Allergy Policy (Inc EYFS)

Policy Aims

Brooke Priory is committed to promoting a whole school approach to health care, welfare and wellbeing and the safe management of those members of our school community who live with specific allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. By our actions we will work proactively to:

• minimise the risk of exposure within the school setting

• encourage self-responsibility

• learn avoidance strategies

• have robust plans for an effective response to possible emergencies

• ensure inclusivity for all pupils

Our school is clear about the need to actively support pupils with medical conditions to participate in school life. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in all aspects of school life. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Practical Steps

In order to put these principles into practice we will:

Proprietor:-

• Ensure the school has a strategic vision for the management of allergy risk assessment and emergency procedures

• Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headmaster

• Ensure the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective

• Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management.

• Ensure adequate resources for managing allergies are available

• Ensure this policy is available on the school website for parent/carers

• Monitor the effectiveness of this Policy to ensure it remains fit for purpose through review with the Headmaster

Headmaster

• Provide, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life and are not subject to bullying because of their condition

• Ensure all visitors, volunteers, work experience students, sub-contractors are made aware of the school's commitment to allergy management as part of Safeguarding Induction.

• Create links at strategic level with Healthcare professionals and Catering providers where appropriate.

• Ensure that up-to-date allergy information for pupils/students is accessible to catering teams.

• Ensure there is a workable School Emergency Plan in place that is known by all staff

• Seek updated medical information at the commencement of each year and for any pupil/student joining in year

• Where the pupil/student has an Individual Healthcare Plan (IHP), ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the pupil/ student in establishing IHPs.

• Encourage parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the pupil/student

• Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.

• Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises

• Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures

• Ensure an adequate risk assessment is undertaken prior to any school trips, excursions or off-site extra curricula activities for pupils/students who have allergies

• Ensure records of pupils/students medically prescribed an AAI and its use are kept correctly

• Ensure pupil/student documentation and in date medication is kept correctly and safely

• Ensure best practice in the labelling of foodstuffs and their contents

• Report to the Proprietor regarding the management of allergies within the school

Lead on the training of staff regarding allergy medical needs and their identification and management

Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context

Liaise with parents/carers of pupils/students with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.

• Ensure that any other staff involved with those pupils/students requiring the use of an AAI are also adequately trained and competent

• Ensure all school trips, excursions or off-site extra curricula activities for pupils/students are pre-checked so that 'safe' food is provided or that an effective control is in place.

Reception

• Report to the Headmaster regarding pupils with allergies

• Work closely with in-house and sub-contracted Catering Managers and Chef Managers in assisting in the support of pupils/students with known allergies (including meeting with parents/carers where requested) to discuss any special requirements

• Wherever possible use an AAP for pupils with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.

• If an additional written IHP is not required, ensure that the AAP is viewed and treated with the same level of seriousness.

• Ensure all copies of the AAP/IHP located around the school and/or on IT systems are identical if an updated version is received.

• Where an AAP has not been received for a pupil with recognised allergies, or if the medication information is not clear, communicate with parents to obtain an up to date copy and/ or clarification.

• Ensure medication is stored in a rigid box and clearly labelled with the pupils/student's name and a photograph (older students should carry their AAIs and medication with them)

• Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the pupil/student's IHP and/or AAP

• Ensure the school has an audited spare supply of in date AAIs that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location

• Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the school by pupils/students or external sources and are of the correct dosage

• Arrange for the correct disposal of out-of-date AAIs

• Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate

• Record all emergency uses of AAIs or reports of suspected emergencies

• Ensure that, if a pupil/student notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable).

All Staff

• Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context

• Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency

• When appropriate, raise awareness about allergies and anaphylaxis amongst their pupils/students in the classroom and around school, especially in dining areas

• Encourage self-responsibility and learned avoidance strategies amongst pupils/students living with allergies

• Help all pupils/students understand which foods are safe for those with allergies and how they can support other pupils/students with specific dietary needs to stay safe

• Highlight the need for anti-bullying of pupils/students with the condition

• Be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes

• Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food

• Any staff leading on a school trip must check that all pupils/students with medical conditions, including allergies, are carrying their medication (those unable to produce their required medication would not be able to attend the excursion)

• Staff leading a school trip, excursion or off-site extra curricula activity must ensure they carry all relevant emergency supplies with them

Parents/Carers

• Notify the school of the pupil/student's allergies.

• Inform the school of any changes as soon as known

• Talk with your child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction.

• Provide an AAP completed by a healthcare professional that can be kept with their medication and help the school support the pupil/student

• Contribute to the provision of an IHP in partnership with the school, and relevant healthcare professional, where required.

• Provide any other written medical documentation, instructions and medications as directed by a health professional.

• If you require it, meet with the school catering supplier to discuss any specific requirements relating to your child's allergy.

• Be aware of the school Allergy Policy and any arrangements for managing children with allergies and at risk of anaphylaxis

• Communicate regularly with the school to support our ability to keep our children safe and act immediately in the event of an allergic reaction

• Provide appropriate in date medication (two AAIs) of the correct dosage and register their AAIs on the manufacturer's websites to receive text alerts for expiry dates

• Providing appropriate foods to be consumed by the child if necessary

• Replace medications after use or upon expiry

• Review the Policy and procedures with the school's Headmaster

Pupils with allergies (as age appropriate)

• Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe

• Be proactive in the care and management of their food allergies and reactions and medication

• Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction

• Read food labelling but, if unsure, avoid the food

• Avoid eating anything with unknown ingredients

• Know where their medication is kept and (if age appropriate and confident enough to administer their own auto-injectors) take responsibility for carrying AAIs on their person at all times

• As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.

Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAIs on them at all times (in a suitable bag/container). Although this is aspirational, the default position is that responsibility for the AAI's will lie with the school, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff. Medication should be stored in a suitable container and clearly labelled with the pupil's name.

The pupil's medication storage container should contain:

• Two AAIs 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 School Receptionist 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 AAIs their child is prescribed, to make sure they can get replacement devices in good time.

Storage AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes. Disposal AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.

The sharps bin is kept in the following room: Mrs Bell's office

The school will have spare AAIs as an extra layer of safety.

Catering

The school menu is available for parents to view in termly advance with all ingredients listed and allergens via the Farm Kitchen Parent Portal. A list of children with allergies is available in the staff room and in the kitchen

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

• Food other than that provided by parents or supplied by the Farm Kitchen will be checked prior to consumption by Brooke Priory staff, if uncertainty exists food will not be given and suitable checks with parents will be made.

• Pupils will be encouraged to check and be confident to ask when unsure.

• Where food is provided by the school, staff should be 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 should 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) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

Nuts in school

The school asks children and staff not to bring nuts into school. Nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free (nut free) environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education. A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff 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.

Risk assessment

The 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.

This is an exemplar template that will be completed.

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Training

Allergy training should include a practical session. Training should include a basic understanding of allergic disease and its risks which include:

• Knowing the common allergens and triggers of allergy

• 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 AAIs) 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

• Associated conditions e.g. asthma

• Managing Allergy Action Plans and ensuring these are up to date

Appendix

I. First Aid for Anaphylaxis poster (to be displayed in reception, admin office and staffroom)
II. How to use Epipens poster. (to be displayed in reception, admin office and staffroom)
III. How to use JEXT AAIS poster. (to be displayed in reception, admin office and staffroom)
IV. Flow chart for treatment without use of AAI.
V. Flow chart for treatment with AAI.
VI. Information on allergies.
VII. Further information and contacts

Appendix I

FIRST AID FOR ANAPHYLAXIS

Recognise the Signs of Anaphylaxis...

A Airways
- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B Breathing
- Difficult or noisy breathing
- Wheeze or persistent cough

C Circulation
- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

An allergic reaction can escalate to anaphylaxis which is potentially life-threatening.
Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

ANAPHYLAXIS: ACTIONS TO TAKE

If any one or more of the above ABC symptoms are present, take these steps.

1. Administer an Adrenaline Auto Injector (AAI) without delay

Inject the AAI into the top of the outer thigh. If you're in doubt that it is anaphylaxis but one or more ABC symptoms are present, **give the AAI, it will not harm them.**

2. Dial 999 and say anaphylaxis ('ana-fill-axis')

Stay with the person until the ambulance arrives. **DO NOT let them stand up and walk around.**

3. The person should lie down immediately

If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.

4. Inject a second AAI into the outer thigh if there are no signs of improvement after 5 minutes

If there is no sign of life, start CPR immediately until help arrives.

Please learn these steps. This is life-saving information.
You never know when you will need to act in an anaphylaxis emergency.

Natasha Allergy Research Foundation
The UK's Food Allergy Charity

Empower • Include • Protect
AllergySchool.org.uk

Registered charity England & Wales (1181098) Scotland (SC051610). Based on BSACI and 2023 MHRA guidance.

Appendix II

ANAPHYLAXIS

HOW TO USE EPIPEN AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Remove the blue safety cap

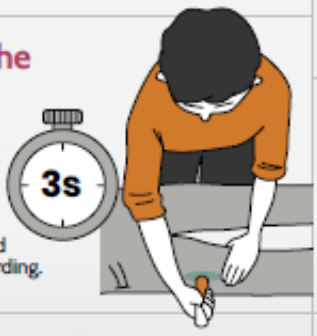
Grasp the EpiPen in your dominant hand and remove the blue safety cap by pulling straight up. **Remember: Blue to the Sky, Orange to the Thigh!**

2. Position the orange tip

Hold the EpiPen at 90°, approximately 10cm away from the leg, with the orange tip pointing towards the outer thigh.

3. Administer the EpiPen AAI

Jab the EpiPen firmly into the outer thigh at a right angle. Hold firmly for 3 seconds, before removing and safely discarding.



4. Once the EpiPen AAI has been administered call 999

Ask for an ambulance and say **"ana-fill-axis".**

5. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, **with legs raised if possible.**

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side .

6. If there are no signs of improvement after 5 minutes, use a second EpiPen AAI

The person should remain still and lying down until the ambulance arrives. **Don't try to get up, even if you start to feel better.**

7. Start CPR

If there are no signs of life, **start CPR immediately** until help arrives.

For more information on EpiPen AAIs >>

Sign up to the free expiry alert service and receive reminders by text or email when your EpiPen is about to expire >>

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Registered charity England & Wales (1181098) Scotland (SC051610). Based on BSACI and 2023 MHRA guidance. Source: EpiPen.

Appendix III

ANAPHYLAXIS

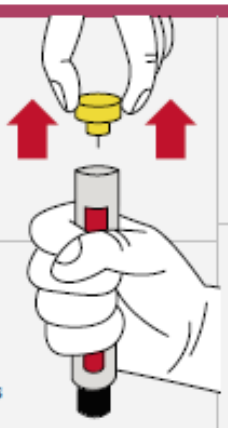
HOW TO USE JEXT AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Hold the Jext AAI in the hand you write with

Hold with your thumb closest to the yellow cap. **Pull off the yellow cap with your other hand.**



2. Place the black injector tip against the outer thigh

Hold the injector **at a right angles (approx. 90°) to the thigh.**

3. Push the black tip as hard as you can into the outer thigh

Wait until you **hear a 'click'** confirming the injection has started, then keep it pushed in. Hold the injector firmly in place against the thigh for **10 seconds (a slow count to 10)** then remove. The black tip will extend automatically and hide the needle.

4. Massage the injection area for 10 seconds

5. Once the Jext AAI has been administered call 999

Ask for an ambulance and say **"ana-fill-axis".**

6. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, **with legs raised if possible.**

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.

7. If there are no signs of improvement after 5 minutes, use a second Jext AAI

The person should remain still and lying down until the ambulance arrives. **Don't try to get up, even if you start to feel better.**

8. Start CPR

If there are no signs of life, **start CPR immediately** until help arrives.

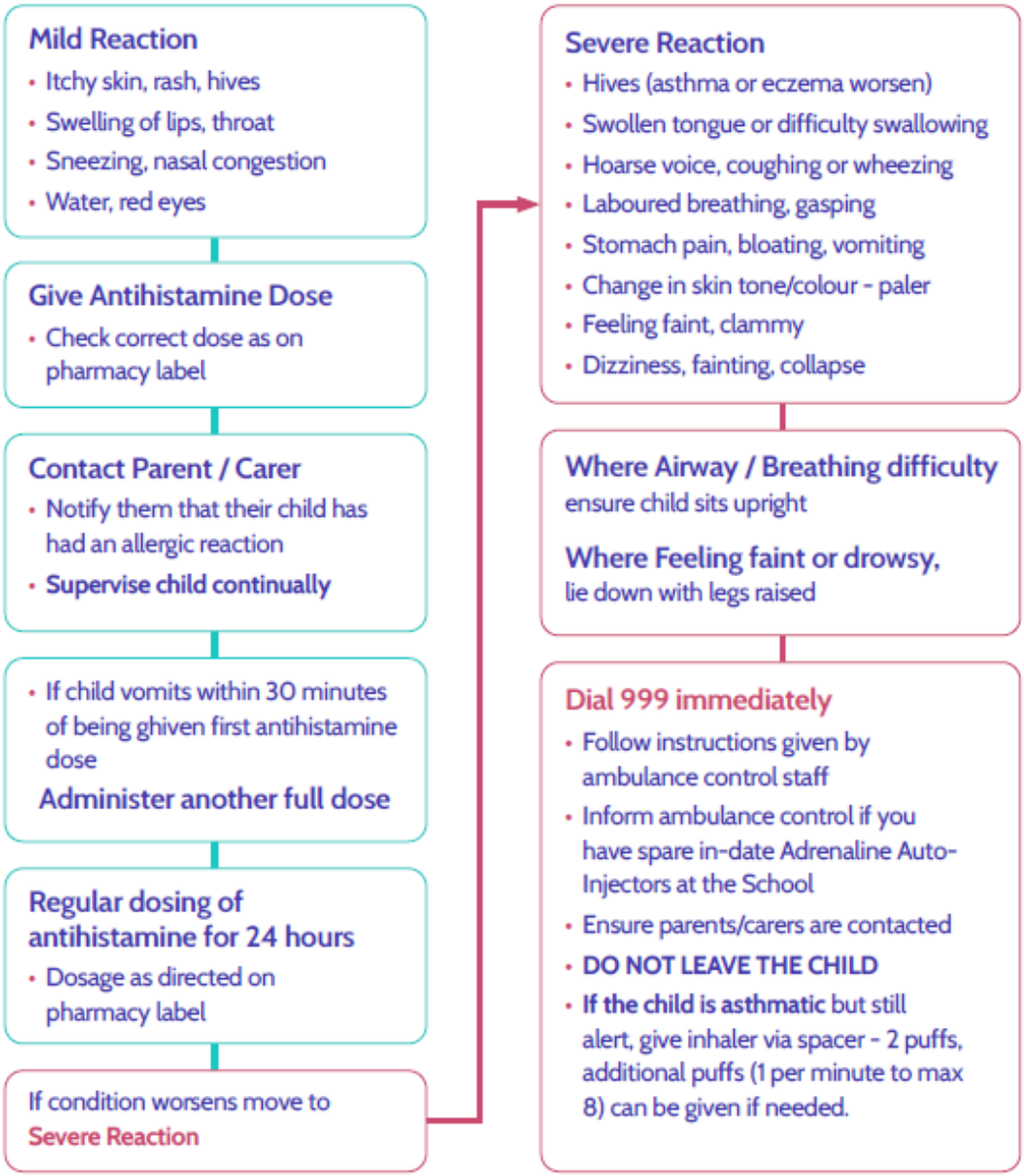
For more information on Jext AAIs >>

Sign up to the free expiry alert service and receive reminders by text or email when your Jext AAi is about to expire >>

Appendix IV

Flowchart for Allergic Reaction without use of Adrenaline Auto-Injector.

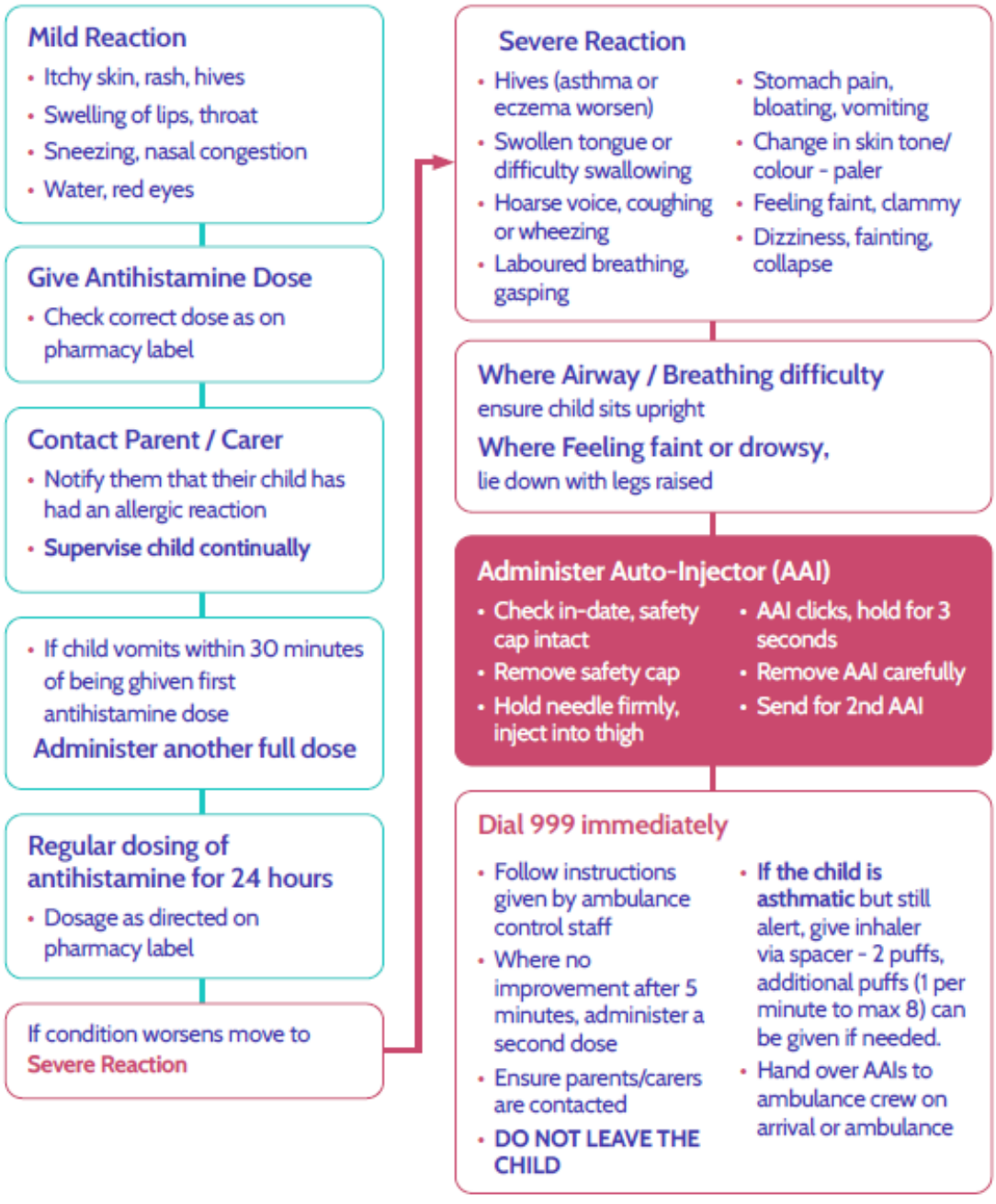
Refer to the child's BSACI Allergy Action Plan if they have one and call for other staff help if needed



Appendix V

Flowchart for Allergic Reaction with use of Adrenaline Auto-Injector.

Refer to the child's BSACI Allergy Action Plan if they have one and call for other staff help if needed



Appendix VI

Information on allergies

The most common causes of food allergies relevant to this Policy are the fourteen food allergens:

- **Cereals containing Gluten**
- **Celery**
- **Crustaceans**
- **Eggs**
- **Fish**
- **Soya**
- **Milk**
- **Nuts**
- **Peanuts**
- **Mustard**
- **Sesame Seeds**
- **Sulphur dioxide/Sulphites**
- **Lupin**
- **Molluscs**

However, it is possible that any food has the potential to cause an allergic reaction. Contact with any food or materials containing a child's allergen has the potential to cause an allergic reaction for that child.

Latex, chemicals, medicines, grasses, pollen, weeds, trees, pets, insect venom and animal dander (shedded flakes of skin) can also cause allergic reactions.

Symptoms

Mild to moderate symptoms include:

- Swelling of the eyes, face and lips
- Runny or congested nose
- Raised itchy rash (hives), eczema flare, skin flushing
- Itchy mouth
- Stomach cramps, nausea, vomiting, diarrhoea

Severe symptoms include:

- Swollen tongue, hoarse voice or cry, difficulty swallowing and talking
- Chest tightness
- Breathing difficulties, persistent cough, wheeze
- Low blood pressure, feeling faint, collapse
- Pale and floppy (babies and small children)

Appendix VII

Other support and resources

- Allergy Guidance for Schools - https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools
- Allergy UK Helpline: providing support, advice and information for those living with allergic disease tel. weekdays 9am-5pm 01322 619898 - www.allergyuk.org
- Early Years Foundation Stage Statutory Guidance, Section 3 Safeguarding and Welfare Requirements - Food and Drink - Statutory framework for the early years foundation stage (publishing.service.gov.uk)
- Example menus for early years settings in England - Part I Guidance - Example menus for early years settings in England: part 1 (publishing.service.gov.uk) - Managing food allergies, intolerances and meeting cultural needs; Providing food allergen information; Reading food labels; Allergen information
- Food Standards Agency food allergy and intolerance online training - https://allergytraining.food.gov.uk/
- For pupils / students with Medical Conditions at School - Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)

  Wales: https://www.gov.wales/sites/default/files/publications/2018-12/supporting-learners-with-healthcare-needs.pdf

  Scotland: https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/

  Northern Ireland: https://www.education-ni.gov.uk/publications/supporting-pupils-medication-needs
- FSA reporting tool for allergies - https://www.gov.uk/government/news/fsa-launches-allergy-and-intolerance-reporting-tool
- Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf