan for minimising the risk of exposure to allergens and treating any adverse reaction that may occur.
- Children with known allergies may wear a medic-alert bracelet if they choose to.
- Basic information about any child with a severe allergy will be stored confidentially in the student's homeroom and cover staff will be directed to familiarise themselves with this information.
- An icon will appear next to the name of any child with a severe allergy in the school registers (housed in the Management Information System) so that teaching staff are reminded whenever they take the register

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### **Parents' Responsibilities**

It is the parents' responsibility to provide to the school, in writing, ongoing accurate and current medical information about their child.

For a child with a known allergy or a newly-diagnosed allergy, parents must send an email to the school clinic confirming the allergy and giving the following information:

- The allergen (the substance the child is allergic to).

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- The nature of the allergic reaction (e.g. rash, breathing problems to anaphylactic shock).
- What action must be taken if the child has an allergic reaction, including any medication, dosages and how it is to be administered.
- Any control measures that can be put in place to prevent an allergic reaction occurring.

It is the parents' responsibility to ensure that the contents of any snacks and lunches that their child brings into school are safe for the child to consume. **Fairgreen has a strict no sharing of food and drink policy.**

Parents should liaise with staff about the suitability of ingredients for any food-related activities (e.g. cooking) and provide a list of all food products and food derivatives that their child is known to be allergic to.

All parents/carers, regardless of whether or not their child has a known allergy, must ensure that any snacks and lunches that their child brings into school are free of nuts. The school will ensure that parents/carers are regularly reminded of this and will monitor the contents of lunch boxes and snacks.

### Epipens

If a child has an allergy requiring an Epipen, or the risk assessment deems it necessary, an Individual Care Plan (ICP) must be completed and signed by the parents.

- It is the parent's/carer's responsibility to ensure that the Epipen is in school and in date. The Epipen must be clearly labelled and in a suitable container.
- Any child with an allergy requiring an Epipen will not be allowed to attend school without an in-date Epipen.
- The Epipen will be located securely in an agreed location in a box clearly labelled with the child's name and photograph.
- Parents/carers must ensure that the school has up to date emergency contact information.

### Staff responsibilities

It is the responsibility of every staff member to familiarise themselves with this policy and to adhere to the school's health & safety regulations regarding food and drink.

Every teacher, supply teacher, teaching assistant, canteen staff member and anyone else who has regular contact with children must ensure that they are aware of any children with allergies in the classes or groups that they work with. This information is available in each class's blue folder and on notice boards in the staff room. The school cafeteria and the school clinic, will also house this information confidentially.

- Staff are to encourage all children to wash their hands before and after eating.
- Staff should monitor any snacks and packed lunches that children bring in from home to ensure that they do not contain nuts or other known allergens. (We cannot, however, guarantee that foods do not contain traces of nuts.)
- Children should not be permitted to share any food or drinks that they have brought from home under any circumstances.
- After eating, all tables will be cleaned with an approved disinfectant solution.
- Teachers and Teaching Assistants will receive annual Epipen training at the beginning of the school year.
- All staff will be made aware of the location of Epipens for children who need them.
- Emergency medication will be easily accessible at all times, especially at times of high risk such as school trips and off-site visits.
- Staff should consult with parents/carers in advance about the suitability of any planned food-related activities (e.g. snacks, food sample sessions, cooking).

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- During the first weeks of the school year the School Doctor will visit each of the classes containing students with severe allergies to speak generally (without identifying the student concerned) about allergies, signs and symptoms, and to reiterate that no food is to be shared between students.

### **New pupils with allergies**

If a child's Admissions Form states that they have a severe allergy, an Individual Care Plan (ICP) must be in place before the child starts attending sessions.

### **Diagnosis of an allergy for an existing pupil**

If a child already attending Fairgreen is diagnosed with a new allergy, a team meeting will be organised as soon as possible to update all relevant staff of the details of the child's allergy and treatment.

The school doctor will ensure that all staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.

### **In the event of a child suffering an allergic reaction:**

- Parents/carers will be contacted immediately.
- If medication has been prescribed, this will be administered as per training by staff from the school clinic.
- If the child becomes distressed or their symptoms become more serious an ambulance will be called.
- Staff will endeavour to keep calm, make the child feel comfortable and give the child space.
- If an ambulance is called and arrives before the parent/carer has arrived, a member of staff will accompany the child to hospital.