Birkett House School

Allergy Awareness

STATUS: DUE FOR REVIEW / AWAITING APPROVAL / IMPLEMENTED (HIGHLIGHT AS APPROPRIATE)	
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Reviewer:	Hannah Bowden
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Headteacher:	Tom Harrup
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Chair of Governors or Committee:	Tim Pearce

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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 (DfE)'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 Allergy lead

The nominated allergy lead is Hannah Bowden, Family Support Worker and Designated Safeguarding 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 (with support from the school healthcare assistant).
- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff
    - 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

3.2 School Healthcare Assistant

The school healthcare assistant is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead
- Supporting staff with the recognition and management of an allergic reaction, including anaphylaxis.
- *The School Healthcare Assistant is supported by the Diana Nursing Team.*

3.3 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
- Responding appropriately in the event of a pupil allergic reaction, including anaphylaxis.

3.4 Parents/carers

Parents/carers 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 child 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

3.5 Pupils with allergies

Many of our pupils with allergies require responsible adult support to keep themselves safe around food allergens. Due to our cohort of pupils we would also not expect them to be carrying their own emergency medication; this remains the responsibility of the class team.

Pupils with allergies are supported to recognise what are safe foods for them to eat and interact with.

3.6 Pupils without allergies

Pupils without allergies are supported to recognise the importance of not sharing food in case it makes their peers unwell.

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 supported 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/carers to view *with ingredients available upon request*
- 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 pre-packaged 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, we would like to encourage pupils and staff to avoid bringing in certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- 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, *the food will be confiscated and parents made aware*.

MAY CONTAIN

Some companies use the term ‘may contain’ on their food labels. This means that even though an ingredient has not been deliberately included in the food, the manufacturer cannot be certain that the product doesn’t accidentally contain traces. These warnings should always be taken seriously, but they don’t tell you anything about the level of risk associated with eating that particular food. Some people with food allergies only eat food that has been prepared in an entirely allergen free environment. Many families do this successfully. However, so many foods are labelled ‘may contain’ that this can be very restrictive. (Beat Anaphylaxis, 2006)

At Birkett House, children may bring in items that say “may contain”, however if staff are unsure about the item, then it is best practice to contact home before giving the food to a child with a known allergy.

5.4 Insect bites/stings

When outdoors:

- Shoes should always *be encouraged to* be worn
- Food and drink should be covered
- First Aid should be sought in the event of an insect bite/ sting.

5.5 Animals

School trips to the farm give opportunities for our pupils to interact with the animals. To reduce the risk of an allergic reaction:

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

5.6 Support for mental health

Pupils with allergies will *have the option of additional* support through:

- *Pastoral care including the Emotional Literacy Support Assistant (ELSA).*
- *Regular check-ins with their class team.*
- *Parents can also access support from the school’s Family Support Worker.*

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 AAIs

- The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs 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 (this will require parental consent)

- The register is kept in the Medical Room and can be checked quickly by any member of staff as part of initiating an emergency response

Pupils who are prescribed AAIs will have them with them during the school day. For safety, these will either be kept in the classroom during lesson time/ breaktime, or with a responsible adult if the pupil is transitioning around school.

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
- Staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency
- 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 member of staff will use the pupil's own AAI, or if it is not available, a school one
- 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:
- *Use an adrenaline auto-injector (such as an EpiPen) <u>if the pupil has one</u> – instructions are included on the side of the injector.*
- *Call 999 for an ambulance and say that you suspect they are having an anaphylactic reaction. (ANA-PHY-LAXIS)*
- *If possible - lie down – you can raise their legs, and if they're struggling to breathe, raise their shoulders or sit up slowly.*
- *If they have been stung by an insect, try to remove the sting if it's visible and still in the skin (scrape using the edge of a card such as your ID card, don't use tweezers).*
- *If their symptoms have not improved after 5 minutes, use the 2nd adrenaline auto-injector.*

- A school AAI device will be used instead of the pupil's own AAI device if:
- Medical authorisation and written parental consent have been provided, or
- The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a pupil needs to be taken to hospital, 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 parents/carers informed

6.1 Use of the Spare AAI for a first-time anaphylaxis/ previously unknown allergy

If a staff member or student presents with anaphylaxis, where previously there has been no known allergy or anaphylaxis, staff will:

- *Call 999 for an ambulance and say that you suspect they are having an anaphylactic reaction. (ANA-PHY-LAXIS)*
- *If possible - lie down – you can raise their legs, and if they're struggling to breathe, raise their shoulders or sit up slowly.*

- *Follow the call handler's advice and use the spare adrenaline auto-injector if advised to do so.*

The use of the spare AAI in this instance does not require prior parental consent

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.

AAIs will be sourced from Fenix Pharmacy, Wigston. Due to the needs of the school, two 300 microgram pens and one 150 microgram pen will be purchased for the Wigston site, and two 300 microgram pens will be bought for the Seniors site. These will be Epi-Pen brand. Our satellite sites on host schools will need to familiarise themselves with the location of their host school's emergency pens and procedures.

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)

Hannah Bowden and Charlotte Taylor 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 who are prescribed AAIs for anaphylaxis must have their own AAIs with them when they leave the school site. For safety, these should be held be a responsible adult on the trip, who should stay with the pupil in case of an emergency.*
- *For longer trips such as residentials, it may be prudent to take a spare set of AAIs, however this should be considered during the risk assessment process.*

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs (including: Instructions on storage and manufacturer's information)
- Instructions for the use of AAIs
- 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

7.7 Emergency anaphylaxis kit

- *The locations of the emergency anaphylaxis kits on each site are as follows:*
- *Wigston: at the Front Office*
- *Seniors: in the Staff Room*
- *Little Hill: please use the Little Hill school kit*
- *Thistly Meadow: please use the Thistly Meadow school kit*
- *Thomas Estley: please use the Thomas Estley school kit*

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)
- The importance of acting quickly in the case of anaphylaxis
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Training will be carried out annually by the Diana Nursing team, with online training through The Key made available for new staff starters who join midway through the academic year.

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
- First Aid Policy

10. Useful websites

The following websites also provide information on the management of allergies within schools:

- *Anaphylaxis - NHS*
- *What to do in an emergency | Anaphylaxis UK*
- *Using emergency adrenaline auto-injectors in schools - GOV.UK*