



Oaklands School

"The best for all, the best from all"

Pupil Allergen Policy

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1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Kerry Rouse (DHT)

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils through the support of the SENCo and the administration team.
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have a Health Care Plan that follows the guidance from a medical professional
 - All staff receive an appropriate level of allergy training
 - All staff are aware of the school's policy and procedures regarding allergies
- Regularly reviewing and updating the allergy policy

3.2 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis

- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

3.3 First Aiders

In addition to the responsibilities of teaching and support staff, first aiders will also be responsible for helping to administer AAls. The Staff room notice board, main office and the medical room display a list of the staff with First Aid training.

3.4 Parents

Parents are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, provide their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and make sure these are replaced in a timely manner
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included
- Updating the school on any changes to their child's condition

3.5 Pupils with allergies

Students are supported to:

- Be aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the pupil is not able to do so)

3.6 Pupils without allergies

Students are supported to:

- Be aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Assessing risk

The students' care plan will detail additional precautions:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips (the trip leader is responsible for ensuring all care plans for students are understood and followed)
- Any other activities involving animals or food, such as animal handling experiences or baking

5. Managing risk

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating and preparing food
- Sharing of food is not allowed
- The Bistro has one station that can be used by students with an allergy to further minimise cross-contamination.
- Food ordering is completed with an awareness of student allergies for Design Technology and Life skills lessons

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate guidance and are able to identify pupils with allergies
- School menus are available for parents to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

Toast is available to all students at break time – the staff member serving the toast must be aware of the students who cannot have toast or have alternative arrangements. The allergy folder has photographs to support this process. Kerry Rouse will alert the server of any changes.

Food purchased for Design Technology or Life Skill lessons will be completed with knowledge of the students' allergies within the lesson concerned.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn

5.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of pupils' allergies and to receive adequate training
- Appropriate measures will be taken in line with the school's AAI protocols for off-site events and school trips

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

Refer to the students' Health Care plan

Health Care plans can be found

- Headteacher's office
 - SENCo's office
 - Medical Room
 - Main front office
 - Staff room
- The Health Care plan will detail those students who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The plan includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
 - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff follow the guidance as stated in identified students' health care plans, and recognise the signs of anaphylaxis and respond appropriately
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's Health Care plan.
 - If an AAI needs to be administered, a designated member of staff member will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures
- Signs of Anaphylaxis
 - Symptoms include:

- swelling of your throat and tongue
- difficulty breathing or breathing very fast
- difficulty swallowing, tightness in your throat or a hoarse voice
- wheezing, coughing or noisy breathing
- feeling tired or confused
- feeling faint, dizzy or fainting
- skin that feels cold to the touch
- blue, grey or pale skin, lips or tongue – if you have brown or black skin, this may be easier to see on the palms of your hands or soles of your feet
- You may also have a rash that's swollen, raised or itchy.

➤ What to do if you have anaphylaxis

- Follow these steps if you think you or someone you're with is having an anaphylactic reaction:
- Use an adrenaline auto-injector (such as an EpiPen) if you have one – instructions are included on the side of the injector.
- Call 999 for an ambulance and say that you think you're having an anaphylactic reaction.
- Lie down – you can raise your legs, and if you're struggling to breathe, raise your shoulders or sit up slowly (if you're pregnant, lie on your left side).
- If you have been stung by an insect, try to remove the sting if it's still in the skin.

If your symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.

- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed

7. Adrenaline auto-injectors (AAIs)

7.1 Storage AAIs

The allergy lead alongside Julie Staniforth (TA) and Sue Kerr (TA) will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in the medical room
- Prescribed AAIs are also kept in the student's form room

Note – if appropriate some students may carry their AAIs with during the school day

7.2 Disposal

AAIs can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions

7.3 Use of AAIs off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events

- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies

Training will be carried out annually (or during staff induction) by using the National College training platform.