

## **ALLERGY AND ANAPHYLAXIS MANAGEMENT POLICY**

*To be read in tandem with the Administration of Prescribed Medication Policy*

### Introduction

1. Allergies are a growing health concern in schools across the country. Occasionally, the symptoms are severe and they may even be life-threatening, as in the case of anaphylaxis which develops rapidly. Possible triggers can include skin or airborne contact with particular materials, the injection of a specific drug, the sting of a certain insect or the ingestion of a food, such as peanuts, egg, milk, fish, shellfish, tree nuts and kiwifruit. A severe allergic reaction will affect the whole body, in susceptible individuals it may develop within seconds or minutes of contact with the trigger factor and is potentially fatal.

### Aims of the Policy

2. This policy and procedure will outline how staff at Norfolk House School manage allergy and anaphylaxis:
  - To minimise the risk of an allergic/anaphylactic reaction while the pupil is involved in school-related activities.
  - To ensure that staff respond appropriately to an allergic/anaphylactic reaction.
  - To raise, the awareness of allergy/anaphylaxis and its management through education and policy implementation.

### What the School Will Do

3. The School will keep careful and updated records of the information provided by parents of medication requirements for all pupils who have a formal diagnosis for an allergy and require an EpiPen and the completed Medication Permission Slip will be copied to the pupil's class teacher for their information. A list of affected pupils is regularly updated and displayed in the Admin Office, Staff Room, Kitchen and the Hall and referred to by serving staff at lunchtime. Pupils are given Allergy Cards, noting their allergy details as an extra safeguard. These are shown at the servery and are copied for Catering Staff also and any changes to pupils' details and medical needs are discussed in staff briefings and updated on the School's management information programme as a resource for all staff.
4. Staff should follow the instructions detailed in the Allergy Response Procedure (Appendix One), copies of which are displayed around the school.
5. The School will also :
  - Ensure effective communication of individual pupil medical needs to all relevant teachers and other relevant staff.

- Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Ensure that parents of pupils with packed lunches are requested to eliminate food that may be of risk to those members of staff and pupils who suffer from such allergies. (A letter is issued by the Deputy Head (Pastoral) to this effect).
- Ensure all educational visits will be pre-checked that ‘safe’ food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies. Where a pupil is prescribed an EpiPen, the teacher in charge or another supervising staff member trained in the use of the EpiPen will administer the medication as detailed on the permission slip. The school may also request that parents take the child to their doctor or call for an ambulance, as the situation requires.
- Ensure that parents are aware that the school will not permit any foodstuffs (for example, celebratory cakes) to be brought into school by a pupil for distribution to fellow pupils.
- Providing, as far as practicable, a safe and healthy environment in which people at risk of allergies and anaphylaxis can participate equally in all aspects of school life.
- Encourage self-responsibility and learned avoidance strategies amongst pupils suffering from allergies.

#### Nut Related Aspects

6. Norfolk House School is a ‘nut-free school’. This does not extend to those foods labelled “may contain traces of nuts”. The school policy is that nuts should not knowingly be used in any area of the curriculum or in any of its menus. Whilst this does not guarantee a nut-free environment as traces of nuts are found in a great many foodstuffs it will certainly reduce the chances of exposure to pupils with allergies. Pupils are encouraged to self-manage their allergy as far as possible in preparation for life after school where nut-free environments are rare. The Catering Manager has details of all pupils with allergies to incorporate into an individual meal plan, where necessary.
7. Staff will be sufficiently trained to recognise and manage severe allergies in school, including any emergency situations that may arise during the school day. Risk assessments will be undertaken for school visits outside the normal school timetable. The School will ensure that supervisors at lunch time and serving staff are aware of an allergic pupil’s requirements.

#### Dairy and Egg Related Aspects

8. Pupils with dairy product or egg allergies are managed by the School in

consultation with the parents on a case by case basis.

### Insect Related Aspects

9. Diligent management of wasp, bee and ant nests on School grounds and proximity. This must include the effective system for staff reporting to the Office Manager quickly and a system of timely response to eradicating nests.

### Latex Related Aspects

10. If a pupil is allergic to latex they should avoid contact with some everyday items including, rubber gloves (unless latex free), balloons, pencil erasers, rubber bands, rubber balls, and tubes and stoppers used for science experiments.

### Signs and Symptoms

11. Minor Allergic Reaction:

- Red itchy rash or raised area of skin
- Wheezing and difficulty breathing
- Abdominal pain
- Vomiting and diarrhoea

12. Severe Allergic Reaction:

- Anxiety
- Red, blotchy skin eruptions
- Swelling of the tongue and/or throat
- Impaired breathing

### Policy

13. The School prioritizes the safety and well-being of all members of the school community. Whilst it cannot guarantee a completely allergen-free environment, it endeavours to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.
14. The school will review policies after a reaction has occurred and update and monitor the policy on an ongoing basis.

### Family Responsibilities

15. Parents must provide the school with two in date and name-labelled EpiPens, one to be stored in the pupil's medical bag in the classroom, the other as a back-up resource in the event of a non-functioning device. A parent or guardian must grant permission for the medication to be administered in an emergency situation. Parents should refer to the school's Administration of Prescribed Medication Policy which is available

on the school's website or may be collected in hard copy from the school. In the event of an emergency, parents will be informed immediately after alerting the ambulance. In the event of a pupil having had an anaphylactic reaction, they will be sent by ambulance to hospital whether full recovery is noted or not.

### Pupils' Responsibilities

#### 16. Pupils should:

- Be sure not to exchange food with others.
- Avoid eating anything with unknown ingredients.
- Be proactive in the care and management of your allergies (based on age).
- Notify an adult immediately if you eat a food to which you are allergic.
- Notify an adult immediately if you believe you are having a reaction, even if the cause is unknown. Always wear your medical alert bracelet or some other form of medical identification, such as showing your allergy card to catering staff at lunchtime.
- Taking responsibility for avoiding food allergens, including informing staff of his/her allergy at times of potential risk.
- Learning to recognise personal symptoms.
- Keeping emergency medications where appropriate, in the first aider's office or in an agreed suitable location. This may include carrying the medication with them at all times.
- Notify an adult if they are being picked on or threatened by other pupils as it relates to their food allergy.
- Develop greater independence to keep themselves safe from anaphylactic reactions.

#### 17. Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic pupils must be encouraged to follow these additional guidelines:

- Proper hand washing before and after eating and throughout the school day.
- Avoiding sharing or trading of foods or eating utensils with others.
- Avoiding eating anything with unknown ingredients or known to contain any allergen.
- For pupils who have permission to bring packed lunches to school, eating only food which is brought from home unless otherwise approved

in writing by their parents.

### Staff Responsibilities

18. The class teacher of a pupil with an allergy will check that they have two EpiPens in school and that both the EpiPens and any supporting medication are up to date and correctly stored in line with the Administration of Prescribed Medication Policy. They will ensure that each affected pupil has an individual medical bag kept on the class teacher's notice board by their desk for easy access, containing an in date and name-labelled EpiPen provided by the parents. They will ensure that this location remains constant. They will also check that a second EpiPen, also name-labelled and in date, has been provided by the parents as an emergency back up and stored in the Reception area, in a red box by the medicine fridge, which is a safe, accessible, unlocked site. In the event of an emergency situation, a member of staff will remain with the pupil throughout.
19. When pupils travel off the school site for any purpose, including educational visits and swimming lessons, the teacher in charge of the outing is responsible for finding out the affected pupils and gathering up their EpiPens and supporting documentation in respect of their specific allergies and then returning all medication and information to the correct location upon return to the school.
20. The Office Manager will also arrange for the appropriate medical training for staff on a regular basis and disseminate any necessary updates of information to staff.
21. Teachers are responsible for:
  - Acquiring knowledge of the signs and symptoms of severe allergic reaction.
  - Being familiar with information provided for each pupil with an allergy and be aware of and implement the emergency plan if a reaction is suspected.
  - Participate in in-service training about pupils with life-threatening allergies including demonstration on how to use the auto-injector.
  - Determining suitable protocols regarding the management of food in the classroom (particularly in high-risk subjects).
  - Reinforcing appropriate classroom hygiene practices eg. hand washing before and after eating or tasks potentially leading to contamination.
  - Responding immediately to reports of pupils being teased or bullied about their food allergies.
  - Follow the Allergy Response Procedure and call 999 when life-threatening allergy related symptoms occur.

22. Catering staff are responsible for:

- Ensuring suppliers of all foods and catering are aware of the school's policy.
- Ensuring supplies of food stuffs are nut free or labelled "may contain nuts" as far as possible
- Being aware of pupils and staff who have severe food allergies.
- Clear labelling of items of food stuffs that may contain nuts

23. The Catering Manager ensures that all products are checked before serving and all food labels are checked on a regular basis as well. Kitchen staff also use the Allergy Register daily when planning meals for all the pupils with special dietary requirements and make a written record of what each pupil has eaten on each day. The written record is attached to the daily menu sheets, which contain details of the actual ingredients used, and filed at the end of each week.

24. When serving pupils at lunchtime, kitchen staff refer to a printed version of the allergy cards kept behind the servery, detailing what the pupil can have. They should ensure that all pupils with allergies show their allergy card to serving staff, allowing them to check off a pupil with the correct individual meal produced. A laminated sheet of pupils with allergies is also on display in the Hall and kitchen staff liaise daily with the Catering Manager before service. Kitchen staff have responsibility for serving pupils at lunch time and report any concern immediately to the member of staff on duty in the Hall.

#### Evaluation and Review

25. This policy shall be reviewed and updated on a regular basis. Particularly after a serious allergic reaction has occurred at the school, and shall be amended to conform to amendments and changes in rules and regulations. Routine allergy scenarios will be carried out as practice sessions as and when considered appropriate.

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**ALLERGY RESPONSE PROCEDURE****IF A PUPIL HAS ANY OF THESE SYMPTOMS:**

|   |  |
|---|--|
| <b>Mild-Moderate Allergic Reaction</b><br><b>– VERY COMMON</b> <ul style="list-style-type: none"> <li>• Swollen lips, face or eyes</li> <li>• Itchy/tingling mouth</li> <li>• Hives or itchy skin rash</li> <li>• Abdominal pain or vomiting</li> <li>• Sudden change in behaviour</li> </ul>   | <b>Severe Allergic Reaction – RARE</b> <ul style="list-style-type: none"> <li>• <b>A</b>irway – persistent cough, hoarse voice, difficulty swallowing, swollen tongue</li> <li>• <b>B</b>reathing – difficult or noisy breathing, wheeze or persistent cough</li> <li>• <b>C</b>onsciousness – persistent dizziness/ pale or floppy, suddenly sleepy, collapse, unconscious</li> </ul> |
| <b><u>ACTION TO TAKE</u></b>  |  |
| <p>Send for help using the red triangle and contact the named first aider<br/>(Ian Morgans, Tracy Huckerby)</p> <p>Stay with the pupil and give them reassurance</p> <p>If the pupil is conscious, sit them in a position to help them breathe</p> <p>If the pupil is unconscious, open their airway and check that they are breathing</p> <p>When help arrives, confirm if it is a severe reaction and fetch the auto-injector</p> |  |
| Treat with anti-histamine medication if pupils have medicine in school as agreed with the parents.  | Dial 999 or 112 and request a paramedic ambulance.<br>Contact the Parents.   |
| Contact the Parents – if they are unavailable and you have concerns, dial 999 or 112  | Before using the EpiPen, confirm it is in date and belongs to the pupil. Read the instructions for use.  |

Supervise the child closely and, if the condition worsens, follow the measures for a severe reaction in the right column

**Administer EpiPen (adrenaline auto-injector)**

**as follows :**

- a) Lie the child flat. If breathing is difficult, allow to sit.
- b) Form fist round EpiPen and pull off blue safety cap.
- c) Swing and push orange tip against outer thigh (with or without clothing) until a click is heard.
- d) Hold firmly in place for 10 seconds.
- e) Remove EpiPen and massage site for 10 seconds.

**After giving EpiPen :**

- f) Record the time the injection was given.
- g) Stay with child and commence CPR if no signs of life.
- h) If no improvement after 5 minutes, give a further EpiPen, if available.
- i) Give auto-injector to ambulance service for disposal.
- h) Inform parents of hospital location when confirmed by paramedics.

**Note:**

**If in doubt, give EpiPen.** Never administer Adrenaline prescribed for another pupil and always wait for an ambulance. Do not allow the child to stand or move away from Adrenaline. If an accidental puncture of the skin from the exposed needle occurs, irrigate the wound with running water, encourage controlled bleeding and cover with a dressing.