Orwell Park School

Part of the Benenden Family of Schools

Allergy & Anaphylaxis policy

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Orwell Park Allergy & Anaphylaxis Policy

This policy applies to the whole School, including Pre-Prep, Prep School, Boarding, before and after school clubs, educational visits, residential visits, away sports fixtures, school trips, off-site activities and all other school-sponsored events.

1. Aims and Objectives

Policy Statement

Orwell Park School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. The School recognises that allergies can range from mild conditions to life-threatening anaphylaxis and adopts a whole-school approach to reducing risk whilst ensuring that individuals with allergies are able to participate fully in all aspects of school life.

Pupils with allergies are able to participate safely in all aspects of school life, including lessons, boarding, school trips, educational visits, away sports fixtures, extracurricular activities and residential experiences. Appropriate planning, risk assessment and reasonable adjustments will be made, where appropriate, to enable participation whilst maintaining the safety and wellbeing of all pupils.

Allergy awareness throughout the school community and is committed to ensuring that staff are appropriately trained to recognise and respond promptly to allergic reactions.

The School recognises its responsibilities under the Equality Act 2010 to make reasonable adjustments where appropriate to support pupils with medical conditions, including allergies.

Aims

This policy aims to:

- provide a safe environment for pupils, staff and visitors with allergies;
- minimise the risk of allergic reactions through effective risk assessment and robust procedures;
- ensure prompt recognition and appropriate management of allergic reactions and anaphylaxis;
- clearly define the responsibilities of staff, parents, pupils and governors in allergy management;
- promote allergy awareness throughout the school community;
- support inclusion and safeguard the wellbeing and mental health of pupils living with allergies;
- ensure all relevant staff receive appropriate allergy and anaphylaxis training;

- maintain accurate medical records, Individual Healthcare Plans and Allergy Action Plans;
- ensure emergency medication is readily available whenever required; and
- comply with current legislation and recognised best practice guidance.

Scope

This policy applies to:

- All pupils;
- All members of staff;
- Gap Students;
- Volunteers;
- Agency staff;
- Sports coaches;
- Peripatetic teachers;
- Contractors working on site;
- Visitors;
- Boarding provision;
- Before and after school clubs;
- Educational visits;
- Residential visits;
- Away sports fixtures and tournaments;
- School trips and off-site activities; and
- Any school activity taking place on or off the school site.

This policy should be read alongside the school's:

- Medical Conditions Policy
- Medication Administration Policy
- Asthma Policy
- First Aid Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy

- Behaviour and Anti-Bullying Policies
- Equality, Diversity and Inclusion Policy

2. What is an Allergy?

An allergy occurs when the body's immune system reacts to a substance (known as an allergen) that is normally harmless to most people. Instead of ignoring the substance, the immune system identifies it as a threat and releases chemicals, including histamine, which trigger an allergic reaction.

Allergic reactions can vary from mild symptoms, such as itching, hives or swelling, to severe, life-threatening anaphylaxis requiring immediate emergency treatment.

People can develop allergies to many different substances; however, severe allergic reactions are most commonly associated with:

- Foods
- Insect venom (such as bee or wasp stings)
- Medicines
- Latex

Orwell Park School recognises that allergies can have a significant impact on a pupil's health, wellbeing and participation in school life. The School is committed to reducing the risk of allergic reactions through effective communication, risk assessment, staff training and emergency preparedness.

3. DEFINITIONS

Anaphylaxis

A severe, rapidly developing allergic reaction that may be life-threatening. Anaphylaxis is a medical emergency requiring immediate treatment with adrenaline and urgent medical assistance.

Allergen

An allergen is a substance that causes an allergic reaction in someone who is allergic to it. Allergens can include food, medicines, insect venom (such as bee or wasp stings), latex, pollen and animal dander (skin cells shed by animals with fur or feathers).

Most serious food allergies are caused by:

- eggs
- milk
- peanuts

- tree nuts (such as almonds, hazelnuts, cashews and walnuts)
- sesame
- fish
- shellfish
- soya
- wheat

UK food legislation requires 14 specified allergens to be identified on pre-packed food. Orwell Park School's catering procedures comply with these legal requirements and are detailed in Section 7 of this policy.

Adrenaline Auto-Injector (AAI)

A single-use device containing a measured dose of adrenaline for the emergency treatment of anaphylaxis.

For the purposes of this policy, adrenaline auto-injectors may also be referred to as adrenaline pens.

Allergy Action Plan

An individual emergency care plan completed by the child's treating clinician, outlining the person's allergy, symptoms and emergency treatment.

Orwell Park School uses the current British Society for Allergy and Clinical Immunology (BSACI) Allergy Action Plan templates.

Designated Allergy Lead

The member of staff with overall responsibility for allergy management across Orwell Park School.

The Designated Allergy Lead oversees allergy management, supports staff, promotes allergy awareness and works closely with the School Nursing Team to ensure effective implementation of this policy.

Individual Healthcare Plan (IHP)

A personalised plan developed in partnership with parents/carers and healthcare professionals, where appropriate, which details a pupil's medical needs, prescribed medication, emergency treatment and the support required to enable them to participate safely in school life.

Risk Assessment

A documented assessment identifying potential allergy risks associated with an activity and the control measures required to reduce those risks.

Risk assessments should be completed for activities both on and off the school site where allergens may be present

Spare Adrenaline Pens

Adrenaline auto-injectors purchased by Orwell Park School in accordance with Department of Health guidance for use in an emergency where:

- a pupil's prescribed device is unavailable,
- a second dose of adrenaline is required,
- or an individual without a prescribed device is experiencing suspected anaphylaxis, in accordance with current national guidance

Neffy

Neffy (EURneffy) is a needle-free nasal adrenaline spray licensed for use in the UK. Should pupils be prescribed Neffy in the future, Orwell Park School will review its procedures in line with national guidance and manufacturer recommendations.

4. Roles and Responsibilities

Whole School Approach

Allergy management is the responsibility of the whole school community. Preventing allergic reactions and responding appropriately in an emergency requires effective communication and cooperation between staff, pupils, parents, the School Nursing Team, the Catering Team and the Designated Allergy Lead.

Every member of staff has a responsibility to contribute to maintaining a safe, inclusive environment for pupils with allergies and to follow the procedures set out in this policy.

4.1 Designated Allergy Lead

The Designated Allergy Lead at Orwell Park School is Jo Coventry-King who is also the Designated Safeguarding Lead (DSL)

The Designated Allergy Lead has overall responsibility for the strategic oversight of allergy management across the School and works closely with the School Nursing Team to ensure this policy is implemented effectively.

The Designated Allergy Lead is responsible for:

- promoting a whole-school approach to allergy awareness and inclusion;
- ensuring appropriate procedures are in place to safeguard pupils, staff and visitors with allergies;

- working with the School Nursing Team to ensure allergy information is communicated appropriately throughout the School;
- ensuring allergy management arrangements are reviewed regularly and remain effective;
- supporting staff in managing complex allergy-related situations where required;
- ensuring staff receive appropriate allergy and anaphylaxis training;
- ensuring annual anaphylaxis drills are undertaken;
- reviewing significant allergy incidents and supporting any actions identified following incident investigations;
- ensuring this policy is reviewed annually or sooner if guidance or legislation changes; and
- reporting significant allergy matters to the Head and Senior Leadership Team where appropriate.

4.2 School Nursing Team

The School Nursing Team is responsible for the day-to-day clinical management and coordination of allergy care across Orwell Park School. Working closely with the Designated Allergy Lead, Admissions Team, Catering Team, Boarding Team, Teaching Staff and Parents, the School Nursing Team ensures that pupils with allergies are supported safely and that effective communication is maintained across the School.

The School Nursing Team is responsible for:

- Coordinating the day-to-day management of allergies across the School.
- Collecting, reviewing and maintaining medical information, Allergy Action Plans and Individual Healthcare Plans for pupils with allergies.
- Maintaining accurate allergy records on the school's medical record system (iSAMS).
- Maintaining the central allergy register and ensuring allergy information remains accurate and up to date.
- Liaising with parents regarding allergy management, changes to medical information and the provision of prescribed medication.
- Monitoring the expiry dates of prescribed medication held in school and reminding parents when replacement medication is required.
- Ensuring prescribed medication is clearly labelled, stored appropriately and readily accessible in an emergency.
- Maintaining an up-to-date register of pupils prescribed adrenaline auto-injectors, including the location, brand, dose and expiry date of each device.
- Maintaining the school's stock of spare adrenaline auto-injectors, ensuring they are appropriately stored, regularly checked and replaced when required.
- Communicating allergy information promptly to relevant staff, including the Catering Team, teaching staff, boarding staff, trip leaders and sports staff, where appropriate.

- Liaising with the Admissions Team regarding newly identified allergies and ensuring relevant information is shared with the Catering Team and other appropriate staff before a pupil joins the School or as soon as changes are identified.
- Providing practical adrenaline auto-injector training and refresher sessions for staff throughout the year.
- Supporting staff to complete the School's annual online allergy awareness training.
- Providing additional advice, guidance and training when requested or when a pupil's allergy management plan changes.
- Preparing medical information for educational visits, residential visits and away sports fixtures, including providing trip leaders with a summary of pupils' medical conditions and medication requirements.
- Preparing and supplying first aid bags for educational visits, residential visits and away sports fixtures. These contain appropriate first aid equipment, emergency supplies and authorised medications, in accordance with the Medication Administration Policy.
- Ensuring pupils' prescribed medication required for educational visits, residential visits and away sports fixtures is available prior to departure.
- Supporting trip leaders with medication arrangements before departure. Trip leaders are responsible for signing prescribed medication, including adrenaline auto-injectors and inhalers, in and out for the duration of the visit and ensuring it remains readily accessible throughout the activity.
- Responding to, documenting and reviewing allergic reactions and near misses, sharing learning with the Designated Allergy Lead and relevant staff where appropriate.
- Supporting the annual review of this policy and recommending improvements to allergy management procedures where appropriate.

4.3 Admissions Team

The Admissions Team plays an important role in identifying pupils with allergies before they join Orwell Park School and ensuring this information is shared appropriately.

The Admissions Team is responsible for:

- collecting medical, allergy and dietary information from parents as part of the admissions process;
- ensuring allergy and dietary information is shared promptly with the School Nursing Team and Catering Team;
- notifying the School Nursing Team of any changes or additional medical information received during the admissions process;
- ensuring parents are aware of the School's allergy management arrangements where appropriate;

- working with the School Nursing Team to ensure appropriate plans are in place before a pupil with allergies starts at the School; and
- ensuring appropriate arrangements are made for prospective pupils attending taster days, open events or transition visits where food may be provided or the pupil is attending without their parent or carer.

4.4 Catering Team

The Catering Team plays a vital role in reducing the risk of food-related allergic reactions by following safe food preparation, allergen management and food hygiene procedures. The Catering Team works closely with the School Nursing Team and Admissions Team to ensure pupils with food allergies can be catered for safely whilst promoting inclusion.

The Catering Team is responsible for:

- maintaining awareness of pupils and staff with food allergies and dietary requirements;
- working closely with the School Nursing Team and Admissions Team to ensure allergy information is accurate, up to date and communicated promptly whenever changes occur;
- maintaining an up-to-date allergy information sheet, including pupil photographs, within the catering department to support the safe identification of pupils with food allergies when preparing and serving meals;
- preparing, handling and serving food in accordance with current food hygiene legislation and allergen regulations;
- following the School's allergen management procedures to minimise the risk of cross-contamination during food preparation and service;
- ensuring allergen information is available for all food prepared and served by the School and that ingredient information is available when required;
- communicating any changes to ingredients, recipes or suppliers that may affect pupils with allergies;
- seeking advice from the School Nursing Team whenever there is any uncertainty regarding a pupil's allergy, dietary requirements or the suitability of a food item before it is served;
- ensuring all catering staff complete appropriate food allergen and allergy awareness training; and
- supporting Orwell Park School's commitment to providing a safe, inclusive dining experience for all pupils.

5. Information and Documentation

5.1 Register of pupils with an allergy

Orwell Park School maintains a central register of pupils with diagnosed allergies. This includes pupils with a history of anaphylaxis, those prescribed adrenaline auto-injectors and pupils with allergies who have not been prescribed adrenaline.

The School Nursing Team is responsible for maintaining these records and ensuring allergy information is reviewed and updated promptly whenever changes are identified. Relevant staff have access to allergy information through the School's agreed communication systems to enable them to support pupils safely whilst maintaining appropriate confidentiality.

5.2 Communicating Allergy Information

To ensure allergy information is readily available to relevant staff whilst maintaining confidentiality, Orwell Park School uses several communication systems.

These include:

- a central allergy register maintained on iSAMS;
- medical red alert flags on individual pupil records within iSAMS;
- Individual Healthcare Plans;
- Allergy Action Plans completed by the pupil's treating clinician;
- a staff allergy information board displaying photographs of pupils with allergies and their identified allergens;
- allergy information sheets, including pupil photographs, displayed within the catering department to support the safe preparation and serving of meals; and
- communication from the School Nursing Team to relevant staff whenever a pupil's allergy management changes.

The School Nursing Team is responsible for ensuring these records remain accurate and are updated promptly whenever new information is received.

5.3 Individual Healthcare Plans (IHPs)

Every pupil with a diagnosed allergy will have an Individual Healthcare Plan (IHP) completed in partnership with parents or carers and, where appropriate, the pupil and relevant healthcare professionals.

The Individual Healthcare Plan provides staff with clear information about the pupil's allergy, the support they require and the action to take in the event of an allergic reaction.

Each Individual Healthcare Plan will normally include:

- details of the pupil's diagnosed allergy or allergies;
- known allergens and identified triggers;

- previous allergic reactions, where relevant;
- prescribed medication, including dosage and storage arrangements;
- emergency treatment procedures;
- details of any reasonable adjustments required to enable the pupil to participate safely in school life;
- emergency contact information;
- parental consent for the administration of medication, including the use of spare adrenaline auto-injectors where appropriate; and
- the pupil's current Allergy Action Plan.

Individual Healthcare Plans are reviewed at least annually, or sooner if a pupil's medical needs change. Parents and carers are responsible for informing the School of any changes to their child's allergy, prescribed medication or emergency treatment and for signing updated Individual Healthcare Plans when reviewed.

5.4 Allergy Action Plans

Parents are responsible for providing the School with an up-to-date Allergy Action Plan completed by the pupil's treating clinician.

The Allergy Action Plan forms part of the pupil's Individual Healthcare Plan and provides clear guidance on recognising and responding to an allergic reaction or anaphylaxis.

Copies of Allergy Action Plans are held by the School Nursing Team and are made available to relevant staff to support the safe management of pupils with allergies.

5.5 Confidentiality and Information Sharing

Allergy information is treated as confidential and will be shared only with staff who need the information to safeguard and support a pupil whilst carrying out their role.

Relevant allergy information may be shared with:

- the School Nursing Team;
- the Designated Allergy Lead;
- teaching and support staff;
- boarding staff;
- the Catering Team;
- sports staff and coaches;
- trip leaders and accompanying staff on educational visits, residential visits and away sports fixtures; and
- first aiders, where appropriate.

Orwell Park School manages personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the School's Data Protection Policy.

Information is shared through the School's agreed communication systems, including iSAMS, Individual Healthcare Plans, Allergy Action Plans, the staff allergy information board and catering allergy information sheets, to ensure pupils with allergies are supported safely whilst maintaining appropriate confidentiality.

6. Assessing Risk

Orwell Park School is committed to providing a safe, inclusive environment for pupils with allergies. Allergy risks can arise in many aspects of school life and should be considered whenever activities are planned, both on and off the school site.

Risk assessments should be proportionate to the activity and take account of the individual needs of pupils with allergies. The aim is to reduce risk whilst enabling pupils to participate safely in all aspects of school life. Pupils should not be excluded from activities solely because they have an allergy where appropriate control measures can be implemented.

When planning activities, staff should consider:

- the pupils taking part and any known allergies;
- the nature of the activity and any potential allergen exposure;
- whether food, drink or other allergens will be used;
- the availability and accessibility of emergency medication;
- whether staff attending the activity are aware of the pupils' allergies and know how to recognise and respond to an allergic reaction;
- the location of the activity and access to emergency services, where appropriate; and
- any reasonable adjustments required to enable pupils with allergies to participate safely.

Activities that may require additional consideration include, but are not limited to:

- food technology and cooking activities;
- classroom activities involving food;
- science experiments involving potential allergens;
- arts and crafts using food products or natural materials;
- gardening activities;
- visits involving animals or farms;
- fundraising events;
- celebrations and special events involving food;
- educational visits and school trips;
- residential visits;

- away sports fixtures and tournaments;
- boarding activities; and
- extracurricular clubs.

Teaching staff are responsible for considering allergy risks when planning lessons and activities. Where food or other potential allergens are being used, staff should:

- check relevant allergy information before the activity takes place by referring to the School's agreed communication systems, including iSAMS, Individual Healthcare Plans and the staff allergy information board;
- ensure appropriate control measures are in place to minimise the risk of allergen exposure;
- ensure pupils do not share food, drinks, utensils or medication during school activities; and
- seek advice from the School Nursing Team if they are unsure how to manage a pupil's allergy or whether an activity is appropriate.

Where there is any uncertainty regarding a pupil's allergy, the suitability of materials or food, or the control measures required, advice should be sought from the School Nursing Team before the activity takes place.

Where food is not essential to the learning outcome, staff should consider whether suitable alternatives can be used to minimise the risk of allergen exposure.

Allergy risk assessments form part of the planning process for educational visits, school trips, residential visits and away sports fixtures. Further guidance is provided in Section 8- Educational Visits, School Trips and Away Sports Fixtures.

7. Food, Including Mealtimes and Snacks

7.1 General Principles

Food is an important part of school life and may be provided during the school day, educational visits, residential visits, boarding, extracurricular activities, sports fixtures and school events. Orwell Park School is committed to providing a safe and inclusive dining environment for pupils with food allergies whilst promoting independence and participation wherever it is safe to do so.

The School recognises that it is not possible to guarantee an allergen-free environment. Instead, a whole-school approach is adopted to minimise the risk of accidental allergen exposure through effective communication, safe food preparation, staff awareness and appropriate supervision.

All staff share responsibility for reducing the risk of allergen exposure and should remain vigilant during any activity involving food.

7.2 Food Provided by the School

Food prepared and served by Orwell Park School is managed in accordance with current food hygiene and allergen legislation. Whilst the School cannot guarantee an allergen-free environment, appropriate procedures are in place to minimise the risk of accidental allergen exposure.

The School will:

- provide allergen information for food prepared and served by the School;
- take reasonable steps to minimise the risk of cross-contamination during food preparation and service;
- maintain up-to-date allergy information within the catering department, including pupil information sheets with photographs;
- communicate promptly with the School Nursing Team regarding any changes to recipes, ingredients or suppliers that may affect pupils with allergies; and
- seek advice from the School Nursing Team whenever clarification regarding a pupil's allergy or dietary requirements is required.

Recipes, ingredients and suppliers may change over time. Therefore, allergen information should always be checked before food is prepared or served.

7.3 Food Brought into School

Food brought into school by pupils, parents, staff or visitors for celebrations, fundraising events, match teas or other school activities should be clearly labelled with a full list of ingredients. Where ingredients cannot be confirmed, the food should not be provided for pupils with food allergies. Any OPPA events such as Cake sales must be labelled to explain that no guarantee can be made for the ingredients or allergens. Where possible, an alternative could be provided from bought products with listed allergens.

Parents and staff are encouraged to consider pupils with allergies when providing food for school events. Where appropriate, alternative non-food celebrations or activities should be considered to promote inclusion and reduce the risk of accidental allergen exposure.

The School may request that certain food items are not brought into school where this is considered necessary following an individual risk assessment.

7.4 Classroom Activities Involving Food

Where food is used during lessons or activities, teaching staff should consider whether food is essential to the learning outcome.

Before planning activities involving food or other potential allergens, staff should:

- check relevant allergy information using the School's agreed communication systems;
- consider whether suitable alternative materials could be used;
- ensure appropriate supervision is available;
- minimise the risk of cross-contamination; and
- seek advice from the School Nursing Team if they are unsure how to manage a pupil's allergy safely.

Pupils should not share food, drinks, utensils or medication during school activities.

7.5 Snacks and Treats

Where snacks or treats are provided during the school day, staff should always ensure that allergy information has been considered before distribution.

Where food is used as a reward or celebration, staff should consider non-food alternatives wherever appropriate to ensure all pupils can be included safely. If in doubt, do not use food as a reward.

Staff should not knowingly provide food containing a pupil's identified allergen.

Parents providing snacks for their own child should ensure they are suitable for their child's dietary needs and consider other children's possible allergens too.

7.6 Celebrations, Fundraising Events and Match Teas

Food provided for celebrations, fundraising events, match teas and other school events should be planned with consideration for pupils with food allergies.

Where food is supplied by parents or external providers, a full list of ingredients should be available wherever reasonably practicable.

Staff organising events involving food should consider whether suitable alternatives are available to enable pupils with allergies to participate safely.

Advice should be sought from the School Nursing Team where there is any uncertainty regarding food provided for school events.

7.7 Cross-Contamination

Cross-contamination can occur when allergenic foods come into contact with other foods, utensils, equipment or preparation surfaces.

The Catering Team follows appropriate food hygiene procedures to minimise the risk of cross-contamination during food preparation and service.

Staff supervising food-related activities are responsible for ensuring appropriate hygiene measures are followed, equipment and surfaces are cleaned before and after use, and the risk of cross-contamination is minimised.

7.8 Food Provided by External Providers

Where food is provided by an external venue or catering provider during educational visits, residential visits, away sports fixtures or other school activities, staff should ensure that allergy information is communicated in advance and that appropriate arrangements are in place for pupils with food allergies.

Where there is any uncertainty regarding the suitability of food provided, advice should be sought from the venue or catering provider before it is served.

7.9 "May Contain" Foods

Products carrying precautionary allergen labelling, such as **"May Contain"**, will be managed following an individual risk assessment and in accordance with the pupil's Allergy Action Plan and advice from parents or healthcare professionals.

Where there is any uncertainty regarding the suitability of a food item, it should not be provided until appropriate advice has been obtained.

7.10 Good Food Hygiene

All members of the school community are encouraged to maintain good hand hygiene before and after eating.

Tables and food preparation areas should be cleaned appropriately following food-related activities to reduce the risk of allergen contamination.

8. Educational Visits, School Trips and Away Sports Fixtures

8.1 General Principles

Orwell Park School is committed to ensuring that pupils with allergies are able to participate safely in educational visits, school trips, residential visits, away sports fixtures and other off-site activities.

All visits should be planned with consideration for pupils' medical needs. Appropriate risk assessments should be completed before the activity, taking account of any allergies, emergency medication requirements, food arrangements and access to emergency medical assistance.

No pupil should be excluded from an educational visit, school trip or away sports fixture solely because they have an allergy where appropriate control measures can be implemented safely.

8.2 Planning

When planning an educational visit, school trip, residential visit or away sports fixture, the Visit Leader should consider:

- pupils attending and any known allergies;
- the location and nature of the activity;
- food and catering arrangements;
- potential allergen exposure;
- access to emergency services;
- the availability of emergency medication;
- the number of staff accompanying the visit and their knowledge of pupils' medical needs; and
- any reasonable adjustments required to enable pupils with allergies to participate safely.

Advice should be sought from the School Nursing Team during the planning process where additional support or clarification is required.

8.3 Responsibilities of the School Nursing Team

Before educational visits, school trips, residential visits and away sports fixtures, the School Nursing Team will:

- prepare a first aid bag containing appropriate first aid equipment, emergency supplies and authorised medications in accordance with the Medication Administration Policy;
- provide Visit Leaders with a summary of relevant medical conditions and medication requirements for pupils attending the visit;
- ensure pupils' prescribed emergency medication, including adrenaline auto-injectors, inhalers and any other prescribed medication, is available prior to departure and accompanies the visit alongside the trip first aid bag;
- provide advice and support where required regarding allergy management during the visit.

8.4 Responsibilities of Trip Leaders

Trip Leaders are responsible for ensuring:

- pupils' prescribed medication, including adrenaline auto-injectors, inhalers and any other required medication, accompanies the trip, is signed in and out before and after the visit, and remains readily accessible throughout the activity. Emergency medication must **never** be locked away or left unattended.
- staff accompanying the trip are aware of pupils with allergies and understand how to recognise and respond to an allergic reaction;
- food arrangements have been considered before the trip;
- pupils with allergies are able to participate safely in planned activities;
- emergency contact details are readily available throughout the trip; and
- any allergic reaction or near miss occurring during the trip is managed appropriately and reported to the School Nursing Team on return.

8.5 Food During Trips

Where food is provided by an external venue, restaurant, activity centre or catering provider, allergy information should be communicated in advance wherever possible.

Where there is any uncertainty regarding ingredients or allergen content, advice should be sought from the venue before food is provided.

Staff should not assume that food is suitable simply because it has been provided by an external organisation.

8.6 Residential Visits

Additional consideration should be given to pupils with allergies attending residential visits.

This should include:

- the safe storage and accessibility of emergency medication;
- meal arrangements throughout the visit;
- communication with accommodation providers where appropriate;
- ensuring sufficient medication is available for the duration of the visit; and
- arrangements for emergency medical treatment should an allergic reaction occur.

8.7 Away Sports Fixtures

Pupils attending away sports fixtures should have immediate access to any prescribed emergency medication throughout the event.

Where refreshments or match teas are provided, allergy information should be considered before food is consumed.

Coaches and members of staff supervising the fixture should be aware of pupils with allergies and know how to access emergency medication if required.

8.8 Emergency Procedures

In the event of a suspected allergic reaction or anaphylaxis during an educational visit, school trip, residential visit or away sports fixture, staff should follow the procedures outlined in **Section 14 – Managing an Allergic Reaction and Responding to Anaphylaxis**.

Emergency services should be contacted immediately if anaphylaxis is suspected.

Following the visit, any allergic reaction or near miss should be reported to the School Nursing Team and recorded in accordance with the School's incident reporting procedures.

9. Insect Stings

9.1 General Principles

Although insect stings are uncommon within the school environment, they can cause serious allergic reactions in some individuals. Orwell Park School is committed to reducing the risk of exposure where reasonably practicable and ensuring an appropriate emergency response should a reaction occur.

Pupils with a known allergy to insect stings should have an up-to-date Individual Healthcare Plan and, where prescribed, appropriate emergency medication available at all times.

9.2 Reducing the Risk

Whilst it is not possible to eliminate the risk of insect stings, reasonable measures should be taken to minimise exposure, particularly during outdoor learning, sporting activities, educational visits, residential visits and activities on the School grounds.

Staff should:

- encourage pupils to avoid disturbing bees, wasps and other stinging insects;
- ensure food and drinks are covered where appropriate during outdoor activities;
- encourage pupils to wear suitable footwear outdoors and avoid walking barefoot on grass where bees or wasps may be present;

- encourage the use of an appropriate insect repellent during outdoor activities where there is an increased risk of insect bites or stings, particularly during the summer months or when participating in educational visits, residential visits or activities in wooded or rural areas;
- be vigilant when supervising outdoor learning, sports activities, educational visits and residential visits; and
- seek advice from the School Nursing Team if additional precautions are required for a pupil with a known insect sting allergy.

9.3 Emergency Response

If a pupil is stung and develops signs of an allergic reaction, staff should follow the procedures outlined in **Section 14 – Managing an Allergic Reaction and Responding to Anaphylaxis**.

Where anaphylaxis is suspected:

- administer an adrenaline auto-injector without delay, if prescribed or indicated;
- call 999 immediately;
- follow the pupil's Allergy Action Plan; and
- remain with the pupil until emergency medical assistance arrives.

All incidents should be reported to the School Nursing Team and recorded in accordance with the School's incident reporting procedures.

10. Animals

10.1 General Principles

Orwell Park School recognises that contact with animals may trigger allergic reactions in some pupils and staff. Animals may occasionally visit the School as part of educational activities or be encountered during educational visits, residential visits and other off-site activities.

Where dogs are present on the school site, consideration should be given to pupils with known animal allergies and appropriate measures taken to minimise the risk of allergen exposure.

The School aims to minimise the risk of allergen exposure whilst supporting pupils to participate safely in activities involving animals.

10.2 Risk Assessment

Before animals are brought onto the school site or included in educational activities, consideration should be given to:

- pupils and staff with known animal allergies;
- the type of animal involved;
- the location of the activity;
- the duration of exposure;
- appropriate supervision;
- hand hygiene arrangements; and
- any reasonable adjustments required to enable pupils with allergies to participate safely.

Where necessary, advice should be sought from the School Nursing Team before the activity takes place.

10.3 Hygiene

Staff should ensure that:

- pupils wash their hands thoroughly after handling animals or equipment associated with animals;
- eating and drinking does not take place whilst handling animals;
- areas used for animal activities are cleaned appropriately after use; and
- pupils known to have animal allergies are supported in accordance with their Individual Healthcare Plan.

10.4 Emergency Response

If a pupil develops an allergic reaction following contact with an animal, staff should follow the procedures outlined in **Section 14 – Managing an Allergic Reaction and Responding to Anaphylaxis**.

Any allergic reaction should be reported to the School Nursing Team and recorded in accordance with the School's incident reporting procedures.

11. Allergic Rhinitis (Hay Fever)

11.1 General Principles

Allergic rhinitis (hay fever) is a common allergic condition that may affect pupils and staff, particularly during the spring and summer months. Symptoms may include sneezing, nasal congestion, itchy or watery eyes and itching of the nose or throat.

Whilst hay fever is not usually life-threatening, symptoms can affect a pupil's wellbeing, concentration, participation in lessons and enjoyment of school activities.

11.2 Management

Parents and carers are encouraged, where appropriate, to administer long-acting antihistamines before the school day.

Where symptoms develop during the school day, or where boarders require medication, antihistamines may be administered by the School Nursing Team in accordance with the **Medication Administration Policy** and with appropriate parental consent.

During educational visits, residential visits and away sports fixtures, antihistamines carried within the trip first aid bag may be administered by authorised members of staff in accordance with the **Medication Administration Policy** and with appropriate parental consent.

Staff should encourage pupils experiencing hay fever symptoms to:

- wash their hands and face after spending time outdoors where appropriate;
- avoid rubbing their eyes;
- keep classroom windows closed where this helps reduce pollen exposure, where reasonably practicable;
- remain well hydrated; and
- seek support from the School Nursing Team if symptoms become troublesome.

11.3 Outdoor Activities

Pupils with hay fever should continue to participate in outdoor learning, sport and other activities wherever possible.

Where symptoms are significant, reasonable adjustments may be considered, including:

- monitoring pollen levels when planning prolonged outdoor activities, where appropriate;
- allowing pupils access to prescribed medication where appropriate;
- encouraging the use of sunglasses or hats to reduce pollen exposure to the eyes;
- encouraging the use of sunscreen and insect repellent, where appropriate, during outdoor activities; and
- encouraging pupils to shower and change clothing following prolonged outdoor activities where appropriate, particularly after sporting activities.

11.4 When to Seek Further Advice

Parents and carers should be encouraged to seek medical advice if hay fever symptoms:

- are not adequately controlled by usual medication;
- significantly affect a pupil's attendance, wellbeing or participation in school life; or
- are associated with worsening asthma symptoms.

Any concerns regarding a pupil's allergy management should be discussed with the School Nursing Team.

12. Inclusion and Emotional Wellbeing

12.1 General Principles

Orwell Park School is committed to providing a safe, inclusive and supportive environment for pupils with allergies. Having an allergy should not prevent a pupil from participating fully in school life where appropriate control measures can be implemented.

The School recognises that living with an allergy may affect a pupil's confidence, emotional wellbeing and sense of inclusion. Staff should be aware that some pupils may experience anxiety about accidental allergen exposure or the need to carry emergency medication.

12.2 Promoting Inclusion

The School will take reasonable steps to support pupils with allergies to participate safely in all aspects of school life, including:

- classroom learning;
- practical lessons;
- extracurricular activities;
- educational visits and residential visits;
- away sports fixtures;
- boarding activities;
- school events and celebrations; and
- dining and mealtimes.

Where reasonable adjustments are required, these should be planned in consultation with parents or carers, the School Nursing Team and other relevant staff.

12.3 Supporting Pupils

Staff should encourage pupils to develop an age-appropriate understanding of their allergies and support them in managing their condition safely.

Where appropriate, pupils should be encouraged to:

- recognise the signs and symptoms of an allergic reaction;
- avoid known allergens;
- inform a member of staff if they feel unwell or believe they have been exposed to an allergen;
- understand the importance of not sharing food, drinks or medication; and
- develop confidence in managing their allergies as they become older, with appropriate support from parents, carers and the School.

12.4 Bullying and Emotional Wellbeing

Bullying, teasing or inappropriate behaviour relating to a pupil's allergy will not be tolerated.

Any concerns regarding bullying or behaviour related to a pupil's medical condition should be managed in accordance with the School's Behaviour Policy and Anti-Bullying Policy.

Where appropriate, pupils who are experiencing anxiety or emotional difficulties related to their allergy should be offered appropriate support and parents or carers kept informed.

12.5 Partnership with Parents and Carers

Orwell Park School recognises that effective allergy management relies upon a strong partnership between the School, pupils, parents or carers and healthcare professionals.

Parents and carers are encouraged to:

- provide up-to-date medical information;
- inform the School promptly of any changes to their child's allergy or treatment;
- provide prescribed medication in date and in the original packaging, where required;
- attend reviews of Individual Healthcare Plans where appropriate; and
- work collaboratively with the School to support the safe management of their child's allergy.

13. Adrenaline Auto-Injectors (AAIs)

13.1 General Principles

Adrenaline auto-injectors (AAIs) are the first-line emergency treatment for anaphylaxis. Pupils who have been prescribed an AAI should have immediate access to their medication at all times whilst in the care of Orwell Park School.

The School maintains arrangements for both prescribed and spare adrenaline auto-injectors in accordance with current national guidance. Emergency medication must be readily accessible and must never be locked away or stored where it cannot be accessed immediately in an emergency.

13.2 Prescribed Adrenaline Auto-Injectors

Parents and carers are responsible for providing the School with prescribed adrenaline auto-injectors for pupils who require them.

Prescribed AAIs should:

- be supplied in date and in their original packaging;
- be clearly labelled with the pupil's name;
- be accompanied by an up-to-date Allergy Action Plan;
- remain readily accessible throughout the school day; and
- be replaced by parents or carers before their expiry date or sooner if used or damaged.

The School Nursing Team will monitor expiry dates and remind parents or carers when replacement medication is required.

13.3 Spare Adrenaline Auto-Injectors

Orwell Park School maintains spare adrenaline auto-injectors in accordance with Department of Health guidance to provide emergency treatment where appropriate.

Spare AAIs:

- are held for emergency use only;
- are stored separately from pupils' prescribed medication;
- are clearly identified and readily accessible;
- are checked regularly by the School Nursing Team to ensure they remain in date; and
- are replaced as required.

Spare adrenaline auto-injectors will only be used in accordance with current national guidance and the School's Medication Administration Policy.

The location of spare adrenaline auto-injectors is communicated to relevant staff through the School's agreed communication systems.

13.4 Storage of Adrenaline Auto-Injectors

Prescribed and spare adrenaline auto-injectors are stored in designated locations to ensure they are readily accessible in an emergency.

Current storage arrangements include:

Location	Storage Arrangements
Prep School	Clearly labelled red drawers located in the staff room.
Pre-Prep	Clearly labelled red medical bags located in the staff room.
Educational visits, residential visits and away sports fixtures	Pupils' prescribed emergency medication accompanies the visit and is carried alongside the trip first aid bag.

The School Nursing Team is responsible for ensuring emergency medication is appropriately stored, checked regularly and remains readily accessible.

13.5 Educational Visits, Residential Visits and Away Sports Fixtures

Pupils prescribed adrenaline auto-injectors must have their emergency medication available throughout educational visits, residential visits and away sports fixtures.

Visit Leaders are responsible for:

- signing prescribed medication in and out before and after the visit;
- ensuring emergency medication accompanies the visit at all times;
- ensuring medication remains readily accessible throughout the activity; and
- ensuring staff accompanying the visit know which pupils have prescribed adrenaline auto-injectors and how to access them in an emergency.

Further guidance is provided in **Section 8 – Educational Visits, School Trips and Away Sports Fixtures**.

13.6 Expiry Checks and Replacement

The School Nursing Team carries out regular checks of both prescribed and spare adrenaline auto-injectors.

Parents and carers are responsible for replacing prescribed medication before its expiry date or immediately following use.

The School is responsible for replacing spare adrenaline auto-injectors held for emergency use.

13.7 Disposal of Used or Expired Adrenaline Auto-Injectors

Used or expired adrenaline auto-injectors should be returned to the School Nursing Team for safe disposal in accordance with the School's Medication Administration Policy and local waste disposal procedures.

14. Managing an Allergic Reaction and Responding to Anaphylaxis

14.1 General Principles

All staff should be familiar with the signs and symptoms of an allergic reaction and know how to respond appropriately in an emergency.

Prompt recognition and treatment are essential. Staff should never delay treatment if anaphylaxis is suspected.

Emergency procedures should be followed in accordance with the pupil's Allergy Action Plan and the guidance contained within this policy.

14.2 Recognising an Allergic Reaction

Allergic reactions can range from mild symptoms to severe, life-threatening anaphylaxis.

Mild to Moderate Symptoms may include:

- itchy skin or rash;
- hives (urticaria);
- redness or swelling of the lips, face or eyes;
- tingling or itching in the mouth;
- abdominal pain, nausea or vomiting; and
- mild swelling.

Pupils should be closely monitored as symptoms may progress rapidly.

14.3 Recognising Anaphylaxis

Signs of anaphylaxis may include:

- difficulty breathing or noisy breathing;
- persistent cough;
- wheeze;
- swelling of the tongue or throat;
- difficulty speaking or hoarse voice;
- collapse or loss of consciousness;
- pale, floppy or sudden drowsiness (particularly in young children); and

- feeling faint or dizzy.

Anaphylaxis is a medical emergency requiring immediate treatment.

14.4 Responding to Anaphylaxis

If anaphylaxis is suspected, staff should:

1. Administer an adrenaline auto-injector immediately in accordance with the pupil's Allergy Action Plan.
2. Call **999** immediately and state that anaphylaxis is suspected.
3. Inform the School Nursing Team immediately or, where they are not available (for example during educational visits or away sports fixtures), notify the Head or the senior member of staff leading the activity as soon as practicable.
4. Keep the pupil lying flat with their legs raised where possible. If breathing is difficult, they may be more comfortable sitting upright. They should not stand or walk.
5. Administer a second adrenaline auto-injector if symptoms do not improve, or if symptoms recur, in accordance with current national guidance and the pupil's Allergy Action Plan.
6. Continue to monitor the pupil until the ambulance arrives.
7. Contact the pupil's parents or carers as soon as reasonably practicable.

14.5 Following an Allergic Reaction

Following any allergic reaction requiring emergency treatment:

- the incident must be reported to the School Nursing Team;
- appropriate records must be completed in accordance with the School's Medication Administration Policy and incident reporting procedures;
- parents or carers should be informed as soon as possible;
- the circumstances surrounding the reaction should be reviewed to identify any lessons learned; and
- the pupil's Individual Healthcare Plan and risk assessments should be reviewed and updated where required.

14.6 Flowcharts and Emergency Guidance

Quick reference guidance for recognising and responding to allergic reactions and anaphylaxis is provided within the appendices to this policy.

Allergy Action Plans should accompany pupils with prescribed adrenaline auto-injectors and be readily available to staff responsible for their care.

15. Training

15.1 General Principles

Orwell Park School is committed to ensuring that staff have the knowledge, skills and confidence to support pupils with allergies and respond appropriately in the event of an allergic reaction or anaphylaxis.

Appropriate training helps ensure that pupils with allergies can participate safely in all aspects of school life and that staff understand their individual roles and responsibilities.

15.2 Allergy Awareness Training

Staff should receive appropriate allergy awareness training relevant to their role.

Training may include:

- recognising the signs and symptoms of allergic reactions and anaphylaxis;
- understanding the School's Allergy and Anaphylaxis Policy;
- reducing the risk of allergen exposure;
- understanding Individual Healthcare Plans and Allergy Action Plans;
- responding appropriately to an allergic reaction;
- the administration of adrenaline auto-injectors;
- emergency procedures; and
- the reporting of allergic reactions and near misses.

Staff are encouraged to complete the School's online allergy awareness training and any additional training identified as appropriate for their role.

15.3 Practical Training

The School Nursing Team provides practical training in the recognition and management of allergic reactions, including the safe administration of adrenaline auto-injectors.

Practical training is provided throughout the year as required, following the admission of pupils with significant allergies, following changes to national guidance or where additional training needs have been identified.

Additional training may also be provided to staff supporting educational visits, residential visits, away sports fixtures or other activities where appropriate.

Training may also be delivered at the request of individual members of staff where additional support or confidence is required.

15.4 Responsibilities of Staff

All members of staff are responsible for:

- familiarising themselves with relevant Individual Healthcare Plans and Allergy Action Plans where this is required for their role;
- attending allergy training appropriate to their role;
- following the procedures outlined in this policy;
- seeking advice from the School Nursing Team where they require clarification or additional support; and
- acting promptly in accordance with their training if an allergic reaction or anaphylaxis is suspected.

15.5 Training Records

The School Nursing Team will maintain records of allergy training provided to staff.

Training records should include:

- the date of training;
- the type of training delivered;
- the names of staff attending; and
- any refresher or additional training completed.

Training requirements should be reviewed periodically to ensure staff knowledge remains current and reflects the needs of the School.

15.6 Review of Training

Training will be reviewed regularly by the School Nursing Team to ensure it remains consistent with current national guidance and the needs of the School community.

Where lessons are identified following an allergic reaction, near miss or change in guidance, additional training may be provided where appropriate.

16. Asthma

16.1 General Principles

Asthma and allergies commonly occur together. Pupils with food allergies who also have asthma, particularly poorly controlled asthma, may be at increased risk of developing severe allergic reactions, including anaphylaxis.

Orwell Park School recognises the importance of effective asthma management in reducing risk and supporting the health and wellbeing of pupils with allergies.

The management of asthma within the School is detailed in the **Asthma Policy**, which should be read alongside this policy.

16.2 Asthma and Allergies

The School Nursing Team will ensure that pupils with both asthma and allergies have appropriate medical information recorded within their Individual Healthcare Plan and, where applicable, their Allergy Action Plan.

Parents and carers are responsible for informing the School of any changes to their child's asthma management, prescribed medication or emergency treatment.

Staff supporting pupils with asthma and allergies should be familiar with the pupil's Individual Healthcare Plan and understand that poorly controlled asthma may increase the severity of an allergic reaction. Where there is concern about a pupil's condition, staff should seek urgent medical assistance where appropriate.

16.3 Asthma Medication

Pupils with prescribed inhalers should have access to their medication in accordance with the School's **Asthma Policy**.

Inhalers are stored in clearly labelled red drawers within the Prep School staff room and clearly labelled red medical bags within the Pre-Prep staff room. During educational visits, residential visits and away sports fixtures, pupils' prescribed inhalers accompany the visit alongside the trip first aid bag and remain readily accessible throughout the activity.

Where appropriate parental consent has been obtained, emergency salbutamol inhalers may be administered in accordance with the School's **Asthma Policy** and **Medication Administration Policy**.

16.4 Emergency Response

If a pupil with asthma develops signs of an allergic reaction or anaphylaxis, staff should follow the procedures outlined in **Section 14 – Managing an Allergic Reaction and Responding to Anaphylaxis** without delay.

If a pupil is experiencing an asthma attack without signs of an allergic reaction, staff should follow the procedures outlined in the School's **Asthma Policy**.

Where there is any uncertainty, staff should treat the situation as a medical emergency and seek immediate assistance.

16.5 Review

The School Nursing Team will review asthma and allergy management following any significant incident involving a pupil with both conditions to identify any lessons

learned and determine whether updates to the Individual Healthcare Plan, Allergy Action Plan or risk assessments are required.

17. Incident Reporting, Monitoring and Review

17.1 General Principles

Orwell Park School is committed to promoting a culture of continuous learning and improvement in the management of allergies and anaphylaxis. All allergic reactions, suspected anaphylaxis and significant near misses should be reported, reviewed and, where appropriate, investigated to reduce the risk of future incidents.

Incident reporting supports the School in identifying trends, reviewing existing control measures and improving the safety of pupils with allergies.

17.2 Reporting Allergic Reactions

Any allergic reaction occurring whilst a pupil is in the care of the School should be reported promptly to the School Nursing Team.

Following an allergic reaction, staff should ensure that:

- appropriate first aid or emergency treatment has been provided;
- parents or carers have been informed as soon as reasonably practicable;
- relevant records are completed in accordance with the Medication Administration Policy;
- the incident is recorded on the School's accident or incident reporting system; and
- the Head or an appropriate member of the Senior Leadership Team is informed where required.

17.3 Reporting Near Misses

A near miss is an event that had the potential to cause an allergic reaction but did not result in harm.

Examples may include:

- accidental exposure to an allergen that was identified before consumption;
- incorrect food being provided but not eaten;
- medication being unavailable but identified before it was required; or
- any other situation where existing control measures prevented harm.

Near misses should be reported to the School Nursing Team to enable existing procedures to be reviewed and improved where necessary.

17.4 Review Following an Incident

Following a significant allergic reaction or anaphylaxis, the School Nursing Team should review the circumstances of the incident.

This review may include:

- the circumstances leading to the reaction;
- whether existing control measures were effective;
- whether emergency procedures were followed appropriately;
- whether staff require additional training;
- whether the pupil's Individual Healthcare Plan or Allergy Action Plan requires updating;
- whether risk assessments require amendment; and
- whether any wider changes to School procedures are required.

Parents or carers should be involved in the review where appropriate.

17.5 Monitoring and Policy Review

The School Nursing Team will monitor the implementation of this policy and review its effectiveness following significant incidents, changes to national guidance or changes in School procedures.

This policy will be reviewed annually, or sooner where necessary, to ensure it remains consistent with current legislation, national guidance and the operational needs of Orwell Park School.

17.6 Related Policies

This policy should be read alongside the following School policies:

- Medication Administration Policy;
- Asthma Policy;
- First Aid Policy;
- Safeguarding and Child Protection Policy;
- Behaviour Policy;
- Anti-Bullying Policy; and
- Health and Safety Policy.

Appendix I

MANAGING ALLERGIC REACTIONS

ALLERGIC REACTIONS VARY

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations.

You cannot assume someone will react the same way twice, even to the same allergen.

Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

MILD TO MODERATE ALLERGIC REACTIONS

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

Response:

- Stay with pupil
- Call for help
- Locate adrenaline pens
- Give antihistamine
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the pupil

SERIOUS ALLERGIC REACTIONS / ANAPHYLAXIS

The most serious type of reaction is called **ANAPHYLAXIS**. Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later.

People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis.

Appendix II

RESPONDING TO ANAPHYLAXIS

SYMPTOMS OF ANAPHYLAXIS

A – Airway

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen Tongue

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

C - Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

DELIVERING ADRENALINE

1. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
3. It is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket.
4. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
5. Make a note of the time you gave the first dose and call 999 (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
6. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
7. Call the pupil's emergency contact.
8. If their condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
9. Start CPR if necessary.
10. Hand over used devices to paramedics and remember to get replacements.

For more information see the Government's Guidance for the use of adrenaline auto-injectors in schools.

Appendix 3

Orwell Park School

Part of the Benenden Family of Schools

EVERYDAY ALLERGY SAFETY

STAFF QUICK GUIDE

Small actions by every member of staff help prevent serious reactions.

1 KNOW YOUR PUPILS

Check the allergy information board, iSAMS alerts and relevant Individual Healthcare Plans. Ask the Nursing Team if unsure.



2 WASH HANDS

Encourage everyone to wash hands before and after eating, food handling and animal activities. Use soap and water to remove food residues.



3 CLEAN TABLES & EQUIPMENT

Wipe tables and food-preparation surfaces thoroughly before and after food activities; clean shared utensils and equipment.



4 NO SHARING

Remind pupils not to share food, drinks, utensils or medication. Supervise younger pupils closely.



5 CHECK BEFORE GIVING FOOD

Check ingredients and individual allergy requirements every time. Recipes can change. Never guess; if uncertain, do not serve.



6 CHOOSE INCLUSIVE REWARDS

Prefer stickers, certificates, points or activities to food treats. If using food, plan safe options for every pupil.



7 PLAN AHEAD

Review allergies before cooking, art, science, parties, match teas, trips, outdoor activities or animal visits. Choose non-food materials when suitable.



8 KEEP EMERGENCY MEDICINE ACCESSIBLE

Know where adrenaline pens are kept and who needs them. On trips and fixtures, check prescribed pens go with pupils and remain accessible.



! REMEMBER | **There is no guaranteed allergen-free environment.**
Never assume food is safe because somebody else has provided it.

Based on Orwell Park Allergy & Anaphylaxis Policy (September 2026)
Questions or changes to allergy needs? Contact the School Nursing Team.

Appendix 4

Orwell Park School

Part of the Benenden Family of Schools

SUSPECTED ALLERGIC REACTION

RECOGNISE THE SIGNS. ACT PROMPTLY. STAY WITH THE PUPIL.

RED FLAGS: SUSPECT ANAPHYLAXIS

If a pupil has any of the following, this could be a serious, life-threatening reaction (anaphylaxis):

- Breathing difficutly or persistent cough
- Swollen tongue or throat, hoarse voice or difficulty speaking
- Faintness, collapse, pale, floppy or very drowsy



1 GIVE ADRENALINE IMMEDIATELY

Use the pupil's prescribed adrenaline auto-injector as directed in their Allergy Action Plan. Inject into the outer mid-thigh.
Do not delay.



Inject into the outer mid-thigh

2 CALL 999

Say: **"ANAPHYLAXIS"**.
Ask someone else to call while adrenaline is given, if possible.
Send for the School Nursing Team and additional help.



Be clear: "ANAPHYLAXIS"

3 POSITION SAFELY

Lay the pupil flat (raise legs if appropriate).
If breathing is difficult, allow sitting with legs extended.
NEVER let them stand or walk.



4 REASSESS AT 5 MINUTES

If symptoms persist, give a SECOND adrenaline auto-injector, preferably in the opposite thigh, following emergency guidance.
Note injection times.



If symptoms persist, give a **SECOND** dose.

5 STAY, MONITOR, HAND OVER

Stay with the pupil, monitor breathing and responsiveness, follow 999 instructions and arrange for parents/carers to be informed.
Start CPR if unresponsive and not breathing normally.



- Stay with the pupil
- Monitor breathing
- Follow 999 instructions
- Inform parents/carers
- Start CPR if needed

MILD / MODERATE SIGNS

Rash, hives, itching, tingling mouth, facial swelling or tummy symptoms:

- Stay with the pupil and monitor.
- Inform the School Nursing Team.
- Follow the pupil's Allergy Action Plan.
- Escalate immediately if red flags develop.



WHERE ARE THE PENS?

- **Prep:** red drawers in staff room.
- **Pre-Prep:** red medical bags in staff room.
- **Trips and fixtures:** prescribed pens accompany the first-aid bag.



NEVER delay adrenaline or the 999 call when anaphylaxis is suspected.

ORWELL PARK ALLERGY & ANAPHYLAXIS POLICY (SEPTEMBER 2026)
STAFF REFERENCE POSTER