



Ripon Grammar School

Allergens Policy

1. Introduction

This policy is concerned with a whole school approach to the health care and management of those members of our community suffering from specific allergies. We are aware that our students may suffer from food, bee/wasp stings, animal, latex or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Our 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 such as allergy-induced anaphylaxis.

This policy applies to all members of the school community: staff, parents/carers, volunteers, supply staff, students

2. Policy

The school aims to:

- establish effective risk-management practices to minimise the child, staff, family member and visitor exposure to known trigger foods and insects
- provide staff training and education to ensure effective emergency response to any allergic reaction situation including anaphylaxis management, awareness of triggers and first aid procedures to be followed in the event of an emergency.
- be committed to no food and drink sharing
- ensure parents/care givers provide details of allergies in the child's School Admissions Forms, submitted before starting school to set up Individual Healthcare Plans.
- apply more rigorous controls for allergic reaction to nuts as the most common high-risk allergy
- establish and maintain practices for effectively communicating a student's Individual Healthcare Plan to all relevant staff.
- Age appropriate education of the children with severe food allergies.

3. Procedures

3.1 Medical Information

- The school will seek up to date information via a medical form when a student starts at the school.
- Any change in a student's medical condition during their time at school must be reported to the school.
- For a student with an allergic condition, the school requires parents/care givers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The School Health Worker will ensure that an Individual Healthcare Plan is established and updated for each student with a known allergy.
- All members of staff are required to review and familiarise themselves with the medical information.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information.

3.2 Use of Auto-injectors

Where Auto-injectors (Adrenalin) are required in the Individual Healthcare Plan:

- Parents/care givers are responsible for the provision and timely replacement of the Auto-injectors.
- MHRA guidance suggests that students should carry at least two Auto-injectors on their person. In school, students will be expected to carry at least one Auto-injector on their person and a second Auto-injector must be provided, which can then be stored in the Medical Room.
- The Auto-injectors are located securely in relevant locations approved by the Headteacher – but Auto-injectors must not be locked away.
- Auto-injectors will be located so that all adults involved with the child know where they are at all times.

Spare Auto-Injectors

- In addition to those Auto-injectors provided for and by specific students, the school purchases and maintains spare Auto-injectors for use in an emergency, stored in the Medical Room separate from student Auto-injectors and alongside the spare asthma kit. The School Health-workers are responsible for regularly checking these kits and for ensuring that they are replaced when required.
- The spare Auto-injector kit should include:
 - 1 or more Auto-injector(s).
 - Instructions on how to use the device(s).
 - Manufacturer's information.
 - Checklist of injectors, identified by batch number and expiry date with monthly checks recorded.
 - A note of the arrangements for replacing the injectors.
 - A list of pupils to whom the Auto-injector can be administered (when seeking consent it is important to state that the school's spare Auto-injector might be of a different type and dose to that prescribed to individual students).

Use of spare Auto-injectors

- The school's spare AAI can be used instead of a pupil's own prescribed AAI(s), if these cannot be administered correctly, without delay.
- Unless directed otherwise by a healthcare professional, the spare AAI should only be used on pupils known to be at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.
- This includes children at risk of anaphylaxis who have been provided with a medical plan confirming this, but who have not been prescribed AAI. In such cases, specific consent for use of the spare AAI from both a healthcare professional and parent/guardian must be obtained.
- In a situation where a student is suspected of suffering anaphylaxis but was not known to be at risk and does not have a medical plan or consents in place, unless in possession of appropriate first aid training, staff should dial 999 and seek direction from healthcare professionals.

3.3 Actions in the event of a student suffering an allergic reaction

- We will delegate someone to contact the student's parents/care givers.
- If a student becomes distressed or symptoms become more serious - telephone 999.
- In the event of anaphylaxis an ambulance must always be called.
- Keep calm, make the student feel comfortable and give the student space.
- If medication is available, it will be administered as per training.
- If parents/care givers have not arrived by the time ambulance arrives, a member of staff will accompany the student to hospital.
- If a student is taken to hospital by car, two (where possible) members of staff will accompany them.

4. Responsibilities for Allergy Management

4.1 Parents/carers

Parents/carers are responsible for providing, in writing, on-going accurate and current medical information to the school.

Parents/care givers are to send a letter/meet with the SHW to confirm and detail the nature of the allergy:

- 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 student can be prevented from getting into contact with the allergen.
- If a student has an allergy requiring an Auto-injector an Individual Healthcare Plan must be completed and signed by the parents/care givers.

Parents/carers to provide the school with up-to-date medication/equipment clearly labelled in original packaging.

- In the case of life saving medication like Auto-injectors the student will not be allowed to attend without it.
- Parents/care givers are also required to provide up to date emergency contact information.
- Snacks and lunches brought into school are provided by each student's parent/carer.
- Ensure that the contents are safe for the student to consume.
- Parents/care givers should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking).

4.2 The Role of Staff

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If an Individual Healthcare Plan is needed, a risk assessment will be carried out and any actions identified to be put in place. The Assessment should be stored with the Student's Individual Healthcare Plan.
- Upon determining that a student attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of student's needs.
- All staff who come into contact with the student will be made aware of what treatment/medication is required by the School Health Worker or Inclusion Team and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Students will be reminded that snack time foods should be peanut, nut free and not contain other allergens depending on the students attending. All staff should know the procedures at snack and lunch time to ensure the safety of students with allergies, though staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- We may ask parents/care givers for a list of food products and food derivatives the student must not come into contact with.
- Staff should liaise with parents/care givers about snacks and any food-related activities.
- School Health Workers will conduct periodic checks to ensure that students are carrying their Auto-injectors.

4.3 Role of other parents/care givers

- Snacks and lunches brought into the school by other parents/care givers should be peanut and nut free wherever possible.
- The school will ensure that parents/care givers are regularly reminded to monitor the contents of lunchboxes and snack.

4.4 Catering

- The school lunch provider will have their own policy for food allergies. Parents/care givers are required to make an appointment with the School Chef and provide a current medical letter stating the allergy of their child.
- Special dietary requirements are displayed at the till when a child purchases their food at lunch and/or breaktime.

Policy Last Reviewed: January 2025

Appendix 1: 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.

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

Health Care Plan - A detailed document outlining an individual child's condition, treatment, and an action plan including location of EpiPen.