St Mary's School
CAMBRIDGE

Allergy and Anaphylaxis Policy

This policy is the responsibility of the Nurses.

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Introduction

This policy outlines St Mary's School approach to allergy management, including how the whole school community works to reduce the risk of an allergic reaction happening, and the procedures in place to respond if one does. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an Allergy Aware School.

This policy applies to all staff, pupils, parents, and visitors to the school and should be read alongside these other policies:

- Medical and First Aid Policy handbook
- Administration of Medications Policy
- Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Catering Policy
- School Trip Policy
- Infection control Policy

What is an Allergy?

Allergies occur when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

While most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as wasp or bee sting), latex, and medication.

Definitions

ANAPHYLAXIS: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

ALLERGEN: a normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide) and sesame.

ADRENALINE AUTO-INJECTOR/PENS: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors/pens are used to treat anaphylaxis by injecting adrenaline directly into the upper outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAIs, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in

the UK: EpiPen and Jext Pen. For the purposes of this policy, we will refer to them as Adrenaline Pens.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan. In the case of an allergic reaction, the school uses the BSACI Allergy Action Plan. The templates include versions for: people without a prescribed adrenaline pen; people prescribed with different brands of adrenaline pen and specifically for children.

INDIVIDUAL HEALTHCARE PLAN: a detailed document outlining an individual pupil's condition, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan, and it should be read in conjunction with their Allergy Action Plan.

RISK ASSESSMENT: A detailed document outlining an activity, the risks it poses, and any actions taken to mitigate those risks. Allergies should be included on all risk assessment forms for events on and off the school site. This information can also be included on the IHCP

SPARE PENS: From 2017 schools have been able to purchase spare adrenaline pens. These should be held as a back-up in case pupils' own adrenaline pens are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed for their own adrenaline. Emergency spare adrenaline pens are kept in all First Aid Hubs around the school site.

Roles and Responsibilities

St Mary's School takes a whole-school approach to allergy management.

Designated Allergy Lead

The Designated Allergy Lead is Aodain Clover, Deputy Head (Pastoral & Boarding)

The named allergy Governor is Helen Fernandes, Safeguarding Governor

They are responsible for:

- Ensuring the safety, inclusion, and wellbeing of pupils with allergy
- Taking decisions on allergy management across the school
- Championing and practicing allergy awareness across the school
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management
- Ensuring allergy information is recorded, up-to-date and communicated to all staff by the school's nursing team
- Making sure all staff are appropriately trained, have good allergy awareness, and understand their role in allergy management (including what activities need an allergy risk assessment)
- Ensuring staff, pupils, and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures
- Ensuring the school's stock of spare adrenaline pens is checked on a regular basis, that the stock is sufficient and stored in the appropriate locations and ensuring staff know where the pens are

- Keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings. This should be via the Accident/Near Miss reporting procedure
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy
- Ensuring there is an Anaphylaxis drill at least once a year on each site
- Ensuring that all staff have annual anaphylaxis and allergy training
- Ensuring that training is up to date and in line with current best practice
- Ensure an up-to-date register of training is held
- Ensure that a risk register is in place and regularly updated

School nurse / Healthcare Team

The lead nurse Tanya Fynn is responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the Admissions Team for new joiners)
- Support the Designated Allergy Lead on how this information is disseminated to all school staff, including the Catering Team music teachers and sports coaches
- Ensuring the information from families is up-to-date and reviewed annually (a minimum)
- Coordinating medication with families. Whilst it is the parents and carers responsibility to ensure medication is up to date, the nursing team should also have systems in place to check this and notify the parents when they see the expiry date is approaching
- Keeping an adrenaline pen register to include adrenaline pens prescribed to pupils and spare Pens, including brand, dose and expiry date. The location of spare pens should also be documented.
- Regularly checking spare pens are where they should be, and that they are in date
- Replacing the adrenaline pens where necessary.
- Providing Allergy and Anaphylaxis training and on-site adrenaline pen training for staff and pupils and refresher training as required e.g. before school trips
- Producing an allergy risk register and ensuring it is regularly updated
- Ensuring a list including photographs of pupils with severe allergies who carry adrenaline pens is displayed around the school site and on iSams

Admissions Team

The admissions team is likely to be the first to learn of a prospective pupil's allergy. They should work with the Designated Allergy Lead and school nursing team to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity – this is usually for the first time a child will attend separate from their parents (i.e. for entrance tests or taster sessions)
- There is a clear structure in place to communicate this information to the relevant parties (i.e. the school nursing team, catering team, staff supervising)
- Visitors (for example at Open days and events) are aware of the catering set up and if food is to be offered and plans for medication if the child is to be left without parental supervision

All staff

All school staff, to include teaching staff, support staff, boarding staff, domestic staff, occasional staff (for example sports coaches, music teachers and those running after school clubs) are responsible for:

- Championing and practicing allergy awareness across the school
- Understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed
- Being aware of pupils with allergies and what they are allergic to
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and / or appropriate
- Ensuring pupils always have access to their medication or carrying it on their behalf (depending on the age and capability of the pupils)
- Ensuring pupils have their prescribed medication for allergy management when off the school site i.e. trips and residential visits
- Being able to recognize and respond to an allergic reaction, including anaphylaxis
- Taking part in training and anaphylaxis drills as required (at least once a year) and to tell a manager if you have not received any in the last 12 months
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times
- Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy
- Ensuring information of updates to a pupil's medical situation are communicated to the school nurse
- Reporting any incidents or concerns to a senior member of staff as soon as possible and completing an accident report form for allergic reactions and near-misses

All Parents

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of pupils with allergies
- Providing the school nursing team with information about their child's medical needs, including dietary requirements and allergies, history of their allergies, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis, or eczema
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks or for fundraising events
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or a dietary choice
- Encouraging their child to be allergy aware

Parents of children with allergies

In addition to point 4.5, the parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan (unless the allergy refers to mild hayfever)
- Ensure that the school is provided with the most up-to-date medical information relating to their child's allergies

- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example antihistamine (with a dispenser if required, e.g. spoon or syringe), inhalers or creams. In the Senior School, the child is expected to always carry two labelled adrenaline pens (including to and from school) and parents must provide at least one spare labelled adrenaline pen for the school staff to take off-site for trips/fixtures etc.
- Ensure that medication accompanies the pupil to and from school every day
- Ensure medication is in date and replaced at the appropriate time
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too
- In the Junior School parents must provide two pens to be kept by the teaching staff that remain near the child at all times and one further spare to be kept in the medical room
- Support their child to understand their allergy diagnosis and to advocate for themselves and take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food they are allergic to

All pupils

All pupils at the school should:

- Be allergy aware
- Understand the risks allergens might pose to their peers
- Learn how they can support their peers and be alert to allergy-related bullying
- Older pupils will learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency
- Adhere to food restrictions or guidance about food being brought in

Pupils with allergies

In addition to the above (point 7), pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk (this will depend on age/capability and may not be appropriate with very young children)
- Avoiding their allergen as best they can
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction
- If age/capability-appropriate, always carry two adrenaline pens with them. They must only use them for their intended purpose. In Junior School two adrenaline pens are kept by the teacher in an orange bag on the back of the classroom door
- Understanding how and when to use their adrenaline pen
- Talking to the designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergy
- Sixth form pupils are permitted to leave the school site during the school day and should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and raise the alarm to get help
- In the Junior School staff may need to take more responsibility for supporting a child with allergies

Register of pupils with an allergy

The school has a register of pupils who have a diagnosed allergy. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed. The list clearly identifies those with adrenaline pens and those with oral medication.

The school also has a list with photographs of all girls who carry adrenaline pens for easy recognition. Both lists are displayed around the school site, in food areas and in first aid hubs.

Healthcare Plans

The school asks all parents/carers of a pupil with an allergy to contribute to an Individual Healthcare Plan. The school requires a Healthcare Plan for those pupils who may be at significant risk of an anaphylactic reaction. It may be necessary for a pupil to stay at home until one is in place for safety reasons. The information on this plan includes:

- Known allergens and risk factors for allergic reactions
- A history of their allergic reactions (as reported to school)
- Details of the medication the pupil has been prescribed including dose; this should include adrenaline pens, antihistamine etc.
- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis
- A copy of their Allergy Action Plan.

Assessing Risk

Allergens can crop up in unexpected places. Staff (including visiting staff) will consider allergies in all activity planning and include risk assessments when planning trip and visits etc. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking
- Bringing animals into school, for example a dog or hatching chick eggs can pose a risk.
- Running activities or clubs where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all pupils
- Planning special events, such as cultural days and celebrations

Inclusion of pupils with allergies must be considered alongside safety, and they should not be excluded. If necessary, adapt the activity.

Food, including Mealtimes and Snacks

Catering in School

The school is committed to providing a safe meal for all students, including those with food allergies.

- Due diligence is carried out regarding allergen management when appointing catering contracts
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training

- Anyone preparing food for pupils with allergies will follow good hygiene practices, food safety and allergen management procedures
- The catering team will endeavor to get to know the pupils with allergies and what their allergies are, supported by all school staff
- The school has robust procedures in place to identify pupils with food allergies
- Food containing the main 14 Allergens (see Allergens Definitions) will be clearly identified for pupils, staff and visitors to see.
- Food packaged to go will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging
- Catering procedures avoid food with nuts and peanuts as an ingredient at all sites
- Clear labelling of all foods across all sites where food is prepared, served, and consumed. Students and staff are aware of the food labelling procedure.

Senior School

Most Senior School pupils are capable of self-managing their allergens using allergy information provided by the kitchens. If any pupils cannot self-manage, they will be expected to identify themselves at the counter by name so that the appropriate meal may be provided by the kitchen staff. Catering staff have images of those with adrenaline pens and the allergy register.

Junior School

All Junior School staff are made aware of pupils who have a food allergy. They are individually introduced to the kitchen staff by the class teacher. The allergy register is kept in the Junior school kitchen along with names and images of all those with an adrenaline pen and on the allergy register

Mary Ward House

All boarding staff including kitchen staff are made aware of any boarders who have a severe allergy. A list of girls with an adrenaline pen with images is kept in the kitchen prep areas and the servery. All emergency medications are kept in reception close to the kitchen area.

Food Brought into School

Senior School

Some pupils bring packed lunches to school, and many will bring snacks. Pupils are expected to be allergy aware. There may be occasions when pupils or staff bring in cakes to share (e.g. for birthdays, treats). In these cases, the school encourages the use of shop-bought items (to be as inclusive as possible) and to have the full ingredient list available at the time of consumption. If the items are homemade, they must not contain peanuts or tree nuts, and the student must provide a full list of ingredients. Pupils with allergens are advised to avoid home-made foods entirely.

All food coming on to school premises or taken on a school trip or to a match should be checked by staff to ensure peanuts and tree nuts are not an ingredient in any of these items. Staff should ask students at the start of the journey to make sure there are no nuts or tree nuts present in any items provided by home. Common foods that contain these goods as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces. If any items are found to contain nuts they should be removed unopened and discarded.

Junior School

Pupils are welcome to bring cakes into school to celebrate birthdays and other events, such as bake sales. Any shop-bought items must have a clear ingredients list displayed, and all products brought into school must be free from peanuts and tree nuts. For homemade baked goods, an ingredients list may be requested through the school office. From Year 2 onwards, pupils may bring a snack to eat during morning break. Pupils, parents and staff are reminded of the importance of being allergy-aware when selecting and consuming snacks. Food should not be shared between pupils, and everyone should be mindful of safe behaviours to help protect those with food allergies.

Food Bans or Restrictions

Bans on certain foods on site are almost impossible to enforce but can lead to a sense of complacency or give a false sense of security. It is vital that everyone needs to be allergy aware and to remain vigilant. It is also important that there is no impression of one allergen being more dangerous than others.

St Mary's is an allergen aware school. We have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.

We try to restrict peanuts and tree nuts as much as possible on site and check all foods coming into the kitchen.

All food coming on to school premises or taken on a school trip or to a match should be checked by staff to ensure peanuts and tree nuts are not an ingredient in another product. Common foods that contain these goods as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces

Food Hygiene for Students

- Hand washing: Pupils are encouraged to wash their hands before and after eating and are reminded of the importance of handwashing throughout the day
- Sharing swapping or throwing food is not allowed
- Water bottles and packed lunches should be clearly labelled

Cookery in school: A specific risk assessment is used for cookery in school. All activities are closely supervised, and measures are in place to limit cross-contamination in preparation and the storage of food.

School Trips and Sports Fixtures

- Staff leading the trip will have a register of pupils with allergies with medication details
- Allergies will be considered on the risk assessment and catering provision put in place
- Consult with the parents if the trip requires an overnight stay
- Staff (and some pupils, if appropriate) accompanying the trip will be trained to recognise and respond to an allergic reaction
- Allergens will be clearly labelled on catered packed lunches. Any pupil with an allergy to a food inside or outside the main 14 will have a specific packed lunch prepared for them to ensure they always receive a safe meal
- Staff will check with students with home provided foods that there are no nuts or tree nuts in their items.

Insect Stings

Pupils with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible, keep arms and legs covered
- Avoid wearing strong perfume or cosmetics
- Keep food and drink covered
- Avoid playing close to school gardens on all sites

The School Operations Manager is responsible for ensuring the grounds are monitored for wasp or bee nests. Pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

Animals

It is normally the dander that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal they are allergic to
- If an animal comes on site a risk assessment will be done prior to the visit
- Areas visited by animals will be cleaned thoroughly
- Anyone in contact with an animal will wash their hands after contact
- School trips that include visits to animals will be carefully risk assessed

Allergic Rhinitis / Hayfever

No health care plan is required unless it is severe and has prescribed medication to be administered in school, or daily care requirements are needed.

Inclusion and Mental Health

Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying.

- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip. On rare occasions, alternative arrangements may be put in place if agreed with parents in advance.
- Pupils with allergies may require additional pastoral support including regular check-ins from their tutor / class teacher
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school allergy awareness initiatives.
- Bullying related to allergy will be treated in line with the school's anti-bullying policy

Adrenaline Pens

Storage of Adrenaline Pens

- Pupils prescribed with adrenaline pens will have easy access to two, in-date pens always. They should also ensure they have appropriate prescribed medication with them whilst travelling to and from school.
- Any pupil medication for use in an emergency will be kept in a central location at each site together with a copy of their allergy action plan and emergency protocols.

- Senior School – pupils should carry two adrenaline pens plus at least one spare in reception
- Junior School – Two adrenaline pens are kept for pupils in an orange bag in the classroom plus one spare in an emergency box in medical room which can also be carried off site
- Mary Ward House - Two adrenaline pens are kept for students in reception.
- In addition, spare adrenaline pens are available for use in an emergency at all first aid hubs
- Spot checks will be made to ensure adrenaline pens are where they should be and in date
- Adrenaline pens must not be kept locked away
- Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator)
- Used or out of date pens will be disposed of as sharps

Spare emergency Pens

This school has 6 Spare emergency adrenaline pens to be used in accordance with government guidance. Pens are clearly labelled 'under 6 years old' and '6-year-olds and over'

The adrenaline pens are clearly signposted and are stored in all the First Aid Hubs

- Senior School Reception
- Junior School Medical Room
- Mary Ward House Reception
- Long Road Sports Pavillion
- Sixth Form Centre Foyer
- Boat House

The Allergy Lead and Lead Nurse are responsible for:

- Deciding how many spare pens are required across the school site
- Deciding the pen dosage that is required, based on the Resuscitation Council UK's age-based guidance (ref)
- Which brand(s) to buy. Schools are recommended to buy a single brand, if possible, to avoid confusion
- Distribution around the site and clear signage
- Ensuring pens are always in date and ready for emergency use

Adrenaline pens on school trips and visits

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own pens. The trip leader will check before leaving that the pupil has two
- in-date pens with them and take the spare held for them in school
- Adrenaline pens will be always kept close to the pupil e.g. not stored in the hold of the coach when travelling or left in the changing rooms
- Adrenaline pens will be protected from extreme temperatures
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction
- Staff have completed the schools Anaphylaxis training
- Consideration will be given to whether to take additional spare pens to sporting fixtures and on trips

Responding to an Allergic Reaction / Anaphylaxis

See appendix on recognising and responding to an allergic reaction

- If a pupil has an allergic reaction, they will be treated in accordance with their Allergy Action Plan. A member of staff will call the school nurse or an appropriately trained member of staff. The pupil must not be left alone and should remain under close observation for at least 30 minutes even if symptoms have subsided. The nursing team will contact parents. Attempts will be made to identify how the pupil has ingested an allergen.
- If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised as described in the Appendix. They will be treated where they are, and medication brought to them. Nursing staff will be called upon to support. Nurses will notify key school staff of the incident.
- A pupil's own prescribed medication will be used to treat allergic reactions if immediately available
- This will be administered by the pupil themselves (where age appropriate) or by a member of staff. Ideally the member of staff will be trained, but in an emergency, anyone will administer adrenaline
- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA states that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life.
- After 5 minutes, if symptoms have not improved, a second dose will be administered using the second adrenaline pen. This is usually administered into the other leg.
- The pupil will not be moved until a medical professional / paramedic has arrived, even if they are feeling better
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff will accompany the pupil in an ambulance and stay until a parent or guardian arrives.

Training

Staff Training

The school is committed to training all staff annually to give them a good understanding of allergy.

This includes:

- Understanding what an allergy is
- How to reduce the risk of an allergic reaction occurring
- How to recognise and treat an allergic reaction, including anaphylaxis
- How the school manages allergy, for example policy, documentation, communication etc
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them

- The importance of inclusion of pupils with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying
- Where the allergy registers are displayed and where the health care plans are stored
- Understanding food labelling
- Taking part in an anaphylaxis drill

Anaphylaxis Drill

The school will carry out an anaphylaxis drill on each site at least annually. This includes:

- An exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the whole school response.
- Staff are encouraged to discuss this drill after the event as a learning exercise.