

St. Joseph's Catholic Primary School

Allergy And Anaphylaxis Management Policy

September 2025



This policy should be read in light of our Mission Statement that states:

'At St. Joseph's, we live, love and learn by the example of Jesus'

OVERVIEW

St. Joseph's Catholic Primary School is committed to a whole school approach to the health care and management of those members of the school community with allergies.

The school position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.

The school is committed to a proactive approach to allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst children suffering from allergies.
- Provision of a staff awareness programme on anaphylaxis.
- The establishment and documentation of a health management plan where needed.
- The establishment of specific risk exposure minimisation practices and strategies wherever required.
- Close liaison with parents of children who have allergies.

This management approach is congruent with contemporary specialist medical advice, and the school believes educating children to self-manage their condition is a skill attuned to their 'real world' situation.

RATIONALE

The school recognises that a number of community members (pupils and staff) may suffer from potentially life threatening allergies to certain foods or toxins from insects (ie stings or bites). The school seeks parent, staff and pupil support towards maintaining a minimised risk environment, whilst also concentrating on ensuring effective medical response to potential anaphylactic episodes.

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school or attending any school related activity, and to ensure staff are properly prepared to manage such emergency situations should they arise.

The common causes of allergies relevant to this policy are nuts, soya, sesame seeds, shellfish, latex, dairy products, eggs, wasps, bees and insect bites.

The school is also aware of the stresses imposed on parents, guardians and teachers, with the potential for anaphylactic reaction in children for whom they have a responsibility. To this end, the provision of procedures and systems to manage such stress effectively is also an aim of this policy.

The underlying principles of the School Allergy Policy include:-

- The pro-active establishment of effective risk management practices to minimise pupil, staff, parents' and visitors' exposure to known trigger foods and insects.
- Staff training and education to ensure an effective emergency response to any allergic reaction situation.

DEFINITIONS

- **Allergy** – A condition in which the body has an exaggerated response to a substance (e.g. food or drug). Also known as hypersensitivity.
- **Allergen** – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- **Anaphylaxis** – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- **EpiPen** – Brand name for syringe style device containing the drug adrenaline which is ready for immediate intramuscular administration.
- **Minimised Risk Environment** – An environment where risk management practices have minimised the risk of (allergen) exposure to a reasonable level. Not an allergen free environment.
- **Anaphylaxis Health Care Plan** – A detailed document outlining an individual student's condition, treatment, and action plan for location of EpiPen.
- **Management System** – A record system managed by the person in charge which describes the individual student medical care plans and the particular members of staff who will need to be trained and informed of these plans.

KEY STRATEGIES

General Aspects

- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of children with additional medical needs.
- The involvement of parents, staff and the child in establishing an individual medical care plan.
- Ensuring effective communication of individual child medical needs to all relevant teachers and other staff.

- Ensuring First Aid Staff training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Parents of children with packed lunches will be requested to give careful thought to eliminating food that may be of risk to those members of staff and pupils who suffer from such allergies.

Nut Related Aspects

- If the school is aware of a child who suffers a nut allergy, the school lunch caterer and suppliers must be made aware of the risk minimisation policy and requested to eliminate nuts and food items with nuts as ingredients from meals. This does not extend to those foods labelled “may contain traces of nuts”.
- Children are encouraged to self-manage their allergy.

Dairy and Egg Related Aspects

- Children with dairy product or egg allergies are managed by the school in consultation with the parents on a case by case basis.

Insect Related Aspects

- Diligent management of wasp, bee and ant nests on school grounds and proximity. This must include the effective system for staff reporting to management, and a system of timely response to eradicating nests.
- Education of staff and pupils to report any above normal presence of wasps, bees or ants in all areas of the school.

RESPONSIBILITIES

Parents are responsible for:

- Providing ongoing and accurate and current medical information in writing to the school. This is to include the completion of the **Pupil’s Health Care Plan**. The school will seek updated information via a **Pupil’s Health Care Plan** at the commencement of each calendar year, to which parents are required to respond. Furthermore, should a child develop a condition during a year, or have a change in condition the parents must advise the school of the fact, and details to be clarified accordingly in the individual health plan.
- Providing written advice from a doctor, which explains the child’s allergy, defines the allergy triggers and reaction, and any required medication, including completion of an **action plan** with supporting photographic or other evidence.
- Providing EpiPens and/or other necessary medication, including monitoring their use by dates and replacing medication if necessary.
- Providing appropriate foods to be consumed by the child if necessary.

The School is responsible for:

- Ensuring the school receives medical documentation regarding a child's allergy.
- Ensuring there is an effective system to ensure this medical information is regularly updated.
- Ensuring that a care plan is completed annually by the child's parents.
- Ensuring that where children with known allergies are participating in camps and/or external visits, the risk assessment and safety management plans for those camps and external visits include the **Pupil's Health Care Plan**.
- Ensuring that all staff are trained in the use of EpiPens and management of anaphylaxis.

Catering Staff are responsible for:

- Using only authorised suppliers and being the controlling/point and contact for all purchases of food stuffs for school catering.
- Ensuring suppliers of all foods and catering suppliers are aware of the school minimisation policy.
- Ensuring supplies of food stuffs are nut free or labelled "may contain nuts".
- Being aware of pupils and staff who have such food allergies.
- Clear labelling of items of food stuffs that may contain nuts.
- Complete own information check and contact with parents as part of Herts Catering protocol.

MINIMISED NUT ENVIRONMENT

- The school is to promote the food allergy information through staff awareness training and letters to parents in a class which has a child suffering an allergy.
- Staff awareness through Induction.
- Notices in and around the catering areas and in risk assessments:
 - No Peanuts
 - No Nuts of any type
 - Foods with peanut or nut derivative or ingredient (ie: Nutella)
 - Reminders weekly in newsletter
 - Reminders around any event
 - Parents to be reminded when food requested and list ingredients for any sharing or theme days.

EDUCATIONAL VISITS

- The Group Leader will check with any food provider and ensure 'safe' food is provided, or that an effective control is in place to minimise risk of exposure.

- Where a pupil is prescribed EpiPen the Group Leader will ensure they or another supervising staff member is trained in the use of the EpiPen, and capable of performing any possible required medical treatment as outlined in the Pupil's Health Care Plan.
- The Group Leader will ensure the pupil has his/her EpiPen on the visit, and will be responsible for its security.
- If in doubt over the risk of a pupil with an allergy taking part on an education visit the Group Leader should seek advice from the parent or School Nurse.

SCHOOL MANAGEMENT OF SEVERE ALLERGIES (ANAPHYLAXIS)

- All school staff are trained annually .
- All school staff, supply teachers (informed by class teacher) and support staff should be made aware of severe allergies and anaphylaxis and the emergency care procedures. Care plan and photo can be found in key information folder in teachers top draw(of desk)
- Involved staff will know about the School Health Care Plan.
- The one EpiPen is kept in class and another EpiPen kept in a central in the medical room (if two are available)
- Medication is stored in a clear labelled box with instructions
- School have a universal epi pen for use in an emergency.
- It is the responsibility of the parent/carer to ensure that:
 - Medication is supplied to the school.
 - The medication is replaced as necessary i.e. on change of dose or expiry date.
 - It is collected at the end of each academic year.
 - All medication has the original pharmacy label attached stating the pupil's name, date of birth and dose.
- Consideration of a pupil's allergies is to be made with regard to classes to be attended, e.g. food preparation or use of certain materials in science lessons.

Review Date: September 2026

