



## **Five Spires Academy**

# **Allergen & Anaphylaxis Aware Policy**



**Date- September 2020**

**Review- September 2022**

**Review Framework:**

The policy will be reviewed annually (or sooner in the event of revised legislation or guidance)

Signed: Headteacher \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Chair of Governors \_\_\_\_\_ Date: \_\_\_\_\_

## **Statement of Intent**

1. Legal Framework
2. Definitions
3. Roles and Responsibility
4. Prohibited Foods
5. Nut Allergies
6. Staff Training
7. Emergency Response
8. Catering Arrangements
9. Monitoring and Review

## **Appendices**

Appendix 1 – Allergy Aware School Letter to Parents

Appendix 2 – Nut Allergy Pupil Log

## **Contents**

Statement of Intent	Page 3
Legal Framework	Page3
Definitions	Page 4
Roles and Responsibilities	Page 4 – 7
Prohibited Foods	Page 7 – 8
Nut Allergies	Page 8
Staff Training	Page 8 - 9
Emergency Response	Page 9 - 12
Catering Arrangements	Page 12
Monitoring and Review	Page 12 – 13
Appendix 1 – Nut Aware School Letter to Parents	Page 14
Appendix 2 – Allergy Pupil Log	Page 15

## Statement of Intent

Five Spires Academy strives to ensure the safety and wellbeing of all members of the school community. This policy is to be adhered to by all staff members, parents, pupils and visitors who attend Five Spires Academy.

This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts, or other allergens, to which they are sensitive to.

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

We do not allow nuts or nut products in school lunch boxes. Our school catering team, Chartwells, do not use nuts or any product containing nuts as an ingredient. Chartwells may carefully use products with a 'may contain' declaration for nuts as long as no nuts are present in the ingredient list: Chartwells will treat such items as 'contains' to reduce the risk to our nut allergy pupils. A nut free special diet menu can be requested from the team.

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

## 1. Legal Framework

1.1 This policy has due regard to all relevant legislation including, but not limited to the following:

- The Human Medicines (Amendment) Regulations 2017

1.2 This policy has due regard to all relevant guidance including, but not limited to the following:

- Department of Health (2017) 'Guidance on the use of adrenaline auto-injections in schools'
- DfE (2015) 'Supporting pupils at school with medical conditions'

1.3 This policy operates in conjunction with the following school policies and documents:

- Health and Safety Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Educational Visits Policy
- Anaphylaxis Risk Assessment
- First Aid Policy
- AAI Record

## 2. Definitions

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

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

2.3 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
- Nausea and vomiting

2.4 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
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

### 3. Roles and Responsibilities

3.1 The headteacher is responsible for:

- Ensuring that staff receive allergy and anaphylaxis training at least annually
- Ensuring Chartwells Catering Group catering staff on site have up to date health and safety training along with allergy and anaphylaxis training.
- The development, implementation and monitoring of this policy.
- Ensuring that all members of staff have read this policy and understand the emergency procedures within it.
- Ensuring the school environment is as nut free as possible.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips are planned in accordance with the Educational Visits Policy, taking into account any potential risks the activities involved pose to pupils with known allergies.
- Ensuring that all designated first aiders are trained in the use of adrenaline autoinjectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring Chartwells Catering Group – are aware of, and act in accordance with the school's policies regarding food and hygiene, including this policy.
- Ensuring that Chartwells Catering Group are aware of any pupils' allergies which may affect the school meals provided.

3.2 The Governing Body is responsible for:

- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.

3.3 All staff are responsible for:

- Ensuring that they do not bring any products containing nuts into the school.
- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans and if necessary, their intimate care plans.
- Responding immediately and appropriately in the event of a medical emergency.

- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Promoting hand washing before and after eating.
- Monitoring all food supplied to pupils by both school and parents, including snacks, ensuring food containing nuts is not provided.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with nuts.
- Ensuring that any necessary medication is out of the reach of pupils but still easily accessible to staff members.
- Liaising with the school nursing team, SENCO and the pupils' parents to ensure the necessary control measures are in place.
- Informing the headteacher if they have an allergy to nuts.

#### 3.4 First Aiders are responsible for:

- Responding to incidents of anaphylaxis in accordance with the Allergen and Anaphylaxis Policy and First Aid Policy.
- Maintaining the Allergy Pupil Log and ensuring staff know where it can be located.
- Liaising with paramedics, should they be called to respond to an incident of anaphylaxis.

#### 3.5 The School Office is responsible for:

- 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 child's nut allergy.
- Ensuring that the necessary staff members are informed about pupils' nut allergies.

#### 3.6 Parents are responsible for:

Notifying Five Spires Academy of the following information:

- *Whether their child has any allergies and to what*
- *What medication to administer should an allergic reaction occur*
- *Specified control measures and what can be done to prevent the occurrence of an allergic reaction*
- Keeping the school up to date with their child's medical information.
- Providing the school with up to date emergency contact information.

- Providing the school with written medical documentation, including instructions for administering medication as directed by their child's doctor.
- Providing the school with any necessary in-date medication, in line with the procedures outlined in the Supporting Pupils with Medical Conditions Policy.
- Communicating to the school any specific control measures that can be implemented to prevent the child from coming into contact with nuts.
- Providing the school with written details regarding their child's allergy.
- Working alongside the school to develop an Individual Healthcare Plan to accommodate their child's needs, as well as undertaking the necessary risk assessments.
- Acting in accordance with any allergy related requests made by the school, such as not providing nut-containing items in their child's packed lunch.
- Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Liaising with staff members, including those running breakfast and afterschool clubs, regarding the appropriateness of any food or drink provided.

### **3.7 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.
- Notifying a member of staff immediately if they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing a product or ingredient that they are allergic to
- Learning to recognise personal symptoms of an allergic reaction.

## **4. Prohibited Foods**

4.1 The school is committed to ensuring our pupils with allergies are not at risk of an allergic reaction.

4.2 All food products containing nuts are prohibited. The school expects parents to check food products when preparing pupils' lunches.

4.3 Parents, pupils and staff will be mindful that the following food products are prohibited:

- Fruit and Cereal Bars
- Chocolate Spread / Peanut Butter Sandwiches

- Packs of Nuts
- Chocolate Bars or Sweets Containing Nuts
- Biscuits Containing Nuts
- Cakes Containing Nuts
- Condiments, e.g. Satay Sauce

4.4 In addition to the list above, food packaging that states a product contains nuts, or is unsuitable for people with nut allergies, means that the product will be considered prohibited.

4.5 The school will liaise with Chartwells Catering Group to ensure they do not use nuts in any school prepared meals.

4.6 Staff will not bring products containing nuts into the school.

4.7 Any prohibited items will be removed and disposed of.

## 5. Allergies

5.1 Parents will inform the school when they become aware that their child has an allergy, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

5.2 information regarding all pupils' allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed onto Chartwells Catering Group.

5.3 Chartwells Catering Group will ensure that general good practice hygiene standards are maintained, in accordance with the school's Health and Safety Policy.

5.4 Chartwells Catering Group will be requested to eliminate nuts, and food items with nuts as ingredients, from meals as far as possible, including foods with are labelled 'may contain traces of nuts'. If children have other allergies, their diet restrictions will be communicated to Chartwells who will plan their meals accordingly on the days where the allergen is on the menu. This will be communicated to Chartwells and the kitchen will be provided with a clear list and photographs of children with allergies. This list is also given to teachers and supply staff.

5.5 There will be separate kitchen utensils that will be used to prepare the food and drink of the pupils at risk.

5.6 Food items containing nuts will not be served at, or be brought onto, the school premises.

5.7 Learning activities that involve the use of food, such as food technology lessons, will be planned in accordance with pupils Individual Healthcare Plans, taking into account any known allergies of the pupils involved.

5.8 In accordance with the Health and Safety Policy, the school will ensure the safety of staff with allergies, once staff have alerted us.

## **6. Staff Training**

6.1 In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility to assist pupils with managing their allergies.

6.2 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.

6.3 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

6.4 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-moderate symptoms
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs
- 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 in the Allergen and Anaphylaxis Policy

## **7. Emergency Response**

7.1 Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant class teacher, the SENCO, a member from the school nursing team (if required) and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action and support will be developed

7.2 All medical attention, including that in relation to administering medication, will be conducted in accordance with the Support Pupils with Medical Conditions Policy.

7.3 Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name on, and also ensuring the relevant form is completed that gives permission for school to administer the medication.

7.4 Pupils will not be able to attend school or educational visits without any lifesaving medication that they may have, such as AAls.

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

7.6 Any specified support that the pupil may require will be outlined in their Individual Healthcare Plan.

7.7 All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupils Individual Healthcare Plan.

7.8 The SENCO is responsible for working alongside relevant staff members and parents to develop Individual Healthcare Plans for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

7.9 The headteacher has overall responsibility for ensuring that Individual Healthcare Plans are implemented, monitored and communicated to the relevant members of staff.

### **Mild Moderate Allergic Reactions**

In the event of an allergic reaction, the school will follow the BSCAI Action plan and/or a pupil's individual healthcare plan

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

7.10 Mild 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

7.11 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 AAls via the walkie talkie system.

7.12 The pupil's prescribed AAI will be administered by the designated staff member.

7.13 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.

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

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

7.16 If 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.

7.17 For mild 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.

### **Anaphylaxis**

7.18 Anaphylaxis symptoms include the following:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

7.19 In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor with their legs raised and will call for help from a designated staff member via the walkie talkie system.

7.20 The designated staff member will administer the AAI to the pupil.

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

7.22 If necessary, other staff members may assist the designated staff members with administering AAI's.

7.23 The emergency services will be contacted immediately where an AAI has been used/or is about to be used.

7.24 A member of staff will stay with the pupil until the emergency services arrive – the pupil must remain flat and still.

7.25 The headteacher will be contacted immediately, along with a suitable first aider.

7.26 If the pupil stops breathing, a suitable first aider will begin CPR.

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

7.28 If 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.

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

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

- Any known allergens, including nuts
- The possible causes of the reaction, e.g. nuts
- The time the AAI was administered – including the time of the second dose, if this was administered

7.31 Any used AAIs will be given to paramedics

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

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

7.34 The headteacher or appropriate senior leader will accompany the pupil to hospital in the absence of their parents.

7.35 Following the occurrence of an allergic reaction, the Governing Body along with the headteacher, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

### **Staff with Allergies**

7.36 If a member of staff has allergies, they will ensure they inform the headteacher and appropriate safety precautions will be established, including the storage of medication.

7.37 Staff will ensure that they have their medication in a designated place at all times.

7.38 If staff believe they are having an allergic reaction, they will use the walkie talkie system to contact the office, who will attend the member of staff and provide assistance.

7.39 If required, the school office will call an ambulance.

7.40 Following an allergic reaction, the staff member will be permitted to go home, and cover will be arranged.

## **8. Catering Arrangements**

- 8.1 When the school is planning events, e.g. a school fair, the school will ensure that all allergens are correctly labelled and that there are sufficient nut free options.
- 8.2 The school will ensure that school events are as nut free as possible.
- 8.3 Separate utensils will be used to handle food containing nuts / any other allergens known to school.
- 8.4 A school food risk assessment will be carried out that accounts for allergies (for use at school events).
- 8.5 Medication will be available for pupils with severe allergies.
- 8.6 Hygiene standards will be maintained during events and activities that involve food.
- 8.7 During school trips, the pupil will not be permitted to attend without their medication.
- 8.8 At least one member of staff at any school event, activity or trip will have received anaphylaxis training.
- 8.9 The Allergen and Anaphylaxis Policy is followed at all times.
- 8.10 School lunches prepared on site are made using nut free ingredients in a nut free kitchen.
- 8.11 If staff see nut containing products on the school grounds, they will remove them and dispose of them.

## **9. Monitoring and Review**

- 9.1 The headteacher along with the Governing Body is responsible for reviewing this policy annually.
- 9.2 The next scheduled review date is September 2021.
- 9.3 The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.
- 9.4 Following each occurrence of an allergic reaction, this policy and the pupils Individual Healthcare Plan will be updated and amended as necessary.

## Appendix 1 – Allergy Aware – School Letter to Parents



Dear Parents / Carers,

### Restricting nut-based products from school

From the Autumn term we have taken the decision to make Five Spires Academy an 'Allergy & Anaphylaxis Aware' school site; this is due to the increase in pupils who have **severe nut allergies**.

An anaphylaxis (allergic reaction) can occur as a result of digestion, inhalation or any other contact with nut-based products. **For their safety, all nut-based products are being restricted on the school premises.**

From this point forward, we ask that snacks and lunches brought into school should be peanut and nut free.

Here is a list of potential products that are likely to contain nuts:

- Spreads – chocolate spread, or peanut butter spread
- Fruit bars and cereal bars
- Some types of biscuits containing nuts
- Condiments – satay sauce
- Cakes containing nuts
- Some snack pots containing nuts
- Chocolate bars or sweets containing nuts

It is important that you check the labelling of food products before sending your child into school with them. It is not always apparent that products contain nuts.

We also ask that, if your child consumes any nut-based products before school, they wash their hands thoroughly before entering the school grounds. We understand that these measures may seem extreme; however, we want to ensure the health and safety of all our pupils.

Further to these provisions, the school does not serve dinners that contain nut-based products – this includes products that are labelled as 'may contain traces of nuts'. We will also ensure all food tables are disinfected before and after being used with the appropriate cleaning products.

We also cannot accept any donation or gifts of items that contain nuts for staff, or distribution to other pupils. Any food items brought into school for distribution must have a label identifying the ingredients, which must not contain nuts.

We understand that this is a big change for all and apologise for any inconvenience this may cause; however, I am sure that you will all agree that the safety of our children is paramount.

Thank you in advance for your co-operation in this matter.

Yours sincerely,

Mrs Diane Raftery

Headteacher

**Appendix 2 – Allergy Pupil Log**



<b>Name of Pupil:</b>	<b>Year Group:</b>	<b>Does the pupil have packed lunches or school dinners?</b>	<b>Details of any medication required:</b>	<b>Where is the medication located?</b>	<b>Headteacher's Signature</b>