

# ALLERGY AWARENESS POLICY



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*Appendices are available for download in Word format on the OCL Policy Portal*



## At a Glance

This Allergy Awareness Policy informs the processing of managing allergies within OCL and reflects our commitment in all matters relating to the management of allergies.

In setting a policy for Allergy Awareness, the Oasis vision is important. Our vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential. Our ethos is a statement of who we are and it is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is these ethos values that we want to be known for and live by. It is these ethos values that also shape our policies. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Academy and community.

## Checklist

- Our approach to supporting allergy awareness and management is underpinned by the Oasis Ethos and 9 Habits.
- To create and maintain healthy, open relationships and to ensure we remain committed to ensuring education is available to all, we seek to intentionally focus on being patient, honest, humble and forgiving. For instance, in providing allergy awareness information for staff and students we will be compassionate, caring and ensure we are fully inclusive;
- This policy provides advice and guidance to OCL Academies on how to manage allergens and the responsibilities of those within the OCL and academy community.
- This policy reflects both legal and government guidance and will be updated to reflect any changes;
- We will set out Oasis Community Learning's requirements for managing allergies and supporting those with allergies;

- ❑ We will make clear the aims and objectives that underpin how we manage allergies;
- ❑ We will give guidance on the safe and responsible management of allergies;
- ❑ We will provide a summary of the roles and responsibilities for those involved in allergy management;
- ❑ We will ensure allergy awareness and associated training is available as required;
- ❑ We will supply the systems/documents to be used in managing allergies.

## In Brief

This policy aims:

- to set out Oasis Community Learning's requirements for managing allergies;
- to make clear the aims and objectives that underpin how we manage allergies;
- to set out procedures to ensure the safe and responsible management of allergies;
- to provide a summary of the roles and responsibilities for those involved in managing allergies; and
- to supply the documents to be used in managing allergies.

## Policy Statement

This policy has safety as its highest priority: safety for those with allergies and safety for those who support and manage allergies.

OCL believe in ensuring the health, safety and welfare of its students and staff, and are committed to ensuring that those with allergies, especially those likely to have a severe reaction (anaphylaxis), are supported in all aspects of academy life.

Whilst we will endeavour to control allergens in our academies, we cannot guarantee to be allergen free. However, we will

- Provide a written policy which promotes allergy awareness, which all academy staff are aware of and are required to implement;
- Ensure our academies provide a safe environment for all;
- Ensure our academies raise awareness of food allergies and anaphylaxis to the whole academy community;
- Aim to reduce the risk of exposure to allergens

In order to achieve compliance with the statement of intent, OCL Academies will have responsibilities assigned to them, as stated in this policy.



OCL and its academies are not in a position to guarantee a completely allergen free environment, but aim to minimise the risk of exposure. Our academies will encourage self-responsibility and will plan for an effective response to emergencies.

## Responsibilities

This policy applies to all OCL Academies and members of their Academy communities, which include; staff, students, families, volunteers and supply staff. This policy should be used in conjunction with the First Aid and Medical Needs and Medicines policies.

## Principals

The Principal can delegate responsibility for managing allergies within the school community, and in doing so should ensure that whoever is nominated to take the lead role in managing this area, has sufficient personnel, equipment and time allocated to be able to manage the care and support to those at risk of allergies/anaphylaxis.

Principals are responsible for ensuring:

- this policy is effectively implemented ensuring all staff are aware of this policy and their role in implementing it.
- an Academy Allergy Lead and Deputy (member of ALT) are appointed, and the roles allocated on Bromcom
- academy staff who provide support to children with allergies are able to access information and other support materials as needed;
- that the OCL 'How To Manage Allergies' procedure is adopted by the academy which details how staff support both the student and caterers in the development of Special Diet Request forms and special diet procedures.
- there are sufficient trained members of staff and medical resource available to provide treatment to a student having an allergic reaction or anaphylaxis;
- staff and caterers are aware of the students and staff (where declared) who have food (or other) allergies and are at risk of anaphylaxis;
- staff are trained to recognise the signs and symptoms of an allergic reaction.
- staff understand the rapidity with which anaphylaxis can progress to a life-threatening reaction;
- staff are aware that anaphylaxis can occur with or without prior mild symptoms;
- staff are aware of the need to administer adrenaline using an auto adrenaline injector (AAI) without delay as soon as anaphylaxis occurs;

- staff are aware where student medication (and if appropriate, staff medication) is stored and the academy's emergency medication is held, and that this is accessible at all times.
- staff are aware which staff are trained to administer AAI.
- staff managing medical needs are involved in the preparation of Individual Health Care Plans, where appropriate.
- staff managing medical needs ensure contact is made with the school nursing service in the case of any child who is at risk of anaphylaxis but is yet to be brought to the attention of the school nurse.
- staff are appropriately insured and are aware they are insured to support students with allergies.

### *Allergy Lead*

The Principal will ensure their Academy has an Allergy Lead supported by a member of the Academy Leadership Team who will deputise in the event of absence.

The Allergy Lead/Deputy is responsible for:

- Identifying those who require training including medical leads, food technology staff, educational visit participants, intervention session staff and those involved in out of hour's academy activities.
- Ensuring allergy and anaphylaxis training is completed by all staff including temporary and supply staff
- Obtaining allergy information before the start of the September term by sending out the Special Diet Parents Pack provided OCL consisting of:
  - Managing Special Diets letter to parent's template
  - 'Special Diet Information Form'
  - Frequently Asked Questions
- Ensuring allergy information is added to Bromcom
- Creating a specific Special Diets folder to collate all the completed 'Special Diet Information Forms' and 'Special Diet Summary Sheet'
- Ensuring the folder is kept up to date at all times and made available for reference purposes. This includes destruction of personal information no longer needed, for example when a pupil leaves or confirmation that they no longer have an allergy. This information must be destroyed securely and immediately.
- Ensuring all relevant academy staff and catering staff are aware of the location of the file
- Referring any student with complex special dietary needs to OCL's Occupational Health provider for assistance.
- Communicating with all relevant departments to confirm in writing the method of identifying pupils with special diets for every area where food allergies may present an issue. A copy of this should be kept in the Special Diets folder.

## *Individual Staff Responsibilities*

All OCL colleagues, including temporary and supply staff, should:

- be aware of this policy and their role in implementing it;
- attend anaphylaxis awareness training on an annual basis to include how to recognise the signs and symptoms of an allergic reaction/ anaphylaxis, the treatment of anaphylaxis and awareness of how to use an AAI;
- understand the rapidity with which anaphylaxis can progress to a life-threatening reaction;
- be aware, at all times, of the students in their care who have known allergies;
- have access to medical information if needed;
- know the location of student, staff (if appropriate) emergency medication is held;
- be aware of the need to administer adrenaline (using an AAI) without delay as soon as anaphylaxis occurs
- if leading on educational visits, ensure they are competent to act in the case of anaphylaxis ensuring they carry all the relevant emergency supplies, including residential trips and sporting fixtures;
- on educational visits, supervise any food-related activities ensuring that where food is being provided - used or consumed, food allergen information is shared;
- be aware of the trained staff to administer AAI and how to access their help

## *Student Responsibilities*

We encourage and support OCL students of any age to be familiar with what their allergies are and to provide information about how their allergies affect them.

- Students should be fully involved in discussions about how to reduce the risk of an allergic reaction and be empowered to reduce those risks;
- Students trained to administer their own auto injector, will be encouraged to carry it on their person;
- Students are responsible when carrying their own medication to ensure it is in date and kept safe and not used for any purpose other than its intended use.

## *Parental Responsibilities*

- On entry to the academy, parents are responsible for notifying the academy via the OCL Special Diet Information form of any history of



- allergy, previous severe reactions and if any, history of anaphylaxis;
- Parents are responsible for ensuring the academy is provided with sufficient and up to date information about their child's medical needs;
- If an Allergy or Individual Health Care Plan (IHCP) has not already been provided by the school nurse, specialist nurse, hospital or previous school, parents are required to participate in the preparation of an Individual Health Care Plan;
- Parents are responsible for ensuring any required medication is always kept on site, is in date, provided in its original packaging and is replaced as necessary ([Medicines and Healthcare Products Regulatory Agency](#) recommend those prescribed AAls should have TWO devices available, at all times);
- Parents are required to provide consent to the academy to administer medication using Form 5 (appendix 6) of the Medical Needs and Medicines policy;
- Parents are responsible for ensuring that they or another nominated adult are contactable at all times;
- Parents have the option to give permission for the use of the academy's emergency auto injector.

### *Healthcare Professionals*

Health Care Professionals, including GPs, paediatricians and specialist nurse practitioners, should provide parents with an appropriate Allergy Healthcare Plan or Individual Health Care Plan for pupils at risk of anaphylaxis.

When Academies are notified that a student is at risk of anaphylaxis and are not in possession of an Allergy or Individual Health Care Plan, the Academy should actively seek to locate the appropriate plan. This can be obtained from either the Health Care Professional, parents, consultant or specialist nurse. Where this is not available an IHCP should be written in collaboration with the school nurse (Health Care Professional), parents, students (where appropriate) and academy. The academy are **not** responsible for preparing the IHCP in isolation.

A risk assessment must be completed for any student who is known to be at risk of anaphylaxis and there is no allergy health care plan or medication on site. This must be periodically reviewed until the academy is satisfied that the appropriate emergency instructions and medication are in place to support the student.

## Allergen Management

### Allergens

Substances that cause allergic reactions are known as allergens. Common allergens include but are not limited to:

- Grass and tree pollen
- Dust mites
- Animal Dander
- Food
- Insect bites and stings
- Medication (including Ibuprofen, aspirin and certain antibiotics)
- Latex (used to make gloves and condoms)
- Mould
- Household chemicals (including detergents and hair dyes)

In the UK, 14 allergens have been identified by food law as the most potent and prevalent allergens all which can produce serious allergic reaction, these include:

- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Peanuts
- Soya;
- Milk;
- Nuts tree nuts
- Celery
- Mustard
- Sesame
- Sulphur Dioxide
- Lupin
- Molluscs.

### Insect Bites

Academies should be aware that insect bites and animal allergies can also cause severe reactions.

Academies should ensure:

- diligent management of wasp and ant nests on school grounds;
- staff are aware to report significant presence of insects in play areas.

## *Animals*

If pets or animals are visiting, or kept in school, careful consideration should be given to:

- Where the animals are kept;
- Where the feed will be kept/stored;
- Hygiene and cleanliness when handling pets;
- Consideration of individual children's allergies, including completion of risk assessments where indicated.

## *Reducing the Risk of an Allergic Reaction*

Academies should be aware that banning a particular food type does not stop the risk of accidental exposure. Generally, food bans focus on nuts, when in fact allergic reactions can occur with different substances and other foodstuffs.

Academies can reduce the risk of exposure to allergens by implementing simple strategies and encouraging parental participation.

- Food should not be given to food-allergic children without parental engagement and permission, i.e. birthday cakes, sweets and food treats;
- Parents are asked to ensure bottles and drinks are clearly labelled with the child's name for who they are intended
- Staff arranging arts, crafts and cooking classes, use of food alternative ingredients such as substituting flour for wheat-free flour for play, dough or cooking
- Food sharing and sharing of utensils and containers is avoided
- Staff consider the use of food during lessons and events. These may need to be restricted depending on the allergies of the children
- Encourage children, as soon as they are able, to check their own food
- Regularly remind parents and students with packed lunches, to give thought to eliminating food which may be of risk to other members of the school community with allergies
- Out of hours school staff preparing food are aware of measures to prevent cross- contamination when handling, preparing and serving food.

## *Adrenaline Auto Injectors*

Non-statutory guidance was released by the Department of Health in October 2017 permitting Academies to hold emergency Adrenaline Auto Injectors (AAI) on site for emergency use. OCL require all academies with staff or students requiring the use of auto-injectors, to hold emergency auto-injectors.

## *Purchasing AAI's for Emergency Use*

Academies can purchase AAIs from pharmaceutical suppliers (local pharmacy). All requests must come from the Principal in written form. (Appendix 2 Sample letter for purchasing emergency AAIs). Academies are required to use this letter rather than writing their own.

AAIs are available in different dosages; it is therefore recommended that anaphylaxis be treated using age-based criteria doses - further information can be found on the guidance.

**(<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>)**

If the Academy currently hold more than one brand of AAI for their existing students, it is recommended that suitable quantities of varying doses are held of one brand only and this should be the one most commonly held. Academies are free to purchase more if they wish. Current Brands of AAIs are JEXT®, EMERADE® and EPIPEN®

How to use an Adrenaline Autoinjector device

Epipen - <https://www.epipen.co.uk/en-gb/patients>

Jext - <https://adults.jext.co.uk>

Emerade - <https://www.emerade.com>

## *Storage and Access to Emergency AAI's*

AAIs should not be locked away but be available and accessible at all times. This includes offices where access might be restricted or controlled. AAIs should be stored no more than five minutes away from where they are needed. Spare AAIs must be clearly labelled and should not be confused with a student's own medication.

## *Emergency AAI Kit*

The Academy Allergy Lead is responsible for maintaining the Spare AAI Kit. The ALT Allergy Deputy will deputise in the absence of the lead.

It is recommended that spare AAIs are kept in the same location as the emergency inhaler kits.

The Academy's spare AAI should only be used as a spare not a replacement for a child's own AAI. Spare AAIs held by the school are in addition to those prescribed for a student.

Spare AAI kits should include

- Instructions how to use the devices;
- One or more AAI;
- Storage instructions (in line with manufacturers' guidelines);
- Manufacturers information;
- List of AAIs held including information about the make, model, batch number and expiry dates;
- Monthly recorded checks of spare AAIs held to ensure they remain in optimum working order;
- Arrangements for replacement of the AAIs – by who, when and how;
- List of pupils who can use the AAIs, including copies of parental consent received (see Appendix 1 for sample Consent to administer emergency Adrenaline Auto Injector);
- Record of AAIs administered to include, name, date, AAI name, AAI type, dosage given and batch number.

All academies holding spare AAI's must:

- Keep a register of students who have been prescribed an AAI (or where there is a medical care plan indicating AAI should be used in an emergency);
- Ensure that support and training is provided for staff in the use of AAI's and records are kept of trained personnel;
- Keep a record of usage of the Spare AAIs;
- Notify parents of when any AAI used, whether the schools spare or students own AAI;
- Have written consent from a parent/legal guardian for the use of spare AAIs;
- Have a clear understanding that AAIs can only be used on students where medical authorisation and written consent have been provided

### *Disposal of Spent or Out of Date AAI's*

Once used, an AAI cannot be reused. They can be given to the paramedics on arrival for them to dispose of or should be disposed of in a yellow sharps bin.

Out of date medication should be returned to the parents or must be returned to a pharmacy for safe controlled disposal.

### *Spare AAI's on Educational Trips*

With all emergency medication students, where able, should carry their own medication and spares held by the group leader/first aider. If it is considered



appropriate, spare AAIs can be taken on school trips, however schools need to ensure that sufficient supplies are also left at the academy.

If an AAI is administered, schools will be required to relay the following information to the paramedics:

- if the child is known to have an allergy
- what might have caused the reaction
- time the AAI was given
- if a second AAI was used

## Training and Awareness

Academies must arrange specialist anaphylaxis training for staff.

Training should include practical instruction in how to use the different AAI devices available. Online resources, however useful, are **NOT** a substitute for face-to-face training. Academies are free to source their own training, which can be online, but this must be followed up with practical training so that staff get opportunity to practice using training pens.

## Catering

**Special Diet Requests** - where food allergy is a concern, parents will be required to cooperate with the Academy and adhere to the OCL's special diet procedure regarding any special diet requests.

Dependent on the complexity of the allergy/allergies parents may be required to meet with the Academy to fully inform them of their child's dietary needs.

The 'How To Manage Allergies' guidance document, Managing Special Diets letter to parent's template, 'Special Diet Information Form' and Frequently Asked Questions are all available in the document library on the H&S Champions teams channel. Allergen reports for core menu items are also available from our caterers and should be referred to in case of an allergen query.

Academy staff are required to support both the parents and caterers through the process when special diet requests are identified.



## Self-Catering on Educational Trips

Staff preparing food on residential visits are required to take into account the dietary and allergy needs of all participants.

In order for them to be considered competent, they should be trained to at least Level 2 Food Safety and in addition should undertake allergy awareness and anaphylaxis training.

Specialist dietary requirements for staff and students on residential trips need to be planned well in advance to ensure they are adequately accommodated during the trips. Parents will need to be involved in all aspects of the planning to ensure that students are not exposed to allergens which put them at risk.

Students cannot be excluded from educational visits due to their dietary or medical needs.

## Academy Insurance Arrangements

All Academies are covered by public liability insurance policies, which will indemnify staff against any claims against them arising from managing allergies in accordance with this policy.

## Complaints

Should parents/students be dissatisfied with the care and support provided by the Academy, they should contact the Academy in the first instance.

## Statutory Arrangements

This Policy is based on the requirements of:

- Section 100 of the Children and Families Act
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (First Aid) Regulations 1981
- Natasha's Law
- DfE guidance: Allergy Awareness in Schools, Early Years and Further Education





## RACI Matrix

Policy Element	Board	Leadership			Academy			National	
		OCL CEO	OCL COO	Regional Director	Academy Principal	Allergy Lead/Deputy Allergy Lead	H&S Champion	National H&S Lead	National Director of Facilities & Estates
Allergy Awareness Policy				C	R	I	I	A	
Allergy Lead & Deputy Appointment					A&R		I		
Staff Training					A&R	R	I		
Managing and Communicating Allergy Information					A	R	I		
Record Keeping					A	R	I		
Policy Evaluation		I	I		A			C	C

**R:** Responsible **A:** Accountable **C:** Consulted **I:** Informed

## Appendix 1 – Consent to Administer Emergency Adrenaline Auto Injector

Please complete and return to the Academy office.

- I confirm my child has been prescribed with an adrenaline auto-injector
- In the event my child does not have their own auto injector or there is a malfunction of their prescribed auto adrenalin injector, I consent for my child to receive the Academy held emergency adrenaline auto injector in an emergency.

Academy Name	
Childs Name	
Childs Class	
Parent/Carer Name(s)	
Parent/Carer Address	
Telephone Number	
E Mail Address	
Parent/Carer Consent Signature(s)	



## Appendix 2 – Template Letter for Purchasing Emergency Auto Adrenaline Injectors

To be completed on Academy headed paper

We wish to purchase emergency adrenaline auto injector devices for use in our Academy. The emergency adrenaline auto injector devices will be used in line with the manufacturers instructions for the emergency treatment of anaphylaxis in accordance with the Human Medicines (Amendment) Regulations 2017. This allows schools to purchase spare back up adrenaline auto injector devices for the emergency treatment of anaphylaxis.

Further information can be found at:

<https://www.gov.uk/government/consultations/allowing-schools-to-hold-spare-adrenaline-auto-injectors>

Please provide the following devices:

Adrenaline auto injector devices brand name	Dose (state milligrams or micrograms)	Quantity Required


Principal Name:

Principal Signature:

Date:



## Appendix 4 – Emergency Instruction for Allergic Reaction – Auto-Injector EpiPen®/ Jext®/ Emerade®

Student Name	
Student Date of Birth	
Known Allergies	
Parent Name and Contact Details	
<b>ASSESS THE SITUATION</b> Send someone to get the students spare auto injector or emergency kit which is located in: <b>ENTER LOCATION</b>	
	<b>MILD REACTION</b> Generalised itching Mild swelling of lips or face Feeling unwell/Nausea Vomiting
	<b>ACTION</b> Give ___ (antihistamine) immediately Monitor student until you are happy he/she has returned to normal
	<b>SEVERE ANAPHYLACTIC REACTION</b> Difficulty breathing/choking/coughing Severe swelling of lips/eyes/face Pale/floppy Collapsed/unconscious
	<b>ACTION</b> Get ___ auto-injector out and send someone to telephone 999 and tell the operator that the student is having an ANAPHYLACTIC reaction Sit or lay student on the floor Take auto-injector and administer in accordance with brand instructions Remain with student and accompany hospital in ambulance Ensure auto injector is safely disposed of Contact parent/carer
<b>IT IS IMPORTANT TO NOTE THAT THE STAGES DESCRIBED MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS</b>	

## Document Control

### Changes History

Version	Date	Owned and Amended by	Recipients	Purpose
0.1	31.08.2022	Lynda Jarvis	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review first draft of Allergy Awareness Policy
0.2	20.10.2022	Lynda Jarvis	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review second draft of Allergy Awareness Policy
0.3	31.10.2022	Lynda Jarvis	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review third draft of Allergy Awareness Policy

### Policy Tier

- Tier 1
- Tier 2
- Tier 3
- Tier 4

### Owner

Lynda Jarvis

National Health and Safety Lead

### Contact in case of query

lynda.jarvis@oasisuk.org

### Approvals

This document requires the following approvals.



Name	Position	Date Approved	Version
Directors' Group		29/11/22	1.0

### Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

Yes

No

If yes, the policy status is:

Consulted with Unions and Approved

Fully consulted (completed) but not agreed with Unions but Approved by OCL

Currently under Consultation with Unions

Awaiting Consultation with Unions

Date & Record of Next Union Review

### Location

Tick all that apply:

OCL website

Academy website

Policy portal

Other: state

