

## School Allergy Policy

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### Allergy and Anaphylaxis Management Policy

#### Overview

St. Mary's Primary School is committed to pupil safety and has created this policy in order to reduce the risk of children having allergy related incidents while in school. The common causes of allergies relevant to this policy are nuts, dairy products, eggs, wasps, bees, gluten, lentils etc. However this list of allergies is not exhaustive and the policy will apply to any allergy suffered by any pupil or member of staff in the school of which the school has been notified.

As the school is not a completely allergen free environment we aim to:

- Minimise the risk of exposure to allergens,
- Encourage self-responsibility of students, and
- Plan for an effective response to possible emergencies

#### Notification procedure

Prior to starting at St. Mary's parents must inform the school of their child's allergy and complete a school allergy form and return it to the school office, staff will then enter the details on the electronic system and inform the Pastoral and Inclusion Lead of the medical condition.

If a current pupil develops an allergy parents must inform the office and complete an allergy form. This will then be added to the pupil's records.

If a pupil is having hot school dinners then the procedures set out by the catering company must be followed.

On either the first day of school or when an allergy is diagnosed parents of pupils who needs medication kept in school must complete a school 'Request for school to administer medication form'. All medicine must be clearly named and prescribed by a doctor. Medication will be kept in the school office and/or in the classroom.

Pupils with a diagnosed allergy will have a medical protocol which will be copied and kept in the Protocol folders situated in all classrooms and first aid boxes.

## Caring, curious, courageous

Parents are responsible for ensuring the school has all relevant information and medication. It is also the parents' responsibility that all medication is within the prescribed date. At the end of the summer term medication must be collected by the parents from the school office.

School will be responsible for ensuring all staff are notified of any allergies.

### Key strategies

- Key staff will be trained in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- The school lunch caterers will be given allergy forms, photographs and the doctor's letter supplied by the parents.
- Parents with 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. Whilst the school can request this compliance cannot be guaranteed.
- Pupils will be encouraged to take some responsibility for managing their allergy.
- The school will ensure diligent management of wasp and bee nests on the school ground.
- Class teachers will remind pupils of the existence of food allergies.

### School Trips

- The group leader will take the 'trip' medical protocol folder with them
- The group leader will ensure all precautions are taken to ensure the safety of the pupils with allergies.
- The group leader will ensure any relevant medication is taken on the trip
- The group leader will seek advice from the parent if unsure about any aspect of the allergy.