



BEESTON HALL SCHOOL

Anaphylaxis and Allergy Policy

This template policy is designed to be incorporated into/annexed to the schools wider medical conditions policy as required by the Supporting Pupils in schools with medical conditions statutory guidance.

Author/s	Alison Bailey and the Headmaster
Review Frequency	Annually
Date approved by governors	
Date of next review	September 25
Purpose	To minimise the risk of any pupil suffering a serious allergic reaction whilst at school or attending any school related activity. To ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise.
Links with other policies	

The named staff members (at least 2) responsible for co-ordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:-

Alison Bailey, School Nurse and Designated Allergy Lead

Bob Hammond, Deputy Head Pastoral

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1. Introduction

An allergy is a reaction of 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 serious reaction called anaphylaxis.

An allergen is a normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis is a serious, life-threatening 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 can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but are not limited to):-

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Beeston Hall School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

2. Roles and responsibility

Parent Responsibilities

- Prior to admission it is the parent's responsibility to inform the school of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible, prior to admission, in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. They must ensure the Allergy Action Plan is kept updated accordingly.
- Parents to communicate at least weekly with nominated member of staff.

Staff Responsibilities

- All staff are responsible for completing allergy and anaphylaxis training. Training is arranged for all staff, by the School Nurse, on a yearly basis and on an ad-hoc basis for any new members of staff.
- Training log maintained by Headmaster's PA
- Staff are responsible for familiarizing themselves with the policy and to adhere to health and safety regulations regarding food and drink.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- The School Nurse will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the School Nurse will check medication kept at school on a termly basis and send a reminder to parents if

medication is approaching expiry.

- School Nurse keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- Nominated classrooms may be allergy free as arranged in advance, in conjunction with the Headmaster, outside agencies and the School Nurse, as required..
- Snack time food is monitored by staff and are allergen free depending on the children attending.
- Children and staff should not move around school while eating and must wash their hands before and after eating to reduce the risk of contamination.
- All tables are cleaned with warm soapy water

Pupil Responsibilities

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times.
- Pupils are aware they must not share food and drink.

3. Allergy action plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto-injector. Beeston Hall School recommends using the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans to ensure continuity. This is a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK.

It is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional (e.g. GP/School Nurse/Allergy Specialist) and provide this to the school.

4. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a. a red raised rash (known as hives or urticaria) anywhere on the body
- b. a tingling or itchy feeling in the mouth
- c. swelling of lips, face or eyes
- d. stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- i. AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- ii. BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing.
- iii. CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the child where they are, call for help and do not leave them unattended.
- **LIE CHILD FLAT WITH LEGS RAISED** - they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAI should be given into the muscle in the outer thigh. Specific instructions vary by brand —always follow the instructions on the device.
- CALL 999 and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

5. Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAIs on them at all times (in a suitable bag/container).

For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, but not locked away, and accessible to all staff. At Beeston Hall they are kept in the surgery on the pegs behind the desk.

Medication should be stored in a suitable container and clearly labelled with the pupil's name.

The pupil's medication storage container should contain:

- a) Two AAIs i.e. EpiPen[^] or Jext[®] or Emerade[®]
- b) An up-to-date allergy action plan
- c) Antihistamine as tablets or syrup (if included on allergy action plan)

- d) Spoon if required
- e) Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the School Nurse will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents should subscribe to expiry alerts for the relevant AAI's their child is prescribed, to make sure they can get replacement devices in good time.

Older children and medication

Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on **very suddenly**, so school staff need to be prepared to administer medication if the young person cannot.

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAI's can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.

The sharps bin is kept in the surgery.

6. 'Spare' adrenaline auto-injectors in school

Beeston Hall School has purchased spare **AAIs for emergency use in children who are risk of anaphylaxis** if their own devices are not available or not working (e.g. because they are out of date).

These are stored in a clear plastic box, clearly labelled 'Emergency Anaphylaxis kit', kept safely, not locked away and **accessible** and **known to all** staff.

Beeston Hall School holds 2 spare pens which are kept in the Dining Hall. The School Nurse is responsible for checking the spare medication is in date on a monthly basis and will replace as needed.

Written parental permission for use of the spare AAls is required and must be held in Surgery.

If anaphylaxis is suspected **in an undiagnosed individual**, call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare AAI is appropriate.

7. Staff Training

The named staff members (at least 2) responsible for co-ordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis and allergy policy are:-

- Alison Bailey (School Nurse and Designated Allergy Lead)
- Bob Hammond (Deputy Head Pastoral)

A list of all children with allergies and special diets is on display in the Common Room and Kitchen, which is kept up to date by the School Nurse. The list is emailed to all staff annually, or as updates are required and is also available in 'Staff Shared' 'Medical' on the shared drive.

All staff will complete online Allergy Team training annually. Training is also available on an ad-hoc basis for any new members of staff.

Training includes:

- a) Knowing the common allergens and triggers of allergy
- b) Spotting the signs and symptoms of an allergic reaction and anaphylaxis.
- c) Early recognition of symptoms is key, including knowing when to call for emergency services
- d) Administering emergency treatment (including AAls) in the event of anaphylaxis — knowing how and when to administer the medication/device
- e) Measures to reduce the risk of a child having an allergic reaction e.g. allergen

avoidance, knowing who is responsible for what

- f) Awareness of allergy action plans and need for these to be in date
- g) A practical session using trainer devices
- h) A reminder email containing allergy advice and Jextpen/Epipen usage video is sent to staff termly

8. Inclusion and safeguarding

Beeston Hall School is committed to supporting all children with medical conditions, including allergies, in terms of both physical and mental health, in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents to view on iSAMS

The School Nurse will inform the Catering staff of pupils with food allergies.

A list of allergies and special diets is on display in the kitchen and staff room and will be updated annually or more often as required, by the School Nurse.

Parents/carers are encouraged to meet with the Kitchen staff to discuss their child's needs.

The school adheres to the following Department of Health guidance recommendations:

Any food or drinks provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.

The pupil should be taught to also check with catering staff, before selecting their lunch choice.

Where food is provided by the school, staff should be educated about how to read labels for

food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. For example, preparing food for children with food allergies first; careful cleaning (warm soapy water) of food preparation areas and utensils. For further information, parents/carers should liaise with the kitchen staff.

Food should not be given to food-allergic children without parental engagement and permission (e.g. birthday parties, food treats on minibuses etc). A suitable alternative can usually be provided by arrangement.

Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered. Where a food allergy represents a risk to a child/children, then a risk assessment - depending on the allergies and of particular children and their ages - should be carried out.

The school aims to provide food for all children and children with allergies will be provided with a suitable meal, providing it is safe to do so, but a like-for-like comparison cannot be guaranteed.

Serious, life threatening allergies

In the event of serious allergies, the school reserves the right to require food to be brought into the school by parents. Parents can provide items of food, once discussed with kitchen staff, as long as they are sealed and clearly labelled. Within reason, storage can be located away from usual foodstuffs. Alternatively, an adoption of the following protocols:

- Separate board and knife is used for preparation of food for children with severe allergies (as stated on their individual school care plans).
- Food is served on a child's own clearly differentiated (colour) plate and covered before being taken to the table, if stated on the individual school care plan.
- Bowl plates and cups identified by colour as per individual school care plan.
- Bowl, plates, cups and cutlery placed in boiling water prior to being used and washed after every meal.
- Birthday cakes are usually shop-bought and sealed, with allergen labels attached. After consultation with relevant teacher and the School Nurse, a home-made cake with clearly

written and identified ingredients, may be allowed.

- Birthday and other celebrations involving food will take place in the Dining Room under strict supervision, with hand washing before and after eating.
- An alternative cake may be provided for children with allergies.

10. School trips

Staff leading school trips will ensure they carry all relevant emergency supplies and will ask for additional training/updates if required. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teachers are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. **A member of staff trained in administering adrenaline will accompany the team.** If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

11. Allergy awareness and nut bans

Beeston Hall School supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any

establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

The school aims for a 'whole school awareness of allergies' ensuring teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs and symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

12. Risk Assessment

Beeston Hall School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

As per this above policy, the school is committed to going to great lengths to accommodate allergy-affected children, but reserves the right to impose a limit to the adjustments made, in the interests and welfare of Beeston Hall staff and other pupils.

13. Actions In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents
- 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 policy 13d Administration of Medicines and the child's individual Allergy Action Plan
- If parents or responsible adult have not arrived by the time ambulance arrives a member of staff will accompany the child to hospital
- We will institute a 'lessons learnt' procedure.

14. Useful Links

Anaphylaxis UK Safer Schools Programme

<https://www.anaphylaxis.org.uk/education/safer-schools-programme/>

AllergyWise for Schools (including certificate) online training -

<https://www.allergywise.org.uk/D/allergywise-for-schools1>

BSACI Allergy Action Plans - <https://www.bsaci.org/guidelines/paediatric-guidelines/>

Spare Pens in Schools –

<https://www.sparepensinschools.uk/for-pharmacists/legislation-and-school-policies/>

Department for Education Supporting pupils at school with medical conditions -

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

Department of Health Guidance on the use of adrenaline auto-injectors in schools -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Food allergy quality standards (NICE)

<https://www.nice.org.uk/guidance/qs118>

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