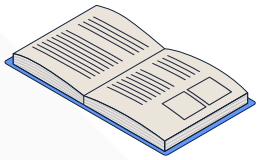
Allergy & Anaphylaxis Training for Schools

Module 3: School Procedures

Learning outcomes



- Describe the policies and procedures required to manage allergies in schools in line with statutory guidance and Benedict's Law.
- Record, report and review allergy incidents and near misses.
- Understand the impact of allergies on a child's wellbeing and promote inclusion.

Key terminology

- **Safeguarding policies** - These outline the steps that are in place to keep children safe.
- **Risk assessments** - These identify potential allergy hazards and how to manage them. They should be completed for both activities on-site and school trips off-site to check processes and look for any gaps that could create risk.
- **A confidentiality agreement** - This protects personal or sensitive information. Some parents or carers may not want their child's identity or allergies to be disclosed to the school, so consent should be gained from parents or carers about informing others regarding a child's allergies.

Roles and responsibilities

A whole-school approach to allergy management is essential to keep children with allergies safe from harm. This involves all parts of the school being allergy aware and working together to take responsibility for managing allergy risks and includes temporary supply staff.

One member of the senior leadership team should have responsibility for allergy safety **(often referred to as a designated allergy lead)**. This person should be responsible for:

- **Creating a risk register** of all children with allergies and keeping it updated with their details and photos so they are easily recognisable to staff.
- **Booking regular allergy and anaphylaxis first aid training for staff** and keeping an updated list of who has completed training and when.
- **Implementing any changes or processes needed** in the school to reduce risk and communicating this to staff, parents and carers.
- **Being the contact for any concerns or near misses**.
- **Debriefing after any incidents and supporting staff and students**.

Allergy safety policy



Every school must have an allergy safety policy that sets out a whole-school approach to managing allergies. In summary, it must include the specific procedures and responsibilities in place for managing allergies in the school, including an emergency response plan for anaphylaxis and the storage and use of spare AAIs in school.

The policy should be read alongside the school's Health and Safety policy and Medical Conditions or Healthcare Needs policy as treating anaphylaxis falls under First Aid treatment.

It should be reviewed at least every term and be updated subject to relevant changes, such as best practice updates or changes in a child's circumstances.

Allergy & Anaphylaxis Training for Schools

Module 3: School Procedures

Allergy Action Plan

An Allergy Action Plan is a medical document created for children at risk of anaphylaxis. It provides important details about a child's allergies.

This type of plan should be **completed and signed by a medical professional** and should state:

- The child's personal details.
- The child's known allergens.
- Any symptoms to look out for.
- The child's emergency contacts.
- The treatment that should be provided if anaphylaxis occurs.

One copy of a child's Allergy Action Plan should be placed with their medication and another shared with all staff. Each term, you should use this document to practice your emergency response for if anaphylaxis occurs.

An Allergy Action Plan should provide **signed medical and parental consent for medication to be administered if an allergic reaction occurs**.



Individual Healthcare Plan (IHP)

An IHP is a plan for children with ongoing medical conditions that outlines the support they need in school.

It should explain:

- Exactly what care a child needs in school.
- When they need care.
- Who will provide that care.

The plan should be written in collaboration between **the school, the child's parents or carers and a healthcare professional**. You must then get confirmation that the child's parents or carers are happy with the plan.

Having this plan in place helps everyone in the school to understand their individual responsibilities for keeping a child safe, including **in the event of a medical emergency like anaphylaxis**.

Identifying risks

There are lots of risks for children with allergies in a school environment, so it's important to identify and manage any triggers to ensure their safety.

Risks inside the classroom may include:

- Art equipment.
- School pets.
- Face paint.
- Handwash.
- Latex gloves or aprons.
- Junk modelling boxes.

There are also a number of allergy risks outside of the classroom, including:

- Insect stings.
- Bake sales.
- Sports equipment.

Allergy & Anaphylaxis Training for Schools

Module 3: School Procedures

Food in school

Children with allergies will come into contact with food at some point at school or during school events. To make sure they stay safe when this happens, you can:

- Have a **lunchtime supervision plan** in place for primary school children with allergies.
- Request a box of **allergy substitutes** from parents or carers for special occasions, such as birthdays.
- **Use the same allergy-suitable recipe** for the whole class during baking activities.
- **Consider introducing a 'no food sharing' policy** to reduce the risk of children accidentally eating or drinking their food allergen.
- **Avoid using food as a reward or treat** if you have a child with allergies in your classroom or make sure you provide food that does not contain their allergen.

As a general safety rule, food should not be given to children with allergies without their parent or carer's permission.

Even if a child with allergies can avoid their food allergen directly, they are still at risk if other items become contaminated by that food allergen. This is called **cross-contamination**. Having good hygiene procedures in place, such as washing hands properly and wiping surfaces, are essential to prevent cross-contamination from occurring.

Just as no food should be considered allergen-free, no school should be either. Instead, schools should focus on being **allergy aware** as part of a whole-school approach.

School trips

All children should have access to school trips without needing a parent or carer with them to keep them safe. Precautions can be taken to protect children with allergies on school trips. These include:

- **Ensuring all staff on a trip are aware of children with allergies and their individual needs**. Staff should be trained to recognise a reaction and children with allergies should always be supervised by a member of staff who has received training in AAI administration.
- **Carrying out a risk assessment** for all trips that covers any potential risks in the environment, including any times the child will be eating.
- **Ensuring that the child or a member of staff supervising them will be carrying their two AAIs at all times during the trip**. You must ensure that staff transport medication correctly and maintain it at the correct temperature.
- **Checking the catering options** on school trips to ensure there is something suitable for everyone.
- **Taking a copy of each child's Allergy Action Plan and IHCP on the trip**.

Where possible, the school should aim to **plan school trips that children with allergies can participate in fully**. This should be applied for all school activities, whether they occur inside or outside of the school itself.



Mental health and wellbeing

Many children find that the vigilance needed to avoid allergens causes them anxiety, as they have to constantly worry about accidentally coming into contact with them and having a reaction.

As a member of school staff, you have a **responsibility to create a supportive, inclusive environment** and to reassure children with allergies, as well as their parents or carers, of their safety in school.

Children with allergies can also experience **allergy bullying**. This can range from a few nasty comments to a child being physically threatened with or tricked into handling or eating their allergen.

There are a number of steps you can take to prevent allergy bullying in your school. These include:

- **Educating all students on the importance of allergy safety**. Teaching children about the dangers of allergies and anaphylaxis helps children to understand the potential consequences of allergy bullying.
- **Ensuring your school has an up-to-date anti-bullying policy**. This may make reference to allergy bullying specifically and outline the consequences of doing it.
- **Embracing inclusivity**. Using positive language and talking openly about allergies helps to normalise them.

