



Allergy Policy

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Purpose:	To minimise the risk of any pupil suffering a serious allergic reaction whilst at school or attending any school-related activity. To ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise.
Links with other policies:	Supporting pupils in school with medical conditions

This policy has been produced by BSACI, Allergy UK and Anaphylaxis UK and approved by the Department for Education. It has been adopted by Gateshead Council and personalised specifically for Clover Hill Primary School. The policy will be reviewed annually and may also be reviewed following a serious allergy-related incident, legislative change or significant update in guidance’.

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school’s anaphylaxis policy are:

Ailsa Holden – Headteacher

Sara Farnaby - SENDCO

Jacquie Butler – School Business Manager

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1. Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes, but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms - (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains protein. However, most people will react to a small group of potent allergens.

Common UK Allergens include (but are not limited to):

Peanuts, tree nuts, sesame, milk, egg, fish, latex, insect venom, pollen and animal dander.

This policy sets out how Clover Hill Primary School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

2. Role and responsibilities

Parent Responsibilities

- Prior to entry to the school, it is the parent's responsibility to inform the Reception teacher – Mrs Gamble - of any allergies. This should be discussed at the home visit carried out by the Reception staff prior to the child starting school and before the child takes part in any induction visits. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents should inform the school as soon as their child's allergy has been confirmed along with any medication so that this can be added to our database and a treatment plan written.
- Parents are to supply a copy of their child's **Allergy Action Plan** (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated annually.

Staff Responsibilities

- **All staff** will complete allergen and anaphylaxis training. Training is provided for **all staff** on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff (regular or cover classes) must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.

- Staff leading school visits will ensure they carry all relevant emergency supplies. **Visit leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.**
- The child's class teacher and teaching assistant will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date. However, the child's class teacher and teaching assistant will check medication kept at school on a half-termly basis and send a reminder to parents if medication is approaching expiry.
- The school office keep a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and this information is shared with all staff and a record of use of any AAI(s) and emergency treatment given.
- The Headteacher ensures that any reaction or near misses is recorded and reported internally in writing to the Chair and Vice Chair of Governors.

Pupil Responsibilities

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own AAI's will be encouraged to take responsibility for this.

3. Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto- injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional and should not be created by school. These are a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK. The allergy action plans are designed to function as an individual healthcare plan.

4. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- A raised rash (known as hives or urticaria) anywhere on the body.
- A tingling or itchy feeling in the mouth.
- Swelling of lips, face or eyes.
- Stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing.
- CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways.
- It stops swelling.
- It raises the blood pressure.

As soon as anaphylaxis is suspected, adrenaline must be administered without delay. Action:

- Keep the child where they are, call for help and do not leave them unattended.
- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAI's should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- CALL **999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis, even if they appear to have recovered as a reaction can re-occur after treatment.

5. Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for their condition.

At Clover Hill Primary School, there is an anaphylaxis kit which is **kept within 2 minutes of all school areas**, not locked away and **accessible to all staff**.

Medication is stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- ONE AAls i.e. EpiPen® or Jext®.
- An up-to-date allergy action plan.
- Antihistamine as tablets or syrup (if included on allergy action plan).
- Spoon if required.
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the child's class teacher and teaching assistant will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant AAls their child is prescribed, to make sure they can get replacement devices in good time.

Storage

AAls are stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAls are single use only and will be disposed of as sharps. Used AAls will be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins are obtained from and disposed of by a **clinical waste contractor**. The sharps bin is kept in The Den.

6. School Emergency adrenaline auto-injectors and inhalers

Clover Hill Primary School has purchased spare **AAls for emergency use in children who are risk of anaphylaxis**, but their own devices are not available or not working (e.g. because they are out of date) or are experiencing anaphylaxis for the first time. These are stored in a high **First Aid cupboard in The Den** clearly labelled 'Emergency Anaphylaxis Adrenaline Pen'. The cupboard is not locked and is accessible and known to all staff. Children do not have access to this room unsupervised.

We have also purchased two spare **Salbutamol inhalers and spacers** which are stored in the **First Aid cupboard in The Den** alongside the spare AAls.

The Headteacher is responsible for checking the spare medication is in date on a half termly basis and to replace as needed.

Parental permission for use of the emergency AAls and inhalers is included in our **pupils' profiles on Arbor**.

7. Staff Training

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:

Ailsa Holden - Headteacher

Jacque Butler – School Business Manager

All staff will complete Allergy training annually and on an ad-hoc basis during induction of new staff.

Training includes:

- Knowing the common allergens and triggers of allergies.
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services.
- Administering emergency treatment (including AAls) in the event of anaphylaxis – knowing how and when to administer the medication/device.
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what.
- Managing allergy action plans and ensuring these are up to date.

Clover Hill Primary School ensures that staff undertake a practical session using trainer devices.

8. Inclusion and safeguarding

Clover Hill Primary School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school's menu is available for parents to view in advance with all allergens highlighted on the organisation website at <https://www.gateshead.gov.uk/article/7435/Allergies-and-special-diets>

In addition the full matrix is available in the individual school kitchens.

The parents will inform the school of pupils with food allergies, school will issue parents with a medical diet application for and medical diet form. The parent will return the completed medical application form and medical diet form to school supported with relevant copy of a medical note from a qualified medical professional such as a GP, dietitian, NHS nurse or other NHS professionals (private laboratory results and homeopathic diagnosis will not be accepted).

School will forward the completed forms, along with medical evidence to the School Catering team at [**SchoolCateringAllergens@gateshead.gov.uk**](mailto:SchoolCateringAllergens@gateshead.gov.uk)

If a special menu is required for the pupils this will be developed by the School Catering team and forwarded to school to pass onto parents to make a selection for a three-week menu that will be followed throughout the year. The selected menu is returned to the catering team by school at [**SchoolCateringAllergens@gateshead.gov.uk**](mailto:SchoolCateringAllergens@gateshead.gov.uk). The selected menu will be transferred to the medical diet menu template. The kitchen will then be provided with the medical form with current picture of the pupil

attached and a copy of the selected menu, these will be kept in the allergen folder in the kitchen for reference.

All Gateshead Schools have a system in place to ensure catering staff can identify children with allergies as they come through for lunch service. Pupils wear a purple lanyard that has their name, picture and allergen identified and in KS1, a member of school staff will bring the pupil to the service counter and identify them to the kitchen staff, name and allergen.

Parents/carers can be directed to the School Catering Team to discuss their child needs if they wish.

All medical and dietary requirement forms for pupils are updated annually by parents and a new up to date picture added prior to the new academic year, any special diets will then be created.

The school adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- Where food is provided by the school, kitchen staff are educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.
- Food will not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) is carefully considered and will be risk assessed depending on the allergies of particular children and their age.

10. Off-Site Educational Visits

Staff leading educational visits will ensure they carry all relevant emergency supplies. **Visit leaders** will ensure that **all required medication is taken on the visit** and carried by the group leader. **Children with allergies** who may require medication must always be in the group of the class teacher.

Two emergency AAls (0.3mg and 0.15mg) and **one inhaler** and spacer will be taken on any educational visit outside of the school grounds.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Residential visits are carefully planned and a meeting for parents with the lead member of staff planning the trip is arranged prior to the residential. Staff at the venue for the residential are always briefed that a child with an allergy is attending, precautions are put in place and alternative food is prepared.

Children with allergies have every opportunity to attend sporting events and tournaments to other schools and venues. The school will ensure that the event organisers are fully aware of the situation. The venue will be notified that a child has an allergy when arranging the event. A member of staff trained in administering adrenaline will accompany the child. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

Provision of Packed Lunches from the School Kitchen

Where packed lunches are required from the kitchen for school trips, these must be ordered at least 48 hours in advance by completing the packed lunch request form from the kitchen. This will ensure all pupils with allergens are catered for and their packed lunch is clearly labelled and kept separate.

11. Allergy awareness and nut bans

Clover Hill Primary School is an 'allergy aware school' and also advocates to adopt a culture of allergy awareness and education where we teach children that 'any food can lead to an allergic reaction.'

While we state that nuts specifically should not be brought onto school site, we also ensure that we remain actively aware of the risk posed by all allergens, take steps to minimise the risk of exposure and to have robust emergency response plans in place.

A 'whole school awareness of allergies' ensures staff, pupils and parents are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

12. Risk Assessment

Clover Hill Primary School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

13. Useful Links

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- Allergy UK - <https://www.allergyuk.org>
- Whole school allergy and awareness management - <https://www.allergyuk.org/schools/whole-school-allergy-awareness-andmanagement>

BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline auto injectors in schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>