



WIMBORNE
Academy Trust

Witchampton CofE First School

Allergen Policy

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Allergy Declaration Form

Statement of intent

Witchampton CofE First 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, parent/carers and pupils, 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, parent/carers 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.

Legal framework

Definitions

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

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

Allergic reaction – this 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 – also referred to as anaphylactic shock, this 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

EpiPen – this is the brand name for the syringe style device that is used for administering adrenaline when required.

Roles and responsibilities

The **Head of School** is responsible for:

- The development, implementation and monitoring of the Allergen 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 pupils with known allergies.
- Ensuring that the Whole-School Food Policy and the associated protocols are effectively implemented, including those in relation to labelling foods that may contain common allergens, e.g. nuts.
- Ensuring that all designated first aiders are trained in the use of EpiPens 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 catering staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.
- Ensuring that catering staff are aware of any pupils' allergies which may affect the school meals provided.

The **Office Administrator** 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 pupil via a medical form 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 pupils' allergies.
- Understanding the action to take and processes to follow in the event of a pupil going into anaphylactic shock, and ensuring that this information is passed onto staff members.

All **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.
- Being familiar with and implementing pupils' individual health care plans 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.
- Monitoring all food supplied to pupils by both the school and parents, including snacks, ensuring food containing known allergens is not provided.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.
- Ensuring that any necessary medication, including EpiPens, are out of the reach of pupils but still easily accessible to staff members.
- Liaising with the school nurse and pupils' parents to ensure the necessary control measures are in place.

All **parents** are responsible for:

- Notifying the **Office Administrator** of the following information:
 - The 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 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 Pupils 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 regarding the child's allergies.
- Working alongside the school to develop an individual health care plan to accommodate the child's needs, as well as undertaking the necessary risk assessments.
- Signing their child's individual health care plan, 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.
- 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 school events.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.
- Ensuring that any food their child brings to school is safe for them to consume.
- Liaising with staff members, including those running breakfast and afterschool clubs, regarding the appropriateness of any food or drink provided.

All **pupils** are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Ensuring they wash their hands after going to the toilet and before and after eating.
- 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.

Food allergies:

- 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 pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service.
- Where a pupil who attends the school has a nut allergy, the school's catering service will be requested to eliminate nuts, and food items with nuts as ingredients, from meals as far as possible, not including foods which are labelled 'may contain traces of nuts'.
- All food tables will be disinfected before and after being used.
- Anti-bacterial wipes and cleaning fluid will be used.
- Boards and knives used for fruit and vegetables will be a different colour or marked to the rest of the kitchen knives in order to remind lunchtime staff to keep them separate.
- There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.
- There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.
- Food items containing bread and wheat will be stored separately.
- Food items containing nuts will not be served at, or be bought onto, school premises.
- Chartwells 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.
- Common allergens are stored separately from other foods in order to avoid contamination.
- Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' individual health care plans, taking into account any known allergies of the pupils involved.

Animal allergies:

- Pupils 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 pupils who this may pose a risk to and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

Seasonal allergies:

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

- Precautions regarding the prevention of seasonal allergies include ensuring that the school field is not mown whilst pupils are outside.
- Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.
- Pupils will be encouraged to wash their hands after playing outside.
- Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.
- 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 Facilities Manager (Paul Becher)..
- The Facilities Manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.
- Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

In the event of an allergic reaction:

- A trained first aider or the school nurse will administer any necessary medication, in accordance with the Administering Medication Policy (currently being reviewed).
- Medical assistance will be provided in line with the Supporting Pupils with Medical Conditions Policy (currently being reviewed).
- A designated staff member will contact the pupil's parents about the incident.
- If the pupil's symptoms worsen, the emergency services will be contacted.
- In the event that an ambulance is called, a member of staff will accompany the pupil to hospital in the absence of their parents.
- If a pupil is taken to hospital by car, two members of staff will accompany them.
- Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.
- Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.
- Following the occurrence of an allergic reaction, the Head of School in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Medical attention and required support:

- Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant classroom teacher, the school nurse and any other relevant staff members, in which the pupil'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 Supporting Pupils with Medical Conditions Policy (currently being reviewed).

- Parents will provide the school nurse with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.
- Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as EpiPens.
- Emergency medications, such as EpiPens, are located securely throughout the school in locations pre-approved by the Head of School, in conjunction with relevant staff members.
- Emergency first aid kits are located throughout the school and will be checked and restocked on a termly basis, or as required.
- All members of staff involved with a pupil 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 pupil may require is outlined in their individual health care plan.
- All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's individual health care plan.
- Katie Saberton is responsible for working alongside relevant staff members and parents in order to develop and implement individual health care plans for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.
- SENCo Sarah Lemon has overall responsibility for ensuring that individual health care plans are implemented, monitored and communicated to the relevant members of the school community.

Monitoring and review:

The Head of School 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 Head of School immediately.

Following an occurrence of an allergic reaction, the incident will be logged in the Accident/Incident book and the accident procedure adhered to e.g. inform parents.

Following each occurrence of an allergic reaction, this policy and pupils' individual health care plans will be updated and amended as necessary.

If anyone leaves the school or any individual role changes, the policy will be updated.



Witchampton CofE First School

Allergy Declaration Form

Name of pupil:			
Date of birth:		Year group:	
Name of GP:			
Address of GP:			

Nature of allergy:	
Severity of allergy:	
Symptoms of an adverse reaction:	
Details of required medical attention:	
Instructions for administering medication:	
Control measures to avoid an adverse reaction:	

Name of parent:	
Relationship to child:	
Contact details of parent:	
Parental signature:	