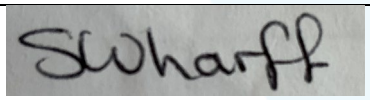
Allergy Safety Policy

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2. Introduction

An allergy is a reaction to the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing, or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

This policy sets out how academies in Voyage Education Partnership will support learners with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in academy life.

This policy should be read in conjunction with the Supporting Learners with Medical Conditions Policy and the First Aid Policy.

3. Roles and Responsibilities

Trust Board Responsibilities

- Ensure that the Trust-wide policy for Allergy Safety is implemented and reviewed annually

Executive Team Responsibilities

- Ensure the Headteachers for each academy have been fulfilling its duty with regards to the policy
- Ensure that all academies have due regard for the legislation on which the policy is based.
- Maintain an oversight of complaints and ensure the correct procedures are followed in those instances.

Headteacher Responsibilities

- Ensure that all staff are suitably trained in line with the policy
- Ensure that information regarding a learner's allergy is developed and shared appropriately with all staff
- Implementing all aspects of this policy in their academy

Parent Responsibilities

- On admission to the academy, it is the parent's responsibility to inform the academy of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis, and details of all prescribed medications.
- Parents are to supply a copy of their child's Allergy Action Plan to the academy. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration

with a healthcare professional
- Parents are responsible for ensuring that any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the academy up to date with any changes in allergy management. The Allergy Action Plan will be updated accordingly.

Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the learners in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution. Staff leading trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all learners with medical conditions, including allergies, carry their medication. Learners unable to produce their required medication will not be able to attend the excursion.
- The member of staff who has responsibility for medical conditions in the academy *will* ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication in-date; however, the academy will check medication kept in the academy on a termly basis and send a reminder to parents if medication is approaching expiry.
- The academy will keep a register of learners who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- The academy will ensure that any reaction or near misses are recorded and reported internally or in accordance with RIDDOR.

Learner Responsibilities

- Learners are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Learners, of secondary age, who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times.

4. Allergy Action Plans and Individual Healthcare Plans

All learners with a known allergy will be supported through an individual healthcare plan (IHP). If a learner with a known allergy has an Allergy Action Plan, this should be attached to the IHP.

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for the academy to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto- injector.

5. Supply, storage and care of medication

Learners in primary settings are not ready to take responsibility for their own medication, therefore there should be an anaphylaxis kit which is kept within 2 minutes of them, not locked away and **accessible to all staff.**

Depending on their level of understanding and competence, learners of secondary age will be encouraged to take responsibility for and to always carry their own two AAIs on them in a suitable bag/container

Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAIs i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included in an allergy action plan).

It is the responsibility of the learners' parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled. However, the academy will check medication kept on a termly basis and send a reminder to parents if medication is approaching expiry.

Older children and medication

Older children and teenagers should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come **very suddenly**, so staff need to be prepared to administer medication if the young person cannot.

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.

6. 'Spare' adrenaline auto-injectors

These are stored centrally and are clearly labelled 'Emergency Anaphylaxis Adrenaline Pen'
These will not be locked away and **accessible and known to all staff.**

7. Staff training

The academy will identify a member of staff responsible for coordinating staff anaphylaxis training.

All staff will complete allergy and anaphylaxis training annually, and on an ad-hoc basis during the induction of new staff.

Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date

8. Inclusion and safeguarding

All academies are committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.

9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The academy menu is available for parents to view in advance with all ingredients listed and allergens highlighted.

The academy will inform the Catering Manager of learners with food allergies.

The academy will have a clear system in place to ensure that all staff are aware of which learners have allergies. This may include the use of photographs which identify the learner and the allergen involved.

Parents/carers are encouraged to meet with the academy to discuss their dietary needs.

The academy adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for labels with food allergies should be clearly labelled with the name of the child for whom they are intended.

- If food is purchased from the canteen, parents should check the appropriateness of foods by speaking directly to the academy.
- The learner should be taught to also check with catering staff, before purchasing food or selecting their lunch choice.
- Where food is provided by the academy, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food.
- Food should not be given to primary academy age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

10. Academy Trips

Staff leading trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all learners with medical conditions, including allergies, have their medication.

All the activities on the trip will be risk assessed to see if they pose a threat to allergic learners and alternative activities planned to ensure inclusion.

11. Allergy awareness and nut bans

Academies will support the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They advocate instead for schools to adopt a culture of allergy awareness and education rather than adopting a blanket ban on specific allergens. This is because no academy can guarantee a completely allergen-free environment.

A 'whole academy awareness of allergies' is a much better approach, as it ensures teachers, learners and all other staff are aware of what allergies are, the importance of avoiding the allergens, signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimize risk.

12. Risk assessment

Academies will conduct a detailed individual risk assessment for all new joining learners with allergies and any learners newly diagnosed.

13. Staff and Visitors with Allergies

Headteachers will ensure that there is a process in place for identifying staff and visitors with allergies. This could be by asking the question as part of induction or reception staff checking with visitors on entry to the building or prior to a meeting.

14. Useful links

Anaphylaxis UK - https://www.anaphylaxis.org.uk/

- Safer Schools Programme - https://www.anaphylaxis.org.uk/education/safer- academys-programme/
- AllergyWise for Schools online training - https://www.allergywise.org.uk/p/allergywise-for-academys1

Allergy UK - https://www.allergyuk.org

- Whole School allergy and awareness management - https://www.allergyuk.org/academys/whole-academy-allergy-awareness-andmanagement