

Allergy Awareness and Management Policy

St John's College

ALLERGY AWARENESS AND MANAGEMENT POLICY

This policy applies to all three sections of the School: the Senior School, Junior School and EYFS (Infants).

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1. Policy statement

St John's College recognises that our pupils, staff, or visitors may suffer from a range of allergies, from food (e.g. nuts, fruits and pulses, etc.), insect stings and bites, pollen, dust and latex, etc. This document provides guidance for parents, pupils, visitors, and staff on managing risks within the school by following good practice.

St John's College cannot guarantee a completely allergen free environment. However, this policy and our individual risk assessments set out a range of measures to minimise the risk of a child, visitor, or member of staff, coming into contact with an allergen. Staff are trained to recognise the symptoms of an allergic reaction, and provisions are in place to ensure an effective response in an emergency.

In an effort to minimise contact with one of the most common allergens, parents, pupils, and staff are asked to refrain from bringing any nut based products into school.

2. What is an allergy?

An allergy is an adverse reaction produced by the body's immune system when it encounters a normally harmless substance, such as a particular food, e.g. nuts, or a substance in the environment, e.g. pollen. For many children, the symptoms of an allergy are relatively mild - these may include generalised flushing of the skin or nettle rash (hives) anywhere on the body. Other mild to moderate symptoms include tingling in the mouth, swelling of the face, skin redness, and itchiness.

In severe cases, anaphylaxis may occur - this is a sudden and severe reaction that may include some of the above symptoms. Symptoms may include generalised flushing of the skin, nettle rash (hives) anywhere on the body, the swelling of the throat and mouth, severe asthma, abdominal cramps, nausea and vomiting. In very severe cases, a child might even collapse and become unconscious, although this is very rare.

a) Treatment

There are two main types of medication that can be used to relieve the symptoms of an allergic reaction to foods:

- 1. Antihistamines** - can be used to treat mild to moderate allergic reactions;
- 2. Adrenaline** - can be used to treat severe allergic reactions, i.e. anaphylaxis.

The treatment for a severe allergic reaction is an injection of adrenaline (also called epinephrine), delivered into the muscle in the side of the thigh. The adrenaline injections most commonly prescribed are the Emerade (*see fig. 1*), EpiPen (*see fig. 2*) and Jext (*see fig. 3*), which are extremely user friendly.

Fig. 1 - Emerade



Fig. 2 - EpiPen



Fig. 3 - Jext



Rights of pupils with allergies:

- To be educated in a safe and healthy environment, with as few provoking allergens and irritants as possible and to breathe clean air in schools.
- Not to be stigmatised as a result of their condition.
- To be able to participate in all educational and recreational school activities to the same extent as their peers.
- To have access to medication and other measures to relieve symptoms.
- To have access to trained personnel who are able to treat acute reactions.
- To have their education adapted to their condition, if necessary (e.g. physical education).

3. Roles and Responsibilities

St John's College recognises the shared responsibility and importance of working with parents, carers, pupils, school staff and health professionals to best meet the needs of a child/young person whilst at school.

The following guidance looks at how we can work together to create a safer environment for children with allergies.

Parents/Guardian Responsibilities

Parents are asked to inform the school if their son/ daughter has a medical condition which may affect any aspect of their schooling. Parents/guardians can help to ensure the best possible care is provided for their son/daughter by:

- informing the school of their child's allergy, by completing the school's Medical Information form prior to their child's commencement at St John's College;
- ensuring any change in a child's medical condition is updated in writing to the school;
- working with medical professionals and the school to develop and implement an Individual Healthcare Plan/Allergy Management Plan that accommodates their child's needs throughout the school day. (*please see chapter 5*);

- providing a copy of any written advice from a doctor (GP or specialist) which gives details on the condition, triggers and medication which can or has been used to inform their child's individual health care plan;
- making sure that any medication provided to the school is kept up to date and is clearly labelled in the original packaging;
- ensuring that emergency contact details are kept up to date;
- checking snacks and lunches brought into school are safe for their child to consume and provide a 'stash' of safe snacks for special school events;
- providing a list of food products that their child must not come into contact with;
- reviewing policies and procedures with the school staff, their child's Doctor and the child (if age appropriate) after a reaction has occurred.

Pupil Responsibilities

Pupils should:

- make sure he or she doesn't exchange food with other pupils;
- avoid eating anything with unknown ingredients;
- be proactive in the care and management of their food allergies and reactions (older children and young people will be more proficient at this than younger children, who may require support);
- notify an adult immediately if they eat something they believe may contain the food to which they are allergic;
- notify an adult immediately if they believe they are having a reaction, even if they do not know the cause;
- always wear their medical alert bracelet, or some form of other medical identification.

The School's Responsibilities

The school will:

- conduct a thorough risk assessment, addressing risks to the child, including classrooms, dining areas, after-school programmes, regular out of school activities (e.g. swimming, sports) and school transport;
- ensure that an Individual Health Plan/Allergy Action Plan is completed/implemented for pupils with allergies and risk assessments are updated as necessary;
- make staff aware of any pupils with medical conditions;
- ensure staff are trained in anaphylaxis awareness and management, including details of identifying possible allergens, recognising symptoms and knowing the procedures to follow in an emergency;
- ensure staff have received training in how to manage severe allergies in school and how to use an Adrenaline auto-injector such as Emerade, EpiPen, and Jext;
- ensure any emergency medication is stored correctly and is accessible in an emergency;
- ensure that catering staff and lunchtime supervisors are aware of any pupils with allergies;
- educate pupils in allergy awareness;
- raise awareness about allergies and their effect with parents;
- identify a core team to work with parents to establish prevention and treatment procedures; arrange any necessary training for staff;

- review policies and procedures regularly as well as after a child has experienced an allergic reaction.

Staff Responsibilities

All staff:

- are responsible for ensuring that they familiarise themselves with this policy and for adhering to health and safety regulations regarding food and drink;
- are responsible for checking the school medical register, awareness board and Individual Care Plans/Allergy Action Plans to ensure they are informed about a child's medical condition and know how to react in an emergency;
- are responsible for promoting hand washing before and after eating;
- should be vigilant over snack times, ensure foods are suitable for the child and that no snacks are being shared;
- must ensure surfaces are wiped appropriately before and after snack time.

4. Medication

a. Emergency Medication

Where possible, pupils are encouraged to take responsibility for any medication which may be used as a preventative or in an emergency (e.g. EpiPens/auto-injectors, asthma inhalers)¹. Pupils are expected to carry these with them at all times (where appropriate). Parents are also encouraged to supply spare devices to the school for instances where medication carried by a pupil may be unavailable or unusable; please see our recommendations set out below.

St John's College recognises the importance of ensuring that a sufficient number of staff are trained in the administration of emergency medication. The College asks for support from parents and guardians to ensure the best provision is in place. As such, we set out the following guidelines for medical conditions:

- St John's College aims to stock an emergency medication bag/box for any pupil who has been prescribed emergency medication.
- **Anaphylaxis:** Two EpiPens/adrenaline auto-injectors are to be carried by the pupil at all times (where appropriate) and two spare EpiPens adrenaline auto-injectors are to be provided to the school for the Emergency medication store/cabinet. Please complete a 'Request to Store/Administer Medication in School' form.
- **Asthma:** One inhaler is to be carried by the pupil at all times. If the pupil is deemed too young to carry their inhaler with them then one inhaler is to be supplied to the Form Tutor for pupils in Nursery and Infants. Parents may also provide one spare inhaler to the school which can be used if the original is not available or not working. Please complete a 'Request to Store/Administer Medication in School' form.

¹ Department of Education, *Supporting pupils at school with medical conditions*, Updated December 2015, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdfv

b. Storage of Medication

The location of emergency medication will be noted on a child's individual health care plan. As good practice, we store medication according to the area of the school in which the pupil is usually base. The location of medical stores are as follows:

School:	Location of emergency medication:
Nursery, R5 - R7 pupils:	Medication will be stored in the pupil's Form class in Nursery/Infant department .
Juniors, R8 - R11 pupils:	Medication will be stored in the medication cabinet located in the Junior School Teaching Assistant Room (next to 3.1).
Seniors, R12 and above:	Medication will be located in the medication cabinet located in the Staff Room .
Sixth Form:	Medication will be stored in Reception .

5. Pupil's Individual Healthcare Plans/ Allergy Action Plans

Allergy action plans are designed to function as Individual Healthcare Plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction.

A national plan that has been agreed by the British Society of Allergy and Clinical Immunology (BSACI), the Anaphylaxis Campaign and Allergy UK is available from, <https://www.bsaci.org/about/download-paediatric-allergy-action-plans>

Please note that it is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional (most likely a GP), and provide this to the school. (Anaphylaxis.org.uk)

6. Arrangements for school trips and sport activities offsite

A risk assessment will be completed before a trip takes place offsite, and will account for any pupils with medical conditions.

When operating offsite, staff members are required to ensure that a pupil has their emergency medication with them and sign out a pupil's emergency medication box before leaving the school site, if required. A member of staff trained in the administration of an Adrenaline auto-injector should accompany pupils for any lessons, sports games or trips that take place offsite.

7. Reporting of incidents

All allergic reactions should be logged and the affected pupil monitored throughout the day. Incidents should be recorded using a 'Follow up form: Record of an allergic reaction' - see appendices.

If a pupil requires an ambulance/further medical attention and a parent/guardian is unable to get to school before the ambulance travels to the hospital, then a member of staff will accompany the pupil and stay with them until the arrival of the parent(s)/guardian(s).

8. Automated external defibrillator

As an allergic reaction can cause problems with a person's Airway, Breathing and Circulation, it is important to remember that an **Automated External Defibrillator (AED)** is available onsite to treat someone in cardiac arrest. Devices are located next to the main reception desk (onsite) and in the PE store at Began road playing field (offsite). The

devices are equipped with adult and paediatric defibrillator pads. These are only to be applied to someone who is unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. All First Aiders have been trained in how to use an AED. However, the automated model is designed to give instructions that enable any member of staff to be talked through how to use it in an emergency.

9. Hand washing and surface cleaning procedures

Hands should be rinsed and washed thoroughly with warm soapy water after coming into contact with any allergen. Desks and tables should be cleaned with soap and water rather than just using a sanitiser.

10. Catering arrangements

Onsite catering is provided by Chartwells, who make arrangements for the training of their staff regarding allergens in food. There are several food allergens that will not be used onsite to ensure no cross contamination. A folder of allergen information is available in the Dining Room and this is updated daily to ensure the information is up to date.

11. Whole school awareness

St John's College endeavour to promote a culture of awareness of allergies across the whole community. We aim to achieve this by:

- including allergy awareness sessions for pupils as part of their PSE lessons;
- providing regular notifications to parents;
- displaying relevant posters around the school.

References:

- Muraro A, Clark A, Beyer K, Borrego LM, Borres M, Lødrup Carlsen KC, Carrer P, Mazon A, Rance` F, Valovirta E, Wickman M, Zanchetti M. The management of the allergic child at school: EAACI/GA2 LEN Task Force on the allergic child at school. *Allergy* 2010; DOI: 10.1111/j.1398-9995.2010.02343.x
http://www.eaaci.org/images/files/Pdf_MsWord/2010/Position_Papers/the_management_of_the_allergic_child_at_school.pdf
- Equality Act 2010, <http://www.legislation.gov.uk/ukpga/2010/15/contents>
- Food Allergy Awareness Toolkit (Allergy & Anaphylaxis Australia)
<https://allergyfacts.org.au/faw/>
- Anaphylaxis campaign, making schools safer, last accessed 12.11.2019,
<https://www.anaphylaxis.org.uk/campaigning/making-schools-safer-project/>
- British society for allergy and clinical immunology society, last accessed 12.11.2019
<https://www.bsaci.org/>
- Allergywise, <https://www.allergywise.org.uk/>



Emergency Medication Box Label

PHOTO	Pupil's name:	
	Date of Birth:	
	Form class:	
	Allergic to:	
	Medication provided to the school:	Adrenaline auto-injector <input type="checkbox"/> Antihistamine solution <input type="checkbox"/> Inhalers <input type="checkbox"/>
	Medication is stored in:	

1st Emergency Contact Name: Relationship to child: Contact numbers:
2nd Emergency Contact Name: Relationship to child: Contact numbers:
GP Contact:
Specialist medical contact:



Request to Store/Administer Medication in School

Pupil's Name: Date of birth:

Pupil's Form Class:

Condition or illness:

Medicine:

Name/Type of medication as described on the packaging.	
How long will the medication need to be administered?	
Quantity of medicine provided to the school.	
Date medication provided to the school	

Full directions for use:

Dosage and method of administration						
Time of administration						
Side effects						
What should we do if we notice any side effects?						
Self-administration (Please tick as appropriate)	Yes (supervision not required)		Yes (only under supervision)		No (Only to be administered by a member of staff)	

Agreement

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school is not obliged to undertake.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering the medication in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Parent/Guardian's Signature: Date:



Follow Up Form: Record of an Allergic Reaction

To be given to the parents via child/email or given to the parents if collected.

Name of child:	Age:	Form:
Allergy:		
Date of reaction:	Time of reaction:	
Symptoms:		
Treatment and time it was given:		
Monitoring of symptoms:		
Parents contacted: Yes/ No		
Notes to parents:		

Signed: Date: