Kensington Prep School

GDST

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ISI Paragraph:	First Aid
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Introduction

On average, one or two pupils in every class of 30 will have an allergy, so it's vital the whole school community understands allergy risk prevention and knows what to do in an emergency.

This policy describes the systems and procedures Kensington Prep School implements in order to:

- Minimise the risk of anyone suffering a serious allergic reaction whilst at school or attending any school-related activity.
- Ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise.
- Support pupils with allergies to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

This policy applies to all Kensington Prep School staff, pupils, parents and visitors. It is complementary to and operates in conjunction with other GDST policies, including:

- GDST First Aid Policy
- GDST Administration of Medicines Protocol
- Pupil Health and Wellbeing Policy and Procedures on myGDST
- Food and Catering Safety Policy and Procedures on myGDST
- GDST Safeguarding Policy

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

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

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

It is possible to be allergic to anything which contains a protein; however, most people will react to a fairly small group of potent allergens. Common UK Allergens include (but are not limited to): Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom (wasp and bee stings), Pollen, Animal Dander, House dust mites and some drugs/medicines.

Allergy Awareness

The staff at Kensington Prep School are 'Allergen Aware'. This means that:

- They take all allergies seriously. However, they also understand that it is not possible to eliminate allergens or guarantee that any specific allergen will not be present on the school premises or off-site venues visited on school trips or sporting fixtures. Instead, if they know a pupil, member of staff or a visitor has an allergy, they will take reasonable steps to ensure that they are not exposed to that allergen.

- They take a whole school approach. Allergies are considered in all aspects of school life – lessons, school trips, extra-curricular activities, before and after school clubs, special events, on school transport, and of course, meal/snack provision, and appropriate steps are taken to reduce the risks.

- They are committed to ensuring that all pupils with allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy, and learn how to manage their conditions.

- Kensington Prep School:
    - Asks parents to inform them if their child has, or is suspected of having, any allergies.
    - Ask staff to make them aware if they have any allergies.
    - Encourages visitors to inform them if they have any allergies.

  In order that the school can take the necessary steps/inform the relevant people to minimise their exposure to their allergens and treat them appropriately in the event of an allergic reaction.

Roles and Responsibilities

Kensington Prep School Responsibilities

- The school will collate information regarding each pupil's allergies and food intolerances via Admissions+ before they join the school. The information is recorded on SIMS so that it is available to all the school's electronic management systems.

- The school will ask **staff** to make them aware if they have any food allergies so that they can advise the Catering Manager and treat them appropriately in the event of an allergic reaction.

- The school will encourage **visitors** to make them aware if they have any allergies, e.g. by including a question re allergens on invitations, or displaying an appropriately worded notice

at reception, in order that they can treat them appropriately in the event of an allergic reaction.

- The school will appoint an **SLT Allergen Champion** whose role is to make sure allergies are considered in strategic discussions and planning of all aspects of school life, and generally promote whole school allergy awareness.

- The school ensures that partners who work with the school, e.g. Before / After School Club providers and holiday camp providers, have comprehensive and effective allergy management policies and procedures.

Staff Responsibilities

- **All staff** will complete Allergy and Anaphylaxis Awareness training annually. Training is provided for all staff as part of the September INSET training, and on an ad-hoc basis for any new members of staff.

- **All staff** must be aware of the pupils in their care (regular or cover classes) who have known allergies, as an allergic reaction could occur at any time. They must take appropriate steps to reduce pupils' exposure to their allergens, and the importance of taking immediate action in the event of signs of an allergic reaction. Any food-related activities must be risk-assessed and supervised with due caution.

- **All staff** leading school trips/off-site activities, including sports fixtures, will:
    - Liaise with the School Nurse at least 2 weeks before the trip to ensure that they are well informed about all the medical conditions of the pupils prior to the trip/visit.
    - Ensure they carry all relevant emergency supplies.
    - Check that all pupils with medical conditions, including allergies, carry their personal medication. Pupils who have not brought all their own emergency medication with them will **not** be able to attend the school trip/off-site activity/sports fixture. The school's Emergency Adrenaline Auto-Injectors should **not** be sent on the trip/off-site activity – they should stay in school for use in an emergency situation there.

- **Form teachers** and the **School Nurse** will make regular checks that pupils have both their Adrenaline Auto-Injectors (or nasal adrenaline sprays) in school. AAIs are kept in an unlocked medical cabinet in the medical room. If a pupil's AAI is not available in the school, their parent/guardian will be contacted and asked to bring them into school as soon as possible.

- The **Admissions Team** will obtain allergy/food intolerance information for any child visiting the school, e.g. for Open Days, Taster days or Assessment days and communicate this information to the relevant staff, e.g. School Nurse, Catering Manager.

- The **Head of Sport** should liaise with the trip leader of visiting sports teams to obtain allergy/food intolerance information for any child visiting the school for sporting activities, e.g. fixtures, matches and galas, and communicate this information to the relevant staff e.g. School Nurse, Catering Manager.

- The **School Nurse** will:
    - Keep a register of pupils who have been prescribed an Adrenaline Auto-Injector (or nasal adrenaline sprays) and a record of use of any Adrenaline Auto-injector(s) or nasal adrenaline sprays and emergency treatment given.
    - Ensure that up-to-date Allergy Action Plans have been completed for all pupils who have been prescribed an Adrenaline Auto-Injector (or nasal adrenaline sprays) and are available to all staff in the pupils' AAI kit at the School Office.
    - Check the school's Emergency Adrenaline Auto-Injectors are in date on a monthly basis and replace them as necessary.
    - Ensure that information regarding each pupil's allergies and food intolerances is updated annually, and more frequently if the school becomes aware that a pupil has developed a new condition.
    - Meet with the Catering Manager at least annually to fully inform them of each pupil's food allergies / special dietary needs and share information without delay for any new allergies or changes to existing allergies.
    - Inform all staff of the names/identities of pupils with allergies and the allergens they need to avoid.
    - Provide practical training for staff in the use of Adrenaline Auto-Injectors/nasal adrenaline sprays and refresher training as required, e.g. before school trips
    - Liaise with all Trip Leaders before school trips/off-site activities to ensure that they are well informed about all the medical conditions of the pupils prior to the trip/activity.

- **The school nurse** will keep the photographs of pupils with food allergies and intolerances displayed behind food service counters, in the medical room, staff room and school office up to date.

- The **School Nurse** and **SLT Allergen Champion** (Deputy Head Pastoral) will regularly review this policy and monitor its implementation within the school.

Parents Responsibilities

- On entry to the school, it is the parents' responsibility to:
  - Inform the school of any allergies their child may suffer from on the Admissions + system. This information should include all previous serious allergic reactions, intolerances, history of anaphylaxis and details of all prescribed medication.
  - Consent to the pupil's allergy medications being administered in school and for the use of the school's Emergency Adrenaline Auto-Injectors in an emergency.
  - Supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to the school. If they do not currently have an Allergy Action Plan, this should be developed as soon as possible by their GP or allergy specialist.
  - Ensure any required medication is supplied, in date and replaced as necessary.

- Parents are requested to inform the School Nurse in writing, as soon as they become aware, if their child develops an allergy or intolerance during their time at the school.

- Parents are requested to inform the school if their child suffers a severe allergic reaction outside of school, and keep the school up to date with any changes in allergy management. The Allergy Action Plan should be updated accordingly.

- Parents should provide the school with two Adrenaline Auto-Injectors (or nasal adrenaline sprays), both of which should be kept in an unlocked medical cabinet in the medical room and be taken on any off-site sports activities or school trip by First Aiders in charge. Parents should also ensure their child has immediate access to **two** Adrenaline Auto-Injectors (or nasal adrenaline sprays) on their journeys to/from school.

- Parents/carers are encouraged to meet with the School Nurse and Catering Manager, prior to the child joining the school, and at any time if they have concerns, to discuss their child's needs.

- All parents should adhere to any food restrictions or guidance the school has in place when providing food, for example, in packed lunches, as snacks or for fundraising events.

Pupil Responsibilities

All pupils should:

- Be allergy aware.
- Understand the risks allergens might pose to their peers.
- Learn how they can support their peers and be alert to allergy-related bullying.
- Older pupils will learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency.

Pupils with allergies:

- Are responsible for knowing what their allergies are, mitigating personal risk and avoiding their allergens as best as they can (depending on their age).
- Are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- **Those who are trained and confident** to administer their own Adrenaline Auto-Injectors (or nasal adrenaline sprays) will be encouraged to take responsibility for carrying them on their person at all times (Year 6 girls), including during the school day, on off-site sports activities and school trips, and on their journeys to/from school. This is anticipated to be all senior school pupils and may include some of the older junior school pupils.
- Those who are permitted to leave the school site on their own during the school day should know what to do if they have an allergic reaction off the school premises. This should include how to treat themselves and raise the alarm to get help.

Allergy Action Plans

Allergy Action Plans are designed to function as individual healthcare plans for pupils with allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer the school's Emergency Adrenaline Auto-Injector. An electronic copy will be stored on SIMS, and a paper copy should be kept with the pupil's emergency medication.

Kensington Prep School prefers to use the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans to ensure continuity. This is a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK.

It is the parent/carer's responsibility to provide the school with the allergy action plan completed by a healthcare professional (e.g. GP/Allergy Specialist).

Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen. Serious symptoms can occur without mild or moderate symptoms occurring first.

IF ANAPHYLAXIS IS SUSPECTED, ADRENALINE MUST BE ADMINISTERED WITHOUT DELAY.

Mild to moderate allergic reaction symptoms may include:

- A red raised rash (known as hives or urticaria) anywhere on the body.
- A tingling or itchy feeling in the mouth.
- Swelling of lips, face or eyes.

- Stomach pain or vomiting.

Treatment

Where available, follow the pupil's Allergy Action Plan; otherwise:

- Administer antihistamine medication, e.g. Cetirizine or Loratadine.
- Monitor the person to ensure that the symptoms are improving within 30 minutes.
- If the person is an Adrenaline Auto-Injector or nasal adrenaline spray carrier, be prepared to administer the device if the person's condition deteriorates.
- If the person is **not** an Adrenaline Auto-Injector or nasal adrenaline spray carrier, be prepared to call the Emergency Services, advise the call handler of suspected anaphylaxis and follow their instructions. Let them know that the school has Emergency Adrenaline Auto-Injectors.
- Ensure the person rests under supervision for at least one hour after the reaction has resolved to ensure no further symptoms.
- Parents should be informed of the reaction and treatment given.
- The incident should be recorded on CPOMS and Sphera.
- In the event of an allergy incident that could have been prevented, an investigation should take place in order to identify any steps that could be taken to prevent this from happening in the future.

More serious symptoms are often referred to as the ABC symptoms and can include:

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

The term for this more serious reaction is **anaphylaxis**. In extreme cases, there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

Anaphylaxis can develop very rapidly, so **adrenaline must be administered without delay.** Adrenaline starts to work within seconds; it opens up the airways, stops swelling and raises the blood pressure.

How to use an Adrenaline Auto-Injector

- Click here for an infographic on the correct use of Adrenaline Auto-Injectors – MHRA

- Click here for a video on the correct use of Adrenaline Auto-Injectors – MHRA
- http://www.anaphylaxis.org.uk/what-to-do-in-an-emergency/
- Using an Adrenaline Pen to Treat Anaphylaxis
- http://www.epipen.co.uk
- http://www.jext.co.uk/

How to use a Nasal Adrenaline Spray (EURneffy)

1. Insert the tip into one nostril.
2. Press the plunger to release the full dose of adrenaline.

The plunger should **not** be pressed before inserting the product into the nostril, otherwise the single dose will be lost prior to use.

More information here:

- MHRA - Adrenaline Nasal Spray (Neffy)
- Anaphylaxis UK – Neffy

Action

- Keep the person where they are, call for help and do not leave them unattended.
- **LIE PERSON FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe, but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY –** inject into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device. Note the time given and write this on the device itself or on the back of the affected person's hand.
- **CALL 999** and state **ANAPHYLAXIS (ana-fil-axis).**
- If no improvement after 5 minutes, administer a second Adrenaline Auto-Injector (or nasal adrenaline spray).
- If no signs of life commence CPR.
- Call the parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the person where they are and keep them as calm as possible. Do **not** stand them up or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils **must** go to the hospital for observation after anaphylaxis, even if they appear to have recovered, as a reaction can recur after treatment.

- The incident should be recorded on CPOMS and Sphera.
- An investigation should take place in order to identify any steps that could be taken to prevent this from happening in the future.

Adrenaline Auto-Injectors or nasal adrenaline sprays should be administered by the pupil themselves (if age appropriate) or by a member of staff. Ideally, the member of staff will be trained, but in an emergency, **anyone** can administer adrenaline.

If anaphylactic symptoms occur in a person who has **not** been prescribed an Adrenaline Auto-Injector or nasal adrenaline spray, or who has not previously had allergic symptoms, call 999 and follow the emergency services instructions. Let them know that the school has Emergency Adrenaline Auto-Injectors.

Supply, Storage and Care of Medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own **two** Adrenaline Auto-Injectors (or nasal adrenaline sprays) on them at all times, including during the school day, on off-site sports activities and school trips, and on their daily journeys to/from school, in a suitable bag/container. It is anticipated that all senior school pupils and some of the oldest junior school pupils will carry their own Adrenaline Auto-Injectors (or nasal adrenaline sprays) at all times.

For younger children or those not ready to take responsibility for their own medication, their anaphylaxis kit containing **two** Adrenaline Auto-Injectors (or nasal adrenaline sprays) will be kept safely near the pupil, stored in a central safe place. At Kensington Prep School, all AAI devices are kept in an unlocked medical cabinet in the medical room and are accessible at all times.

It must be accessible at all times. The anaphylaxis kit will be taken on all off-site activities and school trips (carried by a member of staff accompanying them).

Form teachers and the **School Nurse** will make regular checks that pupils have both their Adrenaline Auto-Injectors (or nasal adrenaline sprays) in school. AAIs are kept in an unlocked medical cabinet in the medical room. If a pupil's AAI is not available in the school, their parent/guardian will be contacted and asked to bring them into school as soon as possible.

Pupils will **not** be allowed to go on school trips/off-site activities/sports fixtures if they don't have both their personal Adrenaline Auto-Injectors or nasal adrenaline sprays with them. The school's Emergency Adrenaline Auto-Injectors should **not** be sent on the trip/off-site activity – they should stay in school for use in an emergency situation there.

Any allergy medication not carried by a pupil should be stored in a suitable container and clearly labelled with the pupil's name. This pupil's medication storage container could contain:

- Two Adrenaline Auto-Injectors (EpiPen® or Jext®) or nasal adrenaline sprays.

- An up-to-date allergy action plan.
- Antihistamine as tablets or syrup (if included on allergy action plan).
- Spoon if required.
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the pupil's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled. Parents can subscribe to expiry alerts for the relevant Adrenaline Auto-Injectors their child is prescribed, to make sure they can get replacement devices in good time.

Storage

Adrenaline Auto-Injectors and nasal adrenaline sprays should be stored in pairs at room temperature, protected from direct sunlight and temperature extremes (e.g. not stored near a radiator). They must be available to use at all times, and never locked away in a cupboard, or stored in an office or room where access is restricted.

Disposal

Adrenaline Auto-Injectors and nasal adrenaline sprays are single-use only. Used Adrenaline Auto-Injectors can be given to ambulance paramedics on arrival or can be disposed of in a sharps bin, usually available in the Medical Room.

Emergency Adrenaline Auto-Injectors in School

Kensington Prep School has Emergency Adrenaline Auto-Injectors for use in emergencies, e.g.:

- On pupils who are at risk of anaphylaxis, but their own devices are not available or not working, e.g. because they are out of date or misfire.
- In the event that someone presents with symptoms of anaphylaxis without a previous medical history of allergy. Ref updated guidance from the MHRA.

These are stored safely, but not locked away, in pairs in **red** colour packs/containers, labelled 'Emergency Anaphylaxis Adrenaline Pens' in the following locations: Medical room, above medical cabinet

It should be possible for someone to collect the school's Emergency Adrenaline Auto-Injectors from their storage location and then get back to the ill person within a max of 5 minutes.

The school's Emergency Adrenaline Auto-Injectors will **not** be sent on school trips/off-site activities / sporting fixtures. If a pupil has forgotten to bring their own Adrenaline Auto-Injectors into school, they should not go on the activity/trip/fixture. The school's Emergency Adrenaline Auto-Injectors should stay in the school for use in an emergency situation.

The School Nurse is responsible for checking the school's Emergency Adrenaline Auto-Injectors are in date on a monthly basis and replacing them as needed.

Written parental permission (consent) for use of the school's Emergency Adrenaline Auto-Injectors is stored on SIMSs and is included in the pupil's Allergy Action Plan.

Staff Training

All Staff

All Kensington Prep School staff complete Allergy and Anaphylaxis Awareness training annually. Approved e-learning courses are available on GDST Learn.

Training includes:

- Knowing the common allergens and triggers of allergy.
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services.
- Knowing where pupils' personal emergency medication/Adrenaline Auto-Injectors or nasal adrenaline sprays are kept (senior school pupils should be carrying their personal medication, junior school pupils' medication may be looked after by their teacher or stored in a central safe place) and where the school's Emergency Adrenaline Auto-Injectors are kept.
- Administering emergency treatment (including Adrenaline Auto-Injectors or nasal adrenaline sprays) in the event of anaphylaxis – knowing how and when to administer the medication/device.
- Measures to reduce the risk of a pupil having an allergic reaction, e.g. allergen avoidance, knowing who is responsible for what.
- Managing allergy action plans and ensuring these are up to date.
- A practical session using trainer devices (these can be obtained from the manufacturers' websites: www.epipen.co.uk and www.jext.co.uk)

  All training should be recorded.

Staff Leading or Accompanying School Trips/Educational Visits

All Kensington Prep School staff accompanying **school trips** are trained by the School Nurse, prior to the trip, in action to take should a pupil suffer from an allergic reaction/anaphylactic shock, including the use of Adrenaline Auto-Injectors or nasal adrenaline sprays.

In addition to completing an **Anaphylaxis and Allergy** Awareness course, all **trip leaders** on **residential** and **overseas trips** should complete the **Food Allergy Awareness** e-learning

course (available on GDST Learn), which gives information on handling and serving food and how to avoid the risk of allergies, e.g. through cross-contamination.

Catering Staff and All Staff Who Prepare Food, Serve Pupils or Supervise Food Service, e.g. lunch time supervisors, TAs serving breaktime snacks, staff working breakfast clubs, after school clubs and tuck shops/snack bars.

All Kensington Prep school **catering** staff and all staff who prepare food, serve pupils or supervise food service complete the **Navitas Allergy Awareness Course**, a Level 2 qualification (contact Clare Cunningham for access details), so that they are aware of the very serious risks associated with food allergies, and the actions that must be taken to prevent allergen cross-contamination.

They also receive training on:

- The school's systems to identify pupils with food allergies and take the time to learn who they are.
- The food labelling systems.
- The importance of reporting all allergy incidents or near misses to their manager and the School nurse in order that they can be recorded on Sphera (accident reporting system).

Staff Who Teach Food Technology Classes/Cookery Clubs

All Kensington Prep School staff who teach Food Technology or run cookery clubs complete the **Navitas Allergy Awareness Course**, a Level 2 qualification (contact Clare Cunningham for access details), so that they are aware of the very serious risks associated with food allergies, and the actions that must be taken to prevent allergen cross-contamination.

Refresher Training - As Allergies are such a serious issue, it's important that staff **refresh** their training on an **annual** basis.

Medical Drill

Kensington Prep School will organise regular medical drills, an exercise simulating an event where a pupil or member of staff has an allergic reaction that tests the school's response, at least annually (guidance and scenarios available in the Related Contents section **here**) to ensure all staff know what action to take, where to find pupil's emergency medication and the school's Emergency Adrenaline Auto-Injectors, and to check that it only takes a very short time for the emergency medicine to be brought to them and for them to be treated correctly.

Risk Assessment

Kensington Prep school will document a detailed personal risk assessment (template available here) for all pupils at risk of anaphylaxis, to help identify any gaps in our systems and processes for keeping them safe.

Risk Assessments for all pupil activities will consider the risk to pupils with allergies and identify appropriate controls to reduce the risk to an acceptable level. Allergens can crop up in unexpected places. Examples include:

- Craft activities using food packaging, science experiments where allergens are present, food tech lessons or cookery clubs.
- Animals in school, for example, school dogs, or hatching chick eggs.
- Activities or clubs where snacks or food treats are handed out.
- Special events, such as cultural days and celebrations.

Catering

Kensington Prep School complies with the Food Information Regulations 2014, which requires allergen information relating to the 'Top 14' allergens to be available for all food products prepared, served and sold to customers. The 'Top 14' allergens are:

- Peanuts
- Tree nuts, e.g. walnuts, almonds, Brazil nuts, hazelnuts
- Milk
- Eggs
- Fish
- Molluscs e.g. mussels
- Crustaceans e.g. prawns
- Soya/soybeans
- Sesame
- Celery
- Mustard
- Lupin
- Sulphur dioxide and sulphite
- Cereals containing gluten, e.g. wheat and barley

How the information is provided depends on how the food is served/sold and will include:

- On a menu, chalkboard or in an information pack.
- On a sign, notice, or label close to the food.
- A label on the food packaging.
- Verbal information – staff and pupils are encouraged to ask the catering staff for information about ingredients and allergies.

Other foods can also trigger serious allergic reactions in a small proportion of people, e.g.:

- Legumes such as peas and chickpeas.
- Fruits and vegetables, e.g. onions, tomatoes and citrus fruits
- Seeds, e.g. sunflower seeds, poppy seeds and pine nuts
- Herbs and spices, e.g. cinnamon, garlic and chives

Anyone (staff and pupils) allergic to foods not in the 'top 14' should inform the school in order that the catering staff can be alerted.

Staff and pupils are encouraged to carefully read ingredient lists and labels and check with catering staff before purchasing food or selecting their lunch choice if they are unsure if it contains their allergens or have any concerns regarding allergies.

The school menu is available for parents to view in advance, with all ingredients listed and allergens highlighted at Kensington Prep school website https://kenprep.fireflycloud.net/menu

The School Nurse will meet with the Catering Manager at least annually to fully inform them of pupils with food allergies / special dietary needs and share information without delay for any new allergies or changes to existing allergies.

Kensington Prep school has implemented a system to **easily identify junior school pupils** who have food allergies/intolerances in the dining room / during activities where food is served. The system is:

- The pupils wear distinctive coloured lanyards with their name, photograph and list of allergens on the fob. Red lanyards for pupils with allergies; Amber lanyards for pupils with Coeliac disease or a medically diagnosed food intolerance. Staff supervising the pupils should ensure they wear the lanyards at all times when they are served food, e.g. break and lunch times, breakfast / after school clubs.

AND

- Photographs of pupils (junior and seniors) with food allergies are displayed behind the food service counter in the dining room(s) and in the medical room, staff room, staff work room, PE office, and school office.
- It is the responsibility of the school nurse to keep the allergy lanyards up to date and to keep the photographs up to date.

Pre-plated meals and snacks can also be prepared for people with life-threatening allergies.

Whilst **EYFS children** are eating, there should always be a member of staff in the room with a valid paediatric first aid certificate. EYFS children must always be within sight and hearing of a member of staff whilst eating. Where possible, staff should sit facing children whilst they eat so they can make sure children are eating in a way to prevent food sharing and be aware of any unexpected allergic reactions. (EYFS Statutory Framework 1 Sept 2025).

Kensington Prep School staff who eat food prepared by the school caterers will be asked to complete an *'Allergy and Food Intolerance Notification Form',* which will be returned to the Catering Manager if they advise that they have a food allergy or food intolerance.

All catering staff and other staff preparing/serving food receive relevant and appropriate allergen awareness training and must follow good hygiene practices, food safety and allergen management

procedures.

Water bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.

More information on food allergens and food intolerances in general, and how they should be managed in the catering environment, is included in the **Food Allergies** section on *myGDST*.

Snacks, Cafes, Tuck Shops, Bake Sales, Treats and Rewards

Kensington Prep School:

- Requires food brought into school by staff and pupils, e.g. for birthday treats or cake/bake sales, to be fully labelled with their ingredients so all allergens can be easily identified.
- Requires staff to carefully consider allergen risks before giving pupils sweets/cakes as treats or rewards.

Nut Bans

Kensington Prep School is committed to providing safe food for all students, staff and visitors.

AllergyUK and AnaphylaxisUK do **not** recommend 'No Nuts' policies in schools, as:

- It is not possible to guarantee or enforce a nut-free zone,
- Staff cannot monitor all food and snacks brought in from home.
- It may make staff and pupils less vigilant about checking ingredient labels.
- It can create a false sense of security for staff and pupils with nut allergies.
- It does not safely prepare children and young people for environments where nuts may be present.
- It does not consider the needs of staff and pupils with different food allergies (of which there are many), and it is not practical to restrict them all.

They advocate instead for schools to adopt a culture of allergy awareness and education as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs and symptoms, how to deal with allergic reactions, and to ensure policies and procedures are in place to minimise risk. Kensington Prep School adopts this approach.

Lessons, Clubs and Extra-Curricular Activities

All staff must consider the risk to pupils with allergies posed by any lessons or activities and assess whether the use of any allergen in an activity needs to be restricted, depending on the allergies of particular pupils.

Activities to be particularly aware of are:

- The use of food in lessons, science experiments, and activities.
- The use of foods in special events, e.g. fetes, assemblies, cultural events, and celebrations.
- The use of materials that may have been in contact with allergens in craft activities, e.g. cereal boxes.
- Activities including animals, e.g. school dogs, or hatching chick eggs.

School Trip/Off-Site Activities, including Sports Fixtures

All Kensington Prep school trips/off-site activities, including sports fixtures, will be risk assessed by the trip/activity leader/sports teacher to see if they pose a threat to allergic pupils and where necessary, alternative activities will be planned to ensure inclusion. If any staff members accompanying school trips / off-site activities suffer from allergies, this must be included in the trip/activity risk assessment

Staff organising/leading school trips/off-site activities, including sports fixtures, must liaise with the School Nurse at least 2 weeks before the trip to ensure that they are well informed about all the medical conditions of the pupils prior to the trip/visit.

The School Nurse should regularly check which pupils are participating in off-site activities/school trips/sporting fixtures using the EVOLVE system and inform the trip leader about any pupils who suffer from allergies.

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

Staff/adult volunteers accompanying school trips/off-site activities should ensure that the party leaders are aware of any allergies that they suffer **before** they go on the trip, in case they need emergency treatment. The party leader should give their own information to another adult in the party. This could be in the form of a written medical declaration, or the information can be uploaded onto EVOLVE.

The first aider accompanying the trip/off-site activity/sports fixture must have in-date allergy awareness training and be confident in responding to an allergic reaction and administering an Adrenaline Auto-Injector or nasal adrenaline spray.

Staff leading school trips / off-site activities, including to off-site sports pitches/facilities and sports fixtures, will ensure pupils with medical conditions bring all their personal emergency medication with them and keep it close to them at all times. They must not be stored in the hold of the coach or plane when travelling, or left in changing rooms at sports fixtures.

Pupils will <u>not</u> be able to attend the school trip/off-site activity if they have not brought all their own emergency medication with them. The school's Emergency Adrenaline Auto-Injectors should stay in the school for use in an emergency situation there.

A designated member of staff should check the food choices of all younger pupils with food allergies/intolerances on school trips to ensure they are safe for them to eat.

In the event of an allergy incident affecting either pupils or staff on a school trip/off-site visit, all details should be recorded and reported to the School Nurse on return to school so that they can be recorded on the **Sphera** accident reporting system.

Sports Fixtures

The school being visited will be notified in advance if a member of the Kensington Prep School team has an allergy. A member of staff trained and confident in responding to an allergic reaction and administering adrenaline will accompany the team. If the other school feels that they are not equipped to cater for any food-allergic child, Kensington Prep school will arrange for the pupil to take alternative/their own food.

The **Head of Sport** should liaise with the trip leader of visiting sports teams to obtain allergy/food intolerance information for any child visiting the school for sporting activities, e.g. fixtures, matches and galas, and communicate this information to the relevant staff, e.g. School Nurse, Catering Manager.

Reporting and Investigating Allergy Incidents and Near Misses

In the event of an allergy incident or near miss affecting either pupils, staff or visitors, all details should be recorded on **Sphera** (accident reporting system) and CPOMS. Teaching and catering staff should be reminded of the importance of letting the school nurses know of any minor incidents or near misses in order that the record can be made on this system.

In the event of a serious allergy incident, an investigation should take place in order to identify any steps that could be taken to prevent this from happening in the future. An 'Allergic Reaction Investigation Form' (see Appendix 1) should be completed and added to the Sphera incident report.

Inclusion and Safeguarding

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

A group of organisations (Anaphylaxis UK, Allergy UK and the BSACI) reported in 2021 that 32% of children surveyed reported being bullied due to food allergies.

Allergy bullying can have profound consequences on the lives of its victims. They can suffer short-term physical consequences, including stress-related reactions that heighten sensitivities, as well as long-term effects such as anxiety and depression. Allergy bullying can result in pupils being fearful about attending school, and the emotional toll can cause academic performance to suffer.

Pupils with allergies may require additional pastoral support, including regular check-ins with their Class/Form Teacher.

Bullying related to an allergy will be treated in line with the school's anti-bullying policy

More information about Allergy Bullying and ways to help pupils who suffer from allergies can be found here:

- What are the impacts of allergy bullying?
- Bullying and food allergies

Useful Links

- NHS – Allergies https://www.nhs.uk/conditions/allergies/
- Anaphylaxis UK - https://www.anaphylaxis.org.uk
    - Safer Schools Programme https://www.anaphylaxis.org.uk/education/about-safer-schools-programme/
    - Factsheets - http://www.anaphylaxis.org.uk/our-factsheets/
- Allergy UK - https://www.allergyuk.org
    - Resources for managing allergies at school - https://www.allergyuk.org/living with an-allergy/at-school/
- BSACI Allergy Action Plans https://www.bsaci.org/resources/allergy-action-plans/
- Spare Pens in Schools - http://www.sparepensinschools.uk
- Anaphylaxis UK - Emergency Adrenaline Auto-Injectors https://www.anaphylaxis.org.uk/education/essential-guidance-for-schools-on-using-spare-adrenaline-auto-injectors-aais/

- DoH - Guidance on the Use of Adrenaline Auto-Injectors in Schools https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf
- MHRA - Guidance on the Use of Adrenalin Auto-Injectors – June 2023
- MHRA - Clarification that Emergency Adrenaline Auto-Injectors can be administered to anyone in exceptional and life-threatening circumstances, updated guidance from the MHRA.
- MHRA - Adrenaline Nasal Spray (Neffy) - needle-free emergency treatment for anaphylaxis approved for use in the UK
- Anaphylaxis UK – Neffy - needle-free emergency treatment for anaphylaxis approved for use in the UK
- DfE - Supporting Pupils at School with Medical Conditions https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf
- DfE Allergy Guidance for Schools (February 2025) https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools
- Food Allergy Quality Standards (NICE, March 2016) www.nice.org.uk/guidance/qs118
- Anaphylaxis: assessment and referral after emergency treatment (NICE, 2020) https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834
- Allergy Care Pathway for Anaphylaxis https://www.rcpch.ac.uk/resources/allergy-care-pathway-anaphylaxis
- https://theallergyteam.com/
- https://www.narf.org.uk/allergy-school - practical resources to help junior school-aged children learn about food allergies

Appendix 1: FIRST AID EMERGENCY PLAN FOR ANAPHYLAXIS .

Facilities - Equipment - Contacts	
School main address	596 Fulham road SW6 5PA - 02077319300 - 34301 - 34302
Ambulance access point	43 Kelvedon road SW6 5BP
Priority contacts	Geraldine Brissy (nurse) - **34328 - 07770263514** - if nurse off site, call school office Victor O'Reilly - **34312 - 07585832545** (facility access and to meet the ambulance)
Child's Adrenaline device (AAI) and school emergency anaphylaxis kit	Medical room - unlocked medicine cabinet Door access if needed : **C1627Y** (4 top numbers in any order)
Defibrillator (AED)	On the wall, by Year 6D classroom, on top of Fire Extinguisher

Mild to moderate symptoms	
SIGNS	**ACTIONS**
Swollen lips, face or eyes Itchy/ tingling mouth Hives or itchy skin rash Abdominal pain, vomiting	Stay with the casualty, Call for help if necessary Locate child's adrenaline device and school spare kit Follow the child care plan (administer antihistamine if prescribed) Monitor the person to ensure symptoms are improving within 30mn Phone family/emergency contact (999) **Mild to moderate allergic reaction may not always occur before anaphylaxis**

Anaphylaxis (severe allergic reactions) - think ABC		
Should always be treated as a medical emergency. If treatment is delayed, this can result in fatal anaphylaxis.		
AIRWAY: Assess swelling of the tongue, throat or mouth, hoarse voice, difficulty swallowing	**BREATHING**: Look for noisy breathing, severe wheezing or a persistent cough	**CONSCIOUSNESS:** Monitor for dizziness, signs of confusion, pale/clammy skin, loss of consciousness

ACTIONS
If **ANY ONE** or more of these signs are present administer AAI without delay:
1 -Lay person flat with legs raised- do not allow to stand or walk If unconscious, place in recovery position If breathing is difficult, allow to sit with legs outstretched
2 - Give adrenaline device, in the upper thigh muscle, through clothes, avoid fabric seams and zips
3- Call 999 and tell them you are responding to "Ana-fil-axis" and **Call family**
4- If no improvement within 5mn, give another dose using a second AAI Commence CPR if there are no signs of life
5- Do not let the person stand up or sit at any time and never leave unattended until paramedics arrive
6- Transfer person to hospital for observation even if she appears to have recovered

To remember :

- **IF IN DOUBT, GIVE ADRENALINE DEVICE**
- ALWAYS give adrenaline device FIRST if someone has SEVERE and SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.THEN SEEK MEDICAL HELP
- Write time you administered AAI and keep used AAI for paramedics

ANAPHYLAXIS INCIDENT REPORT FORM .

It is important that the reporting person records the incident whilst it is clear in his/her mind :
The incident should be reported on CPOMS and on SPHERA (by authorising staff)
Below elements to appreciate prior to reporting on CPOMS

Name of reporting person		Name of casualty/class group	
Time of incident		Is the pupil known to have a severe allergic reaction?	
Place of incident		Was the trigger identified?	
Activity at the time of the incident		Any Witnesses	
Time ambulance arrived		Number of AAI administered	
Which hospital was the person sent to?		Other treatment given	
Who went to the hospital with the child?		Family member contacted:	

Factual summary of incident (use your own words)