



# Our Lady Star of the Sea Catholic Primary School

## Anaphylaxis and Food Management Policy

Agreed by Governing Board: November 2022

Policy will be reviewed by November 2023

### Mission Statements *"You are precious in my eyes"-Isaiah 43*

- *Our Lady Star of the Sea Catholic Primary School is committed to the widest and fullest education of all pupils in partnership between home, school, parish and community.*
- *Our school aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our school aims to be a positive force within the Catholic church inspired by the life of Christ in the Gospels.*

## Contents

1	Introduction .....	3
2	Document Summary: .....	4
2.1	Key Contacts: .....	4
3	Roles and Responsibilities .....	5
3.1	Parent Responsibilities .....	5
3.2	Staff Responsibilities .....	5
3.3	Pupil Responsibilities .....	5
4	Allergy Action Plans .....	6
4.1	Emergency Treatment and Management of Anaphylaxis .....	6
4.1.1	What to look for (Symptoms): .....	6
4.1.2	Anaphylaxis is likely if all of the following 3 things happen: .....	6
4.1.3	Rapid Treatment – Adrenaline.....	6
4.1.4	What does adrenaline do? .....	7
4.2	ACTION .....	7
5	Supply, Storage and Care of Medication .....	8
6	Staff Training.....	9
6.1	School Staff.....	9
6.2	Training Summary .....	9
6.3	Training Videos .....	9
7	Inclusion and Safeguarding .....	10
7.1	Catering .....	10
7.2	School trips .....	10
7.3	Sporting Excursions .....	10
8	Allergy Awareness .....	11

## 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 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 certain drugs.

**Definition:** Anaphylaxis is a severe life threatening generalised or systemic hypersensitivity reaction. 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, Animal Dander.*

This policy sets out how Our Lady Star of the Sea School will support pupils with allergies, to ensure they are safe and not disadvantaged in any way whilst taking part in school life.

## 2 Document Summary:

Author:	Lesley Hotchkiss
Review Frequency:	Annually
Date Approved by Governors:	November 2022
Date of Next Review:	November 2023
Purpose:	To minimise the risk of any pupil suffering a severe allergic reaction whilst at school or attending any school related activity. To ensure staff are properly prepared to recognise and manage severe allergic reactions should they arise.
Related School Policies/Forms:	<ul style="list-style-type: none"><li>• Medical Policy</li><li>• Annual Medical Information Form</li><li>• Medicine Permission Form</li><li>• Asthma Form</li></ul> <p>All available on the following web-page:</p> <p><a href="http://www.ourladystarofthesea.lancs.sch.uk/special-educational-needs">www.ourladystarofthesea.lancs.sch.uk/special-educational-needs</a></p>

### 2.1 Key Contacts:

Lesley Hotchkiss and Belinda Nel are the named staff members responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.

Please contact the school office: [01253 726015](tel:01253726015)

### **3 Roles and Responsibilities**

#### **3.1 Parent Responsibilities**

- On entry to the school, it is the parent's responsibility to inform Reception staff / School Nurse / SENCO / First Aider of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents 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. School nurse / 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 updated accordingly.

#### **3.2 Staff Responsibilities**

- All staff 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 medication. *Pupils unable to produce their required medication will not be able to attend the excursion.*
- SENCO / First Aider 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 the SENCO / First Aider will check.
- Medication kept at school is checked on a termly basis and a reminder sent to parents if the medication is approaching expiry.
- SENCO / First Aider keeps a register of pupils who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given.

#### **3.3 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.

## 4 Allergy Action Plans

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 autoinjector. Our Lady Star of the Sea 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 / School Nurse/ Allergy Specialist) and provide this to the school.

### 4.1 Emergency Treatment and Management of Anaphylaxis

#### 4.1.1 What to look for (Symptoms):

- 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

#### 4.1.2 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.

#### 4.1.3 Rapid Treatment – Adrenaline

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).**

#### 4.1.4 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.

#### 4.2 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**
- 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.

## 5 Supply, Storage and Care of Medication

The EpiPen is kept in the unlocked top draw of the Kitchenette area in the Learning for Life room. Signage to this effect has been placed around school. It is stored in a rigid box and clearly labelled with the pupil's name and a photograph.

The pupil's medication storage box should contain:

- adrenaline injectors i.e. EpiPen® or Jext® (two of the same type as 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 SENCO / First Aider Lead 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, to make sure they can get replacement devices in good time.

**Storage:** AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.

**Disposal :** AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service/local authority.

The sharps bin is kept in the Staff Room.



## 6 Staff Training

### 6.1 Named Staff

**Lesley Hotchkiss and Belinda Nel** are the named staff members responsible for coordinating all staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.

Please contact the school office: [01253 726015](tel:01253726015)

All staff will complete online anaphylaxis awareness training at the start of every new academic year. Training is also available on an ad-hoc basis for any new members of staff.

### 6.2 Training Summary

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 AAI) in the event of anaphylaxis
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance Knowing who is responsible for what
- Associated conditions e.g. asthma
- Managing allergy action plans and ensuring these are up to date.

### 6.3 Training Videos

Watch how to use the EpiPen:

<https://www.youtube.com/watch?v=uBvdO9a9NTQ>

Knowing how and when to administer the medication / device:

<https://www.youtube.com/watch?v=KzHebySkD6c>

## **7 Inclusion and Safeguarding**

Our Lady Star of the Sea 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.

### **7.1 Catering**

The Kitchen Staff 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 in half termly advance on the school website. The SENCO ensures that the Kitchen staff are aware of which children have known allergies. Photographs and list of allergies are placed on show in the kitchen.

- 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.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- 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) must be considered and may need to be restricted / risk assessed depending on the allergies of particular children and their age.

### **7.2 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, have their medication. *If medication is not provided, then the child cannot attend the 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).

### **7.3 Sporting Excursions**

Allergic children 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 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.

## **8 Allergy Awareness**

Our Lady Star of the Sea 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 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.