



Heritage Park School

Allergies Policy

2024-2025

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This policy is concerned with a whole school approach to the health care and management of those members of our school community suffering from specific allergies.

The school is aware that our children may suffer from food, bee / wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with efficiently and appropriately.

The school position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The Statutory Framework states that the provider must obtain information about any dietary requirements / allergy. As such, families are asked to provide details of allergies in the child's School Admissions Form, which is submitted before admission to the school.

Aim

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the child, staff, family member and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- school staff
- families
- volunteers
- supply staff
- pupils
- governors

Definitions

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

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

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

Epipen - Brand name for syringe style device containing the drug adrenalin, which is ready for immediate inter-muscular administration.

Minimised Risk Environment- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Individual Health Care Plan and Pupil Profile Risk Assessment - A detailed document outlining an individual child's condition treatment, and action plan for location of EpiPen.

Procedures and Responsibilities for Allergy Management

General

- the involvement of families and staff in establishing individual health care plans
- risk assessments updated regularly and accurately
- the establishment and maintenance of practices for effectively communicating a child's health care plans or risk assessments to all relevant staff
- staff training in anaphylaxis management, including awareness of triggers
- first aid procedures to be followed in the event of an emergency
- age-appropriate education of the children with severe food allergies

Medical Information

- The school will seek updated information via the medical form at the commencement of each academic year.
- Any change in a child's medical condition during the year must be reported to the school.
- For children with an allergic condition, the school requires families to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Principal will ensure that a health care plan or risk assessment is established and updated for each child with a known allergy. These are completed by a designated member of the Admin Team.
- All members of staff are required to review and familiarise themselves with the medical information – kept in the folder in the school office and classroom.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed for relevant pupils.
- Medical information will be included on individual pupil risk assessments and shared with any appropriate third parties such as AP providers or trip / visit venues.

Medical Information (EpiPens)

Where EpiPens (Adrenalin) are required in the Individual Health Care Plan or risk assessment:

- Families are responsible for the provision and timely replacement of the EpiPens.
- EpiPens are located in relevant locations approved by the Principal.
- EpiPens will be located so that all adults involved with the child know where they are at all times.

The Role of Families

Families are responsible for providing, in writing, on-going accurate and current medical information to the school.

Families are to send a letter or meet with a member of the Admin Team to confirm and detail the nature of the allergy including:

- the allergen (the substance the child is allergic to).
- the nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- what to do in case of allergic reaction, including any medication to be used and how it is to be used.
- control measures – such as how the child can be prevented from getting into contact with the allergen.
- if a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a Health Care Plan or Risk Assessment must be completed and signed by the families.
- it is the responsibility of the families to provide the school with up to date medication / equipment clearly labelled in the original packaging.
- in the case of life saving medication like EpiPens the child will not be allowed to attend without it.
- families are also required to provide up to date emergency contact information.
- snacks and lunches brought into school are provided by each child's parent.
- it is their responsibility to ensure that the contents are safe for the child to consume.
- families should liaise with staff about appropriateness of snacks and any food- related activities (e.g. cooking).

We realise as a school that some families may share information about allergies that have not been medically identified. However, we will treat this information in the same way.

The Role of Staff

Staff are responsible for familiarising themselves with the policy and adhering to Health & Safety regulations regarding food and drink.

- If a child's School Admissions Form states that they have an allergy, then an Individual Health Care Plan or risk assessment is needed. A risk assessment should be carried out and any actions identified to be put in place. The assessment should be stored with the child's Individual Health Care Plan.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the colleagues completing the Individual Health Care Plan or Risk Assessment and where any medication is stored.
- All staff are to promote hand washing before and after eating.

- Snack time foods are monitored by staff and are nut free and free of other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies. Staff must not bring their own food into school to be shared with pupils.
- However, staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- We provide specific EpiPen use training.
- We may ask families for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with families about snacks and any food-related activities.

Actions

In the event of a child suffering an allergic reaction and receiving support from a trained member of staff:

- We will delegate someone to contact the child's families.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the First Aid Policy, medication section.
- If families have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- If a child is taken to hospital by car, two members of staff will accompany them.

Role of other families

- Snacks and lunches brought into the school by other families should be nut free.
- The school will ensure that families are regularly reminded and will monitor the contents of lunchboxes and snacks

Schools Catering

Taylor Shaw is our current school lunch provider and hence have their own policy for food allergies. Appointments with the School Cook can be made via the school Admin Office. Parents are required to provide Taylor Shaw with medical letter stating the allergy of their child.

Linked Policies

First Aid Policy