Allergy Safety Policy

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Changes made since last review: New Policy

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Aims

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place, in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

Legislation and guidance

This policy is based on

- The Department for Education (DfE)'s statutory guidance on
    - allergy safety in schools
    - supporting pupils with medical conditions at school
- The Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

Roles and responsibilities

The Trust Board

The Trust Board is responsible for ensuring:

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

The Trust Board delegates the day-to-day implementation of this policy to the allergy safety lead.

Headteacher

The headteacher is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an Individual Healthcare Plan (IHP) is required to specify arrangements that reflect the pupil's circumstances

Allergy Safety Lead

The nominated allergy safety lead is the School Business Manager who line-manages the First Aid leads.

The Allergy safety lead is responsible for:

- Implementing this allergy safety policy

- Reviewing this policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our school community
- Ensuring that:
    - All allergy information is up to date and readily available to staff
    - All staff receive regular allergy awareness training
    - All staff are aware of the school's policy and procedures regarding allergies

School Office Manager and School's First Aid Administrator

The School Office Manager, Kelly Dove, and the School's First Aid Administrator, Sophie Wollard are responsible for ensuring that:

- There are spare ADs and spare emergency asthma reliever inhalers available, all stored according to the guidance
- The School will have available at least 2 spare Epi-Pens and multiple spare emergency asthma reliever inhalers, within date, purchased via appropriate suppliers.
- The spare Epi-Pens are stored within a green 'Allergy Response' Bag.
- The spare emergency asthma reliever inhalers are located throughout the school, locations of which are on the First Aider posters across the school..
- At least 2 are stored at Reception/First Aid
- These are kept separate from pupils' prescribed ADs and clearly labelled to avoid confusion
- Replacement ADs are purchased when the expiry date is near
- ADs are only used once after which they are disposed of in line with the manufacturer instructions (for example, in a sharps bin for collection by the local council)
- Advance consent from parents/carers or pupils for spare adrenaline devices to be used is obtained so that in an emergency, consent can be assumed to be in place; however in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- All pupils who require support with allergies have an up-do-date individual healthcare plan (IHP)
- All pupils with a known allergy have up-to-date allergy action plan issued by a medical professional
- Relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate,

Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens and ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any incidents/near misses/allergic reactions/case of anaphylaxis to the First Aid Administrator as soon as possible to handle and log appropriately

- Assisting us keep the school safe by not bringing nuts and lunches and snacks containing nuts into school

Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis any changes to their child's condition
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are in date
- Being aware that without the relevant information, we may not be able to sufficiently support their child's medical needs or safely manage an allergic reaction should one occur while they are in our care
- Parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.
- Assisting us keep the school safe by not sending nuts and lunches and snacks containing nuts in their child's packed lunch

Pupils with allergies

Pupils are responsible for:

- Being aware of their allergens and the risks they pose from an early age
- Carrying their AD on their person and only use it for its intended purpose
- Understanding how and when to use their AD
- Administering their own adrenaline and should carry their own ADs with them on school trips and off-site events
- Making sure that they do not take another person's pre packed food

Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Supporting their peers and staff in case of an emergency
- Making sure they do not share their own pre packed food with another pupil

Identifying individuals at risk

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

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

Identifying pupils at risk

The school has the following arrangements in place:

- Parents/carers of potential new starters are required to disclose any allergy on their application form.
- This information allows the school to prepare for the new intake and plan ahead
- Once pupils are offered a place, **all** parents/carers are sent an email asking to reconfirm any allergies.
- If the parents/carers have disclosed an allergy, forms will be sent out to confirm details of the allergy and whether the pupil carries medication.
- Arrangements are then put in place if an allergy is disclosed.
- A reminder is sent to parents/carers at the start of the Academic year asking them to update their child's medical information as necessary.
- Parents/carers are asked via email to inform us if their child develops an allergy that we have not been made aware of.

Identifying staff and visitors at risk

The school has the following arrangements in place:

- New staff to provide details of their allergies in advance of their start date on our data collection sheet that is given to them for completion before they start
- A reminder is sent to all staff at the start of the Academic year to inform the school of any changes in allergies
- Visitors are asked to complete an Allergy Safety Form with details of any allergies on arrival where they are going to enter the main school
- The form is reviewed by the First Aid Administrator to determine the risk and take steps to reduce the risk to the visitor

Individual healthcare plans (IHP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally
- It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP
- Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis
- The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil
- The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school
- Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil
- Some allergies will not require arrangements which are additional to or different from those made generally

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required

- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required
- IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed.
- Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

Allergy and asthma action plans

All pupils who have a known allergy should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP.

Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

Register of pupils with known allergies

- The school maintains a register of pupils who have a known allergy. The register includes:
    - Known allergens and risk factors for anaphylaxis
    - Whether a pupil has been prescribed ADs (and if so, what type and dose)
    - Where a pupil has been prescribed an AD, whether parental consent has been given to administer
    - emergency medication
    - A photograph of each pupil to allow a visual check to be made (this will require parental consent)
- The register is kept in a location easily accessible to staff and in areas where food is served or handled and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their ADs with them will reduce delays and allows for confirmation of consent without the need to check the register.

Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

Catering

The School is committed to providing safe food options to meet the dietary needs of pupils with allergies. It engages the services of Culinera Limited to provide onsite catering. The School will ensure that Culinera:

- Has an Allergy Safety Policy in place which is reviewed annually
- Understand the controls in place to ensure that food service complies with relevant legislation and requirements
- Ensures that catering staff receive appropriate training and are able to identify pupils with allergies
- Makes school menus available for parents/carers and pupils to view, with ingredients, are clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, that these comply with legislation, and continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices.
- Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)

Where food is provided by the school, staff will understand how to read labels for food allergens and follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

Educational Trips and Visits

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips
- Spare AAI's will be in the Trip bag with the Trip leader, if possible.

Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
- A spare school AD device will only be used if:
  o The pupil does not have a prescribed AD
  o The pupil's prescribed AD are not available or misfire

Adrenaline devices (ADs)

The School's procedures are as follows:

Prescribed ADs

Pupils who are prescribed ADs are told to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

If a pupil cannot keep their ADs with them in the classroom because their IHP determines that storing them nearby with staff would be safer then the devices will be stored:

- In an appropriate central location that is unlocked and accessible at all times
- No more than 5 minutes away from where they may be needed
- Kept at room temperature/in line with manufacturer's guidelines
- Protected from direct sunlight and extremes of temperature

A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Use of ADs off school premises

Spare ADs will be sent in the Trip bag to be kept with the trip leader, where required.

Serious incidents and 'near misses'

A serious incident is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A '**near miss**' is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident book, including the following information:

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

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a pupil aged 16 and over, the school will confirm that the pupil agrees that their parents/carers should be informed.

The school will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

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

After an incident is addressed the Allergy Safety Lead together with the First Aid Administrator will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

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

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

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

Allergy awareness

Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction. When using any temporary agency staff we will ensure they have had the training and are made aware of our arrangements.

It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school will conduct allergy safety drills at least annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:

    - Calling emergency services and informing parents/carers
    - How to locate and administer emergency medication
    - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year. All staff should be aware of and understand the policy as part of annual allergy awareness training.

For pupils, the school will use assemblies and the "form time" program to educate them about allergies. pupils in the Sixth Form will complete the same online training as the academy staff.

Wellbeing

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. To support them, pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor.
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

Wellbeing support following an incident or 'near miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding and any witnesses.

The school will provide support to those involved and will support staff involved in any incident or 'near miss'.

Information sharing

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

Monitoring arrangements

This policy will be monitored by the Allergy Safety Lead and will be reviewed and approved annually or more frequently if a serious incident or 'near miss' identifies an area for improvement. ALL staff will have access to details of pupils with allergies.

Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- School food policy
- Data protection policy
- Behavior policy
- Insert any other relevant policies