

## ALLERGENS POLICY

### West View 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 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.

Parents/carers are asked to provide details of allergies in the child's School Admissions Forms, which are submitted before starting school.

#### General Aims

The intent of this policy is to minimise the risk of any child 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/carers  
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.

**EpiPen** - Brand name for 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.

**Health Care Plan** - A detailed document outlining an individual child's condition, treatment, and action plan for location of EpiPen (where required).

## **Procedures and Responsibilities for Allergy Management**

### **General**

- The involvement of parents/carers and staff in establishing Individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plan 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**

- As a school, we will seek updated information at the commencement of each calendar year.
- Furthermore, any change in a child's medical condition during the year must be reported to the school by parents/carers.
- For children with an allergic condition, the school requires parents/carers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Senior Leadership Team will ensure that a Health Care Plan is established and updated for each child with a known allergy: these will be overseen and confirmed by the Headteacher.
- All members of staff are required to review and familiarise themselves with the medical information.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.

### **Medical Information (EpiPens)**

Where EpiPens (Adrenalin) are required in the Health Care Plan:

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

### **The Role of Parents/Carers**

Parents/carers are responsible for providing, in writing, on-going accurate and current medical information to the school.

Parents/carers are to 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 EpiPen, a Health Care Plan must be completed and signed by the parents/carers and school staff (this will be a member of the Senior Leadership Team). All Health Care Plans will be seen, agreed and signed by the

Headteacher.

- It is the responsibility of the parents/carers to provide the school with up to date medication/equipment clearly labelled in the original packaging.
- In the case of life-saving medication like EpiPens, 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 should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking)

### **The Role of Staff**

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 Health Care Plan is needed. It is not necessary for a separate risk assessment to be created as this would replicate the Health Care Plan.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the Headteacher or member of the Senior Leadership 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-free, nut-free and free from 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 EpiPen use training and training around anaphylaxis.
- We may ask parents/carers 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/carers about snacks and any food-related activities.

### **Actions**

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


- We will delegate someone to contact the child's parents/carers.
- 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/carers 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.

### **Role of other parents/carers**

Snacks and lunches brought into the school by other parents/carers should be peanut and nut free wherever possible. As a school, we will ensure that parents/carers are regularly reminded and will monitor the contents of lunchboxes and snack.

### **Catering**

Our current school lunch provider have their own policy for food allergies. Parents/carers are required to make an appointment with the School Cook and provide current medical documentation stating the allergy of their child.

<b>Signed:</b>	 Miss L. Furness: Headteacher
<b>Date:</b>	November 2023
<b>Review Date:</b>	November 2024