



Allergy Procedures 2023

Introduction

The safety and welfare of pupils and members of the school community is the first priority for Thomas Gainsborough School

This policy sets out a whole school approach to managing the risks to pupils, staff and visitors who may suffer from medically recognised allergies, such as to nuts, specific foods, bee/wasp stings and animals.

Thomas Gainsborough School encourages self-responsibility and plan for effective response to possible emergency situations such as allergy-induced anaphylaxis.

An allergic reaction to nuts or peanuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy are:

- The establishment of effective risk management practices to minimise the exposure to known trigger foods and insects.
- Effective communication with parents/carers, staff and visitors to ensure awareness of allergies affecting members of the school community.
- The involvement of parents/carers and staff in establishing Individual Health Care Plans or risk assessments.
- Established practices for effectively communicating Individual Healthcare Plans or risk assessments to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.

Definitions

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

EpiPen - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

Individual Health Care Plan - A detailed document outlining an individual child's condition, treatment procedures to follow in an emergency situation.

Procedures and Responsibilities for Allergy Management

The Statutory Framework states that the school and catering department must obtain information about dietary requirements/allergies. The policy sets out how this information will be obtained, kept up to date and communicated.

Medical Information

- Parents/carers are asked to provide details of medical conditions or allergies on the students new starter forms, which are requested to be returned before the student starts at Thomas Gainsborough School
- Where the forms indicate that a student has a serious medical condition or severe allergy the Student Services Manager will ensure that an Individual Health Care Plan is completed and agreed with the parent/carer.
- For students with an allergic condition, the school requires written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- Parents/carers are required to report to the school any change in a student's medical condition during the year.
- The school will request updated medical information at least annually, usually at the commencement of each academic year.
- All members of staff are required to review and familiarise themselves with the medical information.
- Students with allergies will have a recent photograph and information regarding their medical needs imputed onto Sims and this information given to the kitchen staff, with parental permission.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed by the School.

Medication

Where EpiPen's (Adrenalin) or other medication is required for the student:

- Parents/carers are responsible for the provision and timely replacement of the medication/EpiPen.
- Medication/EpiPen's are located securely in Student Services

- Medication/EpiPen's will be located so that all adults involved with the child know where they are at all times and they are easily accessible.

Role of Parents/carers of Pupils with Allergies

Parent/carers are responsible for providing, in writing, on-going accurate and current medical information to the school. Parents/carers are required to provide the information below in writing or to meet with a member of the Student Services Team to confirm and detail the nature of the allergy, including:

- The allergen (the substance the student is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the student can be prevented from getting into contact with the allergen.
- A list of food products and food derivatives the student must not come into contact with.
- If a child has an allergy requiring an EpiPen, an Individual Health Care Plan must be completed and signed by the parent/carer.
- It is the responsibility of parents/carers to provide the school with up to date medication / equipment clearly labelled in the original packaging.
- In the case of life saving medication like EpiPen's the student will not be allowed to attend without it.
- Parents/carers are also required to provide up to date emergency contact information.
- Snacks and lunches brought into school are provided by each students Parent. It is their responsibility to ensure that the contents are safe for the child to consume.

We realise that some parents/carers may share information about allergies or food intolerances that have not been medically confirmed. We will endeavour to accommodate these issues; however, the primary purpose of the school's policy must be to focus on minimising the risk from medically confirmed allergies and in particular allergies which cause very serious reactions such as anaphylaxis.

Role of Staff

All staff are responsible for familiarising themselves with school policies relating to safety and welfare and are required to adhere to health & safety regulations regarding food and drink.

If a student's new starter form states that they have a severe allergy then an Individual Health Care Plan is needed. Any actions identified in the plan must be put in place and communicated to relevant staff.

Upon determining that a student attending the school has a severe allergy, the Student Support Team will:

- Ensure that an Individual Health Care Plan is completed and agreed with the parent/carer.

- Organise a team meeting as soon as possible where all relevant staff will be updated on the student allergy triggers, symptoms and required treatment.
- Ensure that all staff or contractors who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- Ensure that up to date allergy information is supplied to the catering team.
- Ensure that Student Support staff input allergy information into SIMS
- Provide EpiPen use and first aid training to as many staff as possible
- Ensure that emergency medication is easily accessible, especially at times of high risk.
- Ensure that appropriately trained staff complete risk assessments for offsite visits and other higher risk activities, e.g. food tasting or cooking.

Staff are required to:

- Check whether pupils in their care have a severe allergy and familiarise themselves with the Individual Health Care Plans of pupils with allergies or other medical conditions.
- Complete risk assessments for all off-site trips or visits which must identify pupils with allergies or medical conditions and put in place appropriate controls to minimise risk to these pupils (teachers or visit leaders).
- Ensure that a first aider attends any trip or visit (teachers or visit leaders).
- Complete risk assessments (which include up to date allergy lists for pupils) for any activities which they are planning in school which pose a risk in terms of allergies, for example food tasting and cooking (teachers or activity leaders).
- Liaise with the parents/carers of children with allergies about any food-related activities or snacks being brought into school.
- Ensure that all emergency medication for a pupil is carried on school trips and visits (teachers or visit leaders).
- Promote hand washing before and after eating.

New staff are required to complete a health questionnaire and to submit this to Occupational Health before commencing employment. Any medical condition or severe allergy must be disclosed on the questionnaire to ensure that employees can be supported in the work place and reasonable adjustments made where necessary.

Emergency Actions

In the event of a student suffering an allergic reaction:

- Keep calm, make the student feel comfortable and give the student space.
- If medication is available it will be administered as per training.
- We will delegate someone to contact the student's parent/carer.
- If a student becomes distressed or symptoms become more serious telephone 999.
- If an EpiPen has been administered we will telephone 999.
- If parent/carer has not arrived by the time ambulance arrives, a member of staff will accompany the student to hospital.
- If a student is taken to hospital by car, two members of staff will accompany them.

Data Protection

Thomas Gainsborough School will collect and process all personal data and sensitive personal data in accordance with the legal obligations as set out in the General Data Protection Regulations 2018. Please see the school's GDPR Data Protection Policy for further information.

Review

These procedures will be reviewed by the Head Teacher every 3 years, or in light of any changes to relevant legislation.