

Thomas Telford School



Allergy Safety Policy

Reviewed by:

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Approved by:

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Statement of Intent

Thomas Telford School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and students, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their students.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- Children's Wellbeing and Schools Act 2006
- DfE (2023) 'Allergy guidance for schools'

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- Whole-school Food Policy
- Administering Medication Policy
- Supporting Students with Medical Conditions Policy
- Animals in School Policy
- Educational Visits and School Trips Policy
- Allergen and Anaphylaxis Risk Assessment

Definitions

For the purpose of this policy:

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin

- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is a sudden, severe and potentially life-threatening allergic reaction involving Airway, Breathing and/or Circulation problems. Skin symptoms may also be present but are not always present. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing

Roles and Responsibilities

The Governing Board is responsible for ensuring:

Risks relating to students with allergy are included in the risk register and actively managed.

The School has an allergy safety policy which sets out:

- Arrangements to reduce the risk of individuals coming into contact with their known allergens
- Emergency response plans for cases of anaphylaxis
- Ensuring the allergy safety policy is reviewed at least annually, updated when needed, and is published

The Governing Board delegates the day-to-day implementation of this policy to the allergy safety lead in the school.

The Governing Board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support students with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focuses on, and accounts for, the needs of each individual student.
- Ensuring that risks relating to students with allergies are included on the school risk register and are actively managed.
- Ensuring that staff are properly trained to provide the support that Students need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it annually, and after any incident where a student experiences an allergic reaction.

The Headmaster is responsible for:

- Ensuring that there is a named senior leader responsible for allergy safety and the implementation of this policy.
- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that catering staff are aware of students' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy.
- Seeking up-to-date medical information about each student via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a student's allergy.

All Staff Members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis at least annually.
- Being familiar with and implementing students' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to students by both the school and parents.
- Ensuring that students do not share food and drink in order to prevent accidental contact with an allergen.

The Catering Manager is responsible for:

- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident matrix.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Catering staff and staff who prepare food with/for the children ie. cooking club, breakfast and after school club are responsible for:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying students with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

All parents are responsible for:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

All students are responsible for:

- Ensuring that they do not exchange food with other students.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.
- Carrying AAIs at all times.

Food allergies

Parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Information regarding all students' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service. When making changes to menus or substituting food products, the school will ensure that students' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers.
- Asking caterers to read labels and product information before use.
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable.

The school will ensure that there are always dairy- and gluten-free options available for students with allergies and intolerances. To ensure that catering staff can appropriately identify students with dietary needs, meals are ordered by the teacher each day and sent through to the kitchen. The catering staff know which meals the students are having as they go through the till and on to service.

All food tables will be disinfected before and after being used. Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate. There will be a set of kitchen utensils that are only for use with the food and drink of the students at risk.

There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products. Food items containing bread and wheat will be stored separately. The chosen catering service of the school is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with students' IHPs, taking into account any known allergies of the students involved.

Food allergen labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. Catering staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

Food labelling

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen matrix stored in the kitchen.
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving.
- The food allergen matrix will be monitored for completeness on a weekly basis by the kitchen manager.
- Allergen incidents and near misses, including incorrect practices and incorrect and/or incomplete packaging, will be recorded in an incident log, reviewed by the kitchen manager and acted upon to minimise the risk of recurrence. Where required, incidents involving unsafe food will be reported to the relevant competent authority.

Declared Allergens

The following allergens will be declared and listed in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

The school will ensure that communication with suppliers, by the catering team, is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

Animal Allergies

The Animals in School Policy will be adhered to at all times. Students with known allergies to specific animals will have restricted access to those that may trigger a response. In the event of an animal on the school site, staff members will be made aware of any students to whom this may pose a risk and will be responsible for ensuring that the student does not come into contact with the specified allergen. The school will ensure that any student or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading. A parent may supply antihistamine tablets/medicine for their child. This will be kept in the school office in case of an allergic reaction.

Seasonal Allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites. Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst students are outside. Students with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens. Staff members will monitor pollen counts, making a professional judgement as to whether the student should stay indoors. Students will be encouraged to wash their hands after playing outside. Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the site manager. The site manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises. Where a student with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

Adrenaline Auto-injectors (AAIs)

Students at risk of anaphylaxis may be prescribed an adrenaline device (AD) for use in the event of an emergency. This may include an AAI or another prescribed adrenaline device.

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on students who are at risk of anaphylaxis, but whose device is not available or is not working.

The school understands that anaphylaxis reactions can occur in students without a pre-existing diagnosis of a food allergy. The school will therefore stock spare AAIs for use in emergency situations.

Any spare AAIs held by the school in this way will be considered spare devices and not a replacement for the student's own device. Students who have been prescribed adrenaline devices will have their prescribed devices readily available to them at all times while at school.

Spare AAls will be used for students:

- Who have been prescribed AAls but their own device is not available.
- With food allergies who have been assessed as being at lower risk of anaphylaxis and therefore not prescribed their own AAls.

The school will submit a request, signed by the Headmaster, to the pharmaceutical supplier when purchasing AAls, which outlines:

- The name of the school.
- The purposes for which the product is required.
- The total quantity required.

The Headmaster, in conjunction with the school nurse, will decide which brands of AAI to purchase.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands students are prescribed, the school may decide to purchase multiple brands.

Depending on their level of understanding and competence, students will carry their AAls on their person at all times, or they should be quickly and easily accessible at all times.

Spare AAls will be kept in a central place in a box marked clearly with the student's name but not locked in a cupboard or an office where access is restricted.

When storing AAls, they will be:

- Readily accessible and not locked away.
- Located less than five minutes away from where they may be needed.
- Stored in pairs, so that if a second one is necessary it is on hand rather than needing to be obtained from elsewhere on site.
- Clearly labelled, to avoid any confusion with AAls prescribed to a named person.

The emergency anaphylaxis kit(s) can be found at the following locations

- Medical Room
- Reynolds Building Kitchen

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

Mrs Gemma Myatt – Healthcare Practitioner

The above staff members will conduct ad-hoc and termly checks of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices and salbutamol inhalers are present and have not expired.
- Spare AAI devices are replaced when they are used.

The following staff member is responsible for overseeing the protocol for the use of spare AAI, its monitoring and implementation, and for maintaining the Register of AAI:

Mrs Gemma Myatt – Healthcare

Any used or expired AAI will be disposed of in accordance with manufacturer's instructions.

Used AAI may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAI are disposed of on the school premises.

Where any AAI are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- What medication was given
- Who administered it
- Whether a second dose was required

Access to spare AAI

A spare AAI can be administered as a substitute for a student's own prescribed AAI, if this cannot be administered correctly, without delay.

The school will seek to obtain advance consent from parents, or from the young person where appropriate, for a spare adrenaline device to be used. Where a student has a known allergy or risk of anaphylaxis, this consent will normally be recorded as part of their IHP or allergy action plan. Obtaining advance consent is good practice so that, in an emergency, consent can be assumed to be in place.

The absence of prior consent will not prevent or delay the administration of a spare adrenaline device in an emergency. Where anaphylaxis is suspected, anyone may take reasonable action to save a life without checking whether prior consent has been given.

Consent will be obtained as part of the introduction or development of a student's IHP.

If consent has been given to administer a spare AAI to a student, this will be recorded in their IHP.

The school uses a register of students (Register of AAI) to whom spare AAI can be administered – this includes the following:

- Name of Student
- Class
- Known allergens

- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up to date.

Parents can withdraw their consent at any time. To do so, they must write to the Headmaster.

Mrs Gemma Myatt – Healthcare Practitioner checks the register is up to date on an annual basis.

Mrs Gemma Myatt – Healthcare Practitioner will also update the register relevant to any changes in consent or a student's requirements.

The medical register is saved in the staff shared area and is accessible to **all staff members**.

School Trips

The Headmaster will ensure a risk assessment is conducted for each school trip to address students with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any students with allergies and alternative activities will be planned where necessary to ensure the students are included. The school will speak to the parents of students with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip. A designated adult will be available to support the student at all times during a school trip.

If the student has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The student's medication will be taken on the trip and stored securely, if the student does not bring their medication, they will not be allowed to attend the trip. A member of staff will be assigned responsibility for ensuring that the student's medication is carried at all times throughout the trip. Two AAIs will be taken on the trip and will be easily accessible at all times.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for students' allergies, the student will take their own food, or the school will provide a suitable packed lunch.

Medical attention and required support

In the instance of severe allergies once they have been identified, a meeting will be set up between the student's parents, the administrator and any other relevant staff members, in which the student's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Administering Medication Policy and the Supporting Students with Medical Conditions Policy.

Parents will provide the school administrator with any necessary medication, ensuring that this is clearly labelled with the student's name, class, expiration date and instructions for administering it.

Students will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

All members of staff involved with a student with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the student may require will be outlined in their IHP.

All staff members providing support to a student with a known medical condition, including those in relation to allergens, will be familiar with the student's IHP.

Mrs Gemma Myatt, Healthcare Practitioner, is responsible for working alongside relevant staff members and parents in order to develop IHPs for students with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

Mrs Gemma Myatt, Healthcare Practitioner has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff training

All staff will receive allergy awareness training at least annually. This will include teaching and support staff, temporary and supply staff, peripatetic staff, agency workers, regular volunteers, catering staff and those who oversee students at breakfast or after-school clubs.

Whole-school allergy awareness training will ensure that all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how to manage it.
- Understand that allergy includes multiple conditions, e.g. food allergy, asthma, eczema, hay fever, which can co-exist.
- Understand and can identify the main food allergens, and understand the difference between food allergy, intolerance and coeliac disease.
- Can identify the range of symptoms of allergic reactions.
- Understand and can recognise anaphylaxis.
- Know how to respond in an emergency, including:
 - Calling the emergency services.
 - How to locate and administer AAIs in a case of anaphylaxis or an asthma reliever inhaler during an asthma attack.
 - How to use the AAI devices prescribed to students and the spare devices stocked by the school.
- Understand the impact allergies can have on a student's wellbeing.

- Understand this policy.
- Know how to check whether an individual is on the record of those with known allergies and how to use an allergy or asthma action plan.
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens.
- Understand how to report an allergic reaction or case of anaphylaxis, whether an incident or a near miss.

New staff members will receive allergy awareness training as part of their induction via the SSS learning platform. Supply, temporary and other relevant non-permanent staff will be provided with information about students with allergies, emergency procedures and the location of emergency medication, and will be required to have received appropriate allergy awareness training.

Where gaps in staff training are identified, the school will undertake a risk assessment and take appropriate action to address them. This may include arranging additional training or ensuring that appropriately trained staff are available to support students with allergies during lessons, activities, trips or other school events.

13.Managing anaphylaxis

All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis.

Staff members will be able to recognise the following signs of anaphylaxis:

- **Airways:**
 - Tightening of the throat
 - Hoarse voice
 - Difficulty swallowing
 - Swollen tongue
- **Breathing:**
 - Sudden wheezing
 - Difficult or noisy breathing
 - Persistent cough
- **Circulation:**

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

Where a student with asthma and a food allergy develops sudden breathing difficulties, staff will consider anaphylaxis and administer adrenaline without delay rather than an asthma reliever inhaler.

If one or more of the signs above are present, the nearest trained staff member will follow the below procedure:

1. Lay the student flat with their legs raised. If breathing is difficult, allow them to sit upright.
2. Administer adrenaline without delay, using the student's prescribed adrenaline device or a spare AAI if necessary.
3. Call 999 immediately and request an ambulance, stating that the person is experiencing anaphylaxis.

After administering adrenaline, the staff member(s) handling the situation will stay with the student until the ambulance arrives and will keep them lying down, even if the situation appears to be improving. They will then phone the student's parent or emergency contact.

If there is no improvement after five minutes, an additional dose of adrenaline will be administered using a second device.

CPR will be commenced at any time if there are no signs of life.

If necessary, other staff members may assist the designated staff members with administering AAI's.

The Headmaster will be contacted immediately, as well as a suitably trained individual, such as a first aider.

In the event that a student without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a suspected severe allergic reaction, the nearest trained member of staff will administer a spare AAI without delay if anaphylaxis is suspected. Emergency services will be contacted immediately after AAI administration. Staff will be made aware that the risks associated with delaying adrenaline are greater than those associated with administering it unnecessarily.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the student has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAls will be given to paramedics.

Staff members will ensure that the student is given plenty of space, moving other students to a different room where necessary.

Staff members will remain calm, ensuring that the student feels comfortable and is appropriately supported.

A member of staff will accompany the student to hospital in the absence of their parents.

If a student is taken to hospital by ambulance, one member of staff will accompany them.

A copy of the Register of AAls will be held in each classroom for easy access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the Senior Management Team, in conjunction with the Healthcare Practitioner, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Monitoring and review

The Headmaster is responsible for reviewing this policy every year.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Headmaster immediately.

Following each occurrence of an allergic reaction, this policy and students' IHPs will be updated and amended as necessary.