



## Severe Food Allergy and Anaphylaxis Procedures

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### Single Equality Statement

This Single Equality Scheme for schools in Mundella Primary School provides a format for addressing the statutory duties of the Equality Act 2010 and The Children and Families Act 2014. This supersedes and brings together all previous statutory duties in relation to race, gender and disability and also addresses the duty to promote community cohesion, thus meeting the school's statutory duties in these areas.

Our Access and Single Equality Scheme is available to view and download on our website.

### Governor Statement

The Governing Body of Mundella Primary School works as a 'whole team', meeting 6 times per year; spread evenly across the year, without any separate committees excepting finance. In addition to these meetings, we have termly Governor Monitoring Visits (GMV); usually lasting around four hours and organised to effectively observe, scrutinise, challenge and support a range of school activities and personnel.

An agenda for each meeting and GMV will include all the tasks which the governing body is required to consider, and the governing body will plan assignments or activities; arising from the business of the meeting or that fall into the annual monitoring schedule, which will be recorded in the minutes and then undertaken as directed.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Plan. They may also arrange to visit the school, or attend school activities, at any time; at the discretion of the Headteacher, to undertake monitoring activities as and when they are available to do so.

In each case, where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

Policies in this document relate to severe allergies diagnosed by the NHS that could result in anaphylaxis. **Anaphylaxis is a life-threatening medical emergency requiring immediate treatment.**

Mundella Primary School understands that food intolerances, coeliac disease, hay fever, oral allergy/pollen food syndrome, eczema and asthma can also be severe affecting children's school life and that they need careful management.

These are **not** covered in this policy, but it is very important you talk to the SENCo (Mrs Wharmby) about them and where appropriate a healthcare plan for your child will be prepared.

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## A. General policies

**Mundella Primary School recognises the importance of allergen avoidance in allergy management. The school understands it must be prepared to treat allergic reactions and anaphylaxis for both children who have been diagnosed and those who have an allergic reaction for the first time at school.**

Schools do not have to wait for a formal diagnosis before providing support. Parents are advised to contact their GP immediately they suspect a severe allergy. Waiting times for allergy specialists can be long, so precautions need to be taken before formal diagnosis.

### **POLICY 1: Healthcare plans**

Healthcare plans are required for each pupil with a medical condition. For allergic children who have been prescribed an adrenaline auto-injector the SENCO produces the healthcare plan with input from parents, GPs and the school. Individual healthcare plans detail the steps that a school should take to manage the condition and overcome potential barriers effecting their education and school life.

### **POLICY 2: Allergy and adrenaline auto-injector (Epipen®) training**

Around **six** Mundella Primary School staff members attend Epipen® training as part of their first aid course. We aim for classroom teachers to be trained prior to an allergic child joining their class, or at the earliest opportunity should a diagnosis occur during the school year.

Training does not include discussion of individual pupils allergies, so parents are advised to talk to their child's teacher at the beginning of each school year to discuss individual needs, previous reactions and concerns.

In addition **all** staff are asked to read this document. Those with responsibility for an allergic children receive the full information pack at the start of the school year and will discuss an individual's needs with the previous years' teacher.

### **POLICY 3: Storage and availability of medication**

Auto-injectors are stored in a safe but accessible place – usually in the child's classroom. This is because they may be needed extremely quickly. They should not be in a locked box or locked office. If the classroom where they are kept is locked during the school day, e.g. lunchtime, the medication must not remain in the room.

When allergic children are some distance away from their classroom they should be accompanied by their emergency bag (antihistamines or auto-injectors). This is especially important for children not being taught by their normal teacher or where the distance would cause a few minutes delay in retrieving medicine (e.g. on the field).

**Children should know where their medicines are at all times and be able to access them immediately.** Older pupils may wish to retain their own auto-injector in addition to the auto-injector in the emergency location with agreement of parents and the school.

Epipen®/Jext®/Emerade® are light sensitive and should not be stored in bright light. They should be stored at room temperature.

#### **POLICY 4: Avoidance of allergy triggers**

The school and its staff understand that it is better to prevent a reaction than to treat it and avoidance of triggers is the main focus of allergy management. This includes checking ingredient lists, heeding allergy warnings on food packets, avoiding allergens coming into contact with food, hands, work surfaces, cutlery and utensils used to serve food to an allergic child.

Trading or sharing food, sharing utensils or containers is discouraged in the school, we ask that this message is reinforced at home. Staff should set a good example by not taking risks, checking ingredient labels and always asking about possible allergens in food. Children should be encouraged to ask about allergens and given the confidence to report a reaction to staff, including those they are unfamiliar with.

**We ask, via the newsletter, that all parents avoid sending in baked or other foodstuffs with loose nuts on or in, such as peanut biscuits or cakes decorated with chopped nuts.**

This is to reduce the chance of accidental contact through cross-contamination. When necessary these messages will include details of other allergens that pose a known risk to pupils at school.

Policies 7, 11, 12 and 15 deal further with avoidance of food allergy triggers.

#### **POLICY 5: Communicating allergy information**

- Known allergy sufferers have their photograph displayed in their main classroom and also in the dining areas with a list of their allergens. Allergies are noted in the register.
- Supply teachers, occasional teachers and teaching assistants are shown a copy of our policies and individual healthcare plans. If they are not allergy/Epipen® trained they will be told where the nearest, trained member of staff is working.
- Parents who report a suspected allergy or have a child that has a diagnosed allergy will receive a copy of this information pack
- Parents will be asked to meet SENCo/class teacher every year to discuss their child's allergens, healthcare plans, concerns and any reactions in the past year
- The SENCo/class teacher will inform staff of activities that could put the child at risk
- The SENCo/class teacher will ensure other pupils are aware of the dangers of anaphylaxis, signs of reactions and what to do if they suspect a pupil is experiencing a reaction
- All staff are asked to read this document and will be told where emergency medication is stored
- Parents/carers of pupils and the school caterers (where relevant) will be contacted in the event of any suspected allergic reaction, whether an Epipen® is administered or not.

#### **POLICY 6: Awareness and non-medical effects of allergies**

The school promotes awareness amongst students, staff and parents. It has a significant role to play in reducing the risk of allergic reactions occurring and in improved outcomes in the event of a serious reaction. Lessons plans, resources and videos are available free at: [www.allergyadventures.com/for-schools.aspx](http://www.allergyadventures.com/for-schools.aspx)

Mundella Primary School is aware that children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression because of their medical condition.

**POLICY 7: Treats and rewards**

Food-allergic children may benefit from an individually labeled box, containing allergen-free 'treat' foods for class celebrations (e.g. birthdays) or rewards. The class teacher will discuss this with the pupil and parents.

**POLICY 8: In school activities**

Unless the allergen makes it risky, allergic children will be included in cooking and other activities involving food. However, staff must take extra care not to use foods that any child is allergic to. The work area should be cleaned thoroughly before use and recipes carefully thought out.

**POLICY 9: Residential trips and days out**

All protective measures continue during extracurricular activities such as school days out, residential trips and sporting fixtures. In addition:-

- Trip risk assessments will include consideration of severe allergies
- It may be necessary for teachers to meet with parents to ensure they are satisfied with any proposed measures
- At least one person trained in administering adrenaline will accompany the party and will be responsible for carrying the emergency bag/s and supervise the group that includes the allergic child/ren
- It is not always advisable, from the child's point of view, for a parent to accompany them on school trips, although in some cases this may be beneficial
- Where trips involve other schools (e.g. sporting fixture), Mundella Primary School will make the other school's staff aware of the possible risk of anaphylaxis and informed whom to contact in an emergency - usually in writing
- It is strongly advised that the allergic child brings their own food on trips
- The school will make arrangements for the safe handling and transportation of emergency medication and relevant Healthcare Plans
- For residential trips Mundella Primary School will consult both the parents and school nurse to ensure that pupils can participate safely
- For residential trips the school will discuss with parents food provision, but appreciate that the venue may not be able to guarantee allergen free food and that this will be cause for concern to both parents and teachers.

#### **POLICY 10: Supporting staff**

Staff will be supported in carrying out their role and this will be reviewed to meet the needs of pupils. This document, Epipen® training, external support (including for counseling) and discussion with parents/carers will be part of this, but additional measures may also be considered. The SENCo and Headteacher will have overall responsibility for this.

## **B. Catering and Lunchtime Policies**

**POLICY 11: Recommendation to bring own pack lunch** in extreme cases however, such that pupils may retain as broad a part of school life as possible, a full list of ingredients used in our school menu is available from the kitchen or from Caterlink directly so parents can choose a school meal if they wish.

**POLICY 12: Caterer's policy** Caterlink say they *"do not use nuts in education establishments, but are unable to guarantee products and dishes are totally nut free (for example, curry paste is made in a factory containing nuts, bread is baked in a factory handling nuts, some production lines have machines lubricated with nut oil)."*

**POLICY 13: In our kitchens** Within the catering facilities, we take precautions to minimise the risk of allergic reactions. We do not knowingly use any nuts (including pine nuts and peanuts) or sesame seeds and associated nut products in our kitchens. If a parent of an allergic child wishes to use the school meal service they must fill out an allergy form available from the school office.]

For parents that decide to use our school meal service: Students with known food allergies will be introduced to key members of the catering team, close to the start of each school year, and are encouraged to seek guidance from catering staff – on a daily basis, if necessary – on what they can have for lunch.

Minimal details of vulnerable pupils are retained in the kitchen as an aide memoir for all staff and to direct any new or cover staff towards.

Catering staff are briefed each day and the kitchen produces a daily schedule (for catering staff) of the safe food in respect of the various student / staff allergies.)

**POLICY 14: Lunchtime and breaktime arrangements** Lunch and breaktimes are supervised by Mundella Primary School staff. An Epipen® trained member of staff is on duty in the dining hall and playground at all lunch and breaktimes.

Photographs of allergic children and a list of their allergens are present in the dining hall for catering and supervising staff.

Additional considerations depending on individual circumstances:

- Wristband system – different colours for school dinners, allergies, special diets etc, particularly if out of school
- Allergy-free or table for those eating common allergens
- Allergy buddies - children who sit with an allergic child at lunch, whose lunches don't contain the relevant allergens and who know signs of a reaction and what to do

- Hand-washing (before and after lunch) / table wiping before allergic children use a table.
- EpiPen® accompanying children to the dining hall and outside.)

**POLICY 15: Tuck shop, special dinners (e.g. Christmas and BBQ)**

Example: Our caterers supplies special dinners via our kitchen. Policies 11 to 13 above apply.

**POLICY 16: Appointment of school caterers**

As part of the appointment of caterers the school will check allergy policies and encourage caterers to work towards fully accommodating allergic children at mealtimes.

## C. Further Information

A copy of this policy can be downloaded from our website and is available on request from the school office.

**Further sources of information:**

For more information, advice for schools and training see:

[www.nhs.uk/Tools/Pages/Food-allergy-myth-buster.aspx](http://www.nhs.uk/Tools/Pages/Food-allergy-myth-buster.aspx)

[www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

[www.allergyuk.org](http://www.allergyuk.org)

YouTube also has lots of useful videos. Start by searching for Anaphylaxis Campaign channel.

Lessons plans, resources and videos are available free at:

[www.allergyadventures.com/for-schools.aspx](http://www.allergyadventures.com/for-schools.aspx)

This BBC video gives a first hand account suitable for KS2:

<http://www.bbc.co.uk/education/clips/zpdy6fr>

**Adrenaline Auto-injector manufacturers (with videos/instructions for use):**

[www.epipen.co.uk](http://www.epipen.co.uk)

[www.jext.co.uk](http://www.jext.co.uk)

[www.emerade.com](http://www.emerade.com)