Cannon Lane Primary School



Allergy and Anaphylaxis management Policy

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1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community
- Provide the best possible environment for children and staff to be Happy Safe and Successful

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Selina Connick (SENCO and Inclusion Lead) under the direction of the Head Teacher

The allergy lead is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils, although the allergy lead has ultimate responsibility, the information collection itself may be delegated to the Welfare Team.
- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff
    - All pupils with allergies have an allergy action plan completed by a medical professional
    - All staff receive an appropriate level of allergy training
    - All staff are aware of the school's policy and procedures regarding allergies
    - Relevant staff are aware of what activities need an allergy risk assessment
    - To work with school meals provider to ensure food provided by the school is safe for pupils with identified allergies to consume
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 School Welfare Team

The school Welfare Team under the direction of the allergy lead are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare and emergency AAIs are in date and keeping records current
- Any other appropriate tasks delegated by the allergy lead
- Preparing medication supplies and AAIs for school trips and ensuring items are returned

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner

- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- To communicate any concerns around school trips to the Phase Leader or Allergy Lead
- Following the school's guidance on food brought in to be shared or sold
- Updating the school on any changes to their child's condition
- Parents/ carers will not send in packaging which has contained nut products into school for junk modelling or project based work within school or use packaging for models to be displayed in school

3.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Being aware of allergens

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles
- Pupils will clear their lunch tray away

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies

- School menus are available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce a fully allergen-free school but **Cannon Lane is a Nut Free School**. This means that we prohibit peanuts, tree nuts and sesame seed products within the school site to protect pupils and staff with severe allergies. This policy applies to packed lunches, snacks, and educational activities to prevent life-threatening anaphylactic reactions caused by ingestion, cross-contamination, or even breathing in airborne nut particles.

These are high-risk foods and although not an exhaustive list these products are not to be consumed on the school site. to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds
- Other food products that contain nuts such as pesto, or vegan based products that use nuts to replace diary.

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated. Parents will be informed and may need to provide an alternative lunch for the pupil.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- If a child experiences an insect bite or sting the child's Allergy Care Plan will be followed

5.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals
- The area where animals are interacted with will be minimised and location shared with all staff

5.6 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with familiar and trusted adults allocated to them [Class Teacher/ Phase Lead/ Learning Mentor or Emotional Literacy Support Assistant]
- Home and school will communicate effectively raising any concerns as they arise

5.7 Events and school trips

- Appropriate risk assessments will be completed
- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).
- Where available the school will inform the venue of the school trip of known pupils who have anaphylactic reactions to their allergies (E.g Year 6 school residential) .

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

This section links to Cannon Lane's 'supporting pupils with medical conditions' policy.

- The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:
    - Known allergens and risk factors for anaphylaxis
    - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
    - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the pupil
    - A photograph of each pupil to allow a visual check to be made (this will require parental consent)
- The register is kept [in an easily accessible location / in every classroom] and can be checked quickly by any member of staff as part of initiating an emergency response
- Pupils with AAI's do not keep their AAI's on them. They are kept in a central location within Welfare in a cupboard. They are boxed and Labelled per Year Group.
- At lunch time the School Meal Supervisory Assistants (SMSA's) collect the pupil prescribed spare AAI's and they are kept in a box in the lunch hall where the pupil eats. They are then returned to the Welfare room after lunch.

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency

- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures

Anaphylactic Reaction

- Follow these steps if you think you or someone, you're with is having an anaphylactic reaction:
- If the pupil/ staff member affected has been prescribed adrenaline (such as EpiPen®, Jext® or EURneffy®), **use it straight away** – adrenaline is the first-line treatment for anaphylaxis.
- Make a note of the time you give the first dose of adrenaline. If symptoms don't improve after **five minutes**, or symptoms get worse, **give a second dose**.
- Call emergency services immediately after using the **first dose of adrenaline** and tell the operator it is **"anaphylaxis"** and give exact location. School will inform parents immediately
- Lie down – you can raise the legs, and if they are struggling to breathe, raise the shoulders or sit up slowly (if pregnant, lie on your left side). Anaphylaxis - NHS
- If they have been stung by an insect, try to remove the sting if it's still in the skin.
- Do not stand or walk at any time, even if you feel better and wait for the ambulance.

- A school AAI device will be used instead of the pupil's own AAI device if:
    - Medical authorisation and written parental consent have been provided, or
    - The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed
- All incidents involving suspected or confirmed anaphylaxis will be recorded and reviewed. Where necessary, risk assessments, healthcare plans and procedures will be updated to reduce the risk of future incidents.

If a Pupil or adult is experiencing symptoms of anaphylaxis without a known diagnosis call 999 state suspected anaphylaxis and that we have emergency adrenaline Injectors

Symptoms includes

- lips, mouth, throat or tongue suddenly become swollen
- breathing very fast or struggling to breathe (they become very wheezy or feel like you're choking or gasping for air)
- the throat feels tight or you're struggling to swallow
- the skin, tongue or lips turn blue, grey or pale (if you have black or brown skin, this may be easier to see on the palms of your hands or soles of your feet)

- they suddenly become very confused, drowsy or dizzy
- someone faints and cannot be woken up
- a pupil is limp, floppy or not responding like they normally do (their head may fall to the side, backwards or forwards, or they may find it difficult to lift their head or focus on your face)

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools the school will;

7.1 Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs will be sourced from Eureka! 0800 358 0085 EurekaDirect.co.uk
- The school will purchase;

  Two AAI of 300mcg dosage for children over 6 years/ adults

  Two AAI of 150mcg dosage for children under 6yrs/ 30Kg

  This is a total of 4 emergency AAI to be kept in school
- The Brand of AAI is EpiPen® Jnr/ Adrenaline Auto-injector

  The dosage required is based on Resuscitation Council UK's age-based criteria.

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

The Welfare Team are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions

At School we will hand used AAI to the Ambulance Service or return out of date AAI's to parents to dispose of once pupil's new AAI has been brought into school.

7.5 Use of AAIs off school premises

- All pupils at risk of anaphylaxis will have their prescribed adrenaline auto-injector (AAI) carried by a designated member of staff during school trips and off-site visits. Pupils do not carry or administer their own AAI.
- The pupil's AAI will be stored in the medical kit within a clearly identifiable yellow medical bag displaying the school logo.
- The yellow medical bag will also contain the pupil's current Allergy Care Plan to ensure staff have immediate access to emergency guidance and Emergency contact information for parents/carers
- An allocated member of staff will be responsible for carrying the yellow medical bag throughout the visit, ensuring the AAI is readily accessible at all times. They will be in a group with the children that have anaphylaxis
- Staff accompanying the visit will be trained to recognise the signs and symptoms of anaphylaxis and in the administration of adrenaline auto-injectors
- All AAIs must be signed out before departure and signed back in on the pupil's return. The member of staff signing out the AAI, together with the Welfare Team, is responsible for ensuring it is returned promptly and available for use in school.
- The school does not have access to spare or emergency AAIs during off-site visits; therefore, it is essential that each pupil's prescribed AAI accompanies them.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Four spare AAIs (two 300mcg dosage and two 150 mcg dosage)
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

- Training will be carried out annually by the allergy lead and School Nurse Team

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- School food policy