

**SHEFFORD LOWER SCHOOL**  
**Allergy and Anaphylaxis Policy**



<b>Written by:</b>	<b>Adopted by staff on:</b>	<b>Ratified by Governors:</b>	<b>Review date:</b>
Pamela finch	May 2022	November 2022	3 years

## 1.0 OVERVIEW

1.1 Shefford Lower School recognises that a number of their pupils and staff may suffer from potential life threatening allergies.

1.2 The school is committed to minimising the risk of any child or member of staff suffering allergy-induced anaphylaxis whilst at school or attending any school related activity. Shefford Lower School cannot guarantee a completely allergen free environment but will minimise the risk of exposure.

1.3 One of the most common foods that can bring on a severe allergic reaction is nuts. Although our caterer (Alliance in Partnership) is nut free, Shefford Lower School does not commit to a fully nut free environment. This is due to there being many other common allergens that may be equally as hazardous. However, we view the specific needs of a child with allergies and awareness of their particular allergens, paramount. Therefore, we are committed to educating children and staff on this subject and encourage a 'no sharing' policy to ensure children do not take or accept food from another child's packed lunch.

1.4 In addition, the school will concentrate on ensuring an effective medical response to potential anaphylactic episodes.

1.5 The School is committed to proactive risk allergy management through:

- 1.5.1 A whole school approach to include staff, pupils and parents.
- 1.5.2 Staff training on anaphylaxis to minimise risk and ensure an effective emergency response where required.
- 1.5.3 Close liaison with parents of children who suffer with allergies to ensure information is correct and updated.
- 1.5.4 Establishment of risk assessments for children with specific allergy needs to minimise where possible exposure to known allergens.
- 1.5.5 The encouragement of self-responsibility and avoidance strategies for those children suffering from allergies.

1.7 This approach is in line with medical advice, and the School believes educating children to deal with these situations equips them for life outside school. The School seeks to prevent allergies being a barrier to learning and participating in normal school activities.

## 2.0 KEY STRATEGIES

### 2.1 General Aspects

- 2.1.1 The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of children suffering with allergies.
- 2.1.2 The involvement of staff, medical professionals and parents to establish an individual care plan.
- 2.1.3 Communicating a child's medical needs to all relevant staff.

- 2.1.4. Ensuring those staff who work directly with children that suffer from allergies undertake anaphylaxis training in addition to general First Aid Training. All other staff are encouraged to undertake this training.
- 2.1.5 Parents of children with packed lunches will be requested to give careful thought to eliminating food that may be of risk to those suffering from allergies.
- 2.1.6 Parents of children with allergies/dietary intolerance needs will be asked to provide medical information for the school's catering provider.
- 2.1.7 Teaching staff will risk assess any activity for exposure to allergens for children in their care and will seek advice from the Medical Co-ordinator/ School Nurse/ parents. Teachers will ensure that children are not excluded from activities because of their allergies and will find alternatives when necessary.
- 2.1.8 All parents will be encouraged to check with class teachers for allergies before sending in birthday treats or other foods for sharing in school so that alternatives can be available.
- 2.1.9 In respect of insect allergies, the School will carefully monitor insect nests on School grounds and will educate staff and pupils to report above normal presence of insects.
- 2.1.10 Epi-pens will be taken outside with the children for PE/playtimes.

## **2.2 Location of Auto Injectors pens and Inhalers**

- 2.2.1 One auto injector pen and inhaler (if required) along with the child's Care Plan will be held in the classroom. A second auto injector and inhaler along with the child's Care Plan will be held in a named box held in the School Office medical drawer.

## **3.0 RESPONSIBILITIES**

### **3.1 Parents are responsible for:**

- 3.1.1 Providing accurate and updated information in writing to the School. Parents with children suffering from allergies are asked to complete a template Care Plan at the commencement of their schooling and to keep this updated. Furthermore, should a child develop a condition during a year, or have a change in condition the parents should advise the School immediately.
- 3.1.2 Providing written advice from a doctor for the school and the school's catering provider, which explains the child's allergy, defines the allergy triggers and reaction, and any required medication, including completion of an **action plan** with supporting photographic or other evidence.
- 3.1.3 Completing a Medicine Within School form where necessary
- 3.1.4 Providing auto injector Pens and/or other necessary medication and replacing where necessary.
- 3.1.5 Providing appropriate foods to be consumed by the child if necessary.

### **3.2 The Medical Co-Ordinator is responsible for:**

- 3.2.1 Ensuring the School receives medical documentation regarding a child's allergy.
- 3.2.2 Ensuring medical information is regularly updated.
- 3.2.3 Ensuring that risk assessments are conducted for those children with known allergies when attending trips/Residential visits.
- 3.2.4 Ensuring that all relevant staff are trained in the use of Auto injector pens and management of anaphylaxis. Encouraging all other staff to attend this training.
- 3.2.5 Monitoring that auto injector pens and medication are stored appropriately and in date
- 3.2.6 Communicating the child's needs, Care Plan and any changes to relevant staff.

### **3.3 Staff are responsible for:**

- 3.3.1 Familiarising themselves with the '*Allergy and Anaphylaxis Policy*'
- 3.3.2 3.3.2 Attending training.

### **3.4 Catering Staff are responsible for:**

- 3.4.1 Using only authorised suppliers.
- 3.4.2 Ensuring that if food is bought from outside the regular supplier, it is nut free.
- 3.4.3 Being aware of pupils and staff who have food allergies.

## **4.0 EDUCATIONAL VISITS**

- 4.1 The Medical Co-ordinator will communicate any dietary needs and allergies to food providers if required.
- 4.2 Where a pupil is prescribed Auto injector pen the Group Leader will ensure all staff are trained in the use of the Auto injector pen, and capable of performing any possible required medical treatment as outlined in the Care Plan.
- 4.3 The Group Leader will ensure the Pupil has the Auto injector pen on the visit, and will be responsible for its security.
- 4.4. The Group Leader should seek advice for those children with allergies if in doubt of the risk of a child taking part on an education trip/residential from parents, Medical Co-Ordinator or Medical Professionals.

## **5.0 DEFINITIONS**

**5.1 Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food or drug). Also known as hypersensitivity.

**5.2 Allergen** – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**5.3 Anaphylaxis** – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life threatening allergic reaction to food, stings, bites, or medicines.

**5.4 Auto Injector/Auto injector pen** – Syringe style device containing the drug adrenaline which is ready for immediate intramuscular administration.

**5.5 Care Plan** – A detailed document outlining an individual student's condition, treatment, and action plan for location of medicines.