

Rationale

This policy is concerned with a whole school approach to the health, care and management of those members of the school community suffering from specific allergies. We strive to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents/carers, visitors and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents/carers are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Connaught Junior School is aware that children who attend may suffer from food, bee/wasp sting, animal or nut allergies or other, and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Aim

The intention of this policy is to minimise the risk of any child suffering allergy induced anaphylaxis whilst at school. An allergic reaction to nuts/peanuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy. 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
- Parents / Guardians
- Volunteers
- Supply staff
- Pupils

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:
Children and Families Act 2014

The Human Medicines (Amendment) Regulations 2017

The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

DfE (2015) 'Supporting pupils at school with medical conditions'

DfE (2022) 'Allergy guidance for schools'

This policy will be implemented in conjunction with the following school policies and documents:

Health and Safety Policy

Administering Medication Policy

Supporting Pupils with Medical Conditions Policy

Headteacher: Miss S McGann

Deputy Headteacher: Mrs K Saunders

The Alliance-Multi-Academy Trust is a charitable company Limited by Guarantee registered in England

Registered number: 0856427

Registered Office: 39 Guildford Road, Lightwater GU18 5SA

Animals risk assessment
Educational Visits and School Trips Policy
Allergen and Anaphylaxis Risk Assessment

Definitions

For the purpose of this policy:

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

Hives

Generalised flushing of the skin

Itching and tingling of the skin

Tingling in and around the mouth

Burning sensation in the mouth

Swelling of the throat, mouth or face

Feeling wheezy

Abdominal pain

Rising anxiety

Nausea and vomiting

Alterations in heart rate

Feeling of weakness

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

Minimised Risk Environment- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan- A detailed document outlining an individual student's condition treatment, and action plan for location of Epipen.

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

Persistent cough

Throat tightness

Change in voice, e.g. hoarse or croaky sounds

Wheeze (whistling noise due to a narrowed airway)

Difficulty swallowing/speaking

Swollen tongue

Difficult or noisy breathing

Chest tightness

Feeling dizzy or faint

Suddenly becoming sleepy, unconscious or collapsing

For infants and younger pupils, becoming pale or floppy

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Procedures and Responsibilities for Allergy Management for children at risk of Anaphylaxis

General

- The involvement of parents and staff in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
- Staff receive annual training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Educating the children at Connaught Junior School of signs and symptoms of those suffering with an allergic reaction.

Roles and responsibilities

The governing board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it every two years, and after any incident where a pupil experiences an allergic reaction.

The **headteacher** is responsible for:

The development, implementation and monitoring of this policy and related policies.

- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that catering staff are aware of pupils' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy.

The **office team** are responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a pupil's allergy.

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- The school will seek updated information via a medical form at the commencement of each calendar year.
- Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For children with a severe allergic condition, the school requires parents to use the advice given from the Doctor / GP to define the allergy triggers and the required medication, including antigens.
- The school will ensure that a Health Care Plan is established and updated for each child with a known severe allergy.
- A recent photograph of any students with allergies will be posted in the staffroom, out of sight from the corridor.
- The wearing of a medic-alert bracelet is allowed by the School.
- The school will ensure that parents are regularly reminded to monitor the contents of lunchboxes and snacks.
- If a child's Enrolment Form states that they have a severe allergy then a Health Care Plan is needed. Ideally the process of creating one must be in place before the child starts attending sessions. A risk assessment should be carried and any actions identified to be put in place. The Risk Assessment should be stored with the child's Health Care Plan.

Staff responsibility

- All staff who come into contact with the child will be made aware of what treatment/medication is required where any medication is stored.
- All staff are to promote hand washing/sanitiser before and after eating.
- Snack time biscuits and snacks are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should 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.
- All tables are cleaned with an approved solution.
- All staff know where the epi-pens are stored and the risk assessments
- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
- Staff will ensure that emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities. If in doubt, a call home will be made.
- Identify a core team to work with parents to set up prevention and treatment strategies – office staff
- Ensure that all staff can recognise symptoms; know what to do in an emergency and work to eliminate the use of allergens in the allergic pupil's meals, educational tools, arts and crafts projects, etc.
- Include food-allergic children in school activities. Pupils should not be excluded based on their allergy. School activities should be designed and developed to ensure the inclusion of food allergic pupils.
- Review policies and procedures after a reaction has occurred.
 - Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.
 - Staff's role is to not bring any nuts/peanuts or nut products into school.
- Staff will purchase any food for cooking and check all allergies
- Staff will not give food for children as treats unless discussed with SLT
- **It is the adult's responsibility to check packaging of any food brought into school for allergens.**
- Attending relevant training regarding allergens and anaphylaxis.

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- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to pupils by both the school and parents.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.
- Teachers and teacher assistants of those students and key staff are required to review and familiarise themselves with the medical information this is kept in several places.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information.
- Carry the red medical bag around when the class are moving around the school

Parent's role

- Parents are responsible for providing, in writing, on-going accurate and current medical information to the school using a risk assessment.
- Parents are to send a letter confirming and detailing the nature of the allergy; including:
 - 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 prevented from getting into contact with the allergen.
 - Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- If a child has an allergy requiring an EpiPen a risk assessment and health care plan needs to be completed and signed by the parents.
- It is the responsibility of the Parent to provide the school with up to date medication / equipment clearly labelled in a suitable container. This medication needs to be checked termly by the parent/carer.
- Teach the child about managing their allergies including what foods are safe and unsafe, ways to avoid allergens, how to read food labels, how to spot symptoms of a reaction, and how to tell an adult if they think they are having a reaction.
- Provide a "stash" of safe snacks for special school events (to be stored in school).
- In the case of life saving medication like EpiPens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information which will be recorded on the school management system and the health care plan.
- It is the parents' responsibility to provide snacks and lunches that are safe for their child to consume
- Parents should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)
- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.

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- Keeping the school up-to-date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.
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The kitchen manager is responsible for:

- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Kitchen staff are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- To avoid eating anything with unknown ingredients.
- To be proactive (age permitting) in the care and management of their food allergies and reactions.
- To notify an adult if they have eaten something that they believe may have contained the food to which they are allergic, or if they believe that they are having a reaction.

Actions In the event of a child suffering an allergic reaction

- Follow the child's individual Health Care Plan
- We will delegate someone to contact the child's parents in the event of a reaction.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Action Plan and Health Care Plan.
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- After a reaction, policies and procedures will be reviewed and changes made if necessary.

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Role of other parents

- Snacks and lunches brought to the school by other parents should be peanut and nut free and parents should check packaging for allergens.
- Be supportive of the school if food has been confiscated or replaced by a member of staff to keep allergen children safe.

Food allergen labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an [annual](#) basis, or as soon as there are any revisions to related guidance or legislation.

Food labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

The name of the food

The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen

Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving

The food allergen log will be monitored for completeness on a weekly basis by the kitchen manager

Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

Cereals containing gluten and wheat, e.g. spelt, rye and barley

Crustaceans, e.g. crabs, prawns, lobsters

Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts

Celery

Eggs

Fish

Peanuts

Soybeans

Milk

Mustard

Sesame seeds

Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide

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Lupin

Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

Animal allergies

The Animals in School Policy will be adhered to at all times.

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

Seasonal allergies

- The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.
- Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.
- Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.
- Pupils will be encouraged to wash their hands after playing outside.
- Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.
- Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the site manager.

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- The site manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.
- Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.
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Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency. Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request, signed by the headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

The name of the school.

The purposes for which the product is required.

The total quantity required.

The headteacher, in conjunction with a first aider, will decide which brands of AAI to purchase.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

For pupils aged 6-12: 0.3 milligrams of adrenaline

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

One or more AAIs

Instructions on how to use the device(s)

Instructions on the storage of the device(s)

Manufacturer's information

A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks

A note of the arrangements for replacing the injectors

A list of pupils to whom the AAI can be administered

An administration record

Pupils who have prescribed AAI devices, have their devices stored in a suitably safe and easily accessible location.

Spare AAIs are not located more than **five** minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the following locations:

In the school office

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

Sarah Bailey

Jo Pearce

Jacky Davis

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The above staff members conduct a termly check of the emergency anaphylaxis kit(s) to ensure that:

Spare AAI devices are present and have not expired.

Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs: Sarah Bailey / Jacky Davis

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.

Where any AAIs are used, the following information will be recorded on the AAI Record:

Where and when the reaction took place

How much medication was given and by whom

Medical Information (Epipens)

Where Epipens (Adrenalin) are required in the Health Care Plan:

Parents/ guardians are responsible for the provision and timely replacement of the Epipens.

The Epipens are located securely in relevant locations approved by the Headteacher.

Spare epipens are purchased by the school to be used in the event of an emergency and kept in the school office.

Access to spare AAIs

A spare AAI can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.

Spare AAIs are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.

Consent will be obtained as part of the introduction or development of a pupil's IHP.

If consent has been given to administer a spare AAI to a pupil, this will be recorded in their IHP.

The school uses a register of pupils (Register of AAIs) to whom spare AAIs can be administered – this includes the following:

Name of pupil

Class

Known allergens

Risk factors for anaphylaxis

Whether medical authorisation has been received

Whether written parental consent has been received

Dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up-to-date.

Parents can withdraw their consent at any time. To do so, they must write to the school.

Sarah Bailey checks the register is up-to-date on an annual basis.

Sarah Bailey will also update the register relevant to any changes in consent or a pupil's requirements.

Copies of the register are held in the office, staff room and kitchen, which are accessible to all staff members.

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School trips

The headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included. The school will speak to the parents/carers of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely – if the pupil does not bring their medication, they will not be allowed to attend the trip.

A member of staff is assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

Two AAIs will be taken on the trip and will be easily accessible at all times.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch.

Medical attention and required support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant classroom teacher, the school nurse and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Administering Medication Policy and the Supporting Pupils with Medical Conditions Policy.

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require is outlined in their IHP.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

Sarah Bailey is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

Sarah Bailey has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff training

All staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. The school will arrange specialist training on an annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

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The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

Designated staff members will be taught to:

Recognise the range of signs and symptoms of severe allergic reactions.

Respond appropriately to a request for help from another member of staff.

Recognise when emergency action is necessary.

Administer AAIs according to the manufacturer's instructions.

Make appropriate records of allergic reactions.

All staff members will:

Be trained to recognise the range of signs and symptoms of an allergic reaction.

Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.

Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.

Understand how to check if a pupil is on the Register of AAIs.

Understand how to access AAIs.

Understand who the designated members of staff are, and how to access their help.

Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.

Be aware of how to administer an AAI should it be necessary.

Be aware of the provisions of this policy.

Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

Swollen lips, face or eyes

Itchy/tingling mouth

Hives or itchy skin rash

Abdominal pain or vomiting

Sudden change in behaviour

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and call for help from the designated staff members able to administer AAIs.

The pupil's prescribed AAI will be administered by the designated staff member. Spare AAIs will only be administered where appropriate consent has been received.

Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.

A copy of the Register of AAIs will be held in staff room / office for easy access in the event of an allergic reaction.

If necessary, other staff members may assist the designated staff members with administering AAIs.

The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if an AAI has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek

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advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild to moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy.

The school nurse will refer any pupil who has been administered an AAI to the hospital for further monitoring.

The headteacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.

Managing anaphylaxis

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A designated staff member will be called for help and the emergency services contacted immediately. The designated staff member will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAIs.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

A designated staff member will contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

Any known allergens the pupil has

The possible causes of the reaction, e.g. certain food

The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by car, [two](#) members of staff will accompany them.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Allergies Policy

Monitoring and review

The headteacher is responsible for reviewing this policy every two years.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.

Headteacher: Miss S McGann Deputy Headteacher: Mrs K Saunders

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