



## Allergies

### Rationale

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Equality Act 2010
- School Premises (England) Regulations 2012
- Food Information Regulations 2014
- Food Safety & Hygiene (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We believe it is fairly common for people to have mild allergies to things such as nuts (in particular peanuts), milk, eggs, fish and shellfish, wasps, bees, ants and natural rubber latex. Some people can experience a severe allergic reaction (anaphylaxis) if they touch, swallow, taste, eat or breathe in a particular substance.

We understand an allergic reaction occurs when the body's immune system over-reacts on contact with normally harmless substances. An allergic person's immune system treats certain substances as threats and releases a substance called histamine to defend the body against them. The release of histamine can cause the body to produce a range of mild to severe symptoms such as an itchy tingling or burning sensation in the mouth, a rash, hives, intense itching, swelling of the face, feeling hot or very chilled, rising anxiety, feeling flushed, nausea or vomiting, abdominal pain, mild wheeziness.

In the event of an acute reaction known as anaphylaxis or anaphylactic shock, which is potentially life-threatening, allergic people may suffer from breathing difficulties due to swelling within the throat and airway and experience a reduced level of consciousness.

Therefore, we have a duty to establish effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials. We need to have in place a training and education programme for school personnel and pupils and an effective plan to respond to any allergic reaction situation.

We ensure all school personnel and supply teachers:

- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We do not wish to ban birthday cakes being sent in to school by parents for their children to share with fellow class members as we want children to feel special when it is their birthday as we feel birthdays need to be celebrated and remembered. But as a school we must make sensible decisions to keep children safe and to take in to account children who have allergies.

We ask parents when sending in a birthday cake to share to provide a list of ingredients and also to provide an allergy free alternative treat for those children who suffer from a food allergy as we do not wish them to miss out in any way.

Also, we encourage pupils not to share food from their lunch boxes with other pupils at break times, lunch times or during any off-site educational visit or sporting event.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

## Aims

- To establish effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials in order to prevent allergic reactions.
- To have in place a training and education programme for school personnel and pupils.
- To share good practice within the school.
- To ensure compliance with all relevant legislation connected to this policy.

- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to have in place a whole school approach to the health care and management of those members of the school community suffering from specific allergies;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## **Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- have a number of school personnel trained in first aid;
- undertake risk management of the school environment in order to minimise the risk of exposure to trigger foods, insects or materials;
- ensure Health Care Plans are in place for individual pupils;
- work closely with parents in establishing Individual Health Care Plans;

- ensure all school personnel are familiar with the Individual Health Care Plans of pupils in their care;
- ensure school personnel are aware of which children suffer from the following the most common allergens:
  - grass and tree pollen
  - dust mites
  - animal dander (tiny flakes of skin or hair)
  - food such as nuts, fruit, shellfish, eggs and cow's milk
  - insect bites and stings
  - medication such as ibuprofen, aspirin and certain anti-biotics
  - latex
  - mould
  - household chemicals such as detergents and hair dyes
- provide a training and education programme for school personnel and pupils;
- ensure school personnel attend periodic refresher training;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

## Role of the coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- work closely with the school nurse team;
- undertake risk assessments;
- provide a training and education programme for school personnel and pupils;
- work closely with parents, school personnel and pupils in establishing Individual Health Care Plans;
- ensure Individual Health Care Plans include:
  - a photograph of the pupil
  - details of the pupil's medical condition plus the allergy triggers
  - written advice from the pupil's GP
  - details of the allergic reaction
  - emergency medication and required dosage
  - secure storage location of the emergency medication
  - a list of current risk assessments
  - emergency action plan for school personnel must follow
- ensure all school personnel are aware of Individual Health Care Plans;
- ensure all school personnel know what to do in an emergency;
- ensure allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events;

- inform parents of the importance of informing school if their child suffers from any form of allergy;
- provide allergy information workshops for parents;
- provide guidance and support to all staff;
- provide training for all school personnel on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

## **Role of school personnel**

School personnel will:

- comply with all aspects of this policy;
- be trained in first aid;
- be aware of which children suffer from the most common allergens;
- inform the Headteacher if they notice any child is suffering from any of the following:
  - sneezing
  - a runny or blocked nose
  - red, itchy, watery eyes
  - wheezing and coughing
  - a red, itchy rash
  - worsening of asthma or eczema symptoms
- be aware of all Individual Health Care Plans;
- be trained in how to administer medication in the case of a severe allergic reaction;
- follow this course of action in an emergency:
  - take what the pupil says seriously
  - do not ask the pupil to wait and see how they feel later
  - look for signs that a reaction is occurring
  - reassure the pupil
  - administer the adrenaline using the EpiPens
  - call an ambulance
  - lay the pupil down unless they are experiencing severe breathing difficulties
  - remain with the pupil
  - keep the pupil calm
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## **Role of students**

Pupils will:

- be aware of and comply with this policy;
- take part in awareness training;
- be aware of those pupils who suffer from allergies;
- be allowed to use their asthma inhalers in school;
- be encouraged not to share food from their lunch boxes with others;
- liaise with the school council;
- take part in questionnaires and surveys.

## **Role of parents/carers**

Parents/carers will:

- be aware of and comply with this policy;
- be advised to take their child to their GP if they think their child is suffering from an allergic reaction to something;
- inform the school of their child's medical condition;
- assist in devising with the school Individual Health Care Plans for their child;
- ensure the school has sufficient emergency medication;
- take part in annual review;
- work in partnership with the school;
- provide a list of cake ingredients when sending a birthday cake in to school to share;
- asked to provide allergy free alternatives for those pupils with allergies;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school staff
- communications with home such as Head's Weekly Newsletters
- Headteacher's Annual Report

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

### **Monitoring the effectiveness of the policy**

#### **Review of Procedure**

This procedure shall be subject to periodic review and may be changed from time to time.

#### **Management of policy**

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

<b>Headteacher:</b>	Ania Hildrey	<b>Date:</b>	16.07.2021
<b>Chair of Governing Body:</b>	Rohit Ramesh	<b>Date:</b>	16.07.2021