



THE
KING'S SCHOOL
CANTERBURY
JUNIOR KINGS

Allergy and Anaphylaxis Management Policy

Responsible Person: Senior Nurse JKS

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1. Introduction

1.1 An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction called anaphylaxis.

1.2 Anaphylaxis is a serious, life-threatening allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

1.3 Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

2. Scope

2.1 This policy applies to pupils at The Junior King's school and includes managing the risk of allergic reaction when pupils are under the care of school staff away from the school site

2.2 This policy identifies the most common UK Allergens:

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

2.3 It is acknowledged that it is possible to be allergic to anything which contains a protein, and it is not limited to the list above.

2. Objectives

2.1 To ensure pupils with known allergies are identified and measures put in place to protect them from the risks presented by exposure to their allergen

2.2 To enable appropriate support for pupils with allergies, to ensure they are safe at school; and are not disadvantaged in any way whilst taking part in school life.

2.3 To ensure compliance with national guidance (DofE) and standards (DofH and NICE) in the management of severe allergy and use of Adrenaline Auto Injectors (AAIs) in school.

4. Roles and responsibilities

4.1 Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform the School Health Centre if the child has any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

4.2 The Senior Leadership Team Responsibilities

- Ensuring provision of allergy management and anaphylaxis training for all school staff and allowing staff time to complete this.
- Ensuring any staff employed who have any responsibility for pupils in school and off site are deemed competent to implement this policy

4.3 All Staff Responsibilities

- All school staff will complete Educare anaphylaxis training once yearly. Staff will arrange a practical AAI familiarity session with one of the Health Centre Nurses each year or more frequently if they feel they need it.
- To be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any

food-related activities must be planned with consideration of pupils with known allergies and advice sought from the School Health Centre.

- To check pupils are always carrying their AAls; including lessons, sports, mealtimes and school activities
- To ensure pupils do not bring any food items or potential allergens into school
- Boarding staff are responsible for ensuring that any food bought into the boarding house by pupils (tuck) does not contain allergens known to cause anaphylaxis in other boarding pupils or flexi boarders

4.3 Staff taking pupils off site

- are responsible for collecting any emergency supplies (antihistamine medication and inhalers) from the Health Centre and for checking pupils have their own Adrenaline Auto Injector (AAIs) with them. Pupils will not be able to attend off site trips or activities without their emergency medication (AAIs)
- Staff must know where the AAls are always while offsite (e.g. they should ask the pupil to show the AAls each time there is a change of location – on bus/off bus etc.)

4.4 Catering Staff Responsibilities

- To familiarise themselves with information provided by the Health Centre regarding pupils with allergies and severity of those allergies
- To identify these pupils when serving food and assist them in making appropriate food choices
- To check food allergens on packaging before providing food to pupils
- to implement measures to prevent cross contamination during the handling, preparation and serving of food

4.5 Chef Manager Responsibilities

- To ensure catering staff are competent in meeting their responsibilities in respect of this policy.
- To ensure serious allergy lists with individual pupil photographs are always available for staff to view to enable them to check specific allergens.
- To plan menus and catering options which minimise the risk of pupils with severe allergies being exposed to their allergens. Where possible these foods should not be offered in school. When avoidance of these foods is unavoidable in school they must be clearly labelled, and measures put in place to avoid cross contamination.

4.6 School Nurse Responsibilities

- To flag any food or non-food allergies on a pupils individual iSAMS health record
- To disseminate this information to catering, teaching and support staff as appropriate, for example all boarding matrons for boarding or flexi boarders, form tutors, heads of section.
- To maintain an accurate list of those pupils with severe allergies who have been prescribed an adrenaline auto injector (AAI) This should include each pupil's photograph, details of their allergy, and where their Adrenaline Auto Injector is kept. This should be clearly displayed in the staff room and in the catering department.
- To ensure that the up-to-date Allergy Action Plan is kept with the pupil's emergency medication.
- To check medication kept at school on a termly basis (including AAIs carried by pupils) and send a reminder to parents if medication is approaching expiry.
- To record use of any AAI(s) and emergency treatment given.
- To provide annual allergy awareness sessions for any pupils with AAIs in Prep School and a small group of their peers, including identifying symptoms and administration of AAIs
- To be available to discuss individual allergy action plans with teachers on request and give opportunity to practice administration of AAI using training pens. This is to supplement (not replace) whole school allergy management training.

4.6 Pupil Responsibilities

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for always carrying them on their person.

5. Allergy Action Plans

5.1 Allergy action plans are individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto injector.

5.2 The Junior King's School recommends using the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans to ensure continuity. This is a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK. It is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional and provide this to the school.

6. Treatment and Management of Allergy

6.1 Symptoms usually come on quickly, within minutes of exposure to the allergen. Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

6.2 Anaphylaxis - Emergency Treatment

Anaphylaxis is the term for more serious symptoms that effect the airway breathing and circulation (ABC)

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

In extreme cases there could be a dramatic fall in blood pressure.

The person may become weak and floppy and may have a sense of something terrible happening.

This may lead to collapse, unconsciousness and, on rare occasions, can be fatal.

Anaphylaxis can develop very rapidly so adrenaline must be administered as soon as anaphylaxis is suspected

Action:

- Keep the child where they are, call for help and do not leave them unattended.
- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
 - **CALL 999** and state ANAPHYLAXIS (**ana-fil-axis**).
 - If no improvement **after 5 minutes, administer second AAI.**
 - If no signs of life commence **CPR**.
 - Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop. All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

7. Supply, storage and care of medication

7.1 Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to always carry their own two AAls on them (in a suitable bag/container which can be provided by the School Health Centre if required). For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff.

7.2 Medication will be stored in a suitable container (insulated) and clearly labelled with the pupil's name. For prep school pupils this is kept in the lobby of the Health Centre. For pre-prep pupils this is kept in pre-prep reception area. The pupil's medication storage container should contain:

- Two AAls i.e. EpiPen® or Jext® or Emerade® (if not carried by the pupil)
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

7.3 AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.

7.4 AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or can be disposed of in Health Centre sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor

8. 'Spare' adrenaline auto-injectors in school

8.1 The Junior King's School has purchased spare AAls for emergency use in children who are risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date).

8.2 These are stored in a red container, clearly labelled

'Emergency Anaphylaxis Adrenaline Pen'

8.3 Junior King's School holds four spare pens which are kept in the following locations:

1. Health Centre entrance lobby
2. Boarding Floor Health Centre behind entrance door

8.4 The School Nurse is responsible for checking the spare medication is in date monthly and replacing as needed. Written parental permission for use of the spare AAls is included in the pupil's allergy action plan. If the pupil has an individual health plan

which is not a BSACI allergy action plan, parents will be asked to complete a consent form for administration of the school AAI device if needed

8.5 If anaphylaxis is suspected in an undiagnosed individual call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare AAI is appropriate. The medical and healthcare products regulatory authority regulation 238 permits the school's spare AAI device to be given to without authorisation or consent in exceptional circumstances

9. Staff Training

9.1 All staff will complete online anaphylaxis training at the start of every new academic year. Training is also available on an ad-hoc basis for any new members of staff. Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date
- A practical session using trainer devices (these can be obtained from the manufacturers' websites: www.epipen.co.uk and www.jext.co.uk and www.emerade-bausch.co.uk)

10. Inclusion and safeguarding

10.1 The Junior King's School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

11. Catering

11.1 All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products. The school menu is available for parents to view in weekly/fortnightly/monthly advance with all ingredients listed and allergens highlighted.

11.2 The School Nurse will inform the Catering Manager of pupils with food allergies. A list of pupils with severe allergies is provided with photographs to enable instant recognition of pupils.

11.3 Parents/carers are encouraged to meet with the Catering team to discuss their child's needs.

11.4 The school adheres to the following Department of Health guidance recommendations:

- Parents of children with severe allergies can check the appropriateness of foods being served by speaking directly to the catering manager.
- The pupil should be taught to also check with catering staff, before selecting their meal choice.
- Food should not be given to food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be carefully considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

12. School trips

12.1 Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion. All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Sporting Excursions - Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the games staff are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

13. Allergy awareness and nut bans

The Junior King's School supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education. A 'whole school

awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

14. Risk Assessment

The Junior King's School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

15. Useful Links

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/saferschools-programme/>

- AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools>

Allergy UK - <https://www.allergyuk.org>

- Resources for managing allergies at school –

<https://www.allergyuk.org/living-with-an-allergy/at-school/> BSACI Allergy Action Plans –

<https://www.bsaci.org/professionalresources/resources/paediatric-allergy-action-plans/>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools –

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020)

<https://www.nice.org.uk/guidance/cg134?unlid=2290415042016711583>

16.1 Table of Documentation Related to Anaphylaxis Management

Health Information Form	Completed by parents/carers	Information transferred to iSAMS Health record by School Nurse
Allergy Action Plan	Supplied by parents/carers Or Created by School Nurse and agreed by parent/carer	Attached to iSAMS Health Record by School Nurse Paper copy stored in pupil's own emergency medication bag
Pupil spreadsheet created for staff for specific activities/visits	Downloaded from pupil iSAMS health record by School Nurse	Sent electronically to staff member
Serious Allergy List Including pupil photo	Compiled by School Nurse	Displayed in Health Centre, School Staff Room and School Kitchen

16.2 Table of Allergy/Anaphylaxis related training

All School Staff	Allergy awareness	Online Educare	Yearly
Catering staff	Allergy, food safety and labeling awareness	Online FSA	6 monthly
Target staff groups (e.g. tutors of pupil with AAls/Pre-Prep staff)	Practical AAI administration session	With Health Centre Nurses	Yearly
Health Centre Staff	Allergy Awareness	Online	Yearly
Boarding Staff/Matrons	Practical AAI administration session and individual Allergy Plan discussion	Provided by Health Centre Nurses	Yearly
Pupils with known serious allergy and friendship group	Allergy Awareness and AAI session	Provided by Health Centre Nurses	Yearly