



## 1.24a Policy for Allergy Management

Reviewer responsible: **Head of Finance/School Nurse**  
Reviewed by: **AB & TBC**  
Authorised by **governor: DWG**

Date of last review: **08/25**  
Date of next review: **08/27**

## **Policy for Allergy Management**

*To be read in conjunction with the First Aid Policy and the Whole School Food Policy.*

### **Introduction**

- *Anaphylaxis* is a severe life-threatening allergic reaction, affecting the entire body, and can occur within minutes of exposure. It is essential that staff in schools can recognise the signs of allergic reactions and are able to manage this quickly and efficiently (appendix 1). All staff are aware of the need to act in the event of a suspected anaphylactic reaction and know that AAls can be administered by anyone with or without training.
- This policy outlines NHP's commitment to providing a whole school approach to the care and management of those members of our school community who suffer from potentially life-threatening allergies.
- This policy is written in line with the **Children and Families Act 2014** and the DfE's statutory guidance *Supporting Pupils with Medical Conditions at School* (2015).

NHP is an **Allergy Aware** school. We ask that children, staff and visitors do not bring nuts or seeds onto school premises. We do not guarantee that we are 'nut free' because this would prove impossible to guarantee, promote a false sense of security and does not consider other allergens. We have instead opted to adopt a culture of awareness and education while trying to minimise the risk.

At NHP we take precautions to prevent anaphylaxis occurring:

- We never knowingly use nuts (including peanuts) or sesame seeds or products containing these in our catering facilities or on our school premises
- Pupils with known food allergies and intolerances have 'Green Cards' with their names, photos and allergens clearly printed. Children in Reception and Year 1 will have the card on their table with the child's name, photograph and dietary requirement. This will be laid out prior to the children entering the dining hall. For children in Year 2 and above, they are given their card to display on their tray. The catering staff will ensure that these children are provided with food that meets these dietary requirements.
- All staff, including the Catering Team, have an up to date list of all students with known food allergies and intolerances and this information is also displayed in the kitchens, staff only areas and in the Medical List on the S Drive.
- Food preparation is done in a manner which prevents cross contamination and food packaging is clearly labelled with known allergens
- NHP is part of The Allergy Team and staff have received up to date allergy awareness training including in the use of emergency allergy medication

### **Working with Parents**

To successfully minimise the risk of anaphylaxis we require the co-operation of all pupils, staff and parents. Parents are asked not to provide snacks or other food items (including birthday cakes) that contain nuts or seeds. Parents are reminded of this frequently in newsletters and with posters displayed around the school (Appendix 2). Parents are also asked to provide an ingredients list for any items brought in to school to be consumed by children other than their own.

If a child brings in an item containing nuts or seeds, the form teacher will dispose of the snack off school premises and the child may choose a piece of fruit instead. The parents will receive a phone call or email from the administration team or School Nurse as a reminder of the need for no nuts or seeds at school, as part of our 'Allergy Aware' stance. If a particular child or family continues to bring in banned food, they will be asked to only bring in fruit or vegetable as a snack. We accept that this policy may limit the choices available for providing snacks. Therefore, further guidance for alternative nut-free snacks can be found on our posters (see Appendix 2)

### **Pupils with severe allergies**

The School must be provided with full details of all pupil's medical needs including any allergies or intolerances to foods or other allergens. This information is requested by the school and must be provided by the parents on admission and updated if allergies are discovered at a later stage. A treatment plan from the pupil's Allergy Specialist must be provided to the School Nurse, along with any medication including two Adrenaline Auto Injectors (AAI) if required. Parents must update the school of any changes to the pupil's allergy or medication and must replace expired medication when prompted to do so.

Allergy Care Plans will be reviewed annually by the School Nurse, or sooner if the pupil's needs, condition or medication change.

### **Staff with severe food allergies**

Staff who have severe allergies should declare this on their medical forms as part of their recruitment process. This information will be shared on a need to know basis with SLT and the School Nurse. Staff are responsible for their own emergency medication including AAI's but must keep it safely away from children yet still easily accessible in an emergency. It is good practice for staff with AAI's to have a clearly identifiable bag containing their medication so it is easily located in an emergency.

### **Trips**

For days trips requiring packed lunches, the Catering Team are informed of any child with a food allergy or intolerance and provide appropriate allergen free food, labelled clearly for that child. For longer or residential trips, pupils' allergies, their medications and any other requirements are factored into the risk assessment and planning process. Discussions should be had between trip leaders, the pupil and parents to ensure everyone is aware of the plan. At least one adult on the trip must be trained in first aid including the use of inhalers and AAI's.

### **Sports**

Emergency allergy medication including inhalers and AAI's must be taken on all Sports lessons and events. This is the responsibility of the Sports Teacher in charge of the lesson or event. All Sports teachers must be first aid trained including in how to manage severe allergies and anaphylaxis.

## **Storage of medication**

All children with severe allergies are required to have two AAI devices at school with them. One will be clearly located at the Reception area of their building in an orange bag and must accompany the child if they leave their building – for lessons in other buildings, off site events, PE/Games Lessons off site etc. It is the responsibility of the Class Teacher to take the orange bag with the Child.

The second AAI will remain located in the Nurse's Office (NG10) in the JCB. The rationale for this being that nearly all playtimes occur in the JCB when snacks are consumed and the risk of a food related anaphylactic reaction is higher. These AAI's are in a clearly labelled, unlocked cupboard easily accessible if required.

This procedure also applies for Asthma Inhalers (Salbutamol) where required.

Any other allergy medication, including antihistamines, will be kept in the Reception areas of the child's building in the medicine cupboards.

On occasion, a child may be required to carry their own Allergy medication with them. This is dependent on the individual child's needs and allergy risk and will be discussed and agreed between the child, the Parents and the School Nurse.

In line with the **Human Medicines (Amendment) Regulations 2017**, NHP holds **spare adrenaline auto-injectors (AAIs)** for use in emergencies where a pupil's prescribed device is not available, not working, or where a second dose is required. These are kept securely but readily accessible and are only administered by trained staff in accordance with published guidance.

## **Responsibilities**

### **The School Nurse:**

- Maintaining the medical list for the whole school including any child with an allergy or intolerance including the Pupil and Staff online management system (iSAMS)
- Keeping and updating allergy care plans for each child with a known allergy (appendix 3)
- Updating staff and the Catering Team of any changes to dietary needs or allergies/intolerances and updating Green Cards
- Updating the 'Children with AAI' posters for Staff only areas (Workrooms, Kitchens etc)
- Liaising with parents about a child's allergy and medication needs
- Keeping a record of expiry dates for all allergy medication including AAI's and informing parents when these are due to expire so new ones can be provided
- Ensuring training of staff in first aid and the use of AAI's is up to date

### **Teachers and other non- teaching staff:**

- Attend training sessions and complete online training modules on first aid and allergy management
- Familiarise themselves with the Medical List and Green Cards to be aware of pupils with food allergies
- Seek the advice of the School Nurse or Senior First Aid Officer if they suspect a pupil is having a mild allergic reaction
- Ensure they take responsibility for pupil medication when taking classes off site for lessons or trips

- Ensure they know the signs of anaphylaxis and what to do if they suspect this (appendix 1)
- Be prepared to administer AAI in the event of suspected anaphylaxis
- Supply and temporary staff will be made aware of pupils with allergies, the location of medication, and emergency procedures as part of their induction.

### **Record Keeping**

All allergic reactions, whether mild or severe, must be **recorded in the School's accident/medical log**. The School Nurse will review each incident, ensure parents are informed, and update allergy care plans if necessary. Patterns or repeated incidents will be monitored and addressed through staff training or adjustments to risk management procedures.

## Appendix 1

### Anaphylaxis and AAI

Anaphylaxis is a severe allergic reaction to an allergen. It is life threatening and needs to be treated as soon as possible.

The treatment for anaphylaxis is adrenaline. This is given using an adrenaline auto-injector (AAI). The most common brand of AAI is EpiPen. There are other brands but we will refer to them all as EpiPens to save confusion.

#### Signs of a mild reaction:

Flushing, a few hives, itchiness, nausea

Treatment: oral antihistamine and close monitoring. Keep EpiPen in hand.

#### Signs of a severe reaction:

**Swelling to the mouth/throat, difficulty talking, swallowing or breathing, widespread hives/rash, drowsiness, irritability, dizziness, vomiting, unconsciousness.**

**Treatment: EpiPen immediately. Ring 999 stating 'child anaphylaxis EpiPen given'. Contact parents. 2<sup>nd</sup> EpiPen after 5 minutes if needed.**

#### Using an EpiPen

Needs to be used immediately if you suspect anaphylaxis. **Do not delay to find help!** If in doubt, give the EpiPen. It will not harm if it is not needed, it can kill if it isn't given.

Please see the below links for instructions on using an EpiPen:

[https://www.epipen.com/-/media/epipencom/assets/pdf/epi\\_2020\\_0273\\_us\\_howtousepdf.pdf?la=en](https://www.epipen.com/-/media/epipencom/assets/pdf/epi_2020_0273_us_howtousepdf.pdf?la=en)

There are also videos on YouTube (not accessible at work).

Simply:

- Blue to the sky, orange to the thigh
- Remove blue cap
- Push the orange end into the upper, outer thigh (quite hard) until you hear a click
- Hold in place for **10 seconds** (note this is different to the link as it covers all brands)
- Massage the area for **10 seconds**

If the EpiPen has been given the child must go to hospital to be assessed. Do not cancel the ambulance even if they appear totally fine!

We have a training AAI in NG10 in the JCB, if you would like to practise using it please contact the school nurse.

## Appendix 2

# WE ARE AN ALLERGY AWARE SCHOOL

Please make sure you  
**do not bring nuts or seeds**  
onto school premises

Thank you



Tahini Hummus Sesame Seeded bread or buns Pesto

## HEALTHY SNACK SUGGESTIONS

(SNACKS SHOULD **NOT** BE SHARED)



**YOU ARE ALLOWED:**  
FRESH/DRIED FRUIT  
FRESH VEGETABLES  
RICE/OAT/CORN CAKES  
RAISINS  
CHEESE  
BREADSTICKS AND CRACKERS (NOT COATED IN SEEDS!)  
DIPS (NOT HUMMUS)  
SANDWICHES (NON-SEEDED BREAD ONLY)  
POPCORN  
COOKED MEATS  
CHEESE BISCUITS



## **ABSOLUTELY NO NUTS OR SEEDS!**

**DO NOT BRING IN:**  
PESTO (AS IT CONTAINS PINE NUTS)  
SEAWEED (AS IT IS COATED IN SESAME OIL)  
HUMMUS (CONTAINS SESAME)  
BREAD, BAGELS, ROLLS OR OTHER BAKED GOODS WITH SEEDS INSIDE OR OUT



Tahini Hummus Sesame Seeded bread or buns Pesto

## Appendix 3

### Allergy Care Plan

Health Care plan for pupils with allergies

Name of child:

D.O.B:

ALLERGIC TO:

Allergy Specialist/Clinic Location:

Treatment for allergic reaction (please list medication to be given including the dose):

Symptoms	Medication to be given and dose.	Action to be taken
Mild symptoms/or possible exposure to allergen -slight rash/flushing -tingling/nausea -other:		Observe the child  Inform parents  Document reaction and drugs given
Severe symptoms -swelling  -breathing difficulties  -severe rash  - collapse  - or if in doubt	Does your child have an AAI (EpiPen or Jext injector)?	Ring 999 stating "severe allergic reaction"  Inform parents immediately

Please inform the School Nurse of any changes to the child's condition, allergens or treatment, as well as any episodes of allergic reactions out of school hours.