Frank Barnes School for Deaf Children

Allergy Policy

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School for Deaf Children

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1. Introduction

This policy has been drafted to minimise the risk of any pupil suffering a serious allergic reaction whilst at school or whilst attending any school-related activity.

It is also in place to ensure that staff are appropriately trained to recognise and manage allergic reactions and anaphylaxis and that pupils with allergies are able to participate safely and fully in school life.

This policy should be read alongside the School's Supporting Pupils with Medical Conditions Policy, Health and Safety Policy, Educational Visits Policy, Safeguarding Policy and Behaviour Policy.

Frank Barnes School recognises that allergies are increasingly common amongst children and that some allergic reactions can be life-threatening.

An allergy occurs when the body's immune system reacts inappropriately to a substance that is normally harmless. Allergic reactions may range from mild symptoms to severe anaphylaxis.

The school is committed to:

- providing a safe and inclusive environment for pupils with allergies;
- supporting pupils with allergies to participate fully in school life;
- ensuring staff understand allergy management and emergency procedures;
- reducing the risk of exposure to known allergens where reasonably practicable;
- working closely with parents, carers and healthcare professionals;
- maintaining effective procedures for the storage and administration of emergency medication.

The school recognises that pupils with allergies should not be disadvantaged, excluded or treated less favourably because of their condition.

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

Governors are responsible for:

- ensuring the school has appropriate arrangements in place to support pupils with allergies and anaphylaxis;
- ensuring that health and safety policies and risk assessments take account of pupils with allergies;
- monitoring implementation of this policy;
- ensuring appropriate resources are available to support allergy management.

The Headteacher is responsible for:

- ensuring this policy is implemented effectively;
- ensuring staff receive appropriate training;
- ensuring allergy information is appropriately shared with relevant staff;
- ensuring suitable systems exist for storing medication and maintaining records;
- ensuring that allergy incidents are reviewed and lessons learned where appropriate;
- ensuring parents and carers are aware of the school's arrangements.

All staff are responsible for:

- understanding this policy;
- knowing how to access allergy information for pupils in their care;
- recognising signs and symptoms of allergic reactions and anaphylaxis;
- responding appropriately in an emergency;
- ensuring pupils with allergies are included in activities wherever possible;
- ensuring emergency medication accompanies pupils on educational visits and off-site activities;
- reporting concerns regarding allergy management to the designated member of staff.

First aiders are responsible for:

- providing immediate assistance during allergic reactions;
- administering emergency treatment where required and trained to do so;
- calling emergency services when necessary;
- recording incidents in accordance with School procedures.

Parents and carers are responsible for:

- informing the school of any diagnosed allergy;
- providing accurate and up-to-date medical information;
- supplying prescribed medication;
- ensuring medication is clearly labelled and within expiry dates;
- providing updated Allergy Action Plans when changes occur;
- informing the school of changes to their child's condition.

Where appropriate, **pupils** are encouraged to:

- understand their allergy;
- inform a member of staff if they feel unwell;
- avoid known allergens;
- treat medication responsibly;
- seek help immediately if they think they are having an allergic reaction.

3.1 Named Staff responsible for Allergy Management:

The Headteacher will appoint at least two members of staff responsible for coordinating allergy management arrangements, maintaining records, monitoring medication and coordinating training. These have been delegated to the **SENCO** and the **Assistant Business Manager**.

The named allergy governor responsible for exercising reasonable oversight and making sure the allergy policies are implemented confidently across the school has been assigned to the **governor with responsibility for Health and Safety**.

4. Allergy Action Plans and Education Health Care Plans

All pupils diagnosed with a severe allergy or at risk of anaphylaxis must have an up-to-date Allergy Action Plan provided by their healthcare professional.

The school will also use an Education Health Care Plan (EHCP) or Care Plan where appropriate in accordance with the Supporting Pupils with Medical Conditions Policy.

Allergy Action Plans and/or EHCPs or separate Care Plans should include:

- details of the allergy;
- known triggers;
- symptoms;
- prescribed medication;
- emergency procedures;
- emergency contact details;
- information regarding the administration of medication.

Copies of plans will be held securely and made available to staff who need the information in order to support the pupil safely.

Parents and carers must notify the School immediately of any changes to allergy management, medication or emergency procedures.

5. Emergency Treatment and Management of Anaphylaxis

All staff should be aware that anaphylaxis is a medical emergency requiring immediate action.

Symptoms may include:

Airway

- swelling of the tongue;
- difficulty swallowing;
- throat tightness;
- altered voice.

Breathing

- wheezing;
- persistent cough;
- difficulty breathing;
- chest tightness.

Circulation

- dizziness;
- collapse;
- pale or floppy appearance;
- loss of consciousness.

Where anaphylaxis is suspected:

- send immediately for the pupil's medication;
- administer an adrenaline auto-injector (AAI) without delay if indicated by the Allergy Action Plan;
- call 999 and state that anaphylaxis is suspected;
- remain with the pupil at all times;
- monitor the pupil until emergency services arrive;
- administer a second Adrenaline Auto-Injector (AAI) if required and available, in accordance with medical guidance.

Staff should bring medication to the pupil and should not send a pupil to collect medication themselves.

Parents or carers must be informed as soon as reasonably practicable following any significant allergic reaction.

6. Supply, Storage and Care of Medication

Parents and carers are responsible for supplying prescribed medication and ensuring that it is in date.

All medication supplied to the school must:

- be clearly labelled with the pupil's name;
- be supplied in its original packaging where applicable;
- include current instructions for use.

Medication for pupils with severe allergies will normally include:

- prescribed adrenaline auto-injectors;
- prescribed antihistamines where relevant;
- an up-to-date Allergy Action Plan.

The school will maintain records of medication held on site.

Prescribed pupil medication will be stored securely within the Medical Room.

Medication must remain readily accessible to trained staff and must not be stored in a way that could delay emergency treatment. AAIs should not be locked away, and must not be located more than 5 minutes away from where they may be needed (usually inside an unlocked cupboard in the classroom out of reach of pupils)

AAIs will be taken in the First Aid kit bag when the class are out on trips, including any local trips, e.g. swimming, PE.

Expiry dates will be checked at least termly to ensure they are in-date.

Parents will be notified when medication is approaching expiry.

Out-of-date medication will be returned to parents or disposed of in accordance with School procedures.

7. Spare Adrenaline Auto-Injectors (AAIs)

The school maintains spare emergency AAIs in accordance with current legislation and guidance.

Spare AAIs are stored within the School Office in a clearly identified location known to trained staff (on the wall opposite the printer next to the front reception desk).

Spare AAIs may be used in an emergency where appropriate and in accordance with current legislation, training and medical guidance.

The designated member of staff is responsible for:

- monitoring stock levels;
- checking expiry dates;
- arranging replacement stock;
- maintaining records of checks undertaken.

8. Staff Training

The school recognises that effective allergy management depends upon staff being confident in recognising and responding to allergic reactions and anaphylaxis.

All staff will receive allergy and anaphylaxis awareness training at least annually, usually provided by the School Nurse.

Training will include:

- understanding allergies and anaphylaxis;
- recognising the signs and symptoms of allergic reactions;
- recognising the signs and symptoms of anaphylaxis;
- understanding Allergy Action Plans and IHCPs;
- the location of emergency medication;
- the administration of adrenaline auto-injectors (AAIs);
- emergency procedures, including contacting emergency services;
- allergy awareness and inclusion.

New staff, temporary staff, supply staff and volunteers will be made aware of relevant allergy procedures and any pupils with severe allergies in their care.

Records of training will be maintained by the school and reviewed annually.

9. Inclusion, Safeguarding and Bullying

The school is committed to ensuring that pupils with allergies are fully included in all aspects of school life.

Pupils with allergies will be encouraged and supported to participate in:

- classroom activities;
- sporting activities;
- educational visits;
- residential visits;
- any after-school activities;
- performances and special events.

The school recognises that pupils with allergies may experience anxiety, social isolation or bullying linked to their medical condition.

All staff should be alert to:

- teasing relating to allergies;
- deliberate exposure to allergens;
- exclusion from activities;
- inappropriate sharing of food;
- misuse of allergy information.

Any concerns relating to bullying, discrimination or safeguarding will be addressed in accordance with the School's Behaviour Policy, and Safeguarding Policy.

The school will promote an environment where pupils understand and respect the needs of those living with allergies.

10. Catering and Allergen Management

The school recognises the important role catering arrangements play in supporting pupils with allergies.

The school operates as a ‘nut-aware’ school. While every reasonable effort will be made to reduce risks associated with allergens, the school cannot guarantee a completely allergen-free environment. This means that the school will take active steps to reduce the risk of allergic reactions to nuts while recognising that a completely nut-free zone cannot be strictly guaranteed.

The school will:

- maintain a secure allergy register for reference by catering staff;

- ensure catering staff are aware of pupils with diagnosed allergies;
- ensure allergen information is available for food served by the school;
- take reasonable steps to minimise the risk of accidental allergen exposure;
- work with parents and carers where specific dietary arrangements are required.
- discourage staff and pupils from bringing/eating/using nuts in school;
- ensure regular handwashing, cleaning surfaces and teaching pupils and staff to recognise allergy symptoms.

A daily menu board will be displayed within the dining area and will identify the food being served together with relevant allergen information.

The daily menu will also be published on the school website and will identify relevant allergens.

Pupils with allergies should be encouraged to make informed choices and seek advice from staff if they are uncertain whether food is safe for them.

11. Educational Visits, Sports and Residential Activities

The school is committed to ensuring that pupils with allergies are able to participate fully in educational visits, sporting activities and residential visits.

Risk assessments must consider the needs of pupils with allergies and identify any additional arrangements required.

Consideration should be given to:

- food provision;
- access to medication;
- transport arrangements;
- overnight accommodation;
- emergency procedures;
- communication with external providers.

Allergy Action Plans and relevant medication must accompany pupils on educational visits and residential activities.

At least one member of staff trained in allergy and anaphylaxis management must accompany any visit attended by a pupil at risk of anaphylaxis.

Staff attending visits should understand:

- the pupil's allergies;
- the location of medication;
- emergency procedures;

- how to contact emergency services.

The school will not exclude a pupil from a visit solely because they have an allergy.

12. Allergy Awareness and Nut Awareness

The school will promote awareness and understanding of allergies throughout the school community.

Age-appropriate opportunities may be provided through PSHE, assemblies and other areas of the curriculum to help pupils understand:

- allergies and anaphylaxis;
- the importance of respecting medical conditions;
- the dangers of sharing food in a way that could increase risk of allergies;
- how to seek help in an emergency;
- how to support friends and classmates with allergies.

The school operates a nut-aware approach (see section 10).

Parents, carers, pupils and staff will be encouraged to support reasonable measures aimed at reducing allergy risks.

The school may communicate specific requests to families where additional precautions are required to support individual pupils.

Staff on duty during lunchtimes are aware of individual pupils' allergies.

13. Risk Assessment

The school will undertake risk assessments where necessary to support pupils with allergies.

Risk assessments may be completed:

- for individual pupils;
- for educational visits;
- for residential visits;
- for sporting activities;
- following changes in medical needs;
- following a significant allergic incident.

Risk assessments will consider:

- known allergens;

- likelihood of exposure;
- supervision arrangements;
- access to emergency medication;
- staff training requirements;
- emergency procedures.

The school will review risk assessments regularly and whenever significant changes occur.

Managing Insect Sting Allergy

The School recognises that insect sting allergy, including allergy to bee and wasp stings, can cause severe allergic reactions and requires appropriate management.

Where a pupil has a diagnosed insect sting allergy:

- relevant staff will be informed;
- Allergy Action Plans and medication will be readily available;
- risk assessments will consider outdoor activities and educational visits;
- staff supervising outdoor activities will be aware of emergency procedures.

Pupils with insect sting allergies should be encouraged to:

- wear appropriate footwear outdoors;
- take care when eating or drinking outside;
- avoid disturbing insects or nests where possible.

Emergency medication must accompany pupils during outdoor activities and educational visits.

14. Monitoring and Review

This policy will be reviewed annually by the school.

The review will consider:

- allergy incidents occurring during the year;
- feedback from staff;
- feedback from parents and carers;
- updates to legislation or national guidance;
- changes to School procedures.

The Headteacher and designated members of staff responsible for allergy management will oversee implementation and review of this policy.

Any significant allergic incident will be reviewed to identify lessons learned and any improvements required to School procedures.

15. Document Control

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