

## Our Lady and St Joseph Primary School

### Allergies Policy

Date	Review Date	Coordinator	Nominated Governor
October 2018	October 2019	Medical Team C. Campbell, J.Esbrand and T Francois	Chair

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Equality Act 2010
- School Premises (England) Regulations 2012
- Food Information Regulations 2014
- Food Safety & Hygiene (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

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.

## **Our Lady and St Joseph Primary School**

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 ensure all school personnel and supply teachers:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We are aware that following a change in the law, we are allowed to purchase spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies.

We acknowledge that these spare devices can only be used on pupils at risk of anaphylaxis (a life-threatening allergic reaction) where consent from doctors and parents has already been obtained.

We believe that parents will now feel more confident about their children's safety during school time knowing that we have in place spare adrenaline auto-injectors.

We do not wish to ban birthday cakes being sent in to school by parents for their children to share with fellow class members as we want children to feel special when it is their birthday as we feel birthdays need to be celebrated and remembered. But as a school we must make sensible decisions to keep children safe and to take in to account children who have allergies.

We ask parents when sending in a birthday cake to share to provide a list of ingredients and also to provide an allergy free alternative treat for those children who suffer from a food allergy as we do not wish them to miss out in any way.

Also, we encourage pupils not to share food from their lunch boxes with other pupils at break times, lunch times or during any off-site educational visit or sporting event.

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.

## **Our Lady and St Joseph Primary School**

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **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 ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority 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;
- make effective use of relevant research and information to improve this policy;

## Our Lady and St Joseph Primary School

- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council 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;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - 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;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to 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;
- 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;
- ensure all school personnel are familiar with the Individual Health Care Plans of pupils in their care;
- ensure school personnel are aware of which children suffer from the following the most common allergens:
  - grass and tree pollen
  - dust mites
  - animal dander (tiny flakes of skin or hair)
  - food such as nuts, fruit, shellfish, eggs and cow's milk
  - insect bites and stings
  - medication such as ibuprofen, aspirin and certain anti-biotics
  - latex
  - mould
  - household chemicals such as detergents and hair dyes
- purchase and have in place spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies;
- provide a training and education programme for school personnel and pupils;

## Our Lady and St Joseph Primary School

- ensure school personnel attend periodic refresher training;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- 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;
- ensure risk assessments are:
  - in place and cover all aspects such as:
    - Parents unaware of school policy
    - School personnel unaware of school policy
    - Medications brought to school by pupils without the prior knowledge of school personnel
    - Parents not informing school of their child's medical condition
    - Asthma inhalers and epipens not available in school
    - Allergy sufferers affected by school pets and bird and animal displays
    - Allergy sufferers affected by primula plants
    - Pupil dietary requirements not made known to school caterers
    - Non-attendance of named person(s) during school events and off-site visits
    - Poor record keeping
    - Poor or lack of training for school personnel
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel.
- 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

## Our Lady and St Joseph Primary School

- 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 School Personnel

School personnel will:

- comply with all aspects of this policy;
- be trained in first aid;
- be aware of which children suffer from the most common allergens;
- inform the Headteacher if they notice any child is suffering from any of the following:
  - sneezing
  - a runny or blocked nose
  - red, itchy, watery eyes
  - wheezing and coughing
  - a red, itchy rash
  - worsening of asthma or eczema symptoms
- 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
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;

## **Our Lady and St Joseph Primary School**

- 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;
- be allowed to use their asthma inhalers in school;
- be encouraged not to share food from their lunch boxes with others;
- liaise with the school council;
- take part in questionnaires and surveys.

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be advised to take their child to their GP if they think their child is suffering from an allergic reaction to something;
- 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;
- provide a list of cake ingredients when sending a birthday cake in to school to share;
- asked to provide allergy free alternatives for those pupils with allergies;
- 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:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;

## Our Lady and St Joseph Primary School

- Information displays in the main school entrance;
- Text messages
- Email
- Social media:

### Training

All school personnel:

- have equal chances of training, career development and promotion;
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Administering Medicines
  - Medical and First Aid
  - Risk Management and Risk Assessments
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### 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.

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.

### Monitoring the Implementation and 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.

### Linked Policies

- Administering Medicines
- Asthma
- Health and Safety



## Our Lady and St Joseph Primary School

- Medical and First Aid
- Risk Assessments

### See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Headteacher:</b>	Sean Flood	<b>Date:</b>	October 2018
<b>Chair of Governing Body:</b>	Derek Vitali	<b>Date:</b>	October 2018