

Allergy and Anaphylaxis Policy

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Aims

This policy aims to:

- Set out our school's approach to allergy safety, 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
- Add or adapt these aims in line with your school's approach and context

Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety 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

Roles and responsibilities

The governing board is responsible for ensuring:

- Risks relating to pupils with allergy are included in the risk register and are actively managed
- The school has an allergy safety policy which sets out:
 - Arrangements to reduce the risk of individuals coming into contact with their known allergens
 - Emergency response plans for cases of anaphylaxis

The Executive Headteacher is responsible for:

- The overall implementation of this policy

The nominated allergy safety lead is Georgina Andrews – Head of Provision

The Head of Provision is responsible for:

- Reviewing the policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AAIs)

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils who require support with allergies have an up-to-date healthcare plan (HCP)
- Liaising with health colleagues to get up to date allergy plans
- All staff receive regular allergy awareness training (at least annually)
- 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
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and paperwork/training is developed accordingly

The Head of School is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is having an allergy / anaphylaxis
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Maintaining injury and illness records as required.
- The Head of School will ensure a risk assessment has been conducted and signed off for any pupil at risk of anaphylaxis taking part in:
 - Lessons including food
 - Science experiments involving foods
 - Crafts using food or food packaging
 - Off-site events and school trips
 - Any other activities involving animals or food, such as animal handling experiences or baking

The Pastoral Response Team will be responsible (in their role as first aiders) for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering AAls
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures and AAls
- Keeping up to date with government guidance relating to allergies in schools.
- Ensuring that an ambulance or other professional medical help is called when appropriate.
- Checking spare AAls are present and in date on a monthly basis
- Making sure that replacement AAls are obtained when expiry dates approach

Teachers will be responsible for:

- Producing a risk assessment for any pupil at risk of anaphylaxis taking part in:
 - Lessons including food or animals
 - Science experiments involving foods
 - Crafts using food or food packaging
 - Off-site events and school trips
 - Any other activities involving animals or food, such as animal handling experiences or baking

All School staff will be responsible for:

- Providing support to pupils with allergies when required and being aware of the signs
- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any allergic reaction
- Securing the welfare of the pupils at school.
- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens

- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead
- Ensuring allergy protocols are displayed on the classroom Health, Safety & Wellbeing display board

Parents will be responsible for:

- Informing the school about any allergies
- Providing any AAls required in line with the pupils HCP
- Providing up to date HCP from health care providers
- Being aware of our school's allergy safety 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 an in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Updating the school on any changes to their child's condition
- When sending in food or drinks containers - Pupils have their own named water bottles, and lunch boxes provided to pupils with food allergies will be clearly labelled with the name of the child for whom they are intended

Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- ✓ Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- ✓ Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- ✓ Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- ✓ Asthma which may be triggered by airborne allergens
- ✓ Allergy to insect stings and medicines

When the school is notified that a pupil has an allergy, it will decide whether an individual healthcare plan (IHP/HCP) and/or Briarwood protocol is required. If they do, this will already be in place and signed by all relevant parties before the pupil begins at Briarwood School to ensure their paramount safety at all times.

Parents/Carers must provide, in written form, comprehensive and up to-date information on the allergy and any required medication, including emergency medication such as AAls. These will inform the HCP and protocols, which in turn will be updated whenever new information has been provided.

When the school is notified of a new allergy or development, they will discuss whether a proportionate response would be to create a Briarwood HCP and Protocol. The school will make every effort to put appropriate arrangements in place within 2 weeks.

For children in the EYFS, the school will have a system for obtaining information about each child's need for medicines and for keeping that information up to date. Information will be obtained from parents/carers before a new starter begins wherever possible, and parents/carers must inform the school promptly of any subsequent change to medication or medical need.

All staff have a duty to inform the school if they have an allergy or require specific emergency medication. This will form part of a medical risk assessment and emergency medication should be stored safely and effectively, and available in case of an emergency.

Briarwood Juniors, Secondary, Nexus and Sixth Form centre are all nut free zones.

Visitors should make staff aware if they have an allergy and what, if any, emergency medication they carry or require in case of an emergency.

Health-Care plans (HCP)

Pupils should have a HCP and corresponding protocol if they:

- ✓ Have an allergy which has a functional impact on them in the school environment
- ✓ They are at risk of harm as a result of their allergy
- ✓ Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an HCP or protocol.

Professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The HCP and protocol will set out the arrangements that will be in place for supporting the pupil.

The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an HCP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The Head of Provision is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an HCP is required to specify arrangements that reflect the pupil's circumstance.

HCP will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

All pupils who have a known allergy to a food or insect stings **should** be issued with an appropriate allergy action plan by their healthcare professional. The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack. The allergy action plan and/or asthma action plan should be detailed within the pupil's HCP. Whenever the allergy action plan is updated, the pupil's HCP should be reviewed to incorporate it.

Protocols

Any pupil who has a HCP for their allergy requires **a corresponding protocol**.

The protocols were designed to ensure there was a consistent approach to pupils' health across the school, and so that staff were familiar with the processes and procedures of each pupil in case of an emergency.

These will be in **addition** to HCPs and will support staff with understanding pupils' individual needs and knowing what to do in case of an emergency. All members of staff need to be briefed on the protocols which will be displayed in class on the Health, Safety & Wellbeing display boards.

Pupils may have one or more protocols in place depending on various medical issues e.g. asthma and a severe allergy.

These protocols relevant to an allergy are as follows:

- Briarwood Health Protocol – no emergency medication (appendix A)
- Briarwood Health Protocol – emergency medication (appendix B)

Protocols are to be created by teachers with support from parents based on the information provided and monitored by Head of School with oversight from Head of Provision.

Register of pupils with known allergies

The school maintains a register of pupils who have a known allergy within the Whole School Medical Needs spreadsheet. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed ADs (and if so, what type and dose)
- Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication

The register is kept on the Shared Drive and can be checked quickly by staff as part of initiating an emergency response. However, ALL pupils who require an emergency response will have a protocol kept on the Health, Safety & Wellbeing display board within their classroom.

Minimising risk

Risk Assessments:

All pupils require a risk assessment. Any allergies should be explicitly listed on the pupils' risk assessment.

Teachers will produce a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons including food or animals
- Science experiments involving foods
- Crafts using food or food packaging
- Any other activities involving animals or food, such as animal handling experiences or baking

Visits and trips

- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training

- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see section 8.5)

Handwashing:

- The school will ensure all staff and pupils have access to liquid soap, warm water, paper towels or hand dryers. Staff will check, encourage and supervise handwashing where appropriate.
- All staff and pupils will be advised to wash their hands after using the toilet, before eating or handling food, after playtime and after touching animals.

Cleaning:

- All contracted cleaning staff working within the school will be appropriately trained by their employer and appropriate PPE, e.g. gloves, aprons and surgical masks, will be available.
- The Head of School or Head of Operations will be responsible for discussing any contractual cleaning issues that may arise with the contract manager.
- The Head of School will devise a cleaning rota to support communal areas e.g. staff room.
- Cleaning standards will be regularly monitored to ensure effectiveness and that all areas or surfaces in contact with food, dirt or bodily fluids are regularly cleaned and disinfected.
- A cleaning contractor will be commissioned to carry out rigorous cleaning of the premises.
- Class teams should be responsible for cleaning equipment within their classroom, and this should be maintained to a high standard.

Eating and Drinking

- Sharing of food, food containers, and food utensils is not allowed
- Pupils have their own named water bottles, and lunch boxes provided to pupils with food allergies will be clearly labelled with the name of the child for whom they are intended

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
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and 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)
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

Animals

- Pupils with animal allergies will not interact with animals.
- Animals in schools will be strictly controlled under our Urban Farm Policy and relevant risk assessments.
- Animals will always be supervised when in contact with pupils and anyone handling animals will wash their hands immediately after touching them, their bedding or equipment.

Procedures for handling an allergic reaction

All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately.

Staff are trained in the administration of adrenaline to minimise delays in an emergency.

If the pupil has an emergency protocol, this **must** be followed by all staff.

A spare school AAI/AD device will only be used if:

- The pupil does not have a prescribed AD
- The pupil's prescribed AD are not available
- To preserve life

If a child has a severe allergic reaction – an ambulance and parents will always be called immediately.

If an AAI is used, the same will apply.

Adrenaline auto-injectors (AAIs) and Adrenaline devices (Ads)

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with a pupils HCP and corresponding protocol. Where a pupil has been prescribed an AAI, this will be written into their HCP.

A Register of Adrenaline Auto-Injectors (AAIs) will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis by the Head of Provision.

An emergency medication Protocol for each pupil who has allergies and requires an AAI will be displayed on the Health, Safety & Wellbeing display board within each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

AAI devices will be stored in a suitably safe and accessible place in line with the Supporting Pupils with Medical Needs Policy. AAIs are emergency medications and must therefore never be placed in a locked cabinet. AAIs should never be more than **5 minutes** away from the child or young person.

In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school's device. Where any AAIs are used, the following information will be recorded using a MARS form.

AAIs will not be reused and will be sent home with the pupil at the next available opportunity. Parents will need to send in replacement AAIs.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and this should be detailed on their risk assessment.

The school will keep a spare AAI for use in the event of an emergency, which will be checked on a monthly basis by the Head of School and/or response team to ensure that it remains in date, and which will be replaced before the expiry date. The spare AAI will be stored in the response office on each site and in the Head of School office on Infants, ensuring that it is protected from direct sunlight and extreme temperatures. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used with consent from parents/carers. Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency. The school will obtain advance consent from parents/carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

Incident recording and reporting

The school will record serious incidents and 'near misses' relating to allergy safety in the accident book and on a near miss form as soon as is feasible. The recorded incident will detail the following:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible. The school will share the report with the pupil's parents, the pupil or the individual involved.

Parents/Carers will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review undertaken by the Head of Provision who will then write to the parent/carer detailing what we have learnt from the incident and outlining any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with the Head of Provision, who will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE) via the Local Authority: incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

Allergy awareness

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers.

The school will conduct allergy safety audits annually. The results of the audit will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- ✓ Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- ✓ Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- ✓ Understand the difference between food allergy, coeliac disease and food intolerance
- ✓ Know where to find information on allergy triggers
- ✓ Can identify the range of symptoms of allergic reactions
- ✓ Understand and can recognise anaphylaxis
- ✓ Know how to respond in an emergency, including:
 - ✓ Calling emergency services and informing parents/carers
 - ✓ How to locate and administer emergency medication
 - ✓ How to use the medication/device in an emergency
- ✓ Understand the impact allergy can have on a pupil's wellbeing
- ✓ Understand the school's allergy policy
- ✓ Know how to check whether an individual is on the record of those with known allergy, and how to use the protocols effectively
- ✓ Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- ✓ Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

Monitoring arrangements

This policy will be monitored by the allergy safety lead – Head of Provision.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

Appendix A – Health Protocol

Briarwood Health Protocol – Medical Condition or Concern

Pupil Name:

Class:

Description of medical condition or concern:

Insert any signs or symptoms of this condition or concern here



Does the pupil require any medication within school hours?

This should correlate with any medication and corresponding forms you have in school for the pupil



How to support in class:

Insert any daily care requirements



When to Dial 999:

Describe what constitutes as an emergency

Parent/carers signed Date:

Appendix B – Health Protocol – Emergency Medication

Briarwood Health Protocol – Emergency Medication

Pupil Name:

Class:

Description of medical condition or concern:

Include any signs and symptoms here

Press Alert



How to Support:



Emergency Meds:



When to Dial 999:



Always phone 999 immediately if any emergency medication has been given and then parents/carers to inform. Emergency protocols are to be read in conjunction with Individual Health Care plans and should under no circumstances replace them or their information be altered by anyone other than Health.

signed Date:

Parent/carers