



## Allergy Management Policy

### Introduction

An allergy is a reaction of 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 serious reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening 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 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.

The [Food Information Regulations 2014](#) requires all food businesses including school caterers to show the allergen ingredients' information for the food they serve. Consumers may be allergic or have intolerance to other ingredients, but only the [14 allergens](#) are required to be declared as allergens by food law.

This policy sets out how Radnor House Twickenham supports pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

### Role and Responsibilities

#### Parents

On entry to the school, it is the responsibility of parents to inform staff/the School Nurse, by completing the [pupil information & medical declaration form](#), of any allergies. This information should include all previous serious allergic reactions, any history of anaphylaxis and details of all prescribed medication.

Parents need to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to the 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, for example the School nurse/GP/allergy specialist.

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 autoinjector.

The school uses the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans to ensure continuity. This is a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK.

Parents are responsible for ensuring any required medication is supplied, in date and replaced when they expire, and they 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**

Relevant members of staff are trained annually in the use and administration of AAI's and new members of staff complete an online Educare First Aid module before they join the school.

Staff must be aware of the pupils in their care (regular and 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 must 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.

The School Nurse will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.

The School Nurse keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.

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 AAI's) 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, for example allergen avoidance and knowing who is responsible for what;
- 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](http://www.epipen.co.uk) and [www.jext.co.uk](http://www.jext.co.uk) and [www.emerade-bausch.co.uk](http://www.emerade-bausch.co.uk))

## **Pupils**

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 AAI's will be encouraged to take responsibility for carrying them on their person at all times.

## **Emergency Treatment and Management of Anaphylaxis**

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 serious 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 is needed that works rapidly. Adrenaline is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- it opens up the airways;
- it stops swelling;
- it raises the blood pressure.

### **Action to Take**

As soon as anaphylaxis is suspected, adrenaline must be administered without delay. The following actions need to be taken:

- keep the child where they are, call for help and do not leave them unattended;
- lie the child flat with legs raised – they can be propped up if struggling to breathe but this should be for as short a time as possible;
- use the adrenaline auto-injector without delay and note the time given; AAI should be given into the muscle in the outer thigh; specific instructions vary by brand – always follow the instructions on the device;
- call 999 and state ‘anaphylaxis’ (ana-fil-axis);
- if there is no improvement after five minutes, administer a second AAI;
- if there are no signs of life, commence CPR;
- call parents as soon as possible;
- while 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 because 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.

### **Supply, Storage and Care of Medication**

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for their own AAIs and to keep them with them at all times in a suitable bag or 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 on allergy action plan).

It is the responsibility of the child's **parents** to ensure that the anaphylaxis kit is up-to-date and clearly labelled.

Parents can subscribe to expiry alerts for the relevant AAI's their child is prescribed to make sure they can get replacement devices in good time.

### **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 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 AAI's can be given to ambulance paramedics on arrival or can be disposed of in pre-ordered sharps bins, which are kept in the medical room.

### **'Spare' Adrenaline Auto-Injectors in School**

The school has purchased spare AAI's for emergency use for children who are at risk of anaphylaxis, but whose own devices are not available or not working, for example because they are out of date.

These are stored in at reception & the medical room, in a green emergency Adrenaline box.

The School Nurse is responsible for checking the spare medication is in-date on a monthly basis and for replacing as needed.

Written parental permission for use of the spare AAI's is included in the pupil's allergy action plan.

If anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state that you suspect anaphylaxis. Follow advice from them as to whether administration of the spare AAI is appropriate.

### **Inclusion and Safeguarding**

The 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**

The school menu is available for parents to view on the website with all ingredients listed and allergens highlighted – <https://www.radnor-twickenham.org/> (search 'Menu').

Parents are responsible for informing the school of the child's allergies by completing the pupil information form (new link to new form needed).

The School Nurse informs the Catering Manager of pupils with known food allergies and communicates the list of pupils with allergies to the staff via a live updates link that is circulated each week in the medical radar.

Parents are encouraged to meet with the Catering Manager to discuss their child's needs.

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

- bottles and other drinks 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 going to be purchased by pupils from the café or bistro, parents should check the appropriateness of items by speaking directly to the School Nurse;
- pupils should be educated also to check with catering staff before selecting their lunch choice;
- where food is provided by the school, staff are 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 and careful cleaning, using warm soapy water, of food preparation areas and utensils; for further information, parents are encouraged to liaise with the Catering Manager.
- use of food in crafts, cooking classes, science experiments and special events, such as assemblies, charity days and cultural events, needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

### **School Trips**

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

Overnight school trips should be possible with careful planning and a meeting for parents with the Trip Leader should be arranged. Staff at the venue for an overnight school trip need to be briefed early on that an allergic child is attending and will need appropriate food, if provided by the venue.

### **Sporting Excursions**

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that its PE and Games teachers are fully aware of the situation and 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.

### **Allergy Awareness and Nut Bans**

The school 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 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.

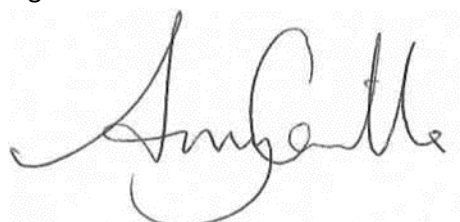
### **Risk Assessment**

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

### **Useful Links**

- Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>
- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/saferschools-programme/>
- AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools1>
- Allergy UK - <https://www.allergyuk.org>
- Whole school allergy and awareness management - <https://www.allergyuk.org/schools/whole-school-allergy-awarenessandmanagement>
- BSACI Allergy Action Plans - <https://www.bsaci.org/professionalresources/resources/paediatric-allergy-action-plans/>
- Spare Pens in Schools - <http://www.sparepensinschools.uk>
- Department for Education Supporting pupils at school with medical conditions - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)
- Department of Health Guidance on the use of adrenaline auto-injectors in schools - [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)
- 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>

Signed:



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Principal  
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