



**Health, Safety, Welfare and Security Management**

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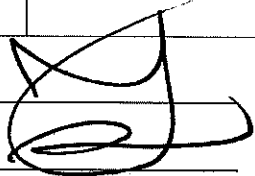
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Custodian: Caroline Jones \_\_\_\_\_ Date: 20/03/2017



## 1. Introduction

The Board of Governors and staff of Warden Park Academy wish to ensure that students with medically diagnosed needs/conditions receive appropriate care and support at the academy, thereby also supporting their attendance.

This policy outlines specific procedures for Warden Park Academy to provide an effective management system to support individual students with allergies who may require access to medicines and first aid support during the academy day in accordance with advice and guidance contained within the publication 'Supporting Pupils at School with Medical Conditions', DfE September 2014.

The purpose of this policy is to ensure all Sussex Learning Trust Directors, staff and parents/guardians are aware of the procedures and their responsibilities in ensuring the safety and welfare of students with allergies in the academy.

## 2. Definitions

**Allergy** is a hypersensitivity to a substance that is normally harmless, but which produces an immune response reaction in some people. This can be a minor response such as localised itching or a severe response known as **anaphylaxis** or **anaphylactic shock**. Anaphylaxis is potentially life threatening with symptoms ranging from mild skin flushing to upper respiratory obstruction and collapse. Reactions can be within minutes of exposure but sometimes after hours. It occurs when the allergen enters the bloodstream, causing the release of chemicals throughout the body to protect it from the foreign substance. Common triggers of an anaphylactic reaction are nuts and other foods including shellfish, sesame seeds and kiwi, insect stings or bites, drugs, latex, detergents/perfumes and sometimes exercise.

## 3. Responsibilities

### 3.1 Parent Responsibilities

- Parents/guardians of all students enrolling at the academy will be asked to complete an admissions booklet which includes a Student Medical Information form
- Parents/guardians who have highlighted that their child is an Adrenaline Auto Injector (AAI) holder will be sent a specific Severe Allergy form to complete detailing history of allergy, previous severe allergic reactions/anaphylaxis, their own child's specific warning signs and symptoms and any medication required.
- Where a pupil has been prescribed one AAI, an additional AAI must be obtained from their GP to hold as a spare in the medical room. Where a pupil has been prescribed two AAI's then two spares must be held in the medical room.

- Where a GP has prescribed anti-histamines and/or inhalers to use for an allergic episode spare of these must also be provided to store in the medical room.
- Parents/guardians are responsible for ensuring any required medication held by their child or held in the medical room is in original packaging with child's name, expiry date and dose/dispensing instructions and that this medication is replaced as necessary.
- Parents/guardians are responsible for ensuring they inform the Academy of any changes in their contact details.
- Parents/guardians are responsible for informing the Medical Welfare Officer (MWO) of any changes in allergy management, new food challenges or any episodes of anaphylaxis which have occurred outside of school.
- Parents/guardians of pupils with food allergies are responsible for teaching their children to make informed choices with regard to using the Parkes catering service. Where food allergy is a major concern parents/guardians/pupil are encouraged to meet with the Catering Manager to make a plan to reduce potential exposure.
- Parents/guardians may wish their child to wear a wrist-band to alert staff to their allergy

### **3.2 Pupil Responsibilities**

- Pupils must be aware of their food sensitivities/allergies and make responsible choices.
- Pupils must be familiar with the symptoms they may have that would indicate an allergic reaction is happening and ensure they seek help in a timely manner, where necessary.
- Pupils must carry their own AAI(s) and be competent in their use (training should be arranged by the prescribing doctor).
- Pupils who are severely allergic to allergens that they may encounter outside are to give their AAI to their teacher to hold for them during outdoor PE.
- Pupils must attend the Medical Room when requested in Term 1 for their annual review.

### **3.3 Medical Welfare Officer Responsibilities**

- Once aware that a pupil is an allergy sufferer the MWO will contact the parent/guardian to ensure they understand the Academy's policy, their responsibilities and that of their child.
- MWO will make sure the correct paperwork is in place and necessary information is stored on the Academy's management information system (SIMS). The denotation Severe Allergy (AAI Epipen) will be imported under the pupil's name in the class passport.
- All pupils who need an AAI will need their parent/guardian to complete a Severe Allergy form. This will be held in the students AAI box (copy in filing cabinet with their medical notes).

- For pupils where there is high risk that emergency intervention will be needed, a more detailed plan may be required. This can be devised by the MWO with the parent/guardian or a Healthcare Professional may provide an Individual Health Care Plan (IHCP). A copy will be held in the pupil's AAI box and an electronic copy will be available on the T:/drive Medical folder (Allergy subfolder).
- MWO will update records as new information is given by parent/guardian.
- AAI's will be stored in a clearly marked unlocked cupboard in the (unlocked) medical room. Each pupil's box will be clearly marked with their name and their photo and will contain their AAI and any other medication required for an allergic reaction, such as antihistamine and inhalers, along with a copy of their severe allergy form and additional care plans as necessary.
- MWO will ask every pupil holding an AAI to attend the Medical Room in tutor time annually in Term 1 to check they are fulfilling their responsibilities. Training pens will be used to check they are competent in the use of their specific AAI – Epipen, Emerade, Jext.
- MWO will disseminate to all staff information on Allergy, Anaphylaxis and AAI in September every year, along with a list of pupils with severe allergies and what these allergies are.
- MWO will arrange annual Allergy, Anaphylaxis and AAI training. This will be run by the NHS School Nurse in January/February (two after school sessions and one lunchtime session).
- The MWO will maintain a folder "Medical" in School's T:/drive for all staff access. The subfolder "Allergy" will contain general information on allergies, anaphylaxis and use of each type of AAI. It will also contain a list of pupils with specific allergies, a photo list of these pupils, any individual care plans and a copy of SLT "Managing Allergies in Schools" policy Dec 2016.
- MWO will display photo lists of pupils with allergies in staff room on the Health, Safety, Welfare and Security notice board; Parkes will also be given a copy.

### 3.4 Individual Staff Responsibilities

- All staff will have the opportunity to attend annual training for Allergy, Anaphylaxis and use of AAI's and will have access to information stored in the folder "Medical" in School's T:/drive.
- Staff must be aware at all times of the pupils in their care (regular or cover classes) who have known allergies and must supervise any food-related activities with due caution; this includes "tastings" in MFL lessons, Tutor time etc.
- All leaders of school trips must ensure they are competent to act in case of anaphylaxis prior to the trip departure and ensure they carry all relevant emergency supplies. This includes educational visits and sport fixtures.
- Staff collecting AAI boxes from the medical room should do so just before school trip/fixture and return this on their return/by tutor the next day so as not to leave the medical room without the pupil's emergency supplies.
- Staff passports, printed every half-term, will have severe allergy (AAI Epipen) imported under the pupil's name. Staff should update manually if new information is disseminated between prints.

### 3.5 Wider School Community Responsibilities

- It is not possible to enforce a nut-free environment at the Academy but our aim is to keep the school as a controlled allergy zone and for pupils and staff to remain vigilant at all times.
- Parents are requested not to allow their child to bring in foodstuffs containing nuts to reduce the risk of cross-contamination. Reminders are sent in the weekly e-mail on a regular basis.
- Training is provided for all staff annually, in January/February.
- AAI instructions are on clear display in staffroom.
- Litter control is kept to a high standard to reduce risk of any accidental cross-contamination.

### 3.6 Food technology

- All pupils are asked to write down any food allergies / intolerance / sensitivity in their class exercise books on their first lesson.
- The Food Technician then checks this information against information held by the academy in SIMS to ascertain the level of intolerance.
- The Food Technician follows up any discrepancies with the MWO, Parent/guardian so pupil's information held by the academy is updated.
- The Food Technician maintains a daily diary note of all pupils' allergies and makes provision in lessons to limit exposure where necessary.
- KS3 recipes are nut free and all recipe ingredients are available to view on Show My Homework.
- KS4 allows for all products to be potentially used at the discretion of the class teacher. Consideration will be made of individual pupil's allergies and lesson planning made as appropriate.

### 3.7 Parkes Catering

- The Academy's Catering Department, Parkes, has an allergy management system which is updated when required by menu change or product information changes.
- Parkes provides weekly menus and allergen information on the Academy website. Hard copies of allergen information are kept in both Parkes serveries and in the medical room.
- The Catering Manager will provide allergen information for parents to guide them and students safely through the menu.
- Students with allergies are encouraged to visit Parkes to talk with staff about what they can safely eat on the menu on a daily basis if necessary.

#### **4. Management of a mild allergic reaction**

Symptoms of mild allergic reactions

- Rash
- Vomiting
- Abdominal cramps
- Localised tingling sensation
- Localised inflammation.

Treatment

- Pupil accompanied to Medical Room.
- The priority should be removal of the allergen. Remove stings or environmental causes. Wash with water where appropriate. For ingested allergens, rinse mouth thoroughly with water and spit out.
- Use of antihistamines as per parental instruction on Student Medical Information form / Severe Allergy form.
- MWO will seek parental advice / additional medical assistance where necessary

#### **5. Management of an anaphylactic episode**

If at all possible assist pupil to the Medical Room, where monitoring equipment is kept and where there is easy access for paramedics. However, if symptoms appear very severe and/or are progressing quickly then call MWO and treat in situ.

##### **5.1 Symptoms of severe allergic reaction**

- Swelling of the throat and mouth
- Difficulty in swallowing or speaking
- Difficulty in breathing due to severe asthma or throat swelling
- Hives anywhere on the body
- Generalised flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness, faintness caused by sudden drop in blood pressure
- Collapse and unconsciousness

##### **5.2 Treatment in a known sufferer**

- Accompany pupil – with their bag, hence AAI - to medical room if at all possible or call MWO/first aider and treat in situ.
- Teacher in charge/MWO/first aider to assist pupil.
- Additional member of staff to call Emergency Services and state Anaphylaxis.
- Reception to inform parent/guardian at a suitable moment when the situation is under control and clear and concise information can be given.
- Remove the allergen if necessary and where possible.

- Retrieve the pupil's AAI box and follow the instructions given on the severe allergy form.
- If at any time the pupil exhibits difficulty in breathing, swallowing or speaking, or if there are signs of becoming weak or collapse, administer the AAI immediately.
- Supervise pupil to administer AAI them self or give assistance – do not wait if you are concerned. Adrenaline will do no harm but may save a life if given appropriately.
- Write time administered on AAI and keep used AAI for Emergency services.
- If no improvement after 5 minutes, or if initial improvement and then deterioration then a second AAI will be needed.
- For those pupils with a prescribed blue Ventolin inhaler, administer 2 puffs. Ventolin can be repeated giving 2 puffs every 2 minutes up to a maximum of 10 puffs in total. Pupil should be able to make a good seal on the mouthpiece and hold their breath for 5 - 10 seconds after each inhalation. A spacer device may be used if the pupil is unable to obtain a good technique (see 4.4).
- Stay with the pupil, observe and reassure.
- Assist pupil, who is conscious and breathing, in a sitting position, leaning forward to aid breathing.
- Place pupil who is unconscious and breathing in the Recovery Position. Be prepared to resuscitate if necessary. CPR should be given at a ratio of 30 compressions to 2 rescue breaths and the defibrillator machine brought from Reception.
- Parent to accompany child to hospital or if they have not arrived a member of the staff leadership team will decide if a member of staff can accompany.
- Pupil's "Administration of AAI Record" – kept in their AAI box needs to be completed as soon as possible by the MWO/first aider/member of staff in charge of the emergency.

### **5.3 Treatment in an undiagnosed individual**

- Follow steps above, with the exception of administration of AAI.
- If pupil is asthmatic and uses a blue inhaler (documented on SIMS) the Medical Room inhaler can be used as above.

### **5.4 Instructions for using an aero-chamber device (spacer)**

- Pupils may have a spacer device in their AAI box. The medical room keeps an aero-chamber in the Inhaler box directly beneath the AAI cupboard.
- A spacer device is useful when the pupil is unable to coordinate inhalation with releasing the medication due to breathlessness and/or cannot make a good seal on the mouthpiece.
- Shake the inhaler and insert it into the spacer. Face mask should be placed over the nose and held firmly to create a good seal.



- Release one puff of reliever into the chamber. The medication is held in the chamber until the pupil releases it through breathing in and out of the mouthpiece. If a good seal is in place the valve near the mouthpiece will click.
- Ensure the valve clicks 6 times to administer the medication from the chamber.
- Repeat to administer the second puff.
- Ventolin can be repeated giving 2 puffs every 2 minutes up to a maximum of 10 puffs in total.

### **5.5 Instructions for giving an Adrenaline Auto-Injector**

- The AAI is pre-loaded and single-use only.
- Remove the safety cap
- Hold the pen in the fist
- With the tip of the pen at right angles to thigh, jab firmly into the outer part of the thigh from approximately 10cm distance. This can be done through clothing. A click will be heard.
- Hold in place for 10 seconds – it is a metered dose that is released slowly
- Remove the pen and massage the area for a further 10 seconds.
- Keep pupil lying or sitting and await Emergency Services.

### **5.6 Post-episode**

- Following any anaphylactic episode, all staff involved will meet and discuss what occurred, offer support to each other, and discuss any need for improvement to any systems used.

## **6. Further Information**

Contact the Medical Welfare Officer on 01444 457881 ext 265.

The Allergy UK website provides much useful information:

<https://www.allergyuk.org/schools/whole-school-allergy-awareness-and-management>

The health education trust also has a very useful website:

<http://healtheducationtrust.org.uk/allergy/>

