

## ALLERGENS POLICY

### Ralph Butterfield Primary School

#### General Statement

This policy is concerned with a whole school approach to the health care and management of those members of our community suffering from specific allergies.

We are aware that our children and staff may suffer from food, bee/ wasp sting, animal or nut allergies, and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Our position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

We are committed to no food and drink sharing.

Parents/care givers are asked to provide details of allergies in the child's School Admissions Forms, which are submitted before starting school; new members of staff are asked to provide details of allergies upon appointment.

#### General Aims

The intent of this policy is to minimize the risk of any child/staff member suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include;

- The establishment of effective risk management practices to minimise the child, staff, family member and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

School Staff

Parents/care givers

Volunteers

Supply staff

Children

Students

#### Definitions

**Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

**Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-

threatening allergic reaction to food, stings, bites, or medicines.

**Adrenaline Auto-injector** - syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

**Minimized Risk Environment**- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

**Individual Health Care Plan (IHP)** - A detailed document outlining an individual child's condition treatment, and action plan for location of adrenaline auto-injector.

## Procedures and Responsibilities for Allergy Management

### General

- The involvement of parents/care givers and staff in establishing individual Health Care Plans (IHP).
- The establishment and maintenance of practices for effectively communicating a child's/staff member's IHP to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

### Medical Information

- The school will seek updated information via medical form at the commencement of each calendar year.
- Furthermore, any change in a child's/staff member's medical condition during the year must be reported to the school.
- For children with an allergic condition, the school requires parents/care givers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Headteacher will ensure that an IHP is established and updated for each child/staff member with a known allergy.
- All members of staff are required to review and familiarise themselves with the medical information.
- Where children/staff with known allergies are participating in school excursions, the risk assessments must include this information.

### Medical Information (Adrenaline Auto-injectors)

Where Adrenaline Auto-injectors are required in the IHP:

- Parents/carers of children are responsible for the provision and timely replacement of the AAI.
- Staff members are responsible for the provision and timely replacement of their AAI.
- The AAIs are located securely in relevant locations approved by the Headteacher.
- AAIs will be located so that all adults involved with the child/staff member know where they are at all times.

### The Role of Parents/care givers of children with allergies

Parents/care givers are to send a letter Parents/care givers are responsible for providing, in writing, on-going accurate and current medical information to the school, and meet with the school to confirm and detail the nature of the allergy; including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.

- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an adrenaline auto-injector a IHP must be completed and signed by the parents/care givers.
- It is the responsibility of the parents/care givers to provide the school with up to date medication / equipment clearly labelled in the original packaging.
- In the case of life saving medication like adrenaline auto-injectors the child will not be allowed to attend without it.
- Parents/carers are also required to provide up to date emergency contact information.
- Parents/carers will liaise with the school's catering provider, in the preparation of a bespoke menu for their child (in line with allergens). When completed, this must be signed by both the parent/carer and the catering provider.
- Snacks brought into school are provided by each child's Parent/care giver.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents/carers should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

### **The Role of Staff members (with allergies)**

Staff members are responsible for providing, in writing, on-going accurate and current medical information to the school, and meet with the school to confirm and detail the nature of the allergy; including:

- The allergen (the substance the staff member is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the staff member can be prevented from getting into contact with the allergen.
- If a staff member has an allergy requiring an adrenaline auto-injector a IHP must be completed and signed by the staff member.
- It is the responsibility of the staff member to provide the school with up to date medication / equipment clearly labelled in the original packaging.
- Staff members are required to ensure school has up to date emergency contact information, at all times.
- It is a staff members responsibility to ensure that any food/snacks are safe to consume.
- Staff members should liaise with school about appropriateness of snacks and any food-related activities (e.g. cooking)

### **The Role of Staff in supporting children**

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's School Admissions Form states that they have an allergy then a IHP is needed. A risk assessment should be carried out and any actions identified to be put in place. The Assessment should be stored with the child's IHP.
- Upon determining that a child attending school has a severe allergy, all staff on site will be made aware, ensuring knowledge and awareness of child's needs.
- All staff who come into direct contact with the child will be made aware of what treatment/medication is required by the Headteacher or Inclusion Team and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time foods are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and

lunch time to ensure the safety of children with allergies.

- However staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- We provide specific adrenaline auto-injector use training.
- We may ask parents/care givers for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents/care givers about snacks and any food-related activities.

## **Actions**

### **In the event of a child suffering an allergic reaction:**

- A member of staff will contact the child's parents/care givers.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Supporting Children with Medical Conditions Policy.
- If parents/care givers have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- If a child is taken to hospital by car, two members of staff will accompany them.

### **In the event of a staff member suffering an allergic reaction:**

- A member of staff will contact the staff member's emergency contact.
- If a staff member becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the staff member feel comfortable and give them space.
- If medication is available it will be administered as per training and in conjunction with IHP.

## **Role of other parents/care givers**

Snacks and lunches brought into the school by other parents/care givers should be peanut and nut free.

The school will ensure that parents/care givers are regularly reminded and will monitor the contents of lunchboxes and snacks being consumed at break times.

## **Catering**

Our current school lunch provider have their own policy for food allergies. Parents/care givers are required to liaise with the Catering Manager and provide a current medical letter stating the allergy of their child.

<b>Signed:</b>	
<b>Date:</b>	December 2024
<b>Review Date:</b>	December 2025