



# An Daras Multi-Academy Trust

## St Stephens Allergen Policy

The An Daras Multi Academy Trust (ADMAT)  
Company An Exempt Charity Limited by Guarantee  
Company Number/08156955

Status: <b>DRAFT to be approved</b>	
Recommended	
Version	V2.0
Statutory	Yes
Adopted v1.0	<b>Autumn Term 2022</b>
Review v1.0	
Next Review	<b>Autumn Term 2025</b>
Advisory Committee	ADMAT Resources and Staffing LGAB
Linked Documents and Policies	ADMAT Emergency Closure Plan Policy ADMAT Outdoor Trips Policy ADMAT Use of Medicines Policy ADMAT Allergies Management Guidance ADMAT Sun Care Policy Cornwall Council Managing Allergens Allergy UK Coeliac UK

### 1. General Statement

It is our policy to ensure that appropriate allergen arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. St Stephens Academy aims to be an allergy aware and, although we recognise that this cannot be guaranteed, a nut-free school. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours and it serves to set out all measures to reduce the risk to children and adults who may suffer an anaphylactic reaction if exposed to an allergen to which they are sensitive. The school aims to protect children who have allergies yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be at risk.

### 2. The Legal Position

Regulations have been brought in requiring businesses to inform consumers when specified (14) allergens are present in foods in order to protect the health of EU citizens.

As a school we consider the following:

- Personal hygiene.
- Deliveries and labels.
- Storage and avoiding cross –contamination.
- Preparing food dishes.
- When preparing or serving food for an allergen sufferer.
- Opportunities where food is shared/ sold on the premises.
- Cleaning.
- Waste management.
- Training of staff.

### 3. Health Plans and Emergency Response

At St Stephens we have individual Healthcare plans for children with allergies. Medication will be stored, administered and documented in accordance with our First Aid School Policy. Pupil information will be held in the relevant classroom. The location of each child's AAI or inhaler will appear alongside the child's name.

A spare AAI (Adrenalin auto-injector) can be used if the pupil's prescribed AAI is not available, for example because it is broken or expired, and should only be administered to a pupil known to be at risk of anaphylaxis: - whose own prescribed AAI cannot be

administered correctly, without delay; and where consent has been given by a parent or where appropriate where consent has been given by the parent or where appropriate the pupil.

Any AAI held by a school should be considered a spare or back-up device and not a replacement for a pupil's own AAI. Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) is that anyone prescribed an AAI should carry two at all times.

#### **4. Procedures**

- In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services should be called on 999 and advice sought from them as to whether administration of the spare emergency AAI is appropriate.
- An ambulance must always be called on 999 whenever an AAI is used. The pupil may appear better, but anaphylaxis can return. Monitoring in hospital is required.
- Some pupils who are prescribed AAIs also have inhalers for asthma. Symptoms of anaphylaxis and an asthma attack could look similar. If in doubt, use the AAI and inhaler and call 999.

#### **School trips including sporting activities**

- Schools should conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip off school premises, in much the same way as they already do so with regards to safeguarding etc. Pupils at risk of anaphylaxis should have their AAI with them, and there should be staff trained to administer AAI in an emergency. Where appropriate, schools may wish to consider taking spare AAI(s) obtained for emergency use on some trips.

#### **5. Children with Medical Needs**

Parents of children with allergies/pupils with allergies (where appropriate) should:

- Speak about their concerns and create an independent healthcare needs plan (IHP) with the school
- Give permission for all relevant staff to be made aware of the allergy, this could include catering managers, lunchtime staff, sports staff, etc.
- Clearly label medicines, lunch boxes, drinks, etc. with the pupil's name
- Schools can:
  - Arrange a time to meet with the parents/pupil to discuss support and create an IHP
  - Seek parental consent (or pupil consent, where appropriate) to inform all relevant staff about the pupil's allergy, this may include catering managers, lunchtime staff, sports staff, etc.
- Ensure measures to prevent cross-contamination during handling, preparation and serving of food are followed. For example, preparing food for pupils with allergies first; careful cleaning (using warm soapy water) of food preparation/storage areas, chopping boards and utensils
- Make staff aware of how to check labels for allergens. Unlabelled food poses more risk of allergen exposure than packaged food labelled with allergy information
- Ensure pupils are not given unplanned food, e.g. unlabelled/homemade birthday cake. Parents/ pupils could provide in date allergen-free packaged treats in a clearly labelled box, to be kept at school as an alternative

- Implement policies to avoid trading and sharing of food, food utensils or food containers
- Consider if any food used in crafts, cooking classes, science experiments, special events (e.g. fetes, assemblies and cultural events) need to be changed/restricted to prevent a reaction. For example, wheat-free flour could be used for play dough or cooking, egg cartons for crafts could be substituted
- Ensure early thought is given regarding catering requirements and emergency planning (including access to emergency medication and medical care). This could include sporting events, excursions (e.g. restaurants and food processing plants), school outings,
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In order to carry out their duties effectively, all personnel have the following duties and responsibilities:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Regularly checking and ensuring that medication for pupils is up to date kept in a place where all staff / pupil concerned can access easily.

## 6. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Staff will require effective training in order to administer the spare AAI/inhalers in an emergency. Roles around staff training are set out fully in the Supporting Learners with Healthcare Needs statutory guidance. The overarching points are:

Local Authorities provide support, advice and guidance, including how to meet the training needs of staff. Governing bodies ensure staff are appropriately trained, supported, and that their roles (including any delegation) are clear and understood by all. Head-teachers ensure a sufficient number of trained staff are available to support pupils.

The Supporting Learners with Healthcare Needs statutory guidance states that staff should be trained to recognise the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency. Therefore, staff should be trained in these areas, and practical instruction on using different types of AAI. Training resources can be found online, including at <http://www.sparepensinschools.uk> although this is not a substitute for face-to-face training. The school nurse is able to provide advice on

arranging training. Parents/pupils may also have the contact details of allergy healthcare professionals.

**It would be reasonable for all staff to:**

- Be trained to distinguish the range of signs and symptoms of an allergic reaction;
- Recognise that anaphylaxis may start with mild symptoms (e.g. skin rash);
- Understand how quickly a reaction can progress into anaphylaxis
- Appreciate the longer it takes to administer an AAI, the less effective it may be;
- Know the location of the AAI kit(s);
- Understand the AAI Emergency Policy and Emergency AAI Register; and
- Be aware of who to contact in an emergency.

AAI trained staff are named. Please check the school office for a list of qualified staff.

### Nut Free

This policy is to ensure that we do not use nuts in any of our food prepared on site at our school. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces. We do not allow nuts or nut products in school lunch boxes as stated in our school lunch policy. Our “Allergy Aware School” means that the following items should not be brought into school:

- Packs of nuts
- Peanut butter sandwiches
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

Parents and carers must notify staff of any known or suspected allergy to nuts and provide all medical and necessary information. This will be added to the child's care plan and if necessary a meeting organised with the class teacher. Homemade snacks or party food contributions must have a label detailing all ingredients present and the kitchen environment where the food was prepared must be nut free.

The school requests that parents and carers observe the Allergy Aware and nut-free policy and therefore do not include nuts, or any traces of nuts, in packed lunches.

### Personal hygiene

All children are regularly reminded about the good hygiene practice of washing hands before and after eating which helps to reduce the risk of secondary contamination. Likewise, children are reminded and carefully supervised to minimise the act of food sharing with their friends. Whole school assemblies are planned throughout the year to keep children updated about allergies and cross contamination, good hand washing and hygiene thus keeping the triggers and symptoms fresh in their memories in order to reduce Anaphylaxis or other symptoms of allergens.

## **7. Information for Employees**

We acknowledge that allergen arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These

include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

First Aid boxes can be found in the following areas:

- Kitchen
- ARB classroom
- Year F classroom
- KS1 central area
- KS2 central area (Spare asthma inhalers also)
- First Aid Kits for Trips are kept in the photocopier room
- MTA's have first aid bags on them.
- Spare AAI pens and inhalors are kept in the school office
- Spare medical equipment in cupboard in KS2 area opposite Pastoral office.

### **Monitoring**

This policy will be monitored regularly by the Local Governing Advisory Body.

Agreed and adopted by the Local Governing Body – **Autumn Term 2022**

Next review – **Autumn Term 2025**