



# Managing Allergies Policy

<b>Policy Approved</b>	March 2020
<b>Review Date</b>	March 2022
<b>Responsible Staff</b>	R. Flanders
<b>Governor</b>	J. Weaver

## **Contents**

### Statement of Intent

1. Underlying principles of policy
2. Definitions
3. Procedures and responsibility for allergy management
4. Role of families
5. Staff roles and responsibilities
6. Wider school community
7. Epipens
8. Actions in the event of an allergic reaction
9. Edsential
10. Monitoring & review of policy

## Statement of Intent

**"Let your light shine"**  
*Matthew 5:14 Sermon on the Mount*

**We work together to support children to let their lights shine brightly as:**

- **Enthusiastic, curious, independent thinkers – motivated, reflective and resilient learners** who persevere when faced with challenges and who celebrate their achievements and those of their friends;
- **Respectful, compassionate and kind friends** who are able to work with others, forgive, trust, support and communicate with others;
- **Confident individuals** who understand their own worth; how to stay safe and healthy and how to manage feelings and relationships;
- **Tolerant and responsible citizens** who show respect for others, and a commitment to appreciate and contribute positively to the world around them.

In line with the school Vision & Values Statement, at Hoole Church of England Primary School we are committed to ensuring that every child accesses opportunities for personal, social and academic growth regardless of any potential barriers to learning, including nut or food allergies.

This policy is concerned with a whole school approach to the health care and management of those members of the school community who are affected by specific allergies.

Hoole Church of England Primary School is aware that staff and children who attend may have from food, bee/wasp sting, animal or nut allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Hoole Church of England Primary School does not guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies.

The intention of this policy is to minimise the risk of any child or member of staff suffering an allergic reaction whilst at school.

### **1. The underlying principles of this policy include:**

- The establishment of effective risk management practices to minimise the child, 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 including pupils, staff, parents/carers, families, governors, volunteers, supply staff/external teachers.

## 2. Definitions:

<i>Allergy</i>	A condition in which the body has an exaggerated response to a substance (e.g. food or drug) also known as hypersensitivity.
<i>Allergen</i>	A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
<i>Anaphylaxis</i>	Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
<i>Epi-pen or Adrenaline Auto-immune injector</i>	Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate intermuscular administration.
<i>Minimised risk environment</i>	An environment where risk management practices (eg risk assessment forms) have minimised the risk of (allergen) exposure.
<i>Risk assessment/Health Care Plan</i>	A detailed document outlining an individual child's condition, treatment and action plan.

## 3. Procedures and Responsibilities for Allergy Management

### General

- The involvement of parents and staff in establishing individual Risk Assessments, Allergy Plans and Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers, and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

### Medical Information

Parents will initially highlight on a child's school admission form, before starting school, if there is a known allergy.

For existing pupils on roll, the school obtains updated information via the medical form sent for completion at the start of each school year.

For children with a food allergy, parents will then be asked to meet with relevant school staff to explain the condition, define any allergy triggers and any required medication. If needed, additional written or oral advice will be obtained from a doctor or allergy nurse.

Based on information discussed at this meeting, if deemed appropriate, an individual risk assessment and an Allergy Plan will be documented.

The Headteacher/Deputy and Higher Level Teaching Assistant with responsibility for supporting pupils with medical issues/conditions will ensure that a Health Care Plan is also established and updated for children with allergies.

The risk assessment, Allergy Plan and Health Care Plans will be reviewed on an annual basis, in line with school protocol. Where the school is advised of any changes to the child's condition or allergens, documents will be revised prior to the annual review cycle.

All members of staff are required to review and familiarise themselves with the medical information.

Children with allergies will have a recent photograph and information regarding their medical needs posted in relevant rooms, with parental consent.

Any change in a child's medical condition during the year must be reported to the school.

Where children with known allergies are participating in school excursions, risk assessments must include this information.

#### **4. Role of Families**

Parents/carers are responsible for providing medical information about their child's allergy. Information obtained will relate to:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be protected from contact with the allergen.

If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, an Allergy Plan and Health Care Plan must be completed and signed by the parents.

It is the responsibility of the parent/carer to provide the school with up to date medication / equipment clearly labelled in the original container. In the case of life saving medication like EpiPens the child will not be allowed to attend without it.

Parents/carers are also required to provide up to date emergency contact information.

Snacks and lunches brought into school are provided by each child's Parent/carer. It is their responsibility to ensure that the contents are safe for the child to consume.

Parents/carers should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking, science experiments).

Parents/carers will also contribute to the formulation and ongoing review of all risk assessment, Allergy Plans or Health Care Plan documents.

## **5. Staff Roles & Responsibilities**

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

If a child's admission form states that they have an allergy, or if it is discovered that a pupil on roll has an allergy that school needs to be made aware of, then the parents must meet with staff to arrange a meeting to formulate a comprehensive risk assessment document and to agree health care planning documents.

Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.

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.

All staff will promote hand washing before and after eating.

Snack time food is monitored by staff and are peanut, nut free and other allergens free depending on the children attending. All staff will know the procedures at snack and lunch time to ensure the safety of children with allergies. However, staff cannot guarantee that foods will not contain traces of nuts.

Children are not permitted to share food or drinks.

We may ask the parent for a list of food products and food derivatives the child must not come into contact with.

Emergency medication will be easily accessible, especially at times of high risk.

Staff should liaise with parents about snacks and any food-related activities. Where appropriate, parental consent should be sought prior to the activity taking place.

Where a child who has an allergy management plan is participating in an educational trip or visit, this should be recorded within the risk assessment. Any emergency medication required as outlined in the allergy management plan should be taken on the trip or visit. The designated leader for the trip is responsible for ensuring that all medication is available in the event of an allergic reaction during the trip.

## **6. Role of other stakeholders in wider school community**

Snacks and lunches brought into school by other families should be nut (or known other allergen) free wherever possible.

The school will ensure that families are regularly reminded of this via letter and notices displayed in school. The school will monitor the contents of lunchboxes and snacks. The school will make arrangements for individual children to eat lunch in the location where it is deemed that the risk can be managed or reduced.

## **7. Epipens**

Where Epipens (Adrenalin/AAI) are required in the Allergy Plan:

- Parents/guardians are responsible for the provision and timely replacement of the Epipens.
- A minimum of at least four Epipens will be held in school at any one time.
- Epipens are located in the class medical box and main school office. These are out of reach of children but quickly accessible for staff.
- Epipen training will be refreshed for all staff on a regular basis in line with local and national health agency directives.

## **8. Actions in the event of an allergic reaction**

The procedure outlined in the child's individual Allergy Plan will be followed.

Copies of relevant documents including the Allergy Plan are held with the medication and displayed in relevant areas in school.

If medication is available, it will be administered as per training and in conjunction with the Allergy Plan. Contact is made with the parents/carers and an emergency 999 call is made where deemed appropriate in line with the Allergy Plan.

If parents or responsible adult have not arrived by the time an ambulance arrives a member of staff will accompany the child to hospital.

## **9. Edsential**

Edsential is our current school lunch provider. Edsential has their own policy and procedures for supporting individuals with food allergies.

Families are required to liaise directly with Edsential via the School Cook, to ensure that relevant documents are completed.

## **10. Monitoring & Review**

This Policy will be reviewed annually unless required by changes to local or national directives.