



St. Francis' College ***Allergy Management Policy***

Introduction

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

Statement of Position

St. Francis' College (the 'College') believes that, with respect to possible allergic reactions, the College has a duty to ensure that all staff and pupils should be kept as safe as reasonably possible from allergens and the risk of anaphylactic shock by the adoption of sensible precautions. This applies to allergens such as food, medicines, chemicals, insect bites, stings, animal hair/dander, or any substance that has the potential to cause an allergic reaction in an individual. Should an allergic reaction occur, staff and pupils should be aware of the correct management as detailed below.

Aims

This policy is intended to:

- Support staff and pupils in managing their allergies
- Protect staff and pupils from anaphylaxis where there is a known allergy
- Provide appropriate medical support, including when to summon the emergency services should anaphylaxis occur on College premises or on school trips.

Policy

This policy should be read in conjunction with the First Aid policy and focuses on the management of allergies.

Anaphylaxis is a severe allergic reaction at the extreme end of the allergic spectrum, affecting the entire body, and can occur within minutes of exposure. This can be caused by more common allergens such as nuts, peanuts, seeds, seafood, fruit, medicines, wasp / bee stings but it can be any substance.

Food and Catering arrangements

Within the catering facilities at St Francis, we take precautions to minimise the risk of anaphylaxis and other allergenic reactions occurring: We never knowingly use any nuts, peanuts, GMO foods, or nut products in the production of menus and foods in our kitchens.

Pupils and staff who are known to have food allergies (eg nuts, peanuts, egg, milk, gluten, fish, molluscs, crustaceans, certain fruits) are introduced to key members of the catering team, on their first day at the College and are encouraged to seek guidance from catering staff – on a daily basis, if necessary – on what they can have from the menu for lunch. Catering staff receive regular training in respect of food allergies. Food preparation staff take precautions to reduce the risk of cross contamination. Our recipes are analysed, and allergens contained therein are highlighted and recorded.

The kitchen produces a daily schedule of the safe food in respect of allergies, whilst the counter display menus identify allergens present in the various dishes. It should be acknowledged that, given current food manufacturing processes, it is impossible to guarantee that all products will be free from possible allergens.

Our catering company keep detailed allergen information on all recipes and other food and drink items, enabling catering staff to be able to provide allergen information whenever asked.

Within the parameters of confidentiality, the College provides – to the catering department and other relevant parties – a list of names and photographs of pupils with severe medical conditions including severe allergies. When the school provides packed lunches for trips away, catering staff are provided with a list of girls who have allergies and specially labelled packed lunches are provided, accordingly.

Parents are asked not to provide pupils with snacks and cakes (birthdays are potentially high-risk occasions) that contain nuts, peanuts and sesame seeds. A written reminder will be communicated to parents at least once each year. Parents will also be made aware of the policy during Year 7 induction meeting.

Whilst most allergic reactions are the result of food ingestion, we recognise, too, that severe allergic reactions can occur as a result of individuals being susceptible to airborne allergens, aspirin, certain antibiotics, and insect stings. Allergic reactions can also be triggered by touching surfaces – such as computer or piano keyboards which may have been inadvertently contaminated. The success of minimising allergy risk – and all other allergenic reactions - requires the cooperation of pupils, staff and parents.

Pupils will be informed if they have a member of their Form who suffers from Anaphylaxis and educated on the signs and symptoms and how to support their peer. The College will actively support the Anaphylaxis awareness Campaign and invite guest speakers to deliver assemblies or PSHE sessions when appropriate and seek guidance and support from the school nurses.

It is essential that the school has full details of all our pupils' allergies. This information is requested by the school and must be provided by parents when their daughter joins the school and then updated by parents if allergies are discovered at a later stage.

Pupils must carry 2 AAI (Adrenaline Auto Injector eg Epipen, Jext or Emerade) with them at all times. Not all people are prescribed AAI's, some are managed with antihistamines and or inhalers.

The School Nurse should also be provided with a treatment plan and Adrenaline Auto Injector , clearly marked with the girl's name. In some cases, the School Nurse or Form Tutor will liaise directly with parents on a regular basis.

When pupils take part in single or multi-day school trips, participating pupils' allergies, their respective treatments and other associated requirements are factored into the planning process.

Whilst the College will exercise all due care and attention to minimise risk, pupils and staff are expected to self-manage their allergy, too, having an understanding of

- Foods which are safe or unsafe
- When to ask staff to change (self-service) serving utensils, if they think cross-contamination has taken place
- Their specific symptoms, if an allergic reaction occurs
- Their responsibility to carry their Adrenaline Auto Injector with them at all times
- Who to advise, if and when an allergic reaction happens
- Letting friends and staff know about their allergy, in case of emergency
- When to seek guidance (and from whom) – if in doubt

Anaphylaxis Protocol

How do I recognise an anaphylaxis reaction and what action should I take?

Symptoms include

- Itchy, urticarial rash anywhere on the body
- Swelling around face and eyes runny nose, watery eyes
- Nausea and vomiting
- Dizziness
- Clammy skin

Danger signs include

- Swelling of the lips, tongue and throat
- Cough, wheeze, tightness of chest or shortness of breath.
- Sudden collapse or unconsciousness.
- Rapid heart beat
- confusion
- Impending sense of doom

Symptoms can change very rapidly; mild can become dangerous very quickly.

Treatment will depend on the severity of the reaction:

mild symptoms of allergy can usually be managed on schools with support from parents GP's and nursing staff, these should be outlined in an individual health care plan IHCP.

Procedure in case of suspected anaphylaxis

- Call 999 and say ANAPHYLAXIS and your intent to use the appropriate AAI
- Call the school nurse and or firstaider
- Remain with the person at all times

- Administer the Adrenaline Auto Injector. Follow the instructions on the device and checking the expiry date
- Monitor the casualty and be ready to administer a second AAI after 5 minutes if the condition has not improved and help has still not arrived
- When the ambulance crew arrives, ascertain where they will be taking the child and give all used Adrenaline Auto Injectors to the ambulance crew for safe disposal
- Contact the child’s parents, guardian or next of kin and advise them to meet at the hospital, if they are not in the immediate vicinity
- Accompany the child to hospital if the parents have not arrived
- Document on ISAMS as soon as able

Related policies

- First Aid Policy
- Healthy Eating Policy

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Authorised By	B Goulding
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