



Al-Hijrah School  
مدرسة الهجرة

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# Allergies Policy

## including nuts and foodstuffs

### Policy Monitoring, Evaluation & Review

The school will review this policy as below and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Updated:	June 2017
Next Review Date:	June 2018

Reviewed by:	SLT / IEB
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This Policy was adopted by Al-Hijrah School on:	Date:
Name:	Signed:
Name: David Willey (IEB)	Signed: 

## ***Statement of Intent***

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

Al-Hijrah School is aware that children who attend may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

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

Al-Hijrah School is committed to no food and drink sharing.

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Enrolment Form, which is submitted before starting school.

## ***Aim:***

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

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

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School Staff
- Parents / Guardians
- Volunteers
- Supply staff
- Students

## ***Definitions:***

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

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

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

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

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

**Health Care Plan**- A detailed document outlining an individual student's condition treatment, and action plan for location of Epipen.

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

### ***General***

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

### ***Medical Information***

- The school will seek updated information via medical form at the commencement of each school year. Further updated information will be sought from parents at parents evenings with forms resigned to reflect the validity of current information or make necessary changes.
- Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For students with an allergic condition, the school requires parents / guardians to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The School SENCO will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- Teachers and teacher assistants of those students and key staff are required to review and familiarise themselves with the medical information.
- Action Plans with a recent photograph for any students with allergies will be posted in relevant rooms with parental permission.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed by the School.
- The school issues all students with allergies, individual medi-alert cards for use in the school canteen and on trips.

### ***Medical Information (Epi-pens) Where Epi-pens (Adrenalin) are required in the Health Care Plan:***

- Parents/ guardians are responsible for the provision and timely replacement of the Epi-pens.
- The Epi-pens are located securely in relevant locations approved by the Head Teacher, all staff are aware of their locations, the child's needs and have received training in administering the pens in an emergency.

### ***Parents' role:***

- Parents are responsible for providing, in writing, on-going accurate and current medical information to the school.
- Parents are to send a letter confirming and detailing the nature of the allergy; including:
  - The allergen (the substance the child is allergic to)
  - The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)

- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a Health Care Plan must be completed through the Schools Nursing Service and signed by the parents.
- It is the responsibility of the Parent to provide the school with up to date medication / equipment clearly labelled in a suitable container.
- In the case of life saving medication like EpiPens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.
- Where a child has school meals, the catering supplier are advised of their condition and a school med-alert card is issued and its use monitored.
- Snacks and lunches brought into school are provided by each child's Parent.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

### ***Staff's role:***

- Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.
- If a child's Enrolment Form states that they have an allergy then a Health Care Plan is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried out and any actions identified to be put in place. The Assessment should be stored with the child's Health Care Plan.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned, including the catering contractor, attend to update knowledge and awareness of child's needs.
- Med-alert lanyards are issued and their daily use is monitored by the school.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the school SENCO and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time biscuits and snacks are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
- Staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- As part of all staff's in-school training, Epi-pen training in the use and storage has been given on an annual basis. Further staff are trained as first aiders throughout the school.
- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities.

### ***Actions***

- **In the event of a child suffering an allergic reaction:**
- **If a protocol (Health Care Action Plan) is in place for the child this will be followed.**
- We will delegate someone to contact the child's parents.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Medication Policy/ Individual Care plan.
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.

### **Role of other parents**

- The school will request that snacks and lunches brought to the school by other parents be peanut and nut free, when the risk to any child is considered to be too high.
- The school will ensure that parents are regularly reminded and will monitor the contents of lunchboxes and snack.

### ***School Contacts***

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