Supporting Children with Allergies Policy

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Allergy Policy

1. Claycots' School Values

1.1 The aim of Claycots School is to be a high achieving school at the heart of the community where children and staff learn effectively and everyone is valued as an individual, treated fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.

1.2 We aim to embed our school values in all that we do at Claycots. This policy has been written with these values in mind:

Integrity ***Kindness*** ***Respect*** ***Curiosity***

2. Introduction

2.1 We are committed to promoting a whole school approach to health care, welfare and well being and the safe management of those members of our school community who live with specific allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. By our actions, we will work proactively to:

- Minimise the risk of exposure within our school
- Encourage self responsibility
- Have robust plans for effective response to emergencies
- Ensure inclusivity for all children

2.2 We are clear about the need to actively support pupils with medical conditions to participate in school life.

2.3 We will consider any reasonable adjustments that need to be made to enable these children to participate fully and safely in all aspects of school life.

2.4 We will carry out Risk Assessments (RAs) so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, children, their parents and any relevant health care professionals will be consulted.

2.5 We use Medical Tracker to record all aspects of allergy management and regular reviews of effectiveness take place

2.6 We use a bespoke lunch ordering system which highlights children's allergies

3. Roles and Responsibilities

Governors will:

3.1 Ensure the school has a strategic vision for the management of allergy risk assessment and emergency procedures.

3.2 Delegate the day to day responsibility for the effective delivery of this Policy to the Business Manager, via the Head Teacher.

3.3 Ensure that the school's arrangements to identify and safeguard the wellbeing of children because of their own or someone else's allergy, are robust and effective.

3.4 Ensure that the school provides appropriate and effective training, information and instruction to all staff on a regular basis.

3.5 Ensure that there are adequate resources for managing allergies

3.6 Monitor the effectiveness of this policy to ensure that it remains fit for purpose.

Headteacher delegated to the Business Manager will:

3.7 Provide as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school like and are not subject to bullying because of their condition.

3.8 Ensure all visitors, volunteers, sub contractors are made aware of the school's commitment to allergy management as part of Safeguarding.

3.9 Ensure that all up to date allergy information for children is accessible to catering teams.

3.10 Ensure that staff know what to do in an emergency

3.11 Ensure the parents have the opportunity to update medical details annually.

3.12 Ensure Individual Healthcare Plans (IHPs) are in place for each child with an allergy and ensure the involvement of a range of stakeholders to properly support the child

3.13 All children with allergies should have AAPs which will be kept with medication and available to staff and the school will work with parents and medical professionals to put in place. If an AAP is not readily available, the child will be treated no differently than if it was.

3.14 Ensure effective communication of individual children's medical needs to all staff and they know where to check for updated information

3.15 Ensure there are enough appropriately trained staff available at all times

3.16 Ensure that a RA is undertaken prior to school trips including offsite extra curricula activities which appropriately considers the needs of children with allergies

3.17 Ensure records of children's of medication and its administration will be recorded on Medial Tracker.

3.18 Ensure children's documentation and in date medication is kept correctly and safely

3.19 Ensure best practice in labelling foodstuffs and their contents where applicable

3.20 Report to FGB re the management of allergies in schools.

Member(s) of Staff responsible for medical needs will

3.21 Be responsible for updating Medical Tracker and ensuring that it is up to date at all times.

3.22 Ensure all copies of the AAP/IHP (hard copy and on Medical Tracker) are the most up to date version.

3.23 Where an AAP has not been received for a pupil with recognised allergies, or if the medication information is not clear, liaise with parents/GP/school nursing team, to obtain an up to date copy and/ or clarification.

3.24 Ensure all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context are followed at all times

3.25 Report to the Business Manager regarding pupils/student with allergies

3.26 Work closely with the school's Catering Managers in assisting in the support of children with known allergies (including meeting with parents/carers where requested) to discuss any special requirements

3.27 Liaise with parents/carers of children with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.

3.28 Ensure that medication is stored in a rigid box and clearly labelled with the pupils/student's name and a photograph (older students should carry their AAIs and medication with them)

3.29 Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the child's IHP and/or AAP

3.30 Ensure the school has an audited spare supply of in date AAIs that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location

3.31 Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the school by pupils/students or external sources and are of the correct dosage

3.32 Arrange for the correct disposal of out-of-date AAIs

3.33 Record all emergency uses of AAIs or reports of suspected emergencies and ensure the Business Manager is informed

3.34 Ensure that, if a pupil/student notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable)

3.35 Ensure that an up to date Allergy Action Plan is kept with the child's medication at all times.

3.36 Will make systematic and termly checks of the Medical Tracker and will reconcile it with the documentation and medication in the classroom. Any issues will be reported to the Business Manager.

Parent Responsibilities

3.37 On entry to the school, it is the parent's responsibility to inform the office team of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.

3.38 Parents are to provide a copy of their child's Allergy Action Plan (BSACI plans preferred). If parents do not have one they should seek advice from their GP or other relevant healthcare professional as soon as possible in order for the school to appropriately and safely manage their child in school.

3.39 Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.

3.40 Parents are required to keep the school up to date with any changes in allergy management and to engage in the school's annual review of the Individual Healthcare Plan (IHP).

Staff Responsibilities

3.41 Follow, as directed, all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures related to allergies.

3.42 Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency.

3.43 Support the school to raise awareness about allergies and anaphylaxis All staff will complete anaphylaxis training which will take place on an annual basis. New members of staff will receive training during their induction period.

3.44 Staff are required to be aware of the pupils in their care (including any covering of classes) who have known allergies as a reaction can occur at any time. Any and all food related activities must be supervised with care and the needs of children with allergies considered in the planning of these activities.

3.45 Lunch ordering is carried out by the classroom staff only using the lunch ordering system. Staff will be vigilant when ordering lunch choices for children to ensure that any allergies are considered.

3.46 Trip Leaders must ensure that they carry all relevant emergency supplies and that children with allergies are considered as part of the risk assessment for the trip and relevant adjustments made as necessary. Children who are unable to produce their required medication will not be permitted to attend the trip and this will be communicated to parents as soon as possible.

Pupil responsibilities

3.47 Children are encouraged to have a good awareness of their symptoms and to let an adult know as they suspect they are having an allergic reaction.

3.48 Children 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.

4. Documentation

Allergy Action Plans

4.1 We will ensure that we have Allergy Action Plans (AAPs) for all children who require them and will support parents to liaise with healthcare professionals to get one if they do not.

4.2 We will ensure that an IHP is also in place for children with allergies and these will be written in conjunction with parents and reviewed annually.

Individual Health Care Plans

4.2 We will ensure that Individual Health Care Plans (IHPs) are in place for all children whose allergies require active management in school and these will include:

- Child's details
- Emergency Contact Details
- Allergy details
- GP
- Symptoms/Triggers and Signs
- Medication Information
- Staff trained to administer
- Daily care requirements
- Trip/Visit Arrangements
- Emergency Actions
- Relevant Health Care Professionals Details
- Specific Support required
- Parental Consent
- Staff Acknowledgement

4.3 IHPs will be reviewed annually unless there has been an incident, accident or near miss.

5. Emergency Treatment and Management of Anaphylaxis

5.1 We will ensure that our staff are made aware of the symptoms of anaphylaxis and that this information is communicated to them regularly through training and communication such as emails and the Staff Bulletin.

5.2 We will ensure that our staff know what to do in the event of an emergency which will include the administration of an AAI. Advice will be displayed throughout the school and in communal areas.

5.3 Emergency services will be contacted immediately to attend all cases of suspected anaphylaxis. Parent/carer will be contacted s soon as is practicable.

6. Supply, Storage and Care of Medication

6.1 We will store all AAIs securely but accessibly so that anyone can access should they need to.

6.2 We will keep any medication in the class medical cabinet. The medication will be clearly labelled with the child's name.

6.3 We will check the medication on a half termly basis by and parents informed when medication is about to go out of date.

6.4 We will store AAIs at room temperature and protected from direct sunlight.

6.5 We will dispose of any used AAI as they are single use only and must be disposed of as sharps.

7. Spare AAIs

7.1 We have purchased spare AAIs for emergency use in children who are at risk of anaphylaxis but their own devices are not available or not working.

7.2 We will store them in the First Aid cabinet in the main office at each campus and the First Aid Cabinet in the halls at both campuses.

7.3 We will check this spare medication on a monthly basis so that replacements can be bought if required.

7.4 We will gain written parental permission for use of the spare AAIs if it is not included in the child's Allergy Action Plan.

7.5 We will immediately contacted the emergency services where there is a suspected case of anaphylaxis in an undiagnosed individual.

8. Staff Training

8.1 Jo Evans, Jo Morrison and Ellie Bullen are responsible for ensuring that effective staff anaphylaxis training, including refreshers is carried out and recorded annually.

8.2 We will ensure that all staff will complete Allergy Awareness refresher training annually. This may be differentiated depending on the role staff carry out.

8.3 We will provide online training for new starters and this will be carried out throughout the year as part of their induction programme.

8.4 We will perform checks on understanding periodically throughout the year as part of the school's Health and Safety Audit process and the results will inform planning for the next whole school training arrangements.

9. Inclusion and Safeguarding

9.1 We will ensure that all children with medical conditions, including allergies, in terms of both physical and mental health, will receive support in school so that they can play a full and active role in school life and achieve their academic potential.

10. Catering

10.1 We will follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

10.2 We will publish our school menu on the school's website with all ingredients listed and allergens highlighted.

10.3 We will ensure that the Catering Managers have the details of any children with allergies and updates will be provided as and when they occur.

10.4 We will publish a list of children with allergies along with their photos so that staff in the kitchen are aware of the children who have allergies.

10.5 Children will be given a blue lanyard before they go into the dining hall which will have their details including their allergy and any treatment.

10.6 Screens in both kitchens show the lunch ordering system which indicates individual children's allergies.

10.7 Bespoke menus are available where applicable and will be arranged between parents and Catering Managers.

10.8 We will not allow parents to give out treats for birthdays or other celebratory events.

10.9 We will ensure that appropriate considerations are made for children with allergies relating to the use of food in lessons and this will be risk assessed to ensure the needs of children with allergies are considered.

11. Trips, Visits and Fixtures

11.1 We will make sure that Trip Leaders consider the needs of children with allergies when planning a trip and the subsequent risk assessment written to reflect any adaptations or special considerations which may need to be made.

11.2 We will list any children with allergies specifically on the RA and the Trip Leader will be responsible for ensuring that all relevant emergency supplies are taken on the trip.

11.3 We will ensure that the Trip Leader will check on the day of the trip that the child has the relevant medication with them. If they do not, then the child's parent will be contacted and informed that the child cannot attend the trip.

11.4 We will ensure that children with allergies have every opportunity to attend PE events and fixtures. The PE team are made aware of children with allergies and will make adaptations to the RA to ensure that children with allergies can be included where possible.

12. Allergy Awareness and Nut Bans

12.1 We cannot guarantee to be an allergen free environment and therefore cannot say that we are a nut free school.

12.2 We are a school that has a culture of awareness of allergies and we will ensure that we will ensure that the school community is aware of what allergies are, the importance of avoiding children's allergens, the signs and symptoms, how to deal with an allergic reaction and to ensure policies and procedures are in place to minimise any risk.

13. Risk Assessment

13.1 We will carry out a whole school risk allergy assessment and this will be communicated to all staff. This will be reviewed annually and updated after a serious incident.

13.2 We will assess individual risks as part of the IHP process.