



# **WIMBLEDON PARK PRIMARY SCHOOL**

## **MANAGING THE RISK OF SEVERE ALLERGIES POLICY**

Approved: Chair of Governors

Headteacher

Date:

Date

Next revision: March 2020

## **Introduction**

There are a number of pupils at Wimbledon Park Primary School who are known to have severe allergic reactions (Anaphylaxis) to certain foods which can be life-threatening if mis-managed. It is the responsibility of all staff to ensure the policy for Managing the Risk of Severe Allergies is implemented effectively.

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours.

Common triggers include peanuts, tree nuts, sesame, eggs, cow's milk, fish, certain fruits such as kiwifruit, and also penicillin, latex and the venom of stinging insects (such as bees, wasps or hornets).

Children who are at risk of severe allergic reactions are not ill in the usual sense. They are normal children in every respect – except that if they come into contact with a certain food or substance, they may become very unwell. It is important that these children are not stigmatised or made to feel different.

The Headteacher and Governing body have a legal responsibility to safeguard children and staff and this includes all reasonable steps to minimise the risk of occurrence of anaphylaxis through controlling and limiting food product ingredients used and consumed on site, as well as ensuring that the school can respond effectively to an incident of anaphylaxis.

The Policy for Managing the Risk of Severe Allergies relates to other policies, including those for Managing Medicines and Child Protection. Our policy has been agreed by the Staff and approved by governors and will be reviewed at least biennially, or whenever an incident (including a near miss) occurs.

## **Pupil Information and Healthcare Plans**

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they start at school. Health information is also shared between parents and the school on home visits before pupils start Nursery or Reception, or when parents visit the school for admissions other than at Nursery/Reception. Parents are requested to confirm/amend health information for every child in the school's annual data checking. For children with severe allergies, a Healthcare Plan is prepared detailing their individual arrangements for medical care in school. Parents, with support and consultation from the school, school nurse and other healthcare practitioners as required, are asked to complete the Healthcare Plan.

Healthcare Plans are kept in the medical room and used to create a centralised register of pupils with long term medical needs. Apart from the central copy, specified members of staff (usually only the relevant class teacher) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

The school nurse can assist with reviewing Healthcare Plans, and parents are reminded to update their child's Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or if their medication and treatments change.

A photographic register of pupils in school with severe medical conditions or allergies is maintained and regularly updated. A copy of this register is available in every classroom and other locations around the school to support all staff in identifying pupils who may be at risk. Supply teachers are also given a copy of the photographic register (and shown the photographic register in the classroom), and informed about any particular medical conditions in the class(es) they are covering.

### **Responding to Anaphylaxis**

Individual Healthcare Plans should include instructions on how to manage the child in an emergency, and identify who has the responsibility in an emergency.

The most severe form of allergic reaction is anaphylactic shock, when the blood pressure falls dramatically and the patient loses consciousness. More commonly among children there may be swelling in the throat, which can restrict the air supply, or severe asthma. Any symptoms affecting the breathing are serious.

Warning symptoms may include tingling or itching in the mouth, hives anywhere on the body, generalised flushing of the skin or abdominal cramps, nausea and vomiting. With early symptoms, immediate actions must follow the Healthcare Plan and will include administering an anti-histamine (also sometimes an inhaler), and calling the parents/carers. Children exhibiting any symptoms of allergic reactions should not be managed in the classroom, but always be continuously supervised in the medical room in the presence of a qualified first aider to monitor the allergic reaction until collected by their parent/carer.

In rare cases even after taking anti-histamine, the allergic reaction may become more severe (anaphylaxis). The treatment for anaphylaxis is an injection of adrenaline (also known as epinephrine). Pre-loaded Auto-Adrenaline injection devices (AAIs or "AAIs") containing one measured dose of adrenaline are available on prescription. Should a severe allergic reaction occur, the adrenaline injection should be administered by a trained member of staff into the muscle of the upper outer thigh (in accordance with the provisions for administering medicines in the Managing Medicines and Medical Conditions policy which includes making a written record of the time of administering of any medication). An ambulance should always be called in cases of severe allergic reaction.

The school policy is for children to have two AAIs in school: one in the medical room and one in the classroom. The aim is always to provide rapid and reliable access to an AAI in the case of an emergency at any time of the school day.

The school will also hold a spare AAI (as detailed in the Managing Medicines and

Medical Conditions policy.

### **School Trips**

All pupils should be encouraged to take part in school trips. Staff supervising school trips should always be aware of any medical needs, and relevant emergency procedures. Staff should be particularly vigilant for packed lunch food products on school trips. It will be necessary to take copies of any relevant Healthcare Plans (which should be read in advance) in case of an emergency. Parents of children with allergies should be consulted about the arrangements for the trip, and always be given priority among parent helpers. Sometimes additional safety measures may need to be taken for a trip (e.g. it may be that an additional adult or the particular parent may need to accompany the school trip).

Prescription medication held in school must be taken for relevant pupils on all school trips, i.e. AAIs. This medication must be logged in and out of school. It is the responsibility of the trip leader to ensure that medication is logged in and out of school and that there are appropriate provisions for administering medicine consistent with the Managing Medicines policy.

### **Nut Free Policy**

We adhere to a Nut Free policy and take appropriate steps to minimise any risks to children or adults with allergies from food products in school. These include:

- all school meals
- lunches brought in from home
- staff lunches and snacks
- cake sales
- food cooked and consumed by children on the premises as part of the school curriculum
- food at school events/class parties that take place on or off the premises.

### **General Procedures**

- The school will display the No Nuts logo and Key Reminders from this policy throughout the school (every classroom, the staff room, the hall and in the office)
- The No Nuts logo should be included on all school letters to parents and parents are regularly reminded about this policy, the healthy eating policy and birthday treat policy
- The photographic register of pupils with severe medical conditions or allergies is displayed throughout the school to help all adults (whether staff or visitors) know and identify children
- Channels of communication to parents include newsletters, weekly bulletin items, direct follow up from any near misses, meet the teacher evenings
- Annually embedded in the safeguarding training, all staff will be reminded/trained in the key elements of this policy for managing the risk of severe allergies, with lunch time supervision staff reminded termly

- All staff are trained regularly in use of AAIs by the school nursing team. This training includes spotting signs of allergic reactions, how to respond to children having allergic reactions and how to use an AAI.
- Key reminders from this policy, and the policy for managing medicines, are included in the annual admin reminders document, and in the Safer Working Practices agreement signed by all staff and regular volunteers annually
- There are regular assemblies for children around the theme of food consistent with this policy
- Teachers include teaching consistent with this policy when the opportunity arises within the curriculum (e.g. science and DT lessons)
- Incidents of “nuts in school” should be reported to the Headteacher who will maintain a record (to help with monitoring the effectiveness of this policy)
- Whenever food not provided by the parents is offered to children in school, there must be a lead adult who completes “Food in School” form
- Whenever possible, parents of children with allergies should be consulted on/ invited to any event in school where food is provided

## **School Lunches**

The school contracts into the Local Authority Catering contract with Chartwells, an integral condition of which is that no nuts or product containing nuts are used in cooking school lunches. The school also purchases a contract monitoring service from Merton council to ensure implementation of the catering contract.

## **Lunches brought in from home**

- Pupils are taught not to share the contents of their lunches through assemblies
- Lunchtime supervision staff are reminded termly of the need to be vigilant for food containing nuts. They maintain a general vigilance for common foods that cause allergies, the most common of which are popcorn, chocolate spread, peanut butter sandwiches, chocolate bars that contain nuts and fruit/cereal bars that contain nuts
- If a food item is identified as containing nuts, Lunchtime supervision staff are trained to remove the item immediately from the lunch and inform the Headteacher (or a senior member of staff in school)
- The Headteacher (or senior member of staff in school) then makes contact with the parents/carers to remind them of the policy and request that no further nut products are included in their child’s school meals

## **After school activity clubs**

- The approach is the same as for packed lunches, but the responsibility lies with the club adult leader to be aware of medical conditions of club participants, maintaining vigilance and following up if a food item is identified as containing nuts
- Club leaders are given a copy of the photographic register, and shown where this displayed in class
- Annually club leaders sign a copy of our Club Protocol which reminds them of their responsibilities for managing allergies and adhering to this policy

### **PTFA led events**

- The approach is the same as for packed lunches, but the responsibility lies with the adults running the event to maintain vigilance, adhere to the nut free policy and to follow up if any food is identified as containing nuts
- The event organizer should also brief other members of the committee to be aware of food allergies
- The lead event organiser should sing a copy of the Food in School form

### **Other food for pupils brought into school**

This includes food cooked and consumed by children on the premises as part of the school curriculum and food at school events/class parties.

One adult must always be designated as the person responsible for checking ingredients and ensuring that this policy is adhered to (usually the class teacher, senior member of staff or club leader).

The lead adult must follow this policy when purchasing food themselves, or give clear instructions to the providers of food, about the ingredients consistent with this policy (for example in a letter about a class party to parents). Particular care should be taken around home-baked products which in most cases will probably not be suitable for consumption by children with allergies.

The lead adult must inform parents of any child with severe allergies about the event and inviting their input or offering them the opportunity to attend the event to help manage the food their child eats.

The lead adult has responsibility for checking all ingredients and briefing other volunteers/staff. The lead adult must fill in and sign a "Food in School Form" (see Appendix A) to record the event, date and sign that the ingredients have been checked. All Food in School forms must be counter-signed by a member of the senior leadership team **prior to the event** and filed in the risk assessment folder in the school office.

Where the ingredients cannot be ascertained (or does contain nuts), the lead adult must not distribute the treats to any pupils, but return these unopened, and record this on the form.

If a food item is identified as containing nuts, the lead adult informs the Headteacher (or senior member of staff in school), who then makes contact with the person from whom the food originated to remind them of the policy and request that no further nut products are sent into school. If the product ingredients state that it may contain nut traces, the treats may be distributed to all children without allergies.

In order to avoid children with allergies not missing out, the child's parent can be asked to provide a suitable alternative to give them.

### **Staff food**

The policy of no nuts extends to staff food. A member of staff handling nuts or nut products at lunchtime may transfer nut traces to a child with allergies back in the classroom. We also have members of staff with severe allergies.

Approved by the Full Governing Board  
at its meeting on 27<sup>th</sup> March 2018

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Chair of Governors

Next review date      Mar 2020

## **FOOD IN SCHOOL**

Event
Venue
Adults
Date

*Parents of any children with allergies must be informed about food in school/class and their advice sought. If no contact with parents can be made, then no food should be given to a child with known allergies.*

- I confirm that I have checked the food for products which contain nuts
- I confirm that I have reminded other adults about any children with known allergies and to be vigilant about food products

Signed by Adult Leader \_\_\_\_\_

Approved by member of Senior leadership team before start of event

Signed \_\_\_\_\_

*This form to be filed in the school office*