

STUDENT ALLERGY POLICY

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1. AIMS

1.1 This policy aims to:

- Set out the Federation's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction.
- Make clear how the Federation supports students with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among the Federation community.

2. LEGISLATION AND GUIDANCE

2.1 This policy is based on the Department of Education (DfE)'s guidance on allergies in schools and supporting students with medical conditions at the Federation, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors (AAIs) in Schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. ROLES AND RESPONSIBILITIES

We take a whole-Federation approach to allergy awareness.

3.1 Allergy Lead

Each Academy within the Federation will appoint a lead.

They are responsible for:

- Promoting and maintaining allergy awareness across the Federation community
- Overseeing the recording and collating of allergy and special dietary information for all relevant students
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All students with allergies have an allergy action plan completed by a medical professional
 - All staff receive an appropriate level of allergy training
 - All staff are aware of the Federation's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the Federation's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 A member of the pastoral team will lead on supporting day-to-day medical needs and health care plans:

- Co-ordinate the paperwork and information from families
- Co-ordinate medication with families
- Check spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific students with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of students with allergies
- Be vigilant to the needs of students with recorded allergies who attend off site trips

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of the Federation's allergy policy
- Providing the Federation with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with two in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included

- Updating the Federation on any changes to their child's condition

3.5 Students with allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Carrying their adrenaline auto-injector on their person and only using it for its intended purpose
- Communicating immediately if they feel that they are having an allergic reaction

3.6 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. ASSESSING RISK

4.1 The Federation will conduct a risk assessment for any student at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and Federation trips
- Any other activities involving animals or food, such as animal handling experiences or baking
- A risk assessment for any student at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. MANAGING RISK

5.1 Catering

The Federation is committed to providing safe food options to meet the dietary needs of students with allergies.

- Catering staff receive appropriate training and are able to identify students with allergies.
- Federation menus are available for parents/carers to view at their request. An allergens sheet is completed daily that identifies all allergens that can be found in dishes that day.
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

5.2 Food restrictions

- At the Federation we are asked not to eat in classrooms, office spaces or in corridors, unless permission has been sought from the senior leadership team. Limiting food consumption to locations such as the Restaurant and Hellerup will help to reduce the risk of allergic reactions.

- It is impractical to enforce an allergen-free Federation. However, we will educate students about high-risk foods such as peanuts and sesame so that they are aware of the possible impact such foods could have on those who are allergic to them.
- The Federation snack food services will not sell food containing food that obviously contains nuts or sesame seeds. It is possible that in some instances packaging may indicate that the item 'may contain traces' of such ingredients.
- Therefore, students who have such allergies are advised that if they are unsure, they should not purchase items from the snack services.

5.3 Insect bites/stings

- To avoid the risk of insect strings or bites students will be required to wear appropriate footwear when outdoors. They will be reminded not to leave food or drink unattended when outside.

5.4 Animals

- If students engage with animals on a trip or in a planned activity such as an elective, students will be reminded to wash their hands afterwards. This will help to avoid putting students with allergies at risk through later contact. Students with animal allergies will not interact with animals.

5.5 Events and Federation trips

- For events, including electives and ones that take place outside of the Federation, students with allergies will be supported to take part so long as their involvement does not pose danger to them or others.
- The Federation will plan accordingly for all activities and trips, and arrange for staff members involved to be aware of students' allergies and to have received adequate training.
- Appropriate measures will be taken in line with the Federation's AAI protocols for off-site events and Federation trips (see section 7.5).
- If a child has an allergy a risk assessment will be put in place.

6. PROCEDURES FOR HANDLING AN ALLERGIC REACTION

6.1 Register of students with AAls

- Each Academy maintains a register of students who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a student has been prescribed AAI(s) (and if so, what type and dose)
 - Where a student has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the student
 - A photograph of each student to allow a visual check to be made
 - The register is kept on the staff shared area drive. A medical flag will be attached to all students with a medical condition and these can be accessed

easily on Edulink and can be checked quickly by any member of staff as part of initiating an emergency response.

- All administration of AAls, and near misses will be recorded on this register and reviewed to identify learning opportunities and reduce future risk.
- All students will carry their AAls with them. This will reduce delays and allows for confirmation of consent without the need to check the register.

6.2 Allergic reaction procedures

- As part of the whole-Federation awareness approach to allergies, all staff are trained in the Federation's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.
- Staff are trained in the administration of AAls to minimise delays in students receiving adrenaline in an emergency.
- If a student has an allergic reaction, the staff member will initiate the Federation's emergency response plan, following the student's allergy action plan.
- If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, use a Federation one.
- If the student has no allergy action plan, staff will follow the Federation's procedures on responding to allergy and, if needed, the Federation's normal emergency procedures as set out in the First Aid Policy
- A Federation AAI device will be used instead of the student's own AAI device if:
 - Medical authorisation and written parental consent have been provided, or
 - The student's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed.

7. ADRENALINE AUTO-INJECTORS (AAIs)

7.1 Purchasing of spare AAls

The allergy lead is responsible for buying AAls and ensuring they are stored according to the guidance. The Federation will purchase 4 AAls from a local pharmacy.

7.2 Storage (of both spare and prescribed AAls)

The allergy lead will make sure all AAls are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- Not locked away, but accessible and available for use at all times
- Not located more than 5 minutes away from where they may be needed.
- Spare AAls will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAls)

The Allergy lead is responsible for regularly checking that:

- The AAls are present and in date
- Replacement AAls are obtained when the expiry date is near

7.4 Disposal

AAls can only be used once. Once an AAI has been used, it will be handed to the emergency crew who will have been contacted.

7.5 Use of AAls off the Federation premises

- Students at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on Federation trips and off-site events
- Trip leader will collect the AAI from Client Services and take it on the trip and return in afterwards.

8. TRAINING

8.1 The Federation is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAls are kept on the Federation site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies
- Training will be carried out annually and organised by the allergy lead.

9. LINKS TO OTHER POLICIES

9.1 This policy links to the following policies and procedures:

- First Aid Policy
- Supporting students with medical conditions policy

10. APPENDIX 1: FEDERATION IMPLEMENTATION PLAN

	Catmose College	Harington School	Catmose Primary
Allergy Lead	Alice Beckwith - Vice Principal Supported by the Client Services Team	Oliver Teasel - Head of School Supported by Catherine Tomson	Kelly Jackson - Head of School Supported by Orson Noronha & Gemma Scholes
Location of Adrenaline Auto-Injectors (AAls).	• One will be stored in the sport office for quick access if needed in a sport lesson. • One will be stored in Client Services. • One will be stored in the Intervention Office which is close to the food room. • One will be stored in the Catering Manager's office. • All will be stored in unlocked drawers that meet the storage guidance. • All will be the standard dose advised for secondary school age children.	• 2 x (AAls) are stored in the Head of School's office in an unlocked filing cabinet. • The Health Care Plans (for each student with a known allergy) are also located in the same filing cabinet, alongside any required medication (e.g. antihistamines and AAls).	• The extra epi pens will be located in the first aid cupboard in the main hall as this is central location within the school. • The Health Care Plans (for each student with a known allergy) are also located in the first aid cupboard, alongside any required medication (e.g. antihistamines and AAls).