Allergy and Anaphylaxis Safety Protocol

Leadership: Safeguarding Children with Allergies

DSL: Christina Gunning	**Senior Allergy Lead:** Christina Gunning	**Healthcare Lead:** Tonia Pugh

Identification and Records

- Medical information is obtained from families by:
    - Admission form on entry where any necessary details are passed on to the health care lead
    - Contacting reception by emailing the office on **office@beckfootpriestthorpe.org** or by calling **01274 564879**
    - Asking for a meeting with the healthcare lead by contacting the school office

- Medical information is communicated to staff by:
    - Information gained from parents is uploaded to SIMS and added to the Allergy and Asthma register
    - The Allergy Register provides details for staff of all children with a known allergy.
    - Once a cycle, the Health Care Lead reminds staff of children on the Allergy Register and meets with Senior Allergy Lead to review protocol.
    - Staff bulletins remind staff of what to do if a reaction happens and the importance of awareness and swift action.
    - Individual Health Care Plans detail specific risks and appropriate response in the event of a reaction for children identified on the Allergy Register. These are written in conjunction with families.
    - Staff who work in the kitchen are aware of any allergens they need to be aware of, and photos of the children are available to remind staff of what can and cannot be served.
    - Information posters around the school remind staff of general key signs and symptoms that indicate anaphylaxis.

    - The Allergy Register is reviewed each cycle by the Health Care Lead and quality assured by the DSL
    - Copies of Individual Health Care Plans are kept in the medical box which stays with the class at all times to ensure that medication is always with the child who requires it.
    - Copies of Individual Health Care Plans for each class are kept in class folders in the office and handed to supply staff, in a folder, which is handed back at the end of the day.

- The Allergy Register can be found in Medical Information – read only on PSR Staff Sharepoint
- Individual Health Care Plans can be found in Medical Information – read only on PRS Staff Sharepoint

Prevention and Risk Reduction

- Allergy awareness is promoted in school by:
    - Allergy School Assemblies - allergy awareness has been added to the Safeguarding curriculum through assemblies as part of keeping safe and healthy lifestyles
    - Child friendly posters about allergic reactions and what to do if they see something
    - Handwashing posters around school with step-by-step guides
    - All staff receive annual training via Every/High Speed Training
    - A specific section is added to Risk Assessments for any trips and visits
- A 'no food sharing' culture is communicated to:
    - Staff by via regular updates and reminders on the weekly bulletin as to why it is important to model our school principle of 'Be Kind' by checking on any allergens before offering or sharing food. Any food shared or left in the staffroom should have allergens clearly marked.
    - Food from the staffroom should not be brought into the classroom and staff eating in their classroom should do so with an awareness of known allergens or risks posed by allergens in their food.
    - Students by including the risks presented by this in the assemblies they have as part of our commitment to allergy awareness.
    - Families by sharing in newsletters that whilst it is good to share, to be kind we need to allergen aware. Parents are reminded that we no longer accept birthday treats being brought in from home due to many know food allergies in school
- Risk assessments to be written for Food technology lessons and any other lessons where allergens may be present.
- Mellors, the trust catering partners, display allergen information on their menus and these are available on the school website so that families can discuss with their children what they can and cannot eat to keep themselves safe. In addition, as the children choose their daily meals in school, known allergens are listed next to children's names on the lunch register. Alternatively, parents can book their meals for their children via the school if they feel safer doing that. The catering team have their own record of allergies with photos in a file they use during lunch service.

Staff Training

All staff have received basic training about the signs and symptoms of anaphylaxis and administration of adrenaline auto-injector (AAI). The following staff have received more specific training from a health care professional:

- First aiders
- Class teachers
- Senior leaders

Emergency Arrangements

- In the event of an emergency staff should Under Regulation 238 of the Human Medicines Regulations 2012, anyone—including school staff—can administer adrenaline in an emergency to save a life, even without formal medical training.
- This life-saving exemption ensures that nobody is denied emergency treatment in a situation that could not have been anticipated.

Administering an AAI

- If a child is showing any one of the signs of anaphylaxis, you must act quickly. If you can send a child to the office to alert the help of another adult.
- Any adult or child getting attention from an adult should say **'Allergic reaction, hall etc'**
- Lay the child down flat wherever possible. Next, administer the AAI without delay.
- For an **EpiPen**, remove it from its protective case (if it has been provided in one) and follow these steps. Remember: blue to the sky, orange to the thigh.
    1. Pull off the blue safety cap and form a fist around the EpiPen.
    2. Hold the child's leg still and hold the orange tip approximately 10 cm from their outer thigh.
    3. Jab firmly into the outer thigh until you hear a click and hold it in place for 3 seconds.
    4. Remove the EpiPen. As you do, the orange tip will extend to cover the needle.
- For a **Jext AAI**, remove it from its protective case (if it has been provided in one) and follow these steps.
    1. Form a fist around the Jext and pull off the blue safety cap.
    2. Place the black end against the outer thigh.
    3. Push down hard until you hear a click and hold it in place for 10 seconds.
    4. Remove the Jext. As you do, the black tip will extend to cover the needle.
    5. Massage the injection site for 10 seconds.
- After administering the adrenaline, raise the child's legs where possible. If the child has difficulty breathing, you can support them to sit up at short intervals instead.
- Always call 999 immediately using the script by the phone in the office after using the AAI and state "anaphylaxis" when explaining the situation. Stay with the child until the ambulance arrives and do your best to keep them calm.

- Each child should have two AAIs. If there is no improvement after 5 minutes, you can administer the second AAI into the outer thigh of the opposite leg if possible.
- Remember: quick and proper use of AAIs can save lives.

Storage and Medication Management

- Two spare AAIs of each dose are stored in a cool, dry place at room temperature, away from sunlight, where they are easy to access in a labelled cupboard in the school office.
- Children with AAI's have these stored in a named bag in the class medical box which travels with the class wherever they go in school to ensure that their medication is always with them.
- Medication expiry dates are check by the health care lead at least once per cycle.

Trips, Visits and Activities

Risk assessments, including identified allergen risks, for trips and visits are written by the trip leader and checked by the Headteacher before the trip is authorised. **Risk Assessment - MASTER WITH ALLERGIES - DO NOT USE ANY OTHER FORM SEPT 26 ONWARDS.doc**

- The trip leader takes responsibility for the medication required.
- Families will always be informed of and consulted about risk assessments prior to any trip or visit. This will be done by the trip leader.

Reporting and Recording

- All incidents are detailed on a child's Health Care Plan.
- If a child does not have a Health Care Plan, incidents will be recorded on CPOMS.
- Near misses are recorded on CPOMS under the category of 'Medical Near Miss.'
- Any incidents involving staff will be recorded on an incident form.
- IHCPs are updated annually in conjunction with families by the Health Lead Tonia Pugh
- Each cycle data is analysed and evaluated by the Health Lead and discussed with the Headteacher as part of the cyclical safeguarding review.

Inclusion, Safeguarding and Well-being

- Staff promote allergy awareness through the taught and untaught curriculum by:
    - Communicating the importance of the medical needs box travelling with the class
    - Ensuring that all children can access the taught and untaught curriculum and are not discriminated against because of an allergy.
    - Delivering the assemblies from Allergy School in a positive and inclusive manner
    - Promoting a culture where all belong through awareness of individual needs.
- If bullying related to allergies occurs, our anti-bullying protocol is used to ensure a graduated response.
- Any allergy 'bothering' or bullying will be shared with families by the Headteacher.