

ALLERGY AND ANAPHYLAXIS MANAGEMENT POLICY

Policy statement

Scope

St Helen and St Katharine recognises that students, parents, visitors and staff may suffer from potentially life-threatening allergies or intolerances. St Helen's believes that the safety and wellbeing of those members of the school community suffering from specific allergies and who are at risk of anaphylaxis is the responsibility of the whole school community. The School position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure through: hazard identification, instruction, information, encouraging self-responsibility, and planning for an effective response to possible emergencies.

St Helen's is committed to:

- Providing, as far as practicable, a safe and healthy environment in which people at risk of allergies and anaphylaxis can participate equally in all aspects of the school life.
- The encouragement of self-responsibility and learned avoidance strategies amongst students suffering from allergies.
- Raising awareness about allergies and anaphylaxis amongst the school community.
- Ensuring each staff member has adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Close liaison with parents/guardians of students who suffer allergies, to assess risks, develop risk minimisation and management strategies for their student.
- Facilitating communication to ensure the safety and wellbeing of the person with an allergy who is at risk of anaphylaxis.
- Menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site to reduce potential exposure.

Purpose

The aim of the policy is to:

- Minimise the risk of an allergic/anaphylactic reaction while the person is involved in school related activities.
- Ensure that staff members respond appropriately to an allergic/anaphylactic reaction by initiating appropriate treatment, including competently administering an Adrenaline Auto Injection (AAI) device.
- Raise, within the St Helen's community the awareness of allergy/anaphylaxis and its management through education and policy implementation

Background

Any allergic reaction, including anaphylaxis occurs because the body's immune system reacts inappropriately in response to a substance that it perceives as a threat.

Anaphylaxis is a severe and potentially life threatening allergic reaction at the extreme end of the allergic spectrum. It can occur within minutes of exposure to the allergen or the reaction may develop over hours. It can be life threatening if not treated quickly with adrenaline.

Key strategies

St Helen's will ensure:

- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of students with additional medical needs.
- The involvement of parents, staff and the student in establishing an individual medical care plan.
- Effective communication of individual student medical needs to all relevant teachers and other staff.
- First Aid Staff training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Parents of students who send their daughter to school with food are requested to give careful thought to eliminating food that may be of risk to those members of staff and students who suffer from such allergies.
- Students are reminded of the need to avoid bringing food into school that could be hazardous to others and to label home-made food in events such as cake sales.

Nut-related aspects

- Due to the fact that nuts and legumes are the food groups which can cause the most severe reaction when only a trace amount is ingested, the catering staff eliminate nuts and food items with nuts as ingredients from meals as far as possible. This does not extend to those foods labelled "may contain traces of nuts".
- Students are encouraged to self-manage their allergy as far as possible in preparation for life after school where nut-free environments are rare.

Dairy- and egg-related aspects

- Students with dairy product or egg allergies are managed by the School in consultation with the parents on a case by case basis.

Insect-related aspects

- Diligent management of wasp, bee and ant nests on School grounds and proximity. Staff should report to the Estates Manager the location of nests.

Other allergies

- These will be communicated by the Health Centre to members of staff, regarding girls with significant allergies.

Educational visits

The trip/event organiser will follow guidance in the trips and visits folder and check with any food provider to identify the need for 'safe' food to be provided. They need to consider areas of potential risk and methods of control to minimise risk of exposure for students with allergies.

The group leader or other designated member of staff is responsible for checking that the student has their allergy medication with them before leaving the school premises. If they do not possess it then the student may not take part in the activity. If a student arrives at a meeting venue without their medication the student will not be able to join the activity until such time as the medication is provided.

Parents should ensure the student has a labelled, in date AAI for the visit, and that the student will be responsible for its security. A designated member of staff on the trip/event will have the backup AAI for the specific student(s) as supplied by the Health Centre.

If in doubt over the risk of a student with an allergy taking part in an educational visit, the trip/event organiser should seek advice from the parent, School Nurse and Director of Students.

Management of allergies

- Parent informs School in writing.
- Parents complete Health Care Plan as sent by School Nurse.
- Student photo added and document saved on iSAMS Medical Centre.
- List of students carrying AAI amended and distributed to Staff Room, PE Department, Drama Department, Music Department and Reception.
- Parents required to provide two AAIs, one to be kept with student, the other in the Health Centre.
- Many children with allergies experience respiratory symptoms which may respond to salbutamol. If salbutamol is listed as a treatment in a student's allergy care plan this should be offered or administered in an emergency. We therefore require that all students who have been prescribed salbutamol carry it on their person at all times, and we also require consent for Emergency Salbutamol.

Responsibilities

Parents are responsible for:

- Providing ongoing, accurate and current medical information in writing to the School. Whilst the school will play a role in reminding parents when information requires updating this responsibility lies wholly with the parents.
- Completion of the Student's Health Care Plan (see Appendix A for Example Care Plans relating to three types of AAI, and Allergy Form). Note those who have not been prescribed an AAI will be required to complete the BSACI form for non-AAI users.
- Providing the School with updated information via a student's Health Care Plan at the commencement of each calendar year. Should a student develop a condition during

a year, or have a change in condition the parents must advise the School of the fact, with details to be clarified in the Student Health Care Plan.

- Ideally, providing written advice from a doctor, which explains the student's allergy, defines the allergy triggers and reaction, and any required medication, including completion of an action plan with supporting photographic or other evidence.
- Supplying AAIs and medication at the start of the school term or as soon as an allergy is diagnosed if during the school year.
- Ensuring medication is replaced as necessary ie on change of dose or use by date.
- Ensuring all medication has the original pharmacy label attached stating the student's name, date of birth and dose.
- Highlighting any classes/topics or activities which in the parent's view may need to be avoided or flagged up as 'high risk' eg food preparation in Food and Nutrition or use of certain materials (eg latex) in science lessons.
- Providing appropriate foods to be consumed by the student if necessary.
- Ensuring an appropriate allergy medication is with the student prior to embarking on a school trip.

Parents should also teach their daughter with allergies to:

- Recognise the first symptoms of a food allergic/anaphylactic reaction.
- Communicate with school staff as soon as she feels a reaction is starting.
- Carry her own AAI where appropriate.
- Not share snacks, lunches, drinks or utensils.
- Understand the importance of hand washing before and after eating.
- Report to the Health Centre or trip organiser promptly when she feels an allergic/anaphylactic reaction is beginning.
- Manage their allergy in the school setting, in conjunction with the student's medical adviser.

The School's Health Centre is responsible for:

- Contacting parents for required medical documentation regarding a student's allergy and informing the Director of Students where important information is lacking. (The responsibility lies with parents to ensure this information is provided). Should information not be forthcoming, the student will not be allowed in School or on any school trip or out of hours event.
- Ensuring that there is an effective system to regularly update and disseminate medical information to staff and others.
- Ensuring that parents are reminded of their responsibilities to provide a current Allergy Action Plan and appropriate medication.
- Ensuring that where students with known allergies are participating in external visits, the risk assessment and safety management plans for these external visits include the student's Health Care Plan.
- Ensuring that first aid staff are trained in the use of AAIs and management of anaphylaxis and that similar training/information is provided periodically to all other staff.
- Routinely review each student's auto-injection device to ensure that it remains complete and is in date.

- Liaise with the students/parents at risk of anaphylaxis.

Teachers are responsible for:

- Reading the School's First Aid policy and recognise major symptoms of an allergic reaction.
- Being familiar with information provided in the Student Health Care Plans, being aware of and implementing the emergency plan if a reaction is suspected.
- Following Allergy Action Plan and call (9)999 when life-threatening allergy related symptoms occur.

Catering Staff are responsible for:

- Ensuring suppliers of all foods and catering are aware of this policy.
- Ensuring supplies of food stuffs are nut free or labelled "may contain nuts" as far as possible.
- Being aware of students and staff who have severe food allergies.
- Clear labelling of items of food stuffs that may contain nuts or peanuts.
- Producing accurate menus in support of those with severe allergies at least one week in advance and publishing them on the St Helen's Parent Portal.

MAJOR ALLERGENS

Celery: This includes celery stalks, leaves, seeds and celeriac. Celery is commonly found in salt, salads, some meat products, soups and stock cubes

Cereals containing gluten: Wheat, rye, barley and oats are often found in flour, baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried food.

Crustaceans: Crabs, lobster, prawns, scampi and shrimp paste.

Eggs: Cakes, meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries.

Fish: Pizza, relishes, salad dressings, stock cubes, Worcestershire sauce.

Lupin: Flour, seeds, bread, pastries and pasta.

Milk: Butter, cheese, cream, milk powders, yoghurt, powdered soup and sauces.

Molluscs: Mussels, land snails, squid, whelks, oyster sauce and fish stews.

Mustard: Liquid, powdered and seeds. Used in breads, curries, marinades, meat products, salad dressings, sauces and soups.

Nuts: (note not peanuts as they are a legume). This refers to nuts which grow on trees, such as: cashews, almonds and hazelnuts. Commonly used in bread, biscuits, crackers, puddings, nut powders, stir-fried food, ice cream, marzipan, nut oils and sauces.

Peanuts: Sometimes referred to as a groundnut as they are legumes and grow under the ground. Often used in biscuits, cakes, curries, puddings, sauces (eg satay), groundnut oil and peanut flour.

Sesame seeds: Often found in bread, breadsticks, houmous, sesame oil, tahini and salads.

Soya: Found in bean curd, edamame beans, miso paste, textured soya protein, soya flour, tofu, puddings, ice cream, meat products, sauces, vegetarian products and much oriental food.

Sulphur dioxide: Often found in dried fruit, meat products, soft drinks, vegetables, wine and beer. Asthmatics have a higher risk of developing a reaction to sulphur dioxide.