Upton-by-Chester High School

Allergy Policy

Policy Link	
SLT	Mrs K McCarthy
Governor	
Statutory	Yes

To	Date
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Staff shared area	Yes

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1. Aims

This policy aims to:

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

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting learners with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors 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-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Mrs K McCarthy (Deputy Headteacher: Culture and Ethos)

They're responsible for:

- Promoting and maintaining allergy awareness across our school community.
- Recording and collating allergy and special dietary information for all relevant learners (although the allergy lead has ultimate responsibility, the information collection itself is collected through Admissions, First Aid Team and Pastoral Teams.

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff.
- All learners with severe allergies have an allergy action plan completed by a medical professional.
- All staff receive an appropriate level of allergy training- First Aid.
- All staff are aware of the school's policy and procedures regarding allergies awareness.
- Relevant staff are aware of what activities need an allergy risk assessment.
- Keeping stock of the school's adrenaline auto-injectors (AAIs). Ensuring they are stored correctly and securely in first aid room, plus emergency AAIs in Main Office, Chester County Officers Club (Brookhurst Site) and SEN Office.
- Regularly reviewing and the updating the allergy policy.
- Allergy and medical information are collected by the Admissions Officer for learners transferring to High School from Year 6 to Year 7, and in-year transfers. This information is then populated into the SEND register (allergies) and CPOMS by the Pastoral Manager and Head of Year. They will also email the allmedical@uptonhigh.co.uk email address to inform Mike Broomfield, Dee Crossley and Victoria Lloyd (First Aid Team).
- The Admin Officer will update the medical section of SIMS.
- The Admin Officer and Deputy Headteacher will meet weekly to discuss any updates.

3.2 First Aid Team

The First Aid Team (Mike Broomfield, Dee Crossley and Victoria Lloyd) are responsible for:

- Maintaining and monitoring the paperwork and information from the Year Teams and families. When new information is provided to a member of staff, they must notify the learners' Year Team who will investigate the information further. This is likely to include a parent/carer phone call or meeting. The information will be updated on the SEND register and CPOMS.
- Update the SEND register without delay and include date when added.
- Co-ordinating medication with families.
- Checking spare AAIs are in date in Main Office and First Aid room. The Premises Manager will check the spare AAIs in the SEN office, Brookhurst Site and the spare AAI.
- Any other appropriate tasks delegated by the allergy lead.
- Seeking additional advice from the external School Health nurse.

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among learners.
- Maintaining awareness of our allergy policy and procedures by displaying posters around the school and through annual training and termly updates on the Bulletin.
- Being able to recognise the signs of severe allergic reactions and anaphylaxis, through annual training.

- Attending appropriate allergy training as required.
- Being aware of specific learners with allergies in their care.
- Carefully considering the use of food or other potential allergens in lesson and activity planning (food department).
- Ensuring the wellbeing and inclusion of learners with allergies.
- Carry their relevant card.
- Inform a member of staff if they are unwell or present to First Aid Room.

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of Upton-by-Chester High School's allergy protocols.
- Providing the school 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 2 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.
- Following Upton-by-Chester High School guidance on food brought in to be shared.
- Updating the school on any changes to their child's condition.

3.5 Learners with allergies

These learners are responsible for:

- Being aware of their allergens and the risks they pose.
- Understanding how and when to use their adrenaline auto-injector.
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose.

3.6 Learners without allergies

These learners are responsible for:

- Being aware of allergens and the risk they pose to their peers, through PSHE lessons.
- Older learners might also be expected to support their peers and staff in the case of an emergency.

4. Assessing Risk

The school will conduct a risk assessment for key areas in the school for any learner at risk of anaphylaxis taking part in:

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

5. Managing Risk

5.1 Hygiene procedures

Measure Upton-by-Chester High School take to prevent contamination:

- Handwashing/sanitising facilities around school for Learners and staff
- Sharing of food is discouraged
- Encouraging learners to bring in their own water bottles
- Learners are given basic food hygiene training as part of the Design & Technology Food course in Year 8 Autumn term
- Awareness of Natasha's Law - narf.org.uk/natashaslaw

5.2 Catering

Catering at Upton-by-Chester High School is provided by Aspens LTD.

- The school is committed to providing Aspens with information on the dietary needs of learners with allergies.
- The Food Hygiene Authority report that Aspens receive appropriate training every 12-18 months.
- School menus are available for parents/carers to view with ingredients clearly labelled.
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of learners.
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing learners and staff to make safer choices. 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.
- Hand sanitiser is provided in both canteens for learner use.

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage learners and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts.
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a learner brings these foods into school, they may be asked to eat them away from others to minimise the risk.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered, where possible

5.5 Animals

- All learners will always wash hands after interacting with animals to avoid putting learners with allergies at risk through later contact.
- Awareness of learners with animal allergies during lesson/ activities where animals maybe present.

5.6 Support for mental health

Learners with allergies will have additional support through:

- Pastoral care- all year groups have a dedicated non-teaching Pastoral Support Manager.
- Regular check-ins with their Form Tutor (10 mins every morning registration and 25 minutes every afternoon during PLaN).

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no learners with allergies will be excluded from taking part.
- Upton-by-Chester High School will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of learners' allergies and to have received adequate training.
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

6. Procedures for Handling an Allergic Reaction

6.1 Register of learners with AAIs

The school maintains a register of learners who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis.
- Whether a learner has been prescribed AAI(s) (and if so, what type and dose).
- Where a learner 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 learner.
- A photograph of each learner to allow a visual check to be made (parental consent will be requested by the school).

The SEND register (allergies tab) is stored on the school's intranet can be checked quickly by any member of staff as part of initiating an emergency response. This can be done by dialling '0' on reception where admin staff have immediate access to this information.

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.
- First Aiders are trained in the administration of AAIs to minimise delays in learner's receiving adrenaline in an emergency.
- If a learner has an allergic reaction, the staff member will initiate the school's emergency response plan, following the learner's allergy action plan, (reference page 36).
- If an AAI needs to be administered, a member of staff will use the learner's own AAI, or if it is not available, a school one.
- If the learner has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures.
- A school AAI device will be used instead of the learner's own AAI device if:
  - Medical authorisation and written parental consent have been provided, or
  - The learner'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 learner needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives, or accompany the learner to hospital by ambulance.
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the learner will be monitored and the parents/carers informed.

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools.

7.1 Purchasing of spare AAIs

The School Premises Manager/Health and Safety Lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- The AAIs will be sourced from a reputable supplier
- The school hold 5 AAIs on site. These are stored in:

1. Main School Office
2. Supportive Education Department
3. PE- Cheshire Sports Club- Brookhurst Site
4. We hold an additional AAI for school trips, this is stored in the Premises Manager's office

- The school purchases Mylan Epi Pen Junior
- The school purchase age 11-18 dosage

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.
- Kept in a safe and suitable 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 AAIs will be kept separate from any learner's own prescribed AAI, and clearly labelled.

7.3 Maintenance (of spare AAIs)

The Premises Manager, Allergy Lead and First Aid Team (Mike Broomfield and Dee Crossley) are responsible for checking monthly that:

- The AAIs are present, in date and checked termly.
- Replacement AAIs are obtained when the expiry date is near.

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions. Upton-by-Chester High School disposes of AAIs in sharps bins that are collected by Trust Hygiene LTD.

7.5 Use of AAIs off school premises

- Learners at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events.
- Spare AAIs for emergency use are taken on school trips and off-site events.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes: 2x EpiPen Jr. Adrenaline Auto-injector 0.15 mg

8. Training

Upton-by-Chester High School 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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies
- Include any other relevant training points - NHS Training as necessary (e.g., Diabetic Nurse)
- Training will be carried out at least annually by the allergy lead.

Allergy Action Plan

Mild to Moderate Symptoms	ACTIONS:
Nettle rash (known as hives or urticaria) anywhere on the body	Stay where you are and call for help if necessary
A tingling or itchy feeling in the mouth	Locate adrenaline auto-injectors
Swelling of lips, face or eyes	Take antihistamine
Stomach pain or vomiting	Watch for any of the ABC symptoms below.

Watch for signs of **ANAPHYLAXIS** (life-threatening allergic reaction). Anaphylaxis may occur without skin symptoms. Always consider anaphylaxis in someone who has a known allergy and has **SUDDEN BREATHING DIFFICULTY.**

Airways	Breathing	Circulation

IF ANY ONE (or more) of these signs are present:

Lie flat with legs raised (if breathing is difficult, can sit up).

Administer an adrenaline auto-injector without delay (e.g. EpiPen, Jext, Emerade).

Dial 999 for an ambulance and say **"ANAPHYLAXIS (ANA-FIL-AXIS)".**

IF IN DOUBT, give adrenaline

After giving adrenaline: