



# Allergy Policy

| <b>Reviewed/Updated</b> | <b>Date</b>                   |
|-------------------------|-------------------------------|
| Updated                 | 13 <sup>th</sup> January 2021 |
| Review                  | January 2023                  |

# **Kircubbin Integrated Primary School**

## **Allergy Policy**

This policy is concerned with a whole school approach to the health care and management of those members of our school community suffering from specific allergies.

We are aware that our children may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The School's position is not to guarantee a completely allergen free environment; rather, to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies.

The educational providers are obliged to obtain information about any dietary requirements/allergy. As such, families are asked to provide details of allergies on the child's School Admissions Forms, which are submitted before starting school and to update these as required.

### **Aim**

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

### **The underlying principle of this policy is:**

The establishment of effective risk management practices to minimise child, staff, family members and visitor's exposure to known trigger food and insects.

### **Definitions**

**Allergy**-A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

**Allergen**-A normal harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis**-Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

**Epipen**-Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

**Minimized Risk Environment**-An environment where risk management practices (e.g. Risk Assessment Forms) have minimised the risk of (allergen) exposure.

**Health Care Plan or Individual Risk Assessment**-A detailed document outlining an individual child's condition treatment and action plan for location of Epipen.

### **Procedures and Responsibilities for Allergy Management:**

- The involvement of families, Health Care professionals and staff in establishing individual healthcare plans or risk assessments.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plan or risk assessment to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

### **Medical Information:**

- The school will seek updated information via data collection form at the commencement of each calendar year.
- Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For a child with an allergic condition, the school requires families to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Principal will ensure that a healthcare plan (from medical professionals) or risk assessment (from school staff) is established and updated for each child with a known allergy.
- All members of staff are required to review and familiarise themselves with the medical information.
- Children with allergies will have a recent photograph and information regarding their medical needs posted in relevant rooms with parental permission.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic alert bracelet is allowed by the school.

### **Medical information (Epipens)**

Where epipens (adrenalin) are required in the healthcare plan:

- Families are responsible for the provision and timely replacement of the epipens.
- The epipens are located securely in relevant locations approved by the Principal.
- Epipens will be located so that all adults involved with the child know where they are at all times.

### **The Role of Families**

Families are responsible for providing in writing, on-going accurate and current medical information to the school.

Families are to send a letter or meet with a designated member of staff (normally to include the child's class teacher) to confirm and detail the nature of the allergy, including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in the case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures, such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an epipen, a healthcare plan or risk assessment must be completed and signed by the families.
- It is the responsibility of the families to provide the school with up to date medication/equipment clearly labelled in the original packaging.
- In the case of life saving medication like epipens the child should not attend without it.
- Families are also required to provide up to date emergency contact information.
- It is parental responsibility to ensure that snacks and lunches are safe for the child to consume.
- Families should liaise with staff about appropriateness of snacks and any food related activities (e.g. cooking).

### **The Role of Staff**

Staff are responsible for familiarising themselves with the policy and to adhere to health and safety regulations regarding food and drink.

- If a child's School Data Collection Form states that they have an allergy, then a healthcare plan or risk assessment is needed. A risk assessment should be carried out and any actions identified put in place. The assessment should be stored with the child's healthcare plan.
- The teacher will ensure the child feels secure by keeping in contact with the parents throughout the year.
- Any activity which may involve allergens will be risk assessed separately and courtesy calls to parents should be given to reduce risk further.
- Upon determining that a child attending school has a severe allergy a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of the child's needs.
- All staff who come in to contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- All staff are to promote handwashing before and after eating.
- Snack time foods are monitored by staff and are peanut/nut free. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
- Parents will be reminded that school is a nut free zone.
- All tables will be cleaned with an approved solution.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with families about snacks and food related activities.
- In the case of an allergic reaction staff will follow the Action Plan.
- Staff cannot guarantee that foods will not contain traces of allergens but will encourage handwashing.

**The Role of other Families**

Snacks and lunches brought to schools by other families should be peanut and nut free. The school will ensure that families are regularly reminded.

**Glastry College Kitchen**

Glastry College Kitchen is our current school lunch provider and hence have their own policy for food allergies. Families are required to make an appointment with the school cook and provide a current medical letter stating the allergy of their child.

**Monitoring and Review**

This policy will be monitored regularly by the Senior Leadership Team and the issues arising reported by the Principal to the Governors. The policy will be reviewed by the Principal and the Board of Governors.

Updated: 13<sup>th</sup> January 2021

Signed: \_\_\_\_\_ Principal

Signed: \_\_\_\_\_ Chair of Board of Governors

Date: \_\_\_\_\_