

PENWORTHAM GIRLS' HIGH SCHOOL

# Allergen and Anaphylaxis Policy

(June 2023)

**Updated: Annually**

**Next Review: Spring 2024**

## THE MISSION

**To prepare**

**Articulate, Questioning, Tolerant and Independent Women**

**for the future.**

## Our Aim, Mission and Core Values

### **PGHSuccess:**

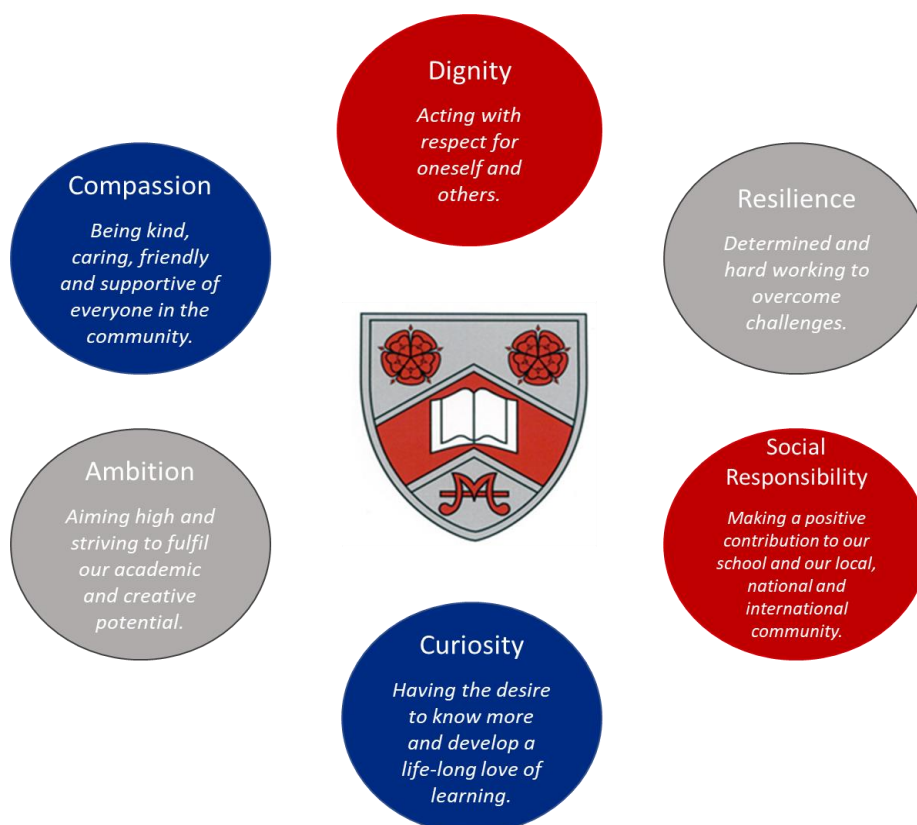
It is our aim to make all our students a PGHSuccess. A pupil becomes a PGHSuccess when they have the knowledge, skills, and personal attributes required to achieve their ambitions; academically, creativity and socially.

### **Our Mission is:**

To help our students to achieve their version of PGHSuccess, we have set ourselves the mission of *‘preparing articulate, questioning, tolerant and independent women for the future’*, as we believe that these qualities which are central to success in our modern society.

### **Our Core Values:**

In order to achieve our mission statement, our policies and actions are guided by six core values. These core values are interwoven throughout all we do in school, including forming the basis of our pastoral care.



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## Statement of intent

Penwortham Girls' High School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and students, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

**The school does not guarantee a completely allergen-free environment;** however, this policy will be utilised to **minimise** the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2015) 'Supporting students at school with medical conditions'
- DfE (2021) 'Allergy guidance for schools'

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- Administering Medication in School
- Supporting Students with Medical Conditions Policy
- First Aid Policy
- Educational Visits and School Trips Policy
- Register of AAls
- AAI Record
- Lancashire County Council's Policy for the Provision of Special Diets and Communication of Allergens

## 2. Definitions

For the purpose of this policy:

**Allergy** – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

**Allergen** – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

**Allergic reaction** – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

**Anaphylaxis** – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Difficulty breathing
- Feeling faint
- Reduced level of consciousness
- Lips turning blue
- Collapsing
- Becoming unresponsive

### 3. Roles and responsibilities

The governing board is responsible for:

- Ensuring that arrangements are in place to support students with allergies and who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities.
- Ensuring that policies, plans, systems and procedures are implemented to minimise the risks of students suffering allergic reactions or anaphylaxis at school.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual student.
- Ensuring the appointment of suitable qualified catering providers as the registered Food Business Operator.
- Ensuring that the school's arrangements give parents and students confidence in the school's ability to minimise susceptible students' contact with allergens, and to effectively support students should an allergic reaction or anaphylaxis occur.
- Ensuring that staff are properly trained to provide the support that students need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a student experiences an allergic reaction.

The headteacher is responsible for:

- The development, implementation and monitoring of the Allergen and Anaphylaxis Policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all school trips are planned in accordance with the Educational Visits and School Trips Policy, taking into account any potential risks the activities involved pose to students with known allergies.
- Ensuring that the Policy for the Provision of Special Diets and Communication of Allergens and the associated protocols are effectively implemented, including those in relation to labelling foods that may contain the 14 identifiable allergens.
- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.

- Ensuring that the registered Food Business Operator acts in accordance with the school's policies regarding food and hygiene, including this policy.
- Ensuring that Food Business Operator's staff are aware of any students' allergies which may affect the school meals provided.

The Office Manager is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each student sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a child's allergy.
- Ensuring that the necessary staff members are informed about students' allergies.
- Understanding the action to take and processes to follow in the event of a student going into anaphylactic shock, and ensuring that this information is passed onto staff members.

All school staff members are responsible for:

- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Referring to, and making provision for, any student allergens or intolerances when running breakfast and afterschool clubs, form rewards, and consider the appropriateness of any food or drink provided.
- Being familiar with and implementing students' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Promoting hand washing before and after eating.
- Where possible, monitoring all food supplied to students by the school, ensuring food containing known allergens is not provided.
- Where possible, ensuring that students do not share food and drink in order to prevent accidental contact with an allergen.
- Ensuring that any necessary medication are out of the reach of students but still easily accessible to staff members.
- Liaising with the school nurse and students' parents to ensure the necessary control measures are in place.

The kitchen manager is responsible for:

- With reference to Hazard Analysis and Critical Control Point (HACCP), monitoring the food allergen log and allergen tracking information for completeness.
- With reference to HACCP, report any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with the Food Safety Act 1990 and Food Information Regulations 2014, as amended and that training is regularly reviewed and updated.
- With reference to HACCP, recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- With reference to HACCP, acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Kitchen staff are responsible for:

- Administering the requirements of HACCP, and the processes for identifying students with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label. Food labelling to be concurrent with the requirements of FIR 2014, as amended, and the Food Labelling Regulations 1996, as amended
- With reference to HACCP, reporting to the kitchen manager if food labelling fails to comply with the law.

All parents are responsible for:

- Provision of medical evidence and information required to identify and control their child's allergen or intolerance, providing school with the following information:
  - Their child's allergens
  - The nature of the allergic reaction
  - What medication to administer
  - Specified control measures and what can be done to prevent the occurrence of an allergic reaction
- Keeping the school up-to-date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with up-to-date emergency contact information.



- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Providing the school with any necessary medication, in line with the procedures outlined in the Supporting Students with Medical Conditions Policy.
- Communicating to the school any specific control measures which can be implemented in order to prevent the child from coming into contact with the allergen.
- Providing the school, in writing, any details from a medical expert regarding the child's allergies.
- Working alongside the school to develop an IHP to accommodate the child's needs, as well as undertaking the necessary risk assessments.
- Signing their child's IHP, where required.
- Acting in accordance with any allergy-related requests made by the school, such as not providing nut-containing items in their child's packed lunch.
- Where appropriate, ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Providing a supply of 'safe' snacks for any individual attending school events.
- Raising any concerns they may have about the management of their child's allergies with the Office Manager/Head of Year/Form Tutor.
- Ensuring that any food their child brings to school is safe for them to consume.

All students are responsible for:

- All students are responsible for ensuring that when sharing food, they are considerate of other students and their needs, being mindful of any potential allergies or intolerances that they may have.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing an allergen.
- Learning to recognise personal symptoms of an allergic reaction.
- Keeping necessary medications in an agreed location which members of staff are aware of.
- Developing greater independence in keeping themselves safe from allergens.
- Notifying a staff member if they are being bullied or harassed as a result of their allergies.

#### 4. Food allergies

In addition to information regarding any allergen or intolerance, parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all students' food allergies will be collated and this will be passed on to all school staff and the school's catering service.

When making changes to menus or substituting food products, the catering service will follow HACCP guidance to ensure that students' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- Asking caterers to read labels and product information before use
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable.

The school will ensure that there are always dairy-free and gluten-free options available for students and staff with allergies and intolerances.

Where a student who attends the school has a nut allergy, the school will follow the processes outlined in Lancashire County Council's Policy for the Provision of Special Diets and Communication of Allergens. The school will also ensure:

- Standard school menus do not contain nuts as an ingredient in the recipe.
- Parents are informed regularly that nuts must not be brought onto school premises (including food technology).
- An allergy log is maintained and ensure staff know where it can be located.
- Allergen information relating to recipes and planned menus are provided and communicated to catering staff and schools

To ensure that catering staff can appropriately identify students with dietary needs, student photographs are shown on the till when a student purchases food, along with any food allergies.

All dining food tables will be disinfected before and after being used.

The chosen catering service of the school is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with students' IHPs, taking into account any known allergies of the students involved.

## 5. Food allergen labelling

From 1 October 2021, the school will adhere to new allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

### Food labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

The school will ensure that allergen traceability information is readily available. Allergens will be tracked in accordance with HACCP guidance.

### Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard

- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the Kitchen Manager immediately, who will then contact the relevant supplier where necessary.

The Kitchen Manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

### **Changes to ingredients and food packaging**

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

### **Food in Clubs/Trips in School**

Occasionally, food will be brought into school by members of staff as a reward for students (e.g. in form rewards, Headteacher's breakfast) or in clubs. Food may also be offered on educational visits from other establishments. Staff must buy products that are nut free (however some packaging may state that it is produced in factories containing nuts) and will also buy products that cater for gluten free, vegetarian, vegan students. Staff running the clubs/trips will be provided with a list of students with known allergies.

Parents have a responsibility to ensure their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react and liaising with staff members (including those running breakfast/after-school clubs and form rewards), regarding the appropriateness of any food or drink provided. Parents can provide a supply of 'safe' snacks for any individual attending school events if they are concerned about their daughter consuming food in school or at other events.

**Animal allergies**

Students with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any students to whom this may pose a risk and will be responsible for ensuring that the student does not come into contact with the specified allergen.

The school will ensure that any student or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

**6. Seasonal allergies**

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Students with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.

Students will be encouraged to wash their hands after being outside.

Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the Premises Manager.

The Premises Manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

Where a student with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

**7. Adrenaline auto-injectors (AAIs)**

Students who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

Under the Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on students who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request, signed by the headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

- The name of the school.

- The purposes for which the product is required.
- The total quantity required.

The pharmacy will decide which brands of AAI to provide.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands students are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of students at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- **For students aged 6-12: 0.3 milligrams of adrenaline**
- **For student aged 12+: 0.3 or 0.5 milligrams of adrenaline**

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A list of students to whom the AAI can be administered
- An administration record

Students who have prescribed AAI devices are able to keep their device in their possession.

Spare AAIs are not located more than five minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the following locations:

- Medical Cupboard in main office

All staff have access to AAI devices, but these are out of reach and inaccessible to students – AAI devices are not locked away where access is restricted.

All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named student.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- **Office Manager**

The above staff members conduct a monthly check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs: **Office Manager.**

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction.

A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.

Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

## **8. Access to spare AAIs**

A spare AAI can be administered as a substitute for a student's own prescribed AAI, if this cannot be administered correctly, without delay.

**Spare AAIs are only accessible to students for whom medical authorisation and written parental consent has been provided – this includes students at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.**

Consent will be obtained as part of the introduction or development of a student's IHP.

If consent has been given to administer a spare AAI to a student, this will be recorded in their IHP.

The school uses a register of students (Register of AAIs) to whom spare AAIs can be administered – this includes the following:

- Name of student
- Year and Form
- Known allergens
- Risk factors for anaphylaxis

- Whether medical authorisation has been received
- Whether written parental consent has been received
- Dosage requirements

Parents will be contacted annually to ensure the register of consent remains up-to-date.

Parents can withdraw their consent at any time. To do so, they must write to the headteacher.

Office Manager checks the register is up-to-date on an annual basis.

Office Manager will also update the register relevant to any changes in consent or a student's requirements.

Copies of the register are held in the medical cupboard in the main school office, which are accessible to all staff members.

## **9. Medical attention and required support**

Once a student's allergies have been identified, a phone call will take place with the Office Manager or the Head of Year and the student's parents, in which the student's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Medication in School and Supporting Students with Medical Conditions Policy.

Parents will provide the school office with any necessary medication, ensuring that this is clearly labelled with the student's name, class, expiration date and instructions for administering it.

Students will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAls.

All members of staff involved with a student with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the student may require is outlined in their IHP.

All staff members providing support to a student with a known medical condition, including those in relation to allergens, will be familiar with the student's IHP.

The SENDCo is responsible for working alongside relevant staff members and parents in order to develop IHPs for students with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

The SENDCo has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.



## 10. Staff training

Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

In accordance with the Supporting Students with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist students with managing their allergies.

The school will arrange training on an annual basis where a student in the school has been diagnosed as being at risk of anaphylaxis.

The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

Designated staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a student is on the Register of AAIs.
- Understand how to access AAIs.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy.

## 11. In the event of a mild-moderate allergic reaction

Mild-moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

If any of the above symptoms occur in a student, the nearest adult will stay with the student and call for help from the designated staff members able to administer AAI.

The student's prescribed AAI will be administered by the designated staff member. Spare AAI's will only be administered where appropriate consent has been received.

Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.

A copy of the Register of AAI's will be held in the medical cupboard in the main office for easy access in the event of an allergic reaction.

If necessary, other staff members may assist the designated staff members with administering AAI's.

The student's parents will be contacted immediately if a student suffers a moderate allergic reaction, and if an AAI has been administered.

In the event that a student without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild-moderate allergy symptoms, the AAI will usually be sufficient for the reaction; however, the student will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with [section 12](#) of this policy.

Staff will refer any student who has been administered an AAI to the hospital for further monitoring.

The headteacher will ensure that any designated staff member required to administer an AAI has appropriate cover in place, e.g. if they were teaching a class at the time of the reaction.

## **12. In the event of anaphylaxis**

Anaphylaxis symptoms include the following:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

In the event of anaphylaxis, the nearest adult will lay the student flat on the floor with their legs raised, and will call for help from a designated staff member.

The designated staff member will administer an AAI to the student. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the designated staff members with administering AAIs.

The emergency services will be contacted immediately.

A member of staff will stay with the student until the emergency services arrive – the student will remain lay flat and still.

A member of the Senior Leadership Team (SLT) will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the student stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

In the event that a student without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered.

**An AAI will not be administered in these situations without contacting the emergency services.**

A designated staff member will contact the student's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the student has
- The possible causes of the reaction, e.g. certain food

- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAI will be given to paramedics.

Staff members will ensure that the student is given plenty of space, moving other students to a different room where necessary.

Staff members will remain calm, ensuring that the student feels comfortable and is appropriately supported.

A member of staff will accompany the student to hospital in the absence of their parents.

If a student is taken to hospital by car, two members of staff will accompany them.

Following the occurrence of an allergic reaction, the Senior Leadership Team (SLT), in conjunction with the school health team, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

### **13. Monitoring and review**

As per the Administering Medication in School and the Supporting Students with Medical Conditions in School Policies, staff members will be made aware that if they administer medication to a student, they take on a legal responsibility to do so correctly; hence, staff members will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

Teachers and other school staff in charge of students have a common law duty to act as any reasonably prudent parent would to ensure students are healthy and safe on school premises. In exceptional circumstances, the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities that take place off site.

Apart from the above, there is no legal or contractual duty on staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract and will have received appropriate training. A first aid certificate does not constitute appropriate training in supporting students with medical conditions. Suitable training will have been identified during the development or review of individual health care plans (IHP).

The headteacher is responsible for reviewing this policy annually.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

Following each occurrence of an allergic reaction, this policy and student's IHPs will be updated and amended as necessary.

<b>This policy has been agreed by the Governing Body</b>	<b>DATE</b>
Resources	June 2022
Resources	June 2023