

## ALLERGENS POLICY

### Whitby Secondary Partnership – Whitby Sixth Form, Eskdale School and Caedmon College Whitby

<b>Signed:</b>	Chair of the Governing Board
<b>Date:</b>	January 2024
<b>Review Date:</b>	January 2025

#### General Statement

This policy is concerned with a whole school approach to the health care and management of those members of our community suffering from specific allergies. We are aware that our young people may suffer from food, bee/wasp stings, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. Our position is not to guarantee a completely allergen-free environment, but rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies. We are committed to no food and drink sharing to help to protect those at risk. Parents/carers are asked to provide details of allergies in their son/daughter's Admission Form, submitted before starting school and on other data collection forms sent out by the school.

#### General Aims

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school. An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy. The underlying principles of this policy include:

- the establishment of effective risk management practices to minimise young people's, staff's, family member's and visitor exposure to known trigger foods and insects
- staff training and education to ensure an effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

School staff  
Parents/carers  
Volunteers  
Supply staff  
Young people  
Students.

## Definitions

**Allergy** - a condition in which the body has an exaggerated response to a substance (eg, food and drugs) 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 a syringe-style device containing the drug, adrenalin, which is ready for immediate inter-muscular administration.

**Minimised Risk Environment** - an environment where risk management practices (eg, risk assessment forms) have minimised the risk of (allergen) exposure.

**Health Care Plan** - a detailed document outlining an individual child's condition, treatment, and action plan for the location of an EpiPen.

## Procedures and Responsibilities for Allergy Management

### General

- The involvement of parents/carers and staff in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's health care plan to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education for children with severe food allergies.

### Medical Information

- The school will seek updated information via a medical form at the commencement of each calendar year.
- Any change in a child's medical condition during the year must be reported to the school by parents/carers.
- For children with an allergic condition, the school requires parents/carers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- A designated member of staff at the school will ensure that a log of students with known allergies is maintained and shared with staff as appropriate.
- All members of staff are required to review and familiarise themselves with medical information about individual students.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information. This will be the responsibility of the trip leader.

### Medical Information (EpiPens)

Where EpiPens (Adrenalin) are required in the Health Care Plan:

- parents/care givers are responsible for the provision and timely replacement of the EpiPens.
- the EpiPens are located securely in relevant locations approved by the Head of School.
- EpiPens will be located so that all adults involved with the child know where they are at all times.

### The Role of Parents/Carers

Parents/care-givers are responsible for providing, in writing, ongoing, accurate and current medical information to the school office.

Parents/carers are to send a letter and, where felt necessary, meet with a relevant member of staff at the school to confirm and detail the nature of the allergy; including:

- the allergen (the substance their 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, a Health Care Plan must be completed and signed by the parent/carer
- parents/carers must provide school staff with up to date medication/equipment, clearly labelled in the original packaging
- in the case of life saving medication, like EpiPens, the child should not be sent into school, or on a trip, without this
- parents/carers are required to provide up to date emergency contact information to the school
- snacks and lunches brought into school are to be provided by each child's parent/carer and ensure that the contents are safe for the child to consume
- there should be no nut products contained within food brought into school as some of our students have a very severe reaction to nuts and food products that have been in contact with nuts
- parents/carers should liaise with staff about the appropriateness of snacks and any food-related activities (eg, cooking) if unsure about this.

### **The Role of Staff**

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's School Admissions Form states that they have an allergy then a Health Care Plan 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 Health Care Plan.
- Upon determining that a child attending school has a severe allergy, a team meeting should be organised, 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 should be made aware of what treatment/medication is required by the Head of School or Inclusion Team and where any medication is stored.
- All staff are to promote hand-washing before and after eating.
- Snack time foods to be monitored by duty staff, where possible, and to be peanut, 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.
- However, staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children should **not** share their snacks or lunch with other children to prevent inadvertently causing an adverse allergic reaction in another child.
- We provide specific EpiPen use training.
- We may ask parents/care-givers for a list of food products and food derivatives their child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents/care-givers about snacks and any food-related activities if necessary.

### **Actions**

#### **In the event of a child suffering an allergic reaction:**

- We will delegate someone to contact the child's parents/care-givers.
- If a child becomes distressed or symptoms become more serious, a member of staff will 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 Supporting Children with Medical Conditions Policy.
- If parents/care-givers have not arrived by the time an ambulance arrives, a member of staff will accompany the child to hospital.

- If a child is taken to hospital by car by a member of staff, another member of staff should accompany them.

### **Role of other parents/care-givers**

Snacks and lunches brought into the school by parents/carers should be peanut and nut free. The school will ensure that parents/care-givers are regularly reminded and duty staff will monitor the contents of lunch boxes and snacks, where possible.

### **Catering**

Our current school lunch provider has their own policy for food allergies. Parents/carers are required to make an appointment if they need to talk to the school catering manager about any food allergies regarding their child and to provide a current medical letter stating the allergy their child has.