

Our Lady and St Joseph School

Allergies

Date	Review Date	Coordinator	Nominated Governor
14/07/2014	14/07/2015	Joan Esbrand -- Tracy Doherty	Derek Vitali

We believe it is fairly common for people to have mild allergies to things such as nuts (in particular peanuts), milk, eggs, fish and shellfish, wasps, bees, ants and natural rubber latex. Some people can experience a severe allergic reaction (anaphylaxis) if they touch, swallow, taste, eat or breathe in a particular substance.

We understand an allergic reaction occurs when the body's immune system over-reacts on contact with normally harmless substances. An allergic person's immune system treats certain substances as threats and releases a substance called histamine to defend the body against them. The release of histamine can cause the body to produce a range of mild to severe symptoms such as an itchy tingling or burning sensation in the mouth, a rash, hives, intense itching, swelling of the face, feeling hot or very chilled, rising anxiety, feeling flushed, nausea or vomiting, abdominal pain, mild wheeziness.

In the event of an acute reaction known as anaphylaxis or anaphylactic shock, which is potentially life-threatening, allergic people may suffer from breathing difficulties due to swelling within the throat and airway and experience a reduced level of consciousness.

Therefore, we have a duty to establish effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials. We need to have in place a training and education programme for school personnel and pupils and an effective plan to respond to any allergic reaction situation.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

This policy has also been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, "Keeping Children Safe in Education" 2014.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

At Our Lady and St Joseph's school we recognise that all adults, including temporary staff¹, volunteers and governors, have a full and active part to play in

¹ Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

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safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Aims

- To establish effective risk management practices in order to minimise the exposure of pupils, school personnel or visitors to known trigger foods, insects or materials in order to prevent allergic reactions.
- To have in place a training and education programme for school personnel and pupils.
- To share good practice within the school.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to have in place a whole school approach to the health care and management of those members of the school community suffering from specific allergies;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- have a number of school personnel trained in first aid;

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- undertake risk management of the school environment in order to minimise the risk of exposure to trigger foods, insects or materials;
- ensure Health Care Plans are in place for individual pupils;
- work closely with parents in establishing Individual Health Care Plans;
- provide a training and education programme for school personnel and pupils;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- work closely with the school nurse team;
- undertake risk assessments;
- provide a training and education programme for school personnel and pupils;
- work closely with parents, school personnel and pupils in establishing Individual Health Care Plans;
- ensure Individual Health Care Plans include:
 - a photograph of the pupil
 - details of the pupil's medical condition plus the allergy triggers
 - written advice from the pupil's GP
 - details of the allergic reaction
 - emergency medication and required dosage
 - secure storage location of the emergency medication
 - a list of current risk assessments
 - emergency action plan for school personnel must follow
- ensure all school personnel are aware of Individual Health Care Plans;
- ensure all school personnel know what to do in an emergency;
- ensure allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events;
- inform parents of the importance of informing school if their child suffers from any form of allergy;
- provide allergy information workshops for parents;
- provide guidance and support to all staff;
- provide training for all school personnel on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

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- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be trained in first aid;
- be aware of all Individual Health Care Plans;
- be trained in how to administer medication in the case of a severe allergic reaction;
- follow this course of action in an emergency:
 - take what the pupil says seriously
 - do not ask the pupil to wait and see how they feel later
 - look for signs that a reaction is occurring
 - reassure the pupil
 - administer the adrenaline using the EpiPens
 - call an ambulance
 - lay the pupil down unless they are experiencing severe breathing difficulties
 - remain with the pupil
 - keep the pupil calm
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- take part in awareness training;
- be aware of those pupils who suffer from allergies;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;

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- reviewing the effectiveness of this policy with the Governing Body

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical condition;
- assist in devising with the school a Individual Health Care Plans for their child;
- ensure the school has sufficient emergency medication;
- take part in annual review;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Health and Safety	▪ Administering Medicines
▪ Medical & First Aid	▪ Risk Assessments

Headteacher:		Date:	
Chair of Governing Body:		Date:	