



## Davenant Foundation School

# Allergen and Anaphylaxis Policy

<b>Policy Name</b>	Allergen and Anaphylaxis	<b>Committee Responsible</b>	TBC
<b>Status</b>	Good Practice	<b>Committee Person i/c</b>	TBC
<b>Produced by</b>	SchoolBus GMC/Harrisons Catering	<b>First Agreed</b>	January 2022
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Signed by:

\_\_\_\_\_ Head Teacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

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## Statement of intent

**Davenant Foundation 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 pupils, 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 children.

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.

## 1. 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 Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2021) '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 Procedures
- Supporting Pupils with Medical Conditions Policy
- Educational Visits and School Trips Policy
- Allergen and Anaphylaxis (student IHP)
- Register of AAIs
- AAI Record
- Nut-Aware Policy

## 2. 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 also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Difficulty breathing
- Feeling faint
- Reduced level of consciousness
- Lips turning blue
- Collapsing
- Becoming unresponsive

### 3. Roles and responsibilities

The **Governing Board** is responsible for:

- Ensuring that arrangements are in place to support pupils and staff with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities.
- Ensuring that policies, plans, systems and procedures are implemented to minimise the risks of pupils and staff suffering allergic reactions or anaphylaxis at school.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil or staff member.
- Ensuring that the school's arrangements give parents, staff and pupils confidence in the school's ability to minimise susceptible pupils' and staff contact with allergens, and to effectively support pupils and staff should an allergic reaction or anaphylaxis occur.
- Ensuring that staff are properly trained to provide the support that pupils and staff need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil or staff member experiences an allergic reaction.

The **Head Teacher** is responsible for:

- The development, implementation and monitoring of the Allergen and Anaphylaxis Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips are planned in accordance with the Educational Visits and School Trips Policy, taking into account any potential risks the activities involved pose to pupils with known allergies.
- Ensuring that the Whole-School Food Policy and the associated protocols are effectively implemented, including those in relation to labelling foods that "May contain" one or more of the 14 common food allergens, e.g. nuts. Please note: Nuts are not used in the kitchen but some products used could have a "May Contain" warning for

any of the 14 common food allergens and Company policy is that this is recorded as the food does contain the allergen

- 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 anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that catering staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.
- Ensuring that the catering manager or head cook are aware of any pupils' allergies which may affect the school meals provided. (This can only relate to informing the above staff – catering staff cannot be responsible for simply recognising pupils with allergies when they present at the counter. The pupil must identify themselves to the catering staff when they present at the counter.)
- Encouraging pupils or staff with a food allergy or intolerance meet with the Catering Manager to discuss their food allergies and how the process of serving them with food operates before they are served with food for the first time. They should be encouraged to ask about food allergens each time they are served so as to build their confidence in managing the problem in all situations both at school and outside school.

The **Medical Welfare Officer** is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil and staff via a medical form sent to parents, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a child's allergy.
- Ensuring that the necessary staff members are informed about pupils' allergies.
- Understanding the action to take and processes to follow in the event of a pupil or staff member going into anaphylactic shock, and ensuring that this information is passed onto staff members.
- **All staff members** are responsible for:
  - Acting in accordance with the school's policies and procedures at all times.
  - Attending relevant training regarding allergens and anaphylaxis.
  - Being familiar with and implementing pupils' 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.
  - Promoting hand washing before and after eating.
  - Ensuring that pupils do not share food and drink in order to prevent accidental contact with a food allergen.
  - Ensuring that any necessary medication is out of the reach of pupils but still easily accessible to staff members.

- Liaising with the Medical Welfare Officer and pupils' parents to ensure the necessary control measures are in place.

The **Catering Manager** is responsible for:

- Producing and maintaining an Ingredient List for every food item produced in the kitchen, storing the lists in the Ingredient List Folder and using the information to answer all food allergy enquiries from pupils and staff.
- Ensuring catering staff are informed and understand about the potentially life threatening risks to those customers who suffer from food allergies or food intolerances
- Ensuring that catering staff refer all pupil or staff requests for information about the ingredients of food on display to catering manager
- Ensuring that accurate information is given orally to the pupil or staff by the Catering Manager after referring to the Ingredient List so that the pupil or staff member can make an informed choice
- Ensuring that any food item classed as PPDS is correctly labelled
- Reporting any non-conforming food labelling on incoming products to the supplier and their line manager, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen legal requirements 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 log.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

**Kitchen staff** are responsible for:

- Understanding about the potentially life-threatening risks to those customers who suffer from food allergies or food intolerances
- Ensuring they follow the processes and procedures in which they have been trained and instructed in relation to food handling, food production food allergies and food labelling
- Ensuring that they refer all pupil or staff requests for information about the ingredients and the presence of any food allergens in the food items on display to Catering Manager who will then give the information to the pupil or staff member after referring to the Ingredient List
- Ensuring they do not give any advice on food allergy management to the pupil/staff member or recommend that they choose certain foods

**All parents** are responsible for:

- Notifying the Medical Welfare Officer of the following information:
  - 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 up-to-date emergency contact information.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Providing the school with any necessary medication, in line with the procedures outlined in the Supporting Pupils with Medical Conditions Policy.
- Communicating to the school any specific control measures which can be implemented in order to prevent the child from coming into contact with the allergen.
- Providing the school, in writing, any details regarding the child's allergies.
- Working alongside the school to develop an IHP to accommodate the child's needs, as well as undertaking the necessary risk assessments.
- Signing their child's IHP, where required.
- Acting in accordance with any allergy-related requests made by the school, such as not providing nut-containing items in their child's packed lunch.
- Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Providing a supply of 'safe' snacks for any individual attending school events.
- Raising any concerns, they may have about the management of their child's allergies with the form teacher, head of year, and/or Medical Welfare Officer.
- Ensuring that any food their child brings to school is safe for them to consume.
- Liaising with staff members, including those running breakfast and afterschool clubs, regarding the appropriateness of any food or drink provided.

**All pupils** who suffer from a food allergy or intolerance are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Meeting with the Catering Manager to discuss their food allergies and how the process of serving them with food operates before they are served with food for the first time.
- Identifying themselves to the catering staff when they present themselves at the counter.
- Asking about food allergens each time they are served to ensure they are served with the correct food.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing an allergen.
- Learning to recognise personal symptoms of an allergic reaction.
- Keeping necessary medications in an agreed location which members of staff are aware of.
- Developing greater independence in keeping themselves safe from allergens.

- Notifying a staff member if they are being bullied or harassed as a result of their allergies.

## 4. 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 pupils' food allergies will be collated in the form of a food allergy folder which will be kept up to date and this will be passed on to the school's catering service for them to refer to when necessary to confirm the food allergy suffered by the pupil.

When making changes to menus or substituting food products, the school will ensure that pupils' 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 Harrison Ingredient List to list the ingredients in all food items produced in the kitchen.
- Ensuring allergen ingredients remain identifiable.

The Company Food Allergens Poster is displayed in the kitchen to remind staff about the 14 common food allergens

Notices will be displayed in the school dining facilities to remind allergy sufferers to ask about the ingredients each time they are served with food. The presence or absence of food allergens in the food on display will not be indicated on the menu. Food on display for direct service to the pupil will not be labelled to indicate if it does or does not contain any of the 14 common food allergens.

An Ingredient List will be produced and updated as necessary for every food item produced in the kitchen and will be used to answer food allergy enquiries from pupils.

Any ingredient used in the kitchen which carries a "May Contain" allergen warning from the producer will be recorded as it does contain the specific allergen on the Ingredient List and pupils who make allergy enquiries will be informed accordingly.

Any food which is classed as PPDS will be labelled with the name of the food and a full list of ingredients with allergens highlighted in bold print before it is served to staff, visitors and pupils

The school will endeavour to ensure that there are always gluten-free options available for pupils with allergies and intolerances. Please note: The term "Gluten Free" can only be used if the product is purchased as "Gluten Free", is handled separately to other food in the kitchen and is not mixed or served with any item containing gluten. The process for using "Gluten Free" items is defined in the Company Food Hygiene Manual. In all instances except this, the term "does not contain" can be used.

Where a pupil who attends the school has a nut allergy, the school will follow the processes outlined in the Nut-Aware Policy, including:

- Requesting that the school catering service eliminates nuts, and food items with nuts as ingredients, from meals as far as possible (Harrison does not use nuts or peanuts in the kitchen)
- Maintaining an ingredient list (Harrison have an Ingredient List for each food item produced in the kitchen in a folder) and ensuring staff know where they can be located.
- If necessary, pupils and staff should make themselves known at the servery each time they are served and state what food allergy they have.

All food tables will be disinfected before and after being used.

Anti-bacterial wipes and cleaning fluid will be 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.

Any sponges or cloths that are used for cleaning will be colour-coded according to the areas that they are used to clean, e.g. a red sponge for an area which has been used for raw meat, to prevent cross-contamination.

There will be a set of kitchen utensils that are only for use with the food and drink of the pupils 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 pupils' IHPs, taking into account any known allergies of the pupils involved.

## **5. Food allergen labelling**

The school will adhere to the requirements of The Food Information (Amendment) (England) Regulations 2019, with regard to labelling food which is pre-packed for direct sale (PPDS).

The school will ensure that any food which is classed as PPDS will be labelled with the name of the food and a full list of ingredients with allergens highlighted in bold print. That all labelling is checked before being offered for consumption to staff, visitors and pupils.

The relevant staff, e.g. kitchen 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

Any food which is classed as PPDS will be labelled with the name of the food and a full list of ingredients with allergens highlighted in bold print before it is served to staff, visitors and pupils

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 the Ingredient List which is maintained in a folder for each food item produced in the kitchen and stored **in the kitchen** ready for use every day to answer enquiries about food allergens present in the food item being offered.
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving.
- The Ingredient Lists will be monitored for completeness on a **weekly** basis by the kitchen manager
- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager

## Declared allergens

The following 14 common food allergens will be declared and listed on all PPDS foods 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 Catering Manager or Head Cook will ensure that any food classed as PPDS is labelled with the name of the food and a full list of ingredients with allergens highlighted in bold print

before it is served to staff, visitors and pupils. Any PPDS food which is incorrectly labelled will be removed from service.

The Catering 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 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.

## **6. Animal allergies**

Pupils or staff 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 pupils or staff to whom this may pose a risk and will be responsible for ensuring that the pupil or staff member does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

A supply of antihistamine tablets will be kept by the **Medical Welfare Officer** in case of an allergic reaction.

## **7. 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 pupils are outside.

Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.

Pupils 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, reporting any concerns to the Premises Manager.

The Premises Manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

Where a pupil or staff member with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

## 8. Adrenaline auto-injectors (AAIs)

Pupils or staff who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

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

The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request, signed by the Head Teacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

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

The Head Teacher, in conjunction with the Medical Welfare Officer, 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 pupils are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- **For pupils aged 6-12: 0.3 milligrams of adrenaline**
- **For pupil aged 12+: 0.3 or 0.5 milligrams of adrenaline**

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of regular checks
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered
- An administration record

Pupils who have prescribed AAI devices are able to keep their device in their possession.

Spare AAIs are not located more than five minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the following locations:

- Reception – Behind Medical Welfare Officer's Desk

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil.

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):

- Medical Welfare Officer
- Office Manager

The above staff members conduct regular checks of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs: Leigh Withers – Medical Welfare Officer

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with [section 13](#) of this policy.

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

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

- Where and when the reaction took place
- How much medication was given and by whom

## **9. Access to spare AAIs**

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

Spare AAIs are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.

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

If consent has been given to administer a spare AAI to a pupil, this will be recorded on the medical excel spreadsheet held on the school T:DRIVE.

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

- Name of pupil
- 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 ongoing 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** Head Teacher.

**The Medical Welfare Officer** checks the register is up-to-date on an **ongoing** basis.

**The Medical Welfare Officer** will also update the register relevant to any changes in consent or a pupil's requirements. (new consent form will be requested from parents/carers)

## **10. Medical attention and required support**

Once a pupil's allergies have been identified, a discussion between the pupil's parents, the medical welfare officer, and any other relevant staff members, in which the pupil'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 Procedures and the Supporting Pupils with Medical Conditions Policy.

Parents will provide the medical welfare officer with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAls. (DFS requires students to carry their emergency medication at all times. Additional emergency spare medication **must** be taken on educational trips and visits and/or off site fixtures)

All members of staff involved with a pupil 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 pupil may require is outlined in their IHP.

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

**Medical Welfare Officer** is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support

is provided and the required documentation is completed, including risk assessments being undertaken.

**Medical Welfare Officer** has joint responsibility with learning support and/or student services, for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

## 11. Staff training

Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The school will arrange specialist training on an **annual** basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.

The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

Designated staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAIs.
- Understand how to access AAIs.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy.

## 12. In the event of a mild-moderate allergic reaction

Mild-moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a pupil or staff member, the nearest adult will stay with the pupil or staff member and call for help from a designated first aider, where appropriate.

The pupil's prescribed AAI will be administered by the student, with guidance from the designated first aider, if required. Spare AAIs will only be administered where appropriate consent has been received.

Where there is any delay in contacting a designated first aider, or where delay could cause a fatality, the nearest staff member will administer the AAI with support from emergency services.

If necessary, other staff members may assist the designated staff members with administering AAIs.

The pupil's parents will be contacted immediately if a pupil suffers a mild-moderate allergic reaction, and if an AAI has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the pupil or staff member will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with [section 13](#) of this policy.

The medical welfare officer will refer any pupil or staff member who has been administered an AAI to the hospital for further monitoring.

The Head Teacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.

### **13. In the event of anaphylaxis**

Anaphylaxis symptoms include the following:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness

- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

In the event of anaphylaxis, the nearest adult will lay the pupil or staff member flat on the floor with their legs raised, and will call for help from a designated first aider.

The designated first aider will guide and/or support the student to administer an AAI. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI with support from emergency services.

If necessary, other staff members may assist the designated staff members with administering AAIs.

The emergency services will be contacted immediately.

A member of staff will stay with the pupil or staff member until the emergency services arrive – the pupil or staff member will remain lay flat and still.

A member of SLG will be contacted immediately, as well as a suitably trained individual, such as a designated first aider.

If the pupil or staff member stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

In the event that a pupil or staff member without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

A designated staff member will contact the pupil's parents as soon as is possible.

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

- Any known allergens the pupil or staff member 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 AAIs will be given to paramedics.

Staff members will ensure that the pupil or staff member is given plenty of space, moving other pupils to a different room where necessary.

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

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

If a pupil is taken to hospital by car, **two** members of staff will accompany them.

Following the occurrence of an allergic reaction, the SLG, in conjunction with the Medical Welfare Officer, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

#### **14. Monitoring and review**

The Head Teacher is responsible for reviewing this policy **annually**.

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

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