

ALLERGY AND ANAPHYLAXIS POLICY

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1. What is an allergy?

An allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response, and instead of ignoring the substance, the body produces histamine, which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency. Reactions can be rapid, often within seconds or minutes of exposure to the substance (allergen) that has caused an allergic reaction, but can occur up to four hours later.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

2. Definitions

Anaphylaxis: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

Allergen: A normally harmless substance that, for some, triggers an allergic reaction. People can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just nine foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia, etc.), sesame, fish, shellfish, soya and wheat.
There are 14 allergens required by law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

Adrenaline Auto-Injector: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAIs, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For this policy, we will refer to them as adrenaline pens.

Allergy Action Plan: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

Risk Assessment: A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergy should be included on all risk assessments for events on and off school sites.

Spare Pens: From 2017, schools have been able to purchase spare adrenaline pens. These should be held as a back-up, in case Students' own adrenaline pens are not immediately available, broken or out of date.

3. Roles And Responsibilities

The school takes a whole-school approach to allergy management.

3.1 Designated Allergy Lead

The Designated Allergy Lead is Misan Wellspring; she is responsible for:

- Ensuring the safety, inclusion and wellbeing of Students with an allergy.
- Taking decisions on allergy management across the school.
- Championing and practising allergy awareness across the school.
- Being the overarching point of contact for staff, Students and parents with concerns or questions about allergy management.
- Ensuring allergy information is recorded, up-to-date and communicated to all staff. Although she has ultimate responsibility, the collation of information may be delegated to an administrator.
- Annual review of the health records submitted by parents.
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment).
- Ensuring staff, Students and parents have a good awareness of the School's ***Allergy and Anaphylaxis Policy***, and other related procedures.
- Reviewing the stock of the school's spare adrenaline pens to ensuring that the school has enough, they are correctly stored and ensuring staff know where they are.
- Ensuring staff have received appropriate training in managing severe allergies, including recognising allergy symptoms; knowing what to do in an emergency, when and how adrenaline pens should be used.
- Ensuring that suitable risk assessments are undertaken when Students (at risk of anaphylaxis) are taken off site and may be exposed to allergens.
- Keep a record of any allergic reactions or near-misses that have affected Student, staff or visitors. Ensuring an investigation is held as to the cause; review policies, procedures and actions taken whilst staff to minimise the likelihood of re-occurrence. Implement any necessary procedural changes
- Regularly reviewing and updating the ***Allergy and Anaphylaxis Policy***.
- Ensuring there is an Anaphylaxis Drill once a year.
- At least once a term, the Designated Allergy Leads will check procedures and report to the school's leadership team.

3.2 Lead Administrator responsible for allergies

The Student Welfare Officer is responsible for the following and, for this policy, will be referred to as the Lead Administrator.

- Collecting and coordinating the paperwork and information from families, liaising with the LOYs for new joiners.
- Supporting the Designated Allergy Lead on how this information is disseminated to all school staff, including the catering team, occasional staff and staff running enrichment clubs and trips.
- Ensuring the information from families is up-to-date and reviewed annually (at a minimum).
- Coordinating medication with families. Whilst it is the parents'/carers' responsibility to ensure medication is up to date, the student welfare officer will review emergency medication at least once a term and notify parents/ guardians when the expiry date is approaching.
- Keeping an adrenaline pen register to include adrenaline pens prescribed to Students and spare pens, including brand, dose and expiry date. Staff **must** be notified if the location of spare pens is changed.
- Regularly checking spare pens are where they should be, that they are in date and being stored appropriately.
- Replacing the spare pens when necessary.
- Ensuring that at least once a year, up-to-date photographs of all Students with known allergies are shared appropriately within the school.
- Maintaining the School's register of Student allergies.

3.3 Admissions team

The admissions team is likely to be the first to learn of a student or visitor's allergy. They will work with the Designated Allergy Lead and Lead Administrator to ensure the following actions are undertaken before an individual comes into school or attends a school event:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity.
- There is a clear structure in place to communicate this information to the relevant parties (i.e. Lead Administrator, catering team).
- Visitors (for example attending open days or taster days) are aware if food may be offered and have been informed of the School's allergy management arrangements and where emergency medication should be left if the child will be on site without parental supervision.

3.4 All staff

All school staff, to include teaching staff, support staff, site team, occasional staff are responsible for:

- Championing and practising allergy awareness across the school.
- Understanding and putting into practice the Allergy and Anaphylaxis policy and related procedures and asking for support/ training if needed.
- Being aware of Students with allergies and what they are allergic to.
- Considering the risk to students with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate.
- Knowing how to seek first aid support and where Students' emergency medication is held.
- Ensuring Students always have access to their medication.
- Being able to recognise and respond to an allergic reaction, including anaphylaxis.
- Taking part in training and anaphylaxis drills as required.
- Considering the safety, inclusion and wellbeing of Students with allergies at all times.
- Preventing and responding to allergy-related bullying, in line with the School's Anti-bullying policy.
- Wexham school staff are covered against potential negligence claims if they act within the scope of their employment and comply with the school's policies and training provided.

3.5 All parents

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the School's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of Students with allergies.
- Providing the Lead Administrator with timely information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis or eczema.
- Contact the School for advice if Students/families are considering bringing food from home into school.
- Adhering to any food restrictions or guidance the school has in place when providing food, for example for fundraising events.
- Refraining from telling the school their child has an allergy or intolerance where this is a preference or dietary choice rather than an allergy.
- Encouraging their child to be allergy aware.

3.6 Parents of children with allergies

In addition to 3.5 above, the parents and carers of children with allergies should:

- Inform the School about all known allergies as soon as possible and (if applicable)
- Provide the School with their child's latest Allergy Action Plan (ideally, as soon as it is available).
- Update the School with any changes to their child's condition and ensure the relevant paperwork is updated promptly.
- If applicable, provide the school or their child with labelled adrenaline pens and any other medication, for example, inhalers or creams. The Administration of medication policy identifies how medication should be provided to the school.
- Ensure medication is in date and replaced at the appropriate time.
- Support their child to understand their allergy diagnosis, to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food they are allergic to.
- Educate the child in allergy self-management e.g. what foods are safe and unsafe; strategies to avoid allergens; how to read food labels; how to identify allergic symptoms; how and when to tell an adult they may be having an allergic reaction.

3.7 All Students

All Students at the School should:

- Be allergy aware.
- Understand the risks allergens might pose to their peers.
- Learn how they can support their peers and be alert to allergy-related bullying e.g. by informing a member of staff.

Students will be taught how to recognise and respond to an allergic reaction and to support their peers and staff in the event of an emergency.

3.8 Students with allergies

In addition to the points in 3.7 above, Students with allergies are responsible for:

- Knowing what their allergies are (and if age appropriate, how to mitigate personal risk).
- Avoiding their allergen as best as they can e.g. avoiding eating anything with unknown ingredients; exchanging food with other people.
- Understand that they should notify a member of staff if they are not feeling well or suspect they might be having an allergic reaction.
- If age-appropriate, to carry their prescribed adrenaline pens with them at all times including when travelling to and from school. They must only use them for their intended purpose.
- Understand how and when to use their adrenaline pen.
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy.
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.
- If Students have been given permission to leave the school site during the school day, they should know what to do if they have an allergic reaction off school premises (including how to treat themselves and raise the alarm to get help).

4. INFORMATION AND DOCUMENTATION

4.1 Register of Students with an allergy

The school holds medical information about every enrolled Student. The information is updated on receipt of any updates from parents/ carers and is accessible to all staff. Each record identifies:

- all known allergies (and other medical conditions)
- if an adrenaline pen has been prescribed
- if the school holds any prescribed adrenaline pens for the student
- if the school has consent to administer antihistamines
- if the school has consent to administer adrenaline in an emergency

Parents/ carers are required to complete and sign a consent form when they ask the school to hold and/or administer medications to Students. The consent form identifies what medication has been provided, the dosage, when it should be administered and if necessary, how it should be administered. Staff update this form if medication has been administered.

All Allergy Action Plans provided to the school are filed in the relevant medical room, usually with the student's prescribed adrenaline pen.

5. ASSESSING AND MANAGING RISK

5.1 Allergens cropping up in unexpected places

Staff (including visiting staff) will consider allergies in all activity planning and include them in risk assessments. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present.
- Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk.
- Running activities or clubs where they might hand out snacks or food 'treats'. Ensure 'safe' food is provided or consider an alternative non-food treat for all Students.
- Planning special events, such as cultural days and celebrations.

5.2 Inclusion of Students with allergies

Students with allergies must be considered alongside safety, and they should not be excluded. If necessary, activities should be adapted.

5.3 Catering in School

The school and its catering provider (Impact Food Group) are committed to providing a safe meal for all Students, including those with food allergies.

- Due diligence is carried out regarding allergen management when appointing catering staff.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training.
- Anyone preparing food for Students with allergies will follow good hygiene practices, food safety and allergen management procedures.
- The catering team will use the allergy information provided by the lead administrators to get to know the students with allergies and what their allergies are.
- All of Impact Food Group's catering suppliers have been audited to ensure that the catering team have comprehensive records on the ingredients used and provided to Students, staff and visitors in the school.
- Catering staff review all ingredient labels when food is delivered.
- Food containing the main 14 allergens (see Allergens definition above) will be clearly identified on pre-packaged items and on allergy information sheets that are displayed at lunchtime and breaktime service. Other ingredient information will be available on request.
- If the catering team are notified about any other food allergies, they will highlight the allergen information to the relevant individual/s at the earliest opportunity.
- School staff collecting lunches to be taken off site are provided with an allergy information sheet. Food made for Students with food allergies is kept separate from other lunches and is clearly labelled with their name.

- Food packaged to go will comply with PPDS legislation ('Natasha's Law') requiring the allergen information to be displayed on the packaging. As a precaution, allergy information sheets and pre-packaged food state the allergens that the food 'may contain'.
- Where changes are made to the ingredients, this will be communicated to the individual/s with dietary needs by either an allergy champion or another member of the catering team.
- Food provided for any enrichment club/fixture/school trip, etc. will follow these procedures. If the procedures need adaptations, the catering manager will ensure that suitable arrangements are in place to safeguard individuals with food allergies.
- Catering staff ensure that food containing allergens is segregated in the kitchens and on the counters, preventing cross-contamination wherever possible.
- The catering manager or delegated member of the catering team will ensure that any Students/ visitors accessing the kitchens or food preparation areas have appropriate training and supervision to minimise the possibility of cross-contamination.

5.4 The school has robust procedures in place to identify Students with food allergies:

Parents/carers are asked to provide timely information about allergies to the Lead Administrator, who immediately The Lead Administrator provides photographs of all Students with food allergies and their specific food allergies. This information is displayed in the relevant kitchen for reference purposes.

(a) updates the catering manager.
(b) updates the school's allergy register.

- The catering team displays allergen information for all food they serve and provide.
- Impact Food Group ensures that a staff member who is familiar with Students' allergies is serving hot food and alerting Students to food allergens.

5.5 Food brought into School

The school does not restrict Students, parents or staff bringing food into school/to school events (e.g. school trips, sports fixtures, snacks, birthday cakes, food for events/ fundraisers). However, the School advises that the person buying or preparing the food is cautious and aware of possible cross-contamination with the main 14 allergens.

The school requests that food being brought into school or to school events is accompanied by a full list of ingredients. The school does not claim to be a 'nut free' school. The Anaphylaxis Campaign advises that this is a pragmatic approach, for the following reasons:

- It would be impossible to provide a guarantee that any school is 'nut free' given that Students regularly bring in food from home and food items can be bought on the way to school.
- There would be a risk that Students with allergies might be led into a false sense of security.

- The nut ban would be seen as a precedent for demands to ban other potentially 'risky' foods.
- There is a strong case to be argued that children with food allergies will develop a better awareness and understanding of how to manage their allergies if they grow up in an environment where allergens are present, but are, at the same time, restricted and monitored as much as is reasonably possible.

5.6 Food bans or restrictions

- The school has students with a range of allergies to different foods, so it encourages a considered approach to bringing food onto school premises or to a school event.
- The school tries to restrict peanuts and tree nuts as much as possible on the site and checks all foods coming into the kitchen. Common foods that contain nuts as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces.
- All food coming onto school premises or taken on a school trip or to a sports fixture should be checked to ensure allergens are not an ingredient. Parents and Students are advised to check the label on all foods brought in.

5.7 School trips, residents and sports fixtures

- Staff leading the trip will obtain allergy information for all Students due to participate and any medication requirements. The Lead Administrator can provide information to staff on request.
- Allergies will be considered in the risk assessment and catering provision put in place.
- Staff consult with parents if the trip requires an overnight stay
- Staff (and where age appropriate, Students) accompanying the trip will be trained to recognise and respond to an allergic reaction.
- Allergens will be clearly labelled on catered packed lunches. Staff will be vigilant to keep specialised food (e.g. for Students who have food allergies) away from other food.
- If Students have an allergy to a food outside the main 14 allergens, the lead member of staff will ensure that there is a robust system to ensure they always receive a safe meal.
- If Students are likely to receive food at another venue, details of their dietary requirements will be sent ahead to ensure they have a safe meal.
- Staff arranging school trips abroad should be familiar with and consider recommending the Allergy UK translation card service to parents/carers, as it can alert foreign hospitality providers about specific allergies. Parents and carers should be advised that a fee of approximately £20 is payable for this service.
- Before any off-site activities, staff must collect all necessary medication from the relevant School Office. The usual expectations are prescribed medication, where a student's medication has been provided to the school, a designated staff member will carry it during the trip. Older Students can carry 'life-saving medication' if they can self- administer it.
- A staff member who is accompanying the trip should sign out an adrenaline pen from the relevant school office before departure and return it immediately after the trip. In

such cases, administrative staff will email SLT and first aiders on that site to inform them that only one spare adrenaline pen is available and when it is due to be returned
- No known allergies – all the spare adrenaline pens will remain on site. Administrative staff will supply staff with anti-histamines, which can be used for mild allergic reactions

5.8 Animals

It is normally the dander that causes a person with an animal allergy to react, and therefore the school's precautions to limit the risk of an allergic reaction include:

- A student with a known animal allergy should avoid the animal they are allergic to.
- If an animal comes on site, a risk assessment will be done before the visit, and all the areas that the animal has visited will be cleaned thoroughly.
- Anyone in contact with an animal will wash their hands after contact.
- School trips that include visits to animals will be carefully risk assessed.

5.9 Allergic Rhinitis/ Hay Fever

Allergic rhinitis is when a person's nose is irritated by something they are allergic to, such as pollen, typically causing sneezing, runny/ blocked nose, itchy, red or watery eyes.

Students with this medical condition will be encouraged to:

- Follow medical advice e.g. taking antihistamines/ decongestant nasal spray or drops, which are widely available in pharmacies and some supermarkets.
- Consider the need to minimise their exposure to high levels of allergens (in consultation with parents and/or staff members).

5.10 Insect Stings

The site team monitor the school's grounds for wasp or bee nests. Students (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school's grounds and avoid them.

Students with a known insect venom allergy are encouraged to:

- Avoid walking around in bare feet or sandals when outside and, when possible, keep arms and legs covered.
- Avoid wearing strong-smelling toiletries or cosmetics, e.g. aftershave.
- Keep food and drink covered.

5.11 Asthma

Students with allergies must keep their asthma well controlled, because asthma can exacerbate allergic reactions.

Parents/carers should inform the school about any asthma-related concerns so that management can determine if any actions need to be taken in school.

Minimising allergen exposure

The school has adequate facilities with hand wash basins available, with warm running water, mild liquid soap in wall-mounted dispensers, and paper towels/hand dryers.
All students and staff are advised to clean their hands after using the toilet, before and after eating, handling food after break times, and in any circumstances where they may touch animals.

Staff will periodically remind Students:

- Sharing, swapping or throwing food is not allowed.
- Water bottles should be named.

6. INCLUSION AND MENTAL HEALTH

6.1 Allergies can have a significant impact on mental health and wellbeing.

- Students may experience anxiety and depression and are more susceptible to bullying.
- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip.
- Students with allergies may require additional pastoral support including regular check-ins from their form tutor or class teacher.
- Affected Students will be considered in advance of wider school discussions about allergy and school allergy awareness initiatives.
- Bullying related to allergy will be treated in line with the School's Anti-bullying policy.

7. ADRENALINE PENS

Parents are encouraged to provide prescribed adrenaline pen/s to the school, which will be held in a central location that is easily accessible in an emergency (i.e. not a locked area). Where appropriate, students will also carry their own adrenaline pens. Students with known risk of anaphylaxis should always have two AAIs available. This includes when travelling to and from school.

The Human Medicines (Amendment) Regulations 2017 allow schools to buy and hold adrenaline pens without a prescription, so they are available for emergency use in children at risk of anaphylaxis if their own device is not available/is out of date/not working.

Schools are not obliged to purchase spare adrenaline pens; however, two have been purchased for each School site, as delays in administering adrenaline can have fatal outcomes.

7.1 Location of Spare Adrenaline Pens

Adrenaline pens are emergency medication for individuals who are experiencing anaphylaxis. Due to the varying ages of our students, the location of Students' prescribed adrenaline pens and the school's spare pens will vary on each school site.

Location	'Spare' adrenaline pens
Main Reception	Anaphylaxis emergency kit (with EPIPEN) inside the first aid box on top of the cupboard in the office.
Student Service	Anaphylaxis emergency kit (with EPIPEN) inside the first aid box on the medicine cupboard