RIVERSIDE SCHOOL

Allergen and Anaphylaxis Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

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

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

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 are not limited to:

- Peanuts
- Tree Nuts
- Sesame
- Milk
- Egg
- Fish
- Latex
- Insect Venom
- Pollen
- Animal Dander

This Policy sets out how Riverside School will support pupils with allergies, to ensure they are safe and are fully supported in every way whilst taking part in school life.

2. Roles and Responsibilities

Parent/ Carer Responsibilities

- On entry to the school, it is the parent's/ carer's responsibility to inform Riverside School (via the admissions pack) of any known allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents/ Carers are to supply a copy of their child's Allergy Action Plan 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., school nurse/ GP/ allergy specialist.
- Parents/ Carers are responsible for ensuring any required medication is supplied,

that it is in date and is replaced as necessary.
- Parents/ Carers are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided for all staff on an annual basis and on an ad-hoc basis for any new members of staff.
- Amy Price and Daniella Costanza are responsible for sharing the training with all staff via the Kitt Medical training portal. This training is available at all times, and there are no limits on the number of staff who complete it, nor the number of times they complete it.
- Staff (regular or cover classes) must be aware of the pupils in their care who have known allergies, as an allergic reaction could occur at any time, 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 medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- School nurses, class teachers and school leaders will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parents/ carers responsibility to ensure all medication is in date, however the school nurses, school leaders and class teacher will check medication kept at school on a termly basis and will send reminders to families if medication is approaching its expiry date.
- School nurses and school leaders keep a register of pupils who have been prescribed an adrenaline auto injector (AAI) and a record of any use of any AAI(s) and emergency treatment given.
- School leaders ensure that any reaction or near misses are recorded and reported internally or in accordance with RIDDOR as appropriate.

Pupil Responsibilities

- Where appropriate, 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.
- Where appropriate and safe, pupils 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.

3. Allergy Action Plans

Allergy Action Plans are designed to function as individual healthcare plans for children with food 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 auto-injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional and should not be created by the school. These are a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK. Allergy Action Plans are designed to function as an individual healthcare plan.

4. Emergency Treatment and Management of Anaphylaxis

What to look for

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting

More serious symptoms are often referred to as the ABC symptoms and can include:

- AIRWAY – swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing)
- BREATHING – sudden onset wheezing, breathing difficulty, noisy breathing
- CIRCULATION – dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

The term for this more severe reaction is anaphylaxis. In extreme cases, there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

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 in needed that works equally rapidly. Adrenaline is the mainstay of treatment, as it starts to work within seconds.

Adrenaline treats anaphylaxis by:

- opening up the airways
- stopping swelling
- raising blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Administering Adrenaline:

- Keep the child where they are, call for help and do not leave them unattended. Lie child flat with legs raised. They can be propped up if they are struggling to breathe, but this should be for as short a time as possible.
- Use adrenaline auto injector without delay and note the time at which this was given. AAIs should be given into the muscle of the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- Call 999 and state anaphylaxis (ana-fil-axis) as the reasons for calling
- If there is no improvement after 5 minutes, administer a second AAI.
- If there is no sign of life commence CPR.
- Call parent/ carer/ emergency contact as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

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

5. Supply, Storage and Care of Medication

Where appropriate, pupils will be encouraged to take responsibility for, and to carry their own two AAIs on them at all times in a suitable bag/ container.

For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept within 5 minutes of them, not locked away and accessible to all staff.

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/ syringe if required
- Asthma inhaler (if included on allergy action plan)

It is the responsibility of school nurses to ensure that the anaphylaxis kit is up-to-date and clearly labelled. School nurses/ leaders/ class teachers will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents/ carers can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.

Symptoms of anaphylaxis can come on very suddenly, so all school staff need to prepared to administer medication if the affected party 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 disposal of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of by the school nurses. The sharps bin is kept in the nurses' room at St Paul's Cray, or leader's office at other school sites.

6. 'Spare' Adrenaline Auto-Injectors in School

Riverside School has purchased a Kitt Medical Anaphylaxis Kitt with spare AAIs for emergency use at each school site.

Emergency use may include:

- pupils who are at risk of anaphylaxis, but their own devices are not available or not working (e.g., due to expiry, or they may need multiple of adrenaline before emergency services arrive)
- to be used on someone (pupil, staff or visitor) experiencing anaphylaxis for the first time.

You should never use a pupil's prescribed AAI on another person, as this leaves the pupil potentially vulnerable.

The school's emergency anaphylaxis kits are stored in the Kitt Medical Anaphylaxis Kitts, which are clearly labelled 'Emergency Allergy Medication'. These are kept safely, not locked away and are accessible and known to all staff. The school holds several keys with which the medication can be accessed. The school will also hold a spare key in an 'Emergency Break Glass' box in case immediate access is necessary in an emergency. All accessories are provided by Kitt Medical.

Riverside School holds 4 spare pens at each school site which are kept in Anaphylaxis Kitts in the following locations:

- Beckenham – Main Office
- Phoenix – Leadership Office
- St Pauls Cray – Main Office
- West Wickham – Main Office

School leaders are responsible for checking the spare medication is in date on a monthly

basis and to replace as needed. Reminder prompts are scheduled on the Kitt Medical portal.

School leaders are responsible for communicating to all staff members where the Anaphylaxis Kitt(s) are located.

All pupils at risk of anaphylaxis should have an Allergy Action Plan that describes exactly what to do and who to contact in the event that they have an allergic reaction. In the event of an anaphylactic emergency, if the individual does not have access to their own AAI, the spare AAI should be used without delay.

Written permission from parent/ carer for use of the spare AAIs is included in the pupil's Allergy Action Plan.

7. Staff Training

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:

- Amy Price
- Daniella Costanza

These staff members will be admins on the Kitt portal account where online training is available and can be sent out via a variety of distribution means to all staff members.

These staff members will also ensure that the details of the adrenaline devices are promptly confirmed on the portal and check-ups on the Anaphylaxis Kitts, prompted by the portal at frequent intervals, are carried out.

It is recommended that the training be completed at least once a year (at a minimum) by all staff members.

Additional ad-hoc training will be provided for new staff or anyone requiring refresher training. Additional training will be delivered to classroom staff who teach a child with known allergies.

A trainer AAI pen will be held by school leaders on each site which can be used for practical training alongside the online training.

Provided training will cover:

- knowing common allergens and triggers of allergies
- spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including 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
- understanding what it is like for those individuals living with allergies

Riverside School ensures that staff undertake a practical session using trainer devices. A Jext trainer device is included with the Kitt Medical service. Additional trainer devices can be obtained from the manufacturers' websites: epipen.co.uk and jext.co.uk.

8. Inclusion and Safeguarding

Riverside 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.

9. Catering

All food businesses (including Nourish and The Nursery Catering Company – the schools catering services) 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's menu is available for parents to view half termly in advance with all ingredients listed and allergens highlighted.

School leaders on each site will inform the catering manager (Nourish or Nursery Catering Company) of pupils with food allergies. Each class list provided to the caterers will list any known allergies and each school site will have an allergy folder (located in the kitchen) with pupil photographs so these pupils are easily identifiable (school leaders at each site will ensure this folder is kept up to date).

Parents/ carers are encouraged to meet with the class teacher and school leaders to discuss their child's needs.

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

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school tuck shop, Riverside Lounge or Happy Café, parents/ carers should check the appropriateness of foods by speaking directly to the class teacher.
- The pupil (where appropriate) should be taught 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.

- Food should not be given to pupils with known allergies without parent/ carers 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 pupils.

10. School Trips

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 medication. Pupils unable to produce their required medication will not be able to attend the excursion.

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 should 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 not provided by the venue).

Sporting Excursions

Pupils with 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. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team. 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 alternative/ their own food.

Most parents/ carers are keen that their children should be included in the full life of the school where possible, and the school will need their cooperation with any special arrangements required.

11. Allergy Awareness and Nut Bans

Riverside School is a nut free school and supports the approach advocated by Anaphylaxis 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 children living with food allergies. 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 are 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.

12. Risk Assessment

Riverside School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping pupils with allergies safe.

School and individual risk assessments can be downloaded for free here.

13. Useful Links

Allergy/ Wise for Schools online training

Allergy UK

Anaphylaxis: Assessment and Referral After Emergency Treatment (The National Institute for Health and Care Excellence NICE)

Anaphylaxis UK

BSACI Allergy Action Plans

Department for Education Supporting Pupils at School with Medical Conditions

Department of Health Guidance on the Use of Adrenaline Auto-Injectors in Schools

Food Allergy Quality Standards (NICE)

Kitt Medical

Safer Schools Programme

Spare Pens in Schools

Whole School Allergy and Awareness Management

14. Monitoring and Review

This policy is reviewed on an annual basis. It will also be reviewed in the event of any serious incidents or in the event of changes to legislation.