

Parkfield Primary School



PARKFIELD SCHOOL
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Managing Allergies including Nut Allergy Policy

Links to:

- [Parkfield Primary Supporting Pupils with Medical Conditions Policy](#)

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Policy agreed by: SLT

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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.

Parkfield Primary 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.

Parkfield Primary 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.

Parkfield Primary School is committed to no food and drink sharing.

Parents and carers are asked to provide details of allergies before their child starts school.

Aim:

The intent of this policy is to minimize the risk of any child, member of staff or visitor 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 pupil, 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 including: pupils, staff, parents/carers, volunteers, supply staff

Procedures for Allergy Management:

General

- The involvement of parents 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 including the school's onsite caterers, Cleverchefs
- 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

- Parents/Carers initially highlight that the child has an allergy on the data collection form during admission.
- The school will seek updated information via the individual health care plan form at the commencement of each academic year.

- Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For pupils with an allergic condition, the school requires parents / carers to explain the condition fully, providing written advice which explains the condition, defines the allergy triggers and any required medication. If deemed necessary the SENDCo will obtain additional advice from the child's GP
- The SENDCo will ensure that an Individual Health Care Plan is established and updated for each child with a known allergy.
- Teachers and LSAs of those pupils, MDSAs and key staff are required to review and familiarise themselves with the medical information.
- The school onsite caterers, Cleverchefs, are made aware of a child's food allergy and the following procedures ensure that any school meals account for the child's food allergy
 1. As soon as the school is aware that a child might need a special diet because of medical reasons, the school will arrange for the child's parent to meet with the Cleverchefs school chef
 2. The school will ask the parent/carer to complete the Cleverchefs Allergen form prior to the meeting
 3. Cleverchefs chef to meet with parent/carer and discuss how the school menu can accommodate the child's needs
 4. Cleverchefs to request that confirmation of child's needs is emailed to the school inbox.
 5. School to add photograph of child on to Cleverchefs Allergen form and print copies of all correspondence relating to food allergies for each child
 6. School and Cleverchefs to maintain files with
 - o A copy of the completed Cleverchefs Allergen Form for each child
 - o Any correspondence from parent/carer detailing what menu adjustments have been agreed
 7. School office to ensure that details correspond to medical health care plan details held by SENDCo and class teacher
 8. Parents/carers to continue to order on school Money selecting Main, Vegetarian, Jacket potato, dessert or Fruit/Yoghurt options as the rest of the school
 9. Orders for children with special diets will be highlighted by the school when weekly meal orders are placed
 10. Daily meal tickets for the children produced will show Main, vegetarian, jacket potato, dessert or fruit/Yoghurt options as the rest of the school, but will be printed on a different colour card (pale blue) to highlight that the child needs a special diet
 11. Meals for children with special diets will be served on easily identifiable trays/plates
 - o Reception to Year 4 – Yellow trays
 - o Years 5 and 6 – plates and dishes with purple rim
 MDSA are aware of this and will ensure that food served from salad and dessert bar is in accordance with child's dietary needs. In any doubt they will refer to Cleverchefs serving staff before offering food to any child who is highlighted as needing a special diet
 12. Each new menu that Cleverchefs provide to the school will always clearly show the allergens present in the food. This menu will be on the school website enabling all parents/carers to make informed choices when they place orders.
 13. Cleverchefs will provide their recipe book to parents/carers on request along with allergen information provided by their suppliers

- These procedures are reviewed at the start of each academic year
- Action Plans with a recent photograph for pupils with allergies will be available in the staffroom and classroom.
- Where pupils 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.

Where Epipens (Adrenalin) are required in the Individual Health Care Plan:

- Parents/Carers are responsible for the provision and timely replacement of the Epipens.
- The Epipens are located securely in the school office by the SENDCo
- An Epipen and inhaler are included in the school emergency grab bag

Responsibilities for Allergy Management:

Parents/Carers' role:

Parents/Carers are responsible for providing, in writing, on-going accurate and current medical information to the school. They must confirm in writing 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.
- Meet with the school's onsite caterers, Cleverchefs, to ensure that school meals served to the child take into account food allergies
- Order school meals, that can accommodate the child's need for a special diet as agreed with Cleverchefs
- If a child has an allergy requiring an Epipen, or the risk assessment deems it necessary, an Individual Health Care Plan must be completed and signed by the parents.
- It is the responsibility of the Parent/Carer 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 school without it.
- Parents/Carers are also required to provide up to date emergency contact information.
- Snacks and lunches brought into school are provided by each child's Parent/Carer, and it is their responsibility to ensure that the contents are safe for the child to consume.
- Parents/Carers should liaise with Staff about appropriateness of snacks and any food related activities (e.g. cooking, science experiments)

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 admission form or Parent/Carer states that they have an allergy, then an Individual 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 Individual Health Care Plan.
- Set up meetings with the school's onsite caterers to ensure that special diets for food allergies can be put in place, following procedures to ensure that appropriate meals are ordered for, and served to children needing special diets due to food allergies
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible with all staff concerned, including the line manager of the MDSAs. The purpose is to update knowledge and ensure awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the SENDCO and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- The school is not a nut-free school and staff cannot guarantee that foods will not contain traces of nuts. However, school lunches are produced in a nut-free environment.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- As part of the staff first aid course, EpiPen use and storage is covered.
- Emergency medication should be easily accessible.
- Staff should liaise with parents about snacks and any food-related activities.

Actions

In the event of a child suffering an allergic reaction:

- Trained first aiders will attend the child
- The school office will contact the child's Parents/Carers
- If the child becomes distressed or symptoms become more serious the school will telephone 999 - the operator will be told that anaphylaxis is the concern
- Staff will keep calm, make the child feel comfortable and give the child space.
- If medication is available, it will be administered as per training.
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.

Appendix I - 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.

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

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

Appendix II – Individual Healthcare Plan:



Parkfield School Data collection sheet: 'Individual Healthcare Plan'

+	Name of child:	
	Class:	
	Date of birth:	
	Child's address:	
	Medical diagnosis or condition:	
	Date:	
	Review date: <i>(One year from date signed or when circumstances change.)</i>	
	Family contact information	
	Name:	
	Phone number (work):	
	(home):	
	(mobile):	
	Name:	
	Relationship to child:	
	Phone number (work):	
	(home):	
	(mobile):	

Clinic/hospital contact

Name:

Phone number:

Child's GP

Name:

Phone number:

Who is responsible for providing support in school?

In school (day-to day)	Class Teacher is responsible
Off-site visit	Most senior teacher is responsible
Emergency	Head Teacher is responsible

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc. *Please be as detailed as possible.*

Name of medication, dose, method of administration, when it should be taken, side effects, contraindications, administered by/self-administered:

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits/trips:

Other information:

Describe what constitutes an emergency, and the action to take if this occurs:

Plan developed with: (add names of health care professionals if appropriate)

If your child requires medication and refuses to take this, the contact provided on this form will be informed.

If your child has a severe medical need, this 'Data collection Health care plan' will be used to create an 'Individual Health Care' plan which will be located in the following areas to ensure that the relevant members of staff can access the plan: *Child's classroom (medical box) / Pupil's medical file / Staff room / Main Office*

Relevant staff will be informed of this plan and will be given the relevant training. They will sign the plan to say that they are aware of the child's medical needs.

The plan will be updated annually unless an amendment is needed prior to this date.