

St Paul's School
FOUNDED 1509

Whole School Managing Allergy and Anaphylaxis Policy

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Applicable:	SPPS & SPS		

This policy is available on the Handbook page of the School Intranet and can be made available in large print or other accessible format if required; such requests can be made by email to the policyquery@stpaulsschool.org.uk.

1. Aims and objectives

This policy outlines St Paul School's 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: Managing Medications Policy, Health and Safety Policy, Anti-Bullying Policy, and Managing Asthma Policy.

2. What is an allergy?

An allergy occurs when the body wrongly identifies a harmless substance as a threat and triggers symptoms as if it were being attacked. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction.

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

3. 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 nut, 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 (AAI): Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI, adrenaline pens or by the brand name EpiPen or Jext Pen. Neffy is a nasal spray and can also be used for emergency treatment of allergic reactions including anaphylaxis.

ALLERGY ACTION PLAN: This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

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.

SPARE 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 their own adrenaline.

4. Roles and responsibilities

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

4.1 Named Allergy Governor

The Named Allergy Governor is Joanne Harris who works in partnership with the Designated Allergy Lead to ensure allergy safety is overseen at governing body level. The Named Allergy Governor has completed appropriate training and is responsible for:

- Ensuring allergy-related risks are included on the school's risk register and actively managed by the governing body;
- Providing strategic oversight of the school's Whole School Managing Allergy and Anaphylaxis Policy, ensuring it is reviewed at least annually and published on the school's website;
- Acting as the governing body's named point of contact for allergy-related matters;
- Satisfying themselves that the school's allergy management arrangements meet legal and statutory requirements and reflect best practice;
- Receiving regular updates from the Designated Allergy Lead and ensuring the governing body is appropriately sighted on allergy compliance; and
- Reviewing records of allergic reaction incidents and near-misses and ensuring the school acts on any learnings to reduce the risk of future incidents.

4.2 Designated Allergy Leads

The Designated Allergy Leads (DAL) are the Deputy Head Staff Development and Wellbeing (Senior School) and the Assistant Head (Prep School). They report into the Surmaster (Senior School) and the Head (Prep School). They are responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils with an allergy
- Taking decisions on allergy management across the school
- Championing and practising 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
- 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
- Keeping a record of any allergic reactions or near-misses, investigating the incidents and ensuring that the findings of investigations into incidents are used to update relevant policies and procedures. These will also be reported via the Health and Safety Committee
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy
- Ensuring there is an Anaphylaxis Drill once a year
- Liaising with the Named Allergy Governor to ensure governing body is kept informed of training and processes, at least annually and after every near miss.

4.3 Head Nurse

The Head Nurse is responsible for:

- Collecting and coordinating the Allergy Action Plans, Individual Healthcare Plans and information from families
- Supporting the DAL in ensuring allergy information is recorded, up-to-date and communicated to all staff
- Support the DAL on how this information is disseminated to all school staff, including the Catering Team, occasional staff and staff running clubs
- With the DAL, ensuring the information from families is up-to-date, and reviewed annually (at a minimum)
- Coordinating medication with families
- 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
- Reviewing the stock of the school's spare adrenaline pens (check the school has enough and the locations are correct) and ensuring staff know where they are
- Replacing the spare pens when necessary
- Providing on-site adrenaline pen training for other members of staff and pupils and refresher training as required eg. before school trips
- Working with HR to keep an updated list of staff with allergies and ensuring arrangements are in place to support them

4.4 Admissions Team

The admissions team distributes a New Joiner Form to new Prep, Senior, and Boarding parents, which captures medical and allergy information for new pupils. The admissions team collates the relevant medical information and makes it available for the Medical Centre to analyse.

4.5 All staff

All school staff are responsible for:

- Understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed
- Being aware of the pupils who they regularly interact with who have 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 who they regularly interact with always have access to their medication
- Being able to recognise and respond to an allergic reaction, including anaphylaxis
- Taking part in training and anaphylaxis drills as required and to tell a manager if you have not received any training 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.

4.6 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, through the New Joiner Forms, with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis.
- Providing the school with any updates to information about their child's medical needs, including dietary requirements and allergies should any of this change.
- For pupils in the Senior School and in the Prep School (Lower Third and Upper Third) - Provide the Medical Room with an agreed treatment plan and ensure their child has two in-date AAI's in their school bag.
- For pupils in the Prep School (Lower First to Upper Second) - Parents should provide two in-date AAI's, in their original packaging, clearly labelled with the child's name. These will be held in the Prep School staff room.
- Adhering to any food restrictions or guidance the school has in place when providing food for their child to consume at school, for example, as snacks.
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice.

4.7 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.
- If their child is in the Senior School and in the Prep School (Lower Third and Upper Third), provide them with two in date adrenaline auto-injectors for them to carry with them at all times, and to understand how and when to use their adrenaline auto-injector
- If their child is in the Prep School, First Years or Second Years, provide the school with two adrenaline auto-injectors to be kept in the Prep School Staff Room, and to ensure their child understands how and when to use their adrenaline auto-injector
- 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 accordingly
- Educate their child in self-management of their allergy, including: Use of an AAI, which foods are

safe and unsafe, the symptoms of allergic reaction, how and when to tell adults about a reaction, how to read food labels or to ask an adult to read the label.

- Provide a doctor's note in the event that there is no longer a requirement to carry an AAI.

If parents indicate on the new joiner forms that their child has a severe allergy, the Medical Centre will contact them to discuss the allergy. A meeting with the General Catering Manager will also be offered. At this meeting, any special diets and arrangements are discussed and agreed upon, including the option of supplying a packed lunch from home for school trips and visits. The General Catering Manager relays all information from this meeting back to the Medical Centre.

If parents declare that their child has suffered symptoms of a severe allergic reaction or anaphylactic shock in the past, the catering department will not provide catering to the pupil until a parent/guardian and the pupil have met with the General Catering Manager to discuss the requirements in detail.

4.8 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 any food restrictions or guidance the school has in place when bringing in food from outside school to consume onsite.

4.9 Pupils with allergies

In addition to point 4.8, pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk
- Avoiding their allergen as best as they can, for example, by not exchanging food with others in the dining hall; eat only food that is labelled with ingredients and to read the label before eating; be aware of other people eating around them and always to wash their hands before eating, in case of contamination
- Understand that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction
- For pupils in the Senior School and in the Prep School (Lower Third and Upper Third), carry two adrenaline auto-injectors with them at all times, and to understand how and when to use their adrenaline auto-injector
- To know where the generic AAI's are kept and if they are responsible for carrying their medication with them, to make sure they do so at all times
- To tell their friends of their allergies, so they know if an emergency should arise, should they wish.
- Talking to their tutor or a member of staff if they are concerned by any school processes or systems related to their allergy

4.10 Unacceptable Practice

The School will not:

- Prevent pupils from accessing prescribed allergy medication, including AAIs
- Ignore information or advice provided by pupils, parents/carers or healthcare professionals regarding allergies
- Delay the administration of adrenaline where anaphylaxis is suspected. If in doubt, give adrenaline and call

999

- Send a pupil experiencing a suspected allergic reaction unaccompanied to the Medical Centre or another location. Assistance and medication must be brought to the pupil
- Exclude or create unnecessary barriers to participation in lessons, trips, sport or co-curricular activities because of an allergy
- Require parents/carers to attend school to administer medication or routinely manage their child's allergy
- Tolerate allergy-related bullying, intimidation or deliberate allergen exposure. Such incidents will be managed in accordance with the school's Anti-Bullying Policy
- Fail to review and learn from allergy-related incidents and near misses.

5. Information and documentation

Allergy information is treated as special category personal data and will be collected, stored and shared in accordance with data protection legislation. Information will be shared only with those members of staff who need it to safeguard the individual, support their wellbeing and ensure appropriate care and emergency response arrangements are in place.

5.1 Register of pupils with an allergy

Allergy information for each individual pupil is stored in the ISAMS medical module, on CPOMS and in SOCS.

The school also has a register of pupils with diagnosed allergies on iSAMS. 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.

Allergy information is also available on SOCS registers for co-curricular leaders to identify those with severe allergies and other medical conditions.

The allergy information is accessible to relevant staff members via the school systems (See Appendix 3).

5.2 Register of staff with an allergy

The school has a register of staff who have a diagnosed allergy. This includes staff who have a history of anaphylaxis or have been prescribed adrenaline devices, as well as staff with an allergy where no adrenaline devices have been prescribed. This information is collected via the new staff joiner medical forms.

5.3 Individual healthcare plans

An Individual Healthcare Plan (IHP) is required where:

- the allergy has a functional impact on the pupil at school;
- there is a risk of harm; and
- arrangements are needed that are additional to those generally available.

The information on an IHP must include:

- Known allergens and risk factors for allergic reactions
- A history of their allergic reactions
- 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 photograph of each pupil
- A copy of their Allergy Action Plan.

6. Assessing risk

Staff (including visiting staff) will consider allergies in all activity planning and include it in risk assessments. Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If in doubt, parents should be contacted and medical advice sought before proceeding with the activity.

Further information on risk assessments can be found in the Risk Assessment Policy.

7. Food

7.1. Catering in school

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

- Due diligence is carried out with regard to allergen management when appointing catering staff
- 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 endeavour 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. There are two ways which the catering team can identify pupils with food allergies:
 - The catering team have access to the allergy register on iSAMS which includes all pupils who have allergies along with their photos. If this is updated, an alert is sent to the catering team.
 - The catering team have a list printed next to the serving counters with pupil photos of those who have allergies.
 - The catering team has an alert system which notifies them in real time of any changes to ingredients within their products, the products are immediately quarantined and removed from site.
 - SPSS pupils all receive an induction to the Dining Hall upon joining the school which includes an induction to the 'allergy bar'
- Food containing the main 14 allergens (see Allergens definition) will be clearly identified for pupils, staff and visitors to see. Other ingredient information will be available on request or by accessing the allergy digital tablets inside the Dining Hall
- Where changes are made to the ingredients, this will be communicated to parents and pupils with dietary needs by our Catering Director.
- All products which have 'May Contain' are clearly identifiable on our counter menus, any products which have MC nuts are not used
- Catering staff are informed of pupils' allergies through the Catering Manager report via iSAMS. The catering team receive an alert when anything is changed on this report so that adjustments to the catering provision can be made accordingly.
- Key members of the catering staff have First Aid training, which covers the causes and symptoms of anaphylaxis.
- All catering staff are trained annually on Allergies and have 6 monthly refresher sessions as a team.
- In the main kitchen, the catering staff do not knowingly use any nuts or nut products in their cooking.

- Allergens will be clearly labelled on catered packed lunches.

7.3 Food restrictions

- St Paul's School is an Allergen Aware school. We have pupils 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, and any food that contains nuts, nut products or sesame seed as much as possible on the site and check all foods coming into the kitchen.
- Staff, parents and pupils should not bring onto site, and/or to school events, food or snacks that contain nuts or sesame seeds. Staff will remind pupils (and, when and where appropriate, parents) of this policy periodically, and of the danger that even small amounts of an allergen can pose to people with food allergies.
- All food coming onto school premises or taken on a school trip or to a match should be checked to ensure peanuts and tree nuts are not an ingredient in another product.
- Tutors must periodically remind tutees and, where appropriate, parents that should not bring food containing nuts and sesame seeds on to site.

8. School trips and sports fixtures

Allergies will be considered on the risk assessment and for any catering provision put in place. Staff accompanying the trip will be trained to recognise and respond to an allergic reaction. Allergens will be clearly labelled on catered packed lunches.

8.1 School trips

- Prep School Lower First to Upper Second - trip leaders are responsible for knowing the medical information of pupils and ensuring that they collect pupils' AAI's packs from the cupboard in SPPS reception prior to all school trips. If the AAI pack is missing from the cupboard, the School Nurse should be contacted.
- Prep School Lower Third and Upper Third and all Senior School pupils should have two in date AAI's on them before departure.
- The trip leader must check that those pupils who require an AAI has this with them before departing. The pupil will not be allowed to travel without the required AAI's.
- The trip leader should collect a generic AAI from the Medical Centre before departure. Spare AAIs are supplementary and do not replace the requirement for pupils' prescribed devices to be available.

8.2 Sports Fixtures

- The pupils with responsibility for their own AAI's must take them to all away sports fixtures, However, the sports coach must ensure that all their players have the relevant equipment. The pupil will not be allowed to travel without the required AAI's.
- The AAI's for pupils in Lower First to Upper Second are located in the brown cupboard opposite Prep School reception. The AAI's are divided up by year group and all labelled clearly. When pupils are taking part in games or matches at home the AAI's remain in the staff room. If they are needed at any stage, staff are aware that it is their responsibility to manage the collection of one if needed, either by themselves or by directing another adult.
- For all away fixtures whether during the week or at weekends, it is the responsibility of the Director of Sport or Assistant Director of Sport to direct the collection of AAI's for pupils in the Lower First to Upper Second.
- The trip organiser will have access to information about pupil allergies and is responsible for communicating this to the host team if attending Match Tea at another school. The trip organiser is also

responsible for letting the catering team know of any allergies from visiting teams, which will affect match tea provision onsite.

9. Animals

It is normally the danger 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
- In line with the school's Dog Policy, those who would like to bring a dog onto the site are required to complete a risk assessment which includes outlining control measures to mitigate risk for those with allergies
- Areas visited by animals will be cleaned thoroughly
- School trips that include visits to animals will be carefully risk assessed

10. Mental Health and Wellbeing

- 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.
- Bullying related to allergy will be treated in line with the school's anti-bullying policy

11. Adrenaline Pens

[See the government guidance on Adrenaline Pens in Schools.](#)

There are three types of auto-injectors available and the individual's Allergy Action Plan will state which is preferred:

- Jext - Patients over 30 kg in weight (0.3mg), patients between 15 kg and 30 kg in weight (0.15 mg).
- EpiPen - adult (0.3mg) and junior (0.15mg).
- Emerade - adult (0.5 mg), child more than 12 years (0.5 mg) and Child 6-12 years (0.3 mg).

11.1 Storage of adrenaline pens

- Parents are responsible for supplying any prescribed AAI's required by their child and for ensuring that devices are in date and replaced as necessary.
- If a pupil doesn't have two in date AAI's available, the parents will be expected to deliver them to school either on that day or on the pupil's arrival at school the next day. Repeated failure to provide prescribed emergency medication may be treated as a safeguarding concern and managed in accordance with the school's safeguarding procedures.
- Each pupil in the Prep School (Lower Third and Upper Third) and all Senior School pupils who have diagnosed anaphylaxis and have been prescribed AAI's should carry two of their own AAI's in their school bag. It is the responsibility of the pupil and parent to ensure these AAI's are in-date and are taken to all internal and external events including residential trips.
- The tutor will check termly that the pupil has two in date AAI's in their school bag. If the AAI's are out of date, the Head Nurse will contact the parents to ask these to be replaced.
- The same will apply to any external events and all residential trips. The pupil will not be allowed to travel without the required AAI's.
- Pupils in the Prep School (Lower First to Upper Second) will need to provide the school with at least two AAI's to be kept at school. These should be held, in their original boxes on shelves, in the Prep School staff

room. The School Nurses inform parents of the expiry date of AAI. The nurses will carry out a check at the end of each term and determine what pens are due for expiry. They will then inform the parents, in good time. If new AAI's are not provided with less than a week to expiry, the Head must be made aware so that they can speak to the parents.

11.2 Spare pens

This school has 9 spare sets of adrenaline pens to be used in accordance with government guidance. The adrenaline pens are clearly signposted with green posters and are stored:

1. Medical Centre – outside main door
2. SPS School staff room – near the Admin Team desks
3. SPS School reception
4. Dining Hall – next to the allergy bar
5. Boarding house – in the reception area, left hand side
6. SPPS Pavillion – on the wall by the kitchen area
7. SPPS reception – in the 'Heart space' opposite reception
8. SPS Kayton Library – on the wall behind the main desk
9. Boathouse – by the sink in the main boat bay

The Designated Allergy Leads and Head Nurse are responsible for:

- Deciding how many spare pens are required
- What dosage is required, based on the Resuscitation Council UK's age-based guidance
- Which brand(s) to buy
- Distribution around the site and clear signage.

11.3 Adrenaline pens on school trips and match days

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own pens. It is the trip leader's responsibility to check they have them.
- Adrenaline pens will be kept close to the pupils at all times e.g. not stored in the hold of the coach when travelling or left in changing rooms.
- Adrenaline pens will be protected from extreme temperatures - they should not be exposed to temperatures below 0°C or above 25°C for prolonged periods and should be kept away from direct sunlight, radiators, heaters, or other heat sources. During trips or activities involving extreme temperatures (e.g. ski trips or travel to hot climates), adrenaline pens should be carried in an appropriate insulated pouch and kept as close to room temperature as practicable.
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction.
- The trip leader should collect a generic AAI from the Medical Centre before departure. Spare AAIs are supplementary and do not replace the requirement for pupils' prescribed devices to be available.

12. Responding to an allergic reaction / anaphylaxis

See appendix 1 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 and a member of staff will instigate the school's Emergency Response Plan (Appendix 4).
- If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised. They will be treated where they are and medication brought to them.
- A pupil's own prescribed medication will be used to treat allergic reactions if immediately available.
- This will be administered by the pupil themselves, if 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. In exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life.
- The pupil will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better.
- Any pupil experiencing an allergic reaction should remain under observation for at least 60 minutes.
- 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.

13. Training

13.1 All new employees will complete allergy awareness training and be familiarised with the school's allergy procedures, emergency response arrangements, locations of spare AAls and allergy information systems as part of their induction.

13.2 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 Emergency Response Plan, 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
- Understanding food labelling
- Taking part in an anaphylaxis drill

14. Asthma

It is vital that pupils with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. Where pupils have both food allergy and asthma, staff should be particularly alert to breathing difficulties and consider anaphylaxis as a potential cause. Please see the schools Managing Asthma policy for further details.

15. Reporting Allergic Reactions

The school will review allergy incidents and near misses in a constructive, no-blame manner, with the objective of improving systems and preventing recurrence.

Serious incident: A serious incident is any allergy-related event in which a pupil, member of staff or visitor experiences harm, or is placed at immediate and significant risk of harm, including situations requiring emergency medication, urgent medical treatment or attendance by emergency services.

Near miss: A near miss is an allergy-related event that does not result in harm but had the clear potential to do so, for example where an error, omission or system failure could reasonably have led to a serious incident had circumstances been slightly different.

The School will record, investigate and learn from all allergy-related serious incidents and near misses.

Each record will include: Who was affected, what happened, when and where, why the incident occurred (as far as is known), how staff and the pupil responded; what was done to support the individual; whether emergency services were called and how the incident concluded.

Reports will be reviewed by the Designated Allergy Leads to identify any lessons learned and any changes required to policies, procedures or individual healthcare arrangements.

Following any incident or near miss the school will meet with the child or young person and their parents/ carers to ensure they are confident the setting remains safe.

The school recognises the impact of an incident or near miss not just on the individual and their family, but also on staff who responded and children who witnessed it and will offer appropriate support.

Appendix 1 - How to manage an anaphylactic reaction

Signs and symptoms of anaphylaxis

- Generalised flushing of the skin anywhere on the body
- Nettle rash anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of the throat and mouth
- Alteration in heart rate
- Severe asthma symptoms: wheezing etc.
- Abdominal pain, nausea, vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to drop in blood pressure)
- Collapse and unconsciousness

A patient would not necessarily experience all of these symptoms or in this order.

Listen to the pupil – they know their individual and specific signs and symptoms of an allergic reaction and the treatment. If they tell you it is a reaction it probably is.

Staff are advised that if they have any concerns about a pupil presenting with even a minor reaction, to send them, accompanied by an adult or another responsible pupil, to the Medical Room or to summon the School Nurse.

Treatment

If a pupil has an allergic reaction they will be treated in accordance with their Allergy Action Plan and a member of staff will instigate the school's Emergency Response Plan (Appendix 4).

- **Lie the pupil down with legs raised**, speak to him/her calmly and reassure him/her
- **Administer adrenaline** if the pupil has an auto-injector. Make a note of the time it is given. The pupil must be kept under constant observation until the nurse or member of staff is relieved by a paramedic. If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised as described in the Appendix 2. They will be treated where they are and medication brought to them. 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.

- **An ambulance must be called.** The ambulance control must be informed that they are being called to an anaphylactic reaction (say "anaphylaxis") so they can prioritise the response. If necessary call the ambulance before you call the nurse.
It is essential that an ambulance is called, even if the pupil appears to have made a recovery, as there is a risk of a further reaction; hospital evaluation and observation are essential. The pupil will not be moved until a medical professional/ paramedic has arrived, even if they are feeling better.
- If in school **summon nursing assistance** using the individual school protocol. If necessary send a reliable pupil with the message 'anaphylaxis' or 'allergic reaction' so that nurses can bring the appropriate treatment (adrenaline)
- **Nurse will administer the adrenaline** if it has not already been given, and possibly a second dose if they feel that it is clinically indicated.
- The pupil's parents and the Head / Deputy Head (Pastoral) / Housemaster will be notified.

If you are unsure give the adrenaline

- If it is not needed it is unlikely to be harmful
- If it is needed its omission could be fatal.

Once the injection is given signs of improvement should be seen fairly rapidly. If there is no improvement or symptoms are getting worse a second injection may be administered after 5 – 10 minutes: the nurse will assess if in school. If out of school and paramedics have not arrived call 999 again.

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. Any pupil experiencing an allergic reaction should remain under observation for at least 60 minutes.

The school will hold generic AAI's in the following locations:

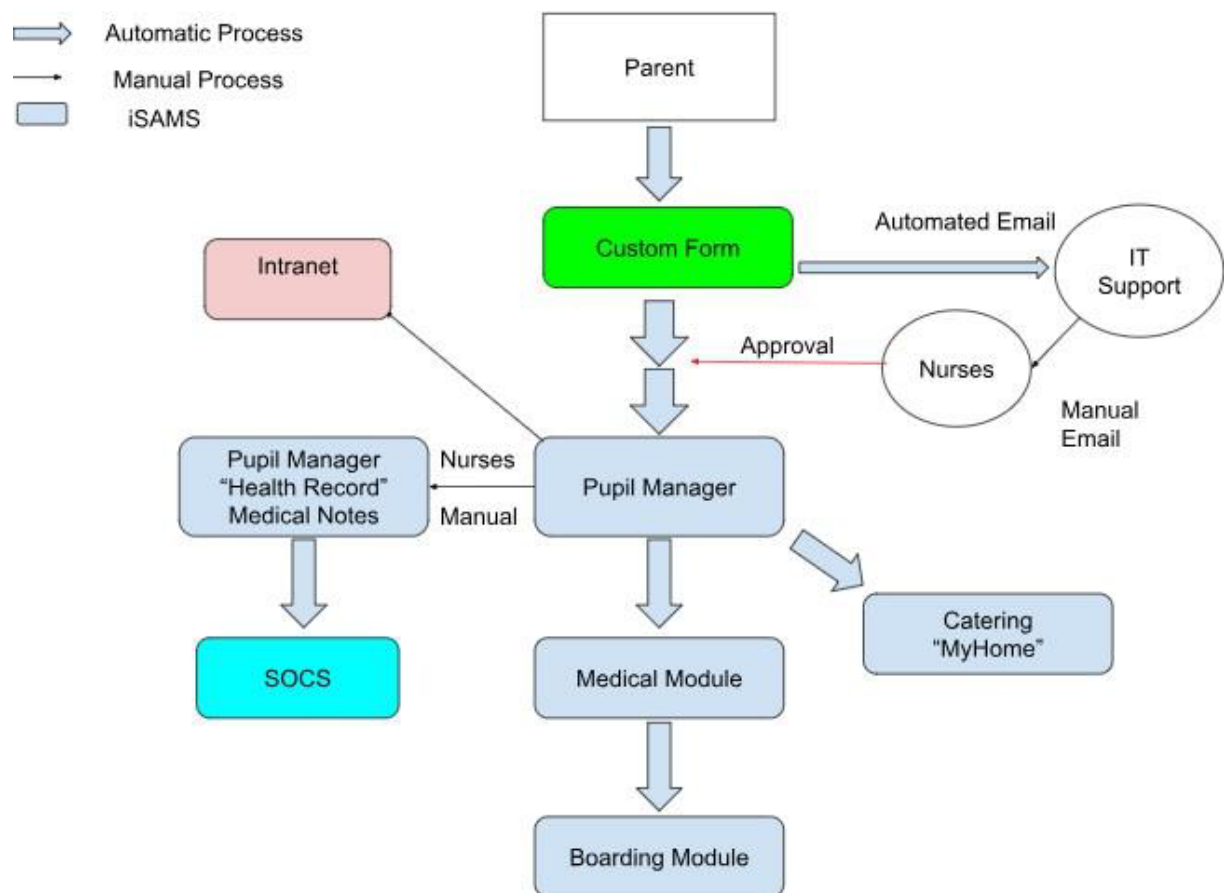
1. Medical Centre – outside main door
2. SPS School staff room – near the Admin Team desks
3. SPS School reception
4. Dining Hall – next to the allergy bar
5. Boarding house – in the reception area, left hand side
6. SPPS Pavillion – on the wall by the kitchen area
7. SPPS reception – in the 'Heart space' opposite reception
8. SPS Kayton Library – on the wall behind the main desk
9. Boathouse – by the sink in the main boat bay

Adrenaline should be administered to a pupil if an anaphylactic attack is possible. It is unlikely to be harmful and its omission could prove fatal. Auto-injectors are designed for use by nonmedical staff.

Appendix 2: How to administer an adrenaline auto-injector

- The device is administered into the upper outer aspect of the thigh
- Remove the safety cap, with the tip facing down, hold the pen 5-10 cm away from, but at right angles to the thigh and jab firmly.
- Hold in place for 10secs, remove and massage the skin for 10secs.
- Place the used device back in its rigid container or make safe
- Call an ambulance. Make a note of the time the injection was given.

Appendix 3- Flow chart to demonstrate information flow for pupil allergy information



Appendix 4 - Anaphylaxis Emergency Response Plan

Key Safety Message: Anaphylaxis is a medical emergency. Early administration of adrenaline is critical and can save lives. If in doubt, give Adrenaline. Do not delay.

Recognising anaphylaxis - common signs

- Generalised flushing of the skin anywhere on the body
- Nettle rash anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of the throat and mouth
- Alteration in heart rate
- Severe asthma symptoms: wheezing etc.
- Abdominal pain, nausea, vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to drop in blood pressure)
- Collapse and unconsciousness

IMMEDIATE EMERGENCY ACTION

1. If anaphylaxis is suspected: CALL FOR HELP
2. Alert nearest staff member and school office immediately
3. ADMINISTER ADRENALINE AUTO-INJECTOR (AAI)
 - a. Position the person, lay flat with legs raised. If breathing is difficult: allow sitting
 - b. Use immediately and inject into the outer thigh (through clothing if necessary). Hold in place for 10secs, remove and massage the skin for 10secs.
 - c. Do NOT allow standing or walking
 - d. Note down the time administered
4. CALL 999
5. State: "Suspected anaphylaxis" (ana-fill-axis)
6. Provide exact school location (Lonsdale Road, SW13 9JT), condition of patient at time of call, treatment given
7. SECOND DOSE - Administer after 5 minutes if no improvement
8. STAY AND MONITOR - Remain with the person until emergency services arrive
9. Ensure access for emergency services

AAIs:

- For pupils in SPS and SPPS third year, they will carry their own AAI's in their school bag. (For younger SPPS pupils their AAI's are kept at SPPS reception.)
- Locations of generic AAI's:
 1. Medical Centre – outside main door
 2. SPS School staff room – near the Admin Team desks
 3. SPS School reception
 4. Dining Hall – next to the allergy bar
 5. Boarding house – in the reception area, left hand side
 6. SPPS Pavillion – on the wall by the kitchen area
 7. SPPS reception – in the 'Heart space' opposite reception
 8. SPS Kayton Library – on the wall behind the main desk
 9. Boathouse – by the sink in the main boat bay

Post-Incident Procedure:

- Contact parents/guardians (if pupil involved)
- Record incident on accident form. (Found on the staff handbook)
- Replace used AAIs immediately
- Review and update procedures if needed