Baines School

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The Governors of Baines School

Allergy and Anaphylaxis Management Policy

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Statement of intent

Baines School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school due to allergies.

To effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, to ensure the health and safety of their children.

The school does not guarantee a completely nut-free environment; however, this policy will be utilised to minimise the risk of exposure to whole nuts, encourage self-responsibility, and plan for an effective response to possible emergencies.

1. Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but are not limited to):-

- Peanuts
- Tree Nuts
- Sesame
- Milk
- Egg
- Fish
- Latex
- Insect venom
- Pollen
- Animal Dander

This policy sets out how Baines School will support pupils and staff with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

2. Legal framework

Schools have a legal duty to support pupils and staff with medical conditions, including allergies. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Benedicts Law 2026
- Food Information Regulations 2014
- The Human Medicines (Amendment) Regulations 2017

This policy has due regard to all relevant guidance including, but not limited to, the following:

- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2015) 'Supporting pupils at school with medical conditions'

This policy operates in conjunction with the following school policies and documents:

- Whole School Health and Safety Policy
- Whole-School Food Policy
- Medical Conditions in School & Administering Medication Policy
- Educational Visits and School Trips Policy
- Anaphylaxis Risk Assessment
- First Aid Needs Assessments
- Register of Adrenaline Auto-Injectors (AAIs)

3. Definitions

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing

- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

AAI – Adrenaline Auto-Injector – medical devise that injects a measured dose of adrenaline to treat severe allergic reactions.

4. Roles and responsibilities

The governing board is responsible for:

- Ensuring that all staff receive allergy and anaphylaxis training at least annually.
- Arranging health and safety training for all catering staff on an annual basis.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.
- Ensuing that all members of staff have read this policy and understand the emergency procedures within it.

The headteacher is responsible for:

- Ensuring the school environment is as free of allergens as possible.
- The development, implementation and monitoring of this policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips are planned in accordance with the Educational Visits and School Trips Policy, taking into account any potential risks the activities involved pose to pupils with known allergies.
- Ensuring that the Whole-School Food Policy and the associated protocols are effectively implemented, including those in relation to labelling foods that may contain nuts.
- Ensuring that all staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that catering staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.
- Ensuring that catering staff are aware of any pupils' allergies which may affect the school food provided.

All staff are responsible for:

- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.

- Promoting hand washing before and after eating.
- Ensuring they are aware of pupils' who have known allergies.
- Ensuring where possible that pupils do not share food and drink in order to prevent accidental contact with allergens
- Liaising with the school nurse/first aid officer and pupils' parents to ensure the necessary control measures are in place.
- Informing the Headteacher/School Business Manager if they have any allergies.

School Nurse/First aid Officer is responsible for:

- Responding to incidents of anaphylaxis in accordance with the Allergen and Anaphylaxis Policy and First Aid Policy.
- Maintaining the Allergy Pupil Log and ensuring staff know where it can be located.
- Monitoring school's AAI devises expiry dates to ensure they remain in date.
- Liaising with paramedics, should they be called to respond to an incident of anaphylaxis.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including an Allergy Action Plan for information regarding any allergies.
- Recording all medical information including allergy information on the school's MIS systems,
- Ensuring that all necessary staff members are informed about pupils' allergies.
- Contacting parents for required medical documentation regarding a child's allergy.
- Understanding the action to take and processes to follow in the event of a pupil going into anaphylactic shock and ensuring that this information is passed onto staff members.

The school business manager is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Providing first aid and anaphylaxis training to all members of staff on an annual basis.
- Maintaining the Allergy Staff Log and ensuring staff know where it can be located.
- Undertaking and management of staff medical needs risk assessment and ensuring any action points are undertaken in a timely manner.
- Understanding the action to take and processes to follow in the event of a pupil going into anaphylactic shock and ensuring that this information is passed onto staff members.
- Alongside the school's First Aid Officer monitor and maintain a supply of Spare AAIs.

Parents are responsible for:

Notifying the school nurse/first aid officer of the following information:

- What their child is allergic to.
- What medication to administer should an allergic reaction occur.

- Specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing the school with up-to-date emergency contact information.
- Providing the school with written medical documentation, including instructions for administering medication as directed by their child's doctor.
- Providing the school with any necessary medication, in line with the procedures outlined in the Supporting Pupils with Medical Conditions Policy.
- Communicating to the school any specific control measures that can be implemented to prevent the child from coming into contact with allergens.
- Providing the school with written details regarding their child's allergy.
- Working alongside the school to develop an IHP to accommodate their child's needs, as well as undertaking the necessary risk assessments.
- Signing their child's IHP, where required.
- Acting in accordance with any allergy-related requests made by the school, such as not providing whole nut-containing items to pupils to bring into school.
- Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Providing a supply of 'safe' snacks for any individual attending school events.
- Raising any concerns they may have about the management of their child's allergies with the school nurse/First Aid officer.
- Ensuring that any food their child brings to school is safe for them to consume.
- Liaising with staff members, regarding the appropriateness of any food or drink provided.
- Monitoring expiry dates of their child's AAIs.

Pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately if they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing something that is a known allergen to themselves.
- Learning to recognise personal symptoms of an allergic reaction.
- Keeping necessary medications in an agreed location that members of staff are aware of. Developing greater independence in keeping themselves safe from allergens.
- Notifying a staff member if they are being bullied or harassed as a result of their allergy.

5. Supply, Storage and Care of Medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAIs on them at all times (in a suitable bag/container). For those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff.

Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAIs
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan)

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the School Nurse/First Aider Officer will check medication which is kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service/local authority. The school's sharps bin is kept in the First Aid room.

6. Prohibited foods

The school is committed to ensuring our pupils and staff with allergies are not at risk of an allergic reaction. With this is mind all food products containing whole nuts are prohibited. The school expects parents to check food products when preparing pupils' lunches and snacks.

Parents, pupils and staff will be mindful that the following food products are prohibited and any prohibited items brought into school will be removed.

- Packs of nuts
- Chocolate bars containing whole nuts

The school will not use nuts in any school-prepared meals.

Staff will not bring products containing whole nuts into the school

Staff Training

In accordance with the Supporting Pupils with Medical Conditions Policy, all staff members will receive level 2 anaphylaxis training and support relevant to their level of responsibility, to assist pupils with managing their allergies.

The school will arrange specialist training on an annual basis.

Staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Know how to reduce the risks and put measures in place to avoid causing allergic reactions.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAIs.
- Understand how to access AAIs and know the location of the school's spare AAIs.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions in the Allergen and Anaphylaxis Management Policy

8. Emergency response

8.1 Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the school First Aid Officer/Nurse, SENCO and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action and support will be developed.

8.2 All medical attention, including that in relation to administering medication, will be conducted in accordance with the Supporting Pupils with Medical Conditions Policy.

8.3 Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

8.4 Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.
8.5 All members of staff involved with a pupil with a known allergy will be aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

8.6 Any specified support that the pupil may require will be outlined in their IHP.

8.7 All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

8.8 The school First Aid Officer/Nurse is responsible for working alongside relevant staff members and parents to develop IHPs for pupils with allergies, ensuring that any necessary support is provided, and the required documentation is completed, including risk assessments being undertaken.

8.9 The school First Aid Officer/Nurse has overall responsibility for ensuring that IHPs are implemented, monitored, and communicated to the relevant members of the school community.

8.10 The School Business Manager has responsibility for ensuring risk assessments are in place and monitored for any staff member with a known allergy.

8.11 Mild-moderate allergic reactions
Mild-moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives/Urticaria or itchy skin/ raised red rash anywhere on the body
- Abdominal pain or vomiting
- Sudden change in behaviour

8.11.1 If any of the above symptoms occur in a pupil or staff member, the nearest adult will stay with them and call for help.

8.11.2 The pupil's/staff members prescribed AAI will be administered by a staff member. Spare AAIs will only be administered where appropriate consent has been received.

8.11.3 Where there is any delay in contacting a designated staff member, or where delay could cause a fatality, the nearest staff member will administer the AAI.

8.11.4 A copy of the Register of AAIs will be held in the first aid room for easy access in the event of an allergic reaction.

8.11.5 If necessary, other staff members may assist the designated staff members with administering AAIs.

8.11.6 The pupil's parents will be contacted immediately if a pupil suffers a mild-moderate allergic reaction, and if an AAI has been administered.

8.11.7 If a pupil/staff member without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

8.11.8 For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil/staff member will be monitored closely to ensure the reaction does not progress into anaphylaxis.

8.11.9 Any pupil or staff member who has been administered an AAI will be referred to the hospital for further monitoring.

8.11.10 The headteacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.

8.12 Anaphylaxis

More serious reactions are referred to as the ABC symptoms (Airway, Breathing, Circulation) or anaphylaxis. Anaphylaxis symptoms include the following:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Fall in blood pressure
- Suddenly becoming sleepy, unconscious, or collapsing

8.12.1 In the event of anaphylaxis, the nearest adult will lay the pupil or staff member flat on the floor with their legs raised (or propped up if struggling to breathe) and will call for help from a designated staff member via the school's walkie talkie radio system.

8.12.2 The designated staff member will administer an AAI. AAI should be given into the muscle in the outer thigh. Follow the instructions on the device. Spare AAIs will only be administered if appropriate consent has been received.

8.12.3 Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

8.12.4 A copy of the Register of AAIs will be held in the first aid room for easy access in the event of an allergic reaction.

8.12.5 If necessary, other staff members may assist the designated staff members with administering AAIs.

8.12.6 The emergency services will be contacted immediately (call 999 and state Anaphylasis). All pupils or staff members must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

8.12.7 A member of staff will stay with the pupil or staff member until the emergency services arrive.

8.12.8 The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

8.12.9 If the pupil stops breathing, a suitably trained member of staff will administer CPR.

8.12.10 If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

8.10.11 If a pupil or staff member without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

8.10.12 A designated staff member will contact the pupil's parents or staff members next of kin as soon as is possible.

8.10.13 Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil/staff member has
- The possible causes of the reaction, e.g. nuts
- The time the AAI was administered – including the time of the second dose, if this was administered

8.10.14 Any used AAIs will be given to paramedics.

8.10.15 Staff members will ensure that the pupil or staff member is given plenty of space, moving other pupils to a different room where necessary.

8.10.16 Staff members will remain calm, ensuring that the pupil or staff member feels comfortable and is appropriately supported. Whilst waiting for an ambulance, do not move the pupil or staff member, do not stand them up or sit them on a chair even if they are feeling better as this could result in the blood pressure lowering drastically.

8.10.17 A member of staff will accompany the pupil or staff member to hospital in the absence of their parents/next of kin.

8.10.18 If a pupil is taken to hospital by car, two members of staff will accompany them.

8.10.19 Following the occurrence of an allergic reaction, the governing board, in conjunction with the school business manager, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

9. Staff with allergies

- If staff have allergies, they will inform the headteacher/school business manager and appropriate safety precautions will be established.
- Staff will ensure they have their medication on their person at all times.
- If staff believe they are having an allergic reaction, they will use a two-way radio to contact the school nurse or school business manager, who will attend the member of staff and provide assistance.
- If required, the school nurse or school business manager will call an ambulance and contact the staff members next of kin.
- Following an allergic reaction, the staff member will be permitted to go home, and appropriate cover will be arranged.

10. Catering arrangements

School Events

- When the school is planning events, e.g. a school fair, the events coordinator will ensure that all allergens are correctly labelled and that there are sufficient allergen-free options.
- The events coordinator will ensure that school events are as nut-free as possible.
- Separate utensils will be used to handle food containing nuts.
- A School Food Risk Assessment will be carried out that accounts for allergies.
- Medication will be available for pupils with severe allergies.
- Hygiene standards will be maintained during events and activities that involve food.

School trips

- Pupil will not be permitted to attend school trips without their medication.
- At least one member of staff at any school event, activity or trip will have received anaphylaxis training.
- All activities on the school trip will be risk assessed to see if they pose a threat to pupils or staff with allergies and alternative activities planned where necessary.
- The Allergen and Anaphylaxis Management Policy is followed at all times.

School Canteen

- Food prepared on site by the school catering team are made using nut-free ingredients in a nut-free kitchen.

- All allergens are clearly labelled on any food prepared for sale by the catering team.
- At least one member of the catering team will have received anaphylaxis training.
- The school catering team are made aware of any pupil with an allergy.
- Pupils are highlighted on the catering till system if they have an allergy at point of sale.

11. Sports Activities In School

All children with allergies and who have been prescribed AAIs should take the adrenaline to the sports ground with them. The teachers leading the sports sessions should all be first aid trained and this must include how to manage severe allergy and anaphylaxis.

Pupils with allergies should have every opportunity to take part in out -of-school activities. Such activities will need careful planning and preparation, but there is now reason to exclude a child with allergies. For sports events at other schools, it is advisable to ensure the PE teacher is fully aware of the situation and notifies the school to be visited that someone is taking part who has allergies.

11. Monitoring and review

The headteacher is responsible for reviewing this policy annually.

- The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher or school business manager immediately.
- Following each occurrence of an allergic reaction, this policy and the pupils' IHPs or staff members medical risk assessment will be updated and amended as necessary.

Appendix 1.

Nut Allergy Pupil/Staff Log

Following the return of the Nut-free School Letter to Parents, schools should fill out the below table and ensure that all staff are aware that the below pupils are allergic to nuts.

Name of Pupil	Does Pupil have school lunch or packed lunch	Details of medication	Where is medication located	School Nurse/First Aid Signature