

# Allergy Policy

## POLICY INFORMATION

Ratified by the  
Board of  
Governors

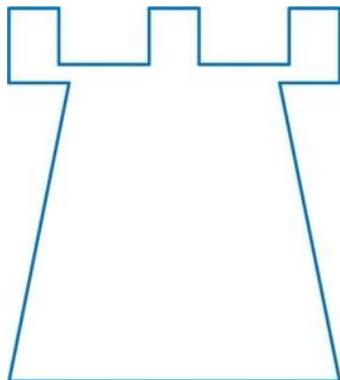
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Chair:

Review date:

## Sheriff Hutton Primary School



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### **Statement of Intent:**

At Sheriff Hutton Primary School, we strive to provide a safe learning environment for all students and the school fully recognises its responsibility for the safety of pupils and staff at all times. This policy is concerned with a whole school approach to the health care and management of those members of the school community suffering from specific allergies and to raise awareness to the potential danger of foodstuffs containing nuts in the school. The school is aware that children who attend 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. Sheriff Hutton School cannot guarantee a completely allergen free environment, rather we aim to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Sheriff Hutton School is committed to no food and drink sharing, to help the school achieve this aim:

- Parents are asked to provide details of allergies on their child's Admissions Form, which is submitted before starting school.
- All staff, parents and pupils are made aware that Sheriff Hutton School is a 'nut aware' school which strives to be 'nut free'.
- Parents are asked to refrain from sending nuts or nut products into school either as packed lunches, snacks, cooking ingredients or containers that may have contained nuts such as cereal packages for DT/ art work projects etc.
- All staff will ensure pupils do not share food and drink.

### **Aim:**

The intent of this policy is to minimize 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 student, staff, parent 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.

### **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.

Auto-injector – a syringe style device containing the drug adrenalin, which is ready for immediate inter-muscular administration. Epipen is a brand name.

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 student's condition treatment, and action plan for the location of an auto-injector.

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

#### General

- The involvement of parents and staff in establishing individual Healthcare 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

- The school will request parents inform the school immediately there is any change in their child's medical needs.
- For children with an allergic condition, the school requires parents / guardians to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers, what signs to look out for and any required medication.
- The Headteacher will ensure that a Healthcare Plan is established and updated for each child with a known allergy.
- Teachers and teaching assistants of those pupils and key staff are required to familiarise themselves with the medical information.
- Action Plans (including parental permission to administer medication) with a recent photograph for any children with allergies will be posted in the class register and in the locked medical cupboard in the school office.
- Where children with known allergies are participating in school excursions, the action plan, with medication, must accompany them.
- Prescribed medicine to treat such allergies such as Piriton will be kept in a central store and out of reach of pupils.

#### Medical Information (Auto-injectors)

Where Auto-injectors (adrenalin) are required in the Healthcare Plan:

- Parents/ guardians are responsible for the provision and timely replacement of the Auto-injectors. It is the parent's responsibility to ensure they are in date.
- The Auto-injectors are located securely in the school office.

#### Parents' role:

Parents are responsible for providing, in writing, on-going accurate and current medical information to the school. Where a pupil has an allergy, parents are to send a letter confirming and detailing 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 auto-injector, or the risk assessment deems it necessary, a Healthcare Plan must be completed and signed by the parents.
- It is the responsibility of the Parent to provide the school with up to date medication / equipment clearly labelled in a suitable container.
- In the case of life saving medication like Auto-injectors, the child will not be allowed to attend without it.
- Parents of children with food allergies have a responsibility to liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking, parties) and to inform the school's catering company of their child's food allergy.

In addition, all parents must:

- Provide up to date emergency contact information.
- Ensure snacks and lunches brought into school are provided by each child's parent.
- Ensure that the contents are safe for the child to consume.
- Ensure that food containing nuts are not sent in to school. This includes peanut paste/butter, Nutella, all nuts and cooking oils containing peanut oil.

#### Staff's role:

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

- If a child's Admission Form states that they have an allergy then a Healthcare Plan is needed. It must be in place before the child starts attending sessions. 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 Healthcare Plan.
- All staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- All staff are to promote hand washing before eating.
- Snack time biscuits and snacks are monitored by staff to check they are peanut or nut free. However, staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned regularly.
- Staff will not allow children to share food or drink.
- As part of the staff first aid course, anaphylaxis training will be included.
- We may ask the parent 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 about snacks and any food-related activities.
- If a child is found to have a product containing nuts on them in school, the governors have agreed the product should be politely removed and disposed of in an outside bin. That staff should explain to the pupil why this is necessary and ensure a note is sent home advising parents and encouraging them to support the allergy policy of the school.

The School undertakes to ensure that parents are regularly reminded of the allergy policy.

It is noted that there are many foods that do not contain nuts, but are labelled as being produced in factories handling nuts, or that cannot be guaranteed nut free. It cannot be reasonably expected

that all these items be kept out of school. Thus, items so packaged and labelled will be permitted in school.

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

- ❖ If a Healthcare Action Plan is in place for the child, this will be followed.
- ❖ We will delegate someone to contact the child's parents.
- ❖ 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 Medication Policy.
- ❖ If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.