

Bishop Challoner Catholic College



**Next review**

January 2023

**Review period**

Annual

**Principal reviewed**

January 2022

**Current Status**

Approved

**Staff Owner**

K. Peckover

**Government/DfE Requirement**

Good practice

## Bishop Challoner Catholic College Allergy Management Policy

## Allergy Management Policy

### About this policy.

This policy is intended as guidance for all staff, including support staff and governors.

An allergy is the response of the body's immune system to normally harmless substances, such as foods, insect stings, latex, medicines and pollens. Whilst in most people these substances (allergens) pose no problem, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response.

This can be a minor response such as localised itching or a severe response known as anaphylaxis or anaphylactic shock.

Anaphylaxis is potentially life threatening, often explosive in onset with symptoms ranging from mild flushing to upper respiratory obstruction and collapse. It occurs when the allergen enters the bloodstream, causing the release of chemicals throughout the body to protect it from the foreign substance. Anaphylaxis causes approximately 20 deaths per year in the UK.

Bishop Challoner Catholic College is an allergy aware school and takes a serious approach to the risk of anaphylaxis; this policy outlines the responsibilities expected of those within Bishop Challoner Catholic College community.

Bishop Challoner Catholic College has clear guidance on providing care and support and administering medication at school. This policy although specific to Allergies is parallel to the Bishop Challoner Catholic College 'Medical Conditions Policy (Including First Aid) 2021/22'.

Bishop Challoner Catholic College recognises the importance of minimising the risk of an allergic reaction. Raised awareness, knowledge and information of allergies and anaphylaxis helps normalise and make safe, as far as possible everyone in school; as well as keeping individuals with allergies as safe as possible.

### Bishop Challoner is committed to creating a culture whereby those pupils with allergies can participate in school life and not feel excluded or discriminated against.

1. On entry to Bishop Challoner Catholic College, parent/carers will be asked to complete a medical questionnaire, indicating any known allergies and highlighting any previous severe allergic reactions, and any history of anaphylaxis.
2. This information, once collated will be made known to the Mrs J Jones, Mrs K Peckover and the wider First Aid Team.
3. Once aware of an allergy Bishop Challoner Catholic College will refer to the School Nurse Team and ensure the parent/carer and pupil complete/review an allergy care plan/Individual Health Care Plan, and sign to say they understand and are happy with the care it stipulates. The Catering Manager will be made aware if the allergy is food related.
4. A child's IHCP should, explain what help they need in an emergency. Parental permission will be sought and recorded in the IHCP meeting, for sharing the IHCP within emergency care settings.
5. Care plans are available on each pupil's electronic file, detailing the action to be taken in an emergency.
6. Bishop Challoner Catholic College Mrs J Jones will maintain an up to date medical register on Medi-Tracker for all staff to access; furthermore, this will be emailed to all staff. In addition, the allergy will be highlighted on the pupil's electronic file.
7. Training in Allergy Awareness and the administration of an Auto-injector is provided annually for all staff.
8. Bishop Challoner Catholic College understands the importance of medication being taken and care received as detailed in the pupil's IHCP.
9. Allergy Awareness Posters and Auto-injector instructions are on clear display in classrooms and around the school.

10. Staff must be aware at all times of the pupils in their care who have known allergies and must supervise any food-related activities with due caution.
11. All leaders of school trips must ensure they are competent to act in case of anaphylaxis prior to the trip departure and ensure they carry all relevant emergency supplies. This includes educational visits and 'away' sport fixtures. Any member of staff who feels their training needs to be refreshed prior to the annual training update is to contact Bishop Challoner Catholic College first aider who will provide further training.
12. Bishop Challoner Catholic College has a list of the triggers for pupils with medical conditions at Bishop Challoner Catholic College, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
13. The IHCP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
14. The Governing Body has made sure that there is the appropriate level of insurance and liability cover in place.

Bishop Challoner Catholic College has clear guidance on the storage of medication and equipment at school.

1. Pupils may carry their own medication/equipment, or they should know exactly where to access it.
2. Pupils can carry controlled drugs if they are competent, otherwise Bishop Challoner Catholic College will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at Bishop Challoner Catholic College can administer a controlled drug to a pupil once they have had specialist training.
3. Bishop Challoner Catholic College will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
4. Bishop Challoner Catholic College will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. Bishop Challoner Catholic College will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
5. Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
6. Bishop Challoner Catholic College disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
7. Spare Auto-injectors should be kept at an appointed place clearly marked with each pupil's name and also any other medication that might be used such as a spare inhaler and antihistamine. A copy of their care plan will also be available at this location.

From 1 October 2017 the Human Medicines (amendment) Regulations 2017 allow schools to buy adrenaline auto-injector devices without a prescription.

1. These should be considered a spare/back-up device and should only be used on pupils known to be at risk of anaphylaxis, for whom medical authorisation and parental consent for use of the spare AAI has been provided.
2. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly immediately.
3. If someone appears to be having a severe allergic reaction, you MUST call 999 immediately, even if they have already used their own AAI device, or a spare AAI.
4. In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

In an emergency: Bishop Challoner Catholic College makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.

1. When dialling 999, give clear and precise information.
2. If a pupil's condition deteriorates and a second dose of adrenaline is administered after making the initial 999 call, make a second call to the emergency services to confirm that an ambulance has been dispatched and update the operator.
3. If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.
4. Bishop Challoner Catholic College will make sure the used Auto-injector and the IHCP go with the casualty to Hospital.
5. Bishop Challoner Catholic College will make sure that there are more than one members of staff who have been trained to administer the medication and meet the care needs of an individual child. Bishop Challoner Catholic College will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
6. Bishop Challoner Catholic College reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

#### Parent Responsibilities

1. On entry to Bishop Challoner Catholic College, parent/carers are responsible for completing the medical questionnaire, indicating any known allergies and highlighting any previous severe allergic reactions, and any history of anaphylaxis.
2. Parents are responsible for ensuring that sufficient emergency supplies are kept on site (Auto-injectors, inhalers and antihistamine), are in date and replaced as necessary.
3. It is the responsibility of the parent to keep the school up to date with current contact telephone numbers and details.
4. Parents are required to work with school staff in the best interest of the child.
5. If an episode of anaphylaxis occurs outside school, Bishop Challoner Catholic College must be informed. Parents are requested to keep Bishop Challoner Catholic College up to date with any changes in allergy management with regards to clinic summaries or re-testing and new food challenges.
6. It is the parent/carers responsibility to ensure home to school transport issues are managed.

Pupils: Bishop Challoner Catholic College is aware that school is a common location for anaphylaxis to happen.

#### Therefore;

- 1) Pupils must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening. Pupils are trained to administer their own auto-injector and must carry it on their person.
- 2) All pupils will be assessed for their competence of managing their allergies and emergency medication. Pupils are encouraged to self-manage their condition while still in a semi-protected environment.
- 3) To minimise the risk of allergies and anaphylaxis, Bishop Challoner Catholic College will engender whole school awareness through the curriculum, medical/first aid practice & policies, assemblies, extracurricular activities, catering systems and promotions, school website, School Nurse Team & medical professionals, direct communication with parents & pupils, induction evenings & the school's medical questionnaire and the on-going support of Allergy UK.
  - a. First aid workshops are delivered to pupils; in these sessions, pupils engage with various scenarios.
  - b. Personal Tutor time; within each academic year all pupils are educated on the serious nature of allergies, how to identify signs and symptoms of an allergic reaction and how to help prevent an allergic reaction; food handling and cross contamination is explored. What to do in an emergency.
  - c. Citizenship lessons look at 'risk' in all aspects of life and this includes risks found within the kitchen. Pupils discuss the nature of allergies; how to spot them and how to respond in an emergency.
  - d. Food technology use the school medical register to identify pupils with allergies; their names are highlighted on the class seating plan. Pupils are asked about any known allergies for themselves that school may not be aware of. Technician and teachers check food labels and highlight any allergens. Pupils with severe/multiple allergies, for example inhaling an ingredient could cause a reaction, would not be allowed to take part in food lessons. Food handling and sharing; cross contamination, is also explored.

## Food allergens

1. Bishop Challoner Catholic College is not a nut-free environment as we believe this can lead to a false sense of security and we prefer that pupils and staff remain vigilant at all times. Staffs and governors are not in a position to guarantee an allergen free environment, rather to minimise the risk of exposure and encourage self-responsibility. With this in mind, staff and pupils are asked not to bring nuts or foods containing nuts into school or on trips and visits.
2. The catering department is aware by use of the school's internal system of all individual pupil food allergies and specific dietary requirements.
3. The catering department provides clear orange labelling, to all food containing one of the 14 allergens, served in the dining hall at all times.

### The 14 most common food allergens;

- Cereals containing gluten
  - Crustaceans, for example prawns, crabs, lobster and crayfish
  - Eggs
  - Fish
  - Peanuts
  - Soybeans/Soya
  - Milk
  - Nuts such as almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia (Queensland) nuts
  - Celery (and celeriac)
  - Mustard
  - Sesame seeds
  - Sulphur dioxide and sulphites
  - Lupin
  - Molluscs for example clams, mussels, whelks, oysters, snails, and squid
4. The Catering Manager will make themselves available to meet with any parent wishing to discuss their child's individual dietary requirements.
  5. All catering staff are trained in Food Safety and Hygiene; food preparation and handling techniques, to reduce the risk of a food allergic reaction due to the possibility of cross-contamination.
  6. A spreadsheet with every item of food used in the kitchen is kept in the main dining area and is uploaded on to the school web site; this allows parent/carers to be aware of foods/allergens within school.
  7. The catering team work with LACA Allergen Management Guidance for Catering in Education, who support schools, caterers and pupils in understanding the best practice for caterers in education with regard to managing allergens safely: understanding legal requirements, roles and responsibilities and Allergen Management i.e. risk assessment tools.
  8. The catering team adhere to and uphold Natasha's Law: This legislation came into effect 1 October 2021. Under this law, all food outlets must provide full ingredients lists with clear allergen labelling on all food that is pre-packed for direct sale. This change in the law will give people with food allergies confidence when they are buying pre-packaged food for direct sale such as sandwiches and salads.

**Symptoms** – usually develop quite quickly after exposure, although occasionally they develop gradually over a few hours. One or more symptoms can occur:

- Rash developing to hives across the body
- Abdominal cramps
- Localised inflammation and/or localised tingling sensation
- Swelling of the tongue, throat and mouth
- Asthma symptoms; noisy breathing, wheezing
- Difficulty in swallowing or speaking

- Sudden feeling of weakness, faintness due to a fall in blood pressure
- Collapse/Unconsciousness
- Anaphylaxis

#### Actions following a mild allergic reaction

- Call for the first aider
- Keep the pupil calm and still
- Remain with the pupil until the first aider arrives
- The first aider will follow the pupil IHCP and give antihistamine
- Locate adrenaline auto injector
- Contact parent/carers
- The first aider will record on the pupil sims medical file all relevant detail
- The first aider will make follow up calls and contact should the pupil be absent from school following the reaction

#### Treatment following anaphylactic reaction

- **Lie the pupil flat with legs raised (if breathing is difficult allow the pupil to sit)**
- **For those prescribed an adrenaline auto injector - a single dose of adrenaline via a needle into the upper outer thigh and can be given through clothing (two members of staff must be present)**
- **always dial 999 and request an ambulance whenever anaphylaxis has occurred**
- **If a person's condition deteriorates after making the initial 999 call, a second call to the emergency services should be made to update paramedics**
- **If no improvement after 5 minutes, give a further dose of adrenaline using another adrenaline auto injector**
- **Try to ascertain what triggered the reaction and let the first aider/medical professional know**
- **Pupil to be accompanied to the hospital in the absence of a parent/carer**