



St. Aidan's C of E High School

School Food Allergen and Anaphylaxis Policy Supporting Pupils with Severe Allergies

This policy has been developed using the Allergy UK, anaphylaxis campaign and BSACI 'Model Policy for Allergy Management in School' and adapted for use at St Aidan's.

History of document: To be reviewed annually and re-approved every three years, or sooner if deemed necessary.

Issue number	Author	Date Written	Local Governing Body Approval	Comments
1	Beth Hinson and Debbie Powell	March-22		
2	Iain Addison and Debbie Powell	July-2023		

General Statement

This policy has been developed to minimise the risk of any pupil suffering a severe allergic reaction whilst at school or attending any school related activity. As well as to ensure staff are properly prepared to recognise and manage severe allergic reactions should they arise.

Introduction

An allergy is a reaction by 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 severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected, often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs. This is characterised by rapidly developing life-threatening airway / breathing / circulatory problems usually associated with skin or mucosal changes. It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens. Common UK Allergens include (but not limited to):- Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

General Aims

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school. St Aidan's will endeavour to pursue a whole school approach to the health care and management of our community suffering from allergies. We are aware that all allergies should be taken seriously and dealt with in a professional and appropriate way. The position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. We aim to support pupils with allergies to remain safe and ensure they are not disadvantaged whilst taking part in school life. An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include;

- The establishment of effective risk management practices to minimise the child, staff, family member and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

School Staff including casual employees

Parents/care givers

Volunteers

Children

Students

Definitions

Severe Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity, requiring urgent treatment of adrenaline.

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.

Auto adrenaline injector (AAI) - Syringe style device containing the drug Adrenaline, which is ready for immediate inter-muscular administration.

Minimized Risk Environment - An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan - A detailed document outlining an individual child's condition treatment, and action plan for location of AAI.

Roles and Responsibilities

Parent responsibilities

- On entry to the school, it is the parent's responsibility to inform St Aidan's Medical Room staff of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents of pupils who carry AAIs are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. GP/Allergy Specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.
- Parents should provide up to date emergency contact information
- Parents should liaise with staff about appropriateness of food related activities at school.
- Parents are responsible for checking the safety of any foods provided to the student from home.

Staff Responsibilities

- All staff working directly with children, will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care (regular or cover classes) 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 school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions,

including allergies, carry their emergency medication. Pupils unable to produce their required medication will not be able to attend the excursion.

- St Aidan's Medical Room staff 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 is in date however St Aidan's Medical Room staff will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- St Aidan's Medical Room staff keeps a register of pupils who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given.
- St Aidan's Medical Room staff to provide the catering team with a list of students at the beginning of each academic year with allergies
- Catering team to complete annual risk assessments for allergy management and to follow allergy management pathways as explained in this document
- Harrogate and District NHS Foundation Trust (HDFT) to provide dietetic support, through an SLA, to support the medical room and catering teams in managing food allergy and training for staff.

Pupil Responsibilities

- Pupils 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.
- Pupils who are trained and confident to administer their own auto-injectors will be encouraged to take responsibility for carrying them on their person at all times.
- Pupils should check allergen information with catering staff for any foods eaten from the catering outlets in school and not solely rely on the menu information published on the school's website.

Allergy Action Plans

Allergy action plans are designed to function as Individual Healthcare Plans for children with severe allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline autoinjector.

St Aidan's School recommends using the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plan to ensure continuity. This is a national plan that has been agreed by the BSACI, the Anaphylaxis Campaign and Allergy UK. It is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional (e.g. GP /Allergy Specialist) and provide this to the school.

Emergency Treatment and Management of Anaphylaxis

What to look for:

- swelling of the mouth or throat
- difficulty swallowing or speaking

- difficulty breathing
- sudden collapse / unconsciousness
- hives, rash anywhere on the body
- abdominal pain, nausea, vomiting
- sudden feeling of weakness
- strong feelings of impending doom

Anaphylaxis is likely if all of the following 3 things happen:

- sudden onset (a reaction can start within minutes) and rapid progression of symptoms
 - life threatening airway and/or breathing difficulties and/or circulation problems (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)
 - changes to the skin e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.)
- Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction. Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment and it starts to work within seconds. Adrenaline should be administered by an injection into the muscle (intramuscular injection) of the upper outer thigh.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

Adrenaline must be administered with the minimum of delay as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

ACTION:

- Stay with the child and call for help. **DO NOT MOVE CHILD OR LEAVE UNATTENDED**
- Remove trigger if possible (e.g. Insect stinger)
- Lie child flat (with or without legs elevated) – A sitting position may make breathing easier
- **USE ADRENALINE WITHOUT DELAY** and note time given. (Inject at upper, outer thigh - through clothing if necessary)
- **CALL 999** and state **ANAPHYLAXIS** (phonetically 'ana-fill-axis')
- If no improvement after 5 minutes, administer second adrenaline auto-injector
- If no signs of life commence CPR
- Phone parent/carer as soon as possible

All pupils must go to hospital for observation after anaphylaxis, even if they appear to have recovered as a reaction can reoccur after treatment.

Supply, Storage and Care of Medication

Age 11 years +

Pupils will be encouraged to take responsibility for and to carry, their own two adrenaline injectors on them at all times (in a suitable bag/ container).

For children assessed as not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff. Medication kept in a wallet the medical room and should be clearly labelled with the pupil's name and their care plan.

The pupil's medication wallet should contain:

- adrenaline injectors i.e. EpiPen® or Jext® (two of the same type being prescribed)
- an up-to-date allergy action plan
- antihistamine as tablets or syrup (if included on plan)
- spoon if required
- asthma inhaler (if included on plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the School's Medical Room staff will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry. Parents can subscribe to expiry alerts for the relevant adrenaline auto-injectors their child is prescribed via the AAI company website, to make sure they can get replacement devices in good time.

Older children and medication

Older children and teenagers should, whenever possible, assume complete responsibility for their emergency kit under the responsibility of their parents. However, symptoms of anaphylaxis can come on very suddenly, so school 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.

‘Spare’ adrenaline auto injectors in school

St Aidan’s School has purchased spare adrenaline auto-injector (AAI) devices for **emergency** use in children who are risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date).

These are stored in a GREEN colour rigid box, clearly labelled ‘Emergency Anaphylaxis Adrenaline Pen’, kept safely, not locked away and accessible and known to all staff.

St Aidan’s School holds two spare pens which are kept in the following location- Medical Room.

The School’s Medical Room staff are responsible for checking the spare medication is in date on a monthly basis and to replace as needed. Written parental permission for use of the spare AAI is included in the pupil’s Allergy Action Plan. If anaphylaxis is suspected in an undiagnosed individual call the emergency services and state you suspect ANAPHYLAXIS (phonetically ‘ana-fill-axis’). Follow advice from them as to whether administration of the spare AAI is appropriate.

Staff Training

The School’s Safeguarding lead and Medical Room Team are the staff members responsible for coordinating all staff allergy and anaphylaxis training and the upkeep of the school’s Food Allergen and Anaphylaxis Policy. The Catering Manager will coordinate allergy training for Catering Staff and ensure the implementation of the Food Allergen policy within the Catering Department. All staff working directly with children will complete online anaphylaxis awareness training in the first term of every new academic year, and the catering team will complete online Food Standards Agency (FSA) allergy training, which will also form part of the induction process for new Catering staff. The School’s Medical Room Staff will conduct a practical AAI/anaphylaxis training session in the first term of every new academic year. Training is also available on an ad-hoc basis for any new members of staff.

Anaphylaxis 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 and knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing allergy action plans and ensuring these are up to date
- A practical session using trainer devices (these can be obtained from the manufacturers’ websites www.epipen.co.uk and www.jext.co.uk)

Inclusion and Safeguarding

St Aidan's School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

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 school menu is available for parents to view weekly in advance with allergen information on the school website at <https://www.staidans.co.uk/parents-info/catering/>. Note that the menu and allergens are subject to change related to issues in the supply chain, therefore children should make themselves known to have an allergy and check labels at catering outlets or discuss with a member of catering staff if they have an allergy.

The School's Medical Room staff will inform the Catering Manager of pupils with food allergies annually. Printed lists of these children are provided by the Medical Room and placed in the appropriate catering outlet based on their age group. This should be checked annually or when we are informed of any changes from parents.

Catering Allergen Management

The following pathway is followed by the catering team and monitored by the Catering Line Manager, to reduce risk of allergy contamination:

- An up-to-date spreadsheet of all bought ingredients and their corresponding allergens should be kept by looking at labels and information provided by suppliers, this should be reviewed every 3 months **and** when any products change.
- An up-to-date spreadsheet of all recipes and corresponding allergy grid should be kept and reviewed monthly or more frequently if appropriate.
- When new stock arrives, allergens should be checked against the allergen spreadsheet by catering staff to confirm it reflects the allergen information we hold. If there are any discrepancies these must be noted on the 'Stock and Allergen Check' sheet and a supervisor informed.
- If there are any changes to stock, and the allergens are different to usual, the catering team must create signs to be placed above serving points with updated allergy information.
- All meals, foods and snacks require a written ingredient list that must be followed when preparing food.
- If any product substitutions are made during food preparation this must be noted using the 'Food Ingredient Substitution log' sheet and a supervisor informed.
- If there are any changes to recipes and the allergens are different to usual,

the catering team must create signs to be spaced above servery points with updated allergy information.

- Daily staff should fill the 'Kitchen Section Log' to keep an audit trail of which foods are made in which session and by whom.
- The kitchen team should follow good food hygiene and cross-contamination practice at all times to prevent accidental cross-contamination.
- Menus will be created the week before use by the Catering Manager and Senior Chef. The allergens will be checked on the menu by the Catering Manager before being uploaded to the website. However, the allergens on the menus may be subject to change due to supply chain difficulties and the menu must include a statement to this effect. If there are any changes to allergens, information will be displayed above servery points.
- A sign should be present in all catering outlets encouraging customers to ask about food allergens.
- Annually the catering team must complete a written risk assessment on the use of allergens in the kitchen to ascertain the level of risk to students with allergies when eating in the school canteen.
- The catering team must ensure their 'Pre-Packed for Direct Sale' food labels are reflective of the foods in the packaging, as per Natasha's Law legislation. If there are any changes to the food products, this must be highlighted to the Catering Manager and new labels must be created for these products.

Parents/carers are encouraged to contact the Catering Manager to discuss their child's needs.

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

- If food is purchased from the school canteen, parents should check the appropriateness of foods by speaking directly to the catering manager.
- The pupil should be taught by parents to also check with catering staff, before purchasing food or selecting their lunch choice.
- Where food is provided by the school, 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. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.
- Foods containing nuts are discouraged from being brought into school.
- 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.

Note: if a child has free school meals and they are unable to eat at the school canteen due to the risk of allergy cross-contamination, they may be eligible for food vouchers from the finance team.

Day Excursions and Residential Trips

Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion/ trip. All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion. Overnight school trips may be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sports Fixtures

Children with severe allergies should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. Teacher/s will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the fixture. The school being visited will be notified that a member of the team has a severe allergy when arranging the fixture. All staff working with children will be trained in administering adrenaline in the first term of each academic year. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take their own food. Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

Allergy Awareness

St Aidan's School supports the approach advocated by The Anaphylaxis Campaign and Allergy UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy.

They advocate instead for schools to adopt a culture of allergy awareness and education. A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff aware of what allergies are, the importance of avoiding the pupils' allergens, the signs and symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

Allergens in Food Technology Classes

- The Food classrooms are not guaranteed to be a completely allergen free environment, rather we minimise the risk of exposure.

- Food based activities- such as food tasting encourage self-responsibility (this is supported by clear literature in the form of warning posters and any food products used will have full labelling details provided).
- All classroom-based activities support pupils with allergies to remain safe and ensure they are not disadvantaged whilst taking part.
- Staff are aware of the pupils in their care (regular or cover classes) who have known allergies.
- Pupils 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.
- Pupils who are trained and confident to administer their own auto-injectors will be encouraged to take responsibility for carrying them on their person at all times.

Risk Assessment

St Aidan's School Medical Room staff will conduct a detailed risk assessment to help identify any gaps in our systems and processes for keeping allergic children safe for all new joining pupils with allergies and any pupils newly diagnosed.

Useful Links

Anaphylaxis Campaign- <https://www.anaphylaxis.org.uk>

- AllergyWise training for schools - <https://www.anaphylaxis.org.uk/informationtraining/allergywise-training/for-schools/>
- AllergyWise training for Healthcare Professionals - <https://www.anaphylaxis.org.uk/information-training/allergywise-training/forhealthcare-professionals/>

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

- Whole school allergy and awareness management (Allergy UK) <https://www.allergyuk.org/schools/whole-school-allergy-awarenessandmanagement>

Food Standards Agency Allergen Training - <https://allergytraining.food.gov.uk>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Official guidance relating to supporting pupils with medical needs in schools: <http://medicalconditionsatschool.org.uk/documents/Legal-Situation-in-Schools.pdf>

Education for Health <http://www.educationforhealth.org>

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020)
<https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>

Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017)
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline auto injectors in schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

Model Policy for Allergy Management in School <https://www.anaphylaxis.org.uk/wp-content/uploads/2021/10/Model-Policy-for-allergy-management-at-school.pdf>

St Aidan's School Medical Policy - <https://www.staidans.co.uk/wp-content/uploads/2020/12/YCST-and-HandS-School-Medical-Policy-October-2020.pdf>