



QUEENS' SCHOOL

Dare to be Great

Allergies Policy

1. Introduction

Queens' School recognises its responsibility for the safety of its pupils and staff and the need for awareness of the risk to individuals who may suffer from allergies or intolerances. However, Queens' cannot guarantee that a student will never experience an allergy-related event while at school.

Severe allergies can be life threatening. Severe food intolerance can be damaging and can produce chronic long term health effects. The foods most likely to cause allergic reactions are: peanuts, tree nuts, dairy, eggs, soy, wheat, fish and shellfish. Allergic reactions can produce mild reactions such as watery eyes or an itchy nose, moderate reactions such as hives, or the life threatening reaction called anaphylaxis wherein multiple body systems are affected. Severe food intolerance reactions are varied in nature and time of onset, and may include severe stomach/gastrointestinal pain, diarrhoea, vomiting, and skin rash.

2. Aims

The aims of this policy are to:

- Identify the potential threats and the actions which the School and parents can reasonably take to prevent the presence of foodstuffs containing allergens in the School
- Identify safeguarding and training requirements amongst staff and pupils in order to reduce, as far as possible, the risk of an allergic reaction.

3. Potential Risks

- Catering on school / residential trips.
- Any food on the School premises provided by ourselves or from outside
- Food brought into school for food lessons
- Contact between persons who have handled foodstuffs known to present a risk of an allergic reaction (in or outside school) and allergy sufferers, without appropriate handwashing.
- Events where food is served on the premises but not prepared on the premises i.e. Fun Day, staff events, cake sales.
- Misinterpretation or a lack of understanding of the differences between a life threatening 'allergy' or an 'intolerance' which may produce milder symptoms

- Lists of ingredients not explicitly naming the allergen (e.g. casein and whey as milk derivate, arachis oil is another name for peanut oil).

4. Reasonable Limits

We do not claim to be a 'nut-free' school. The Anaphylaxis Campaign advises that this is a pragmatic approach, for the following reasons:

- It would be impossible to provide an absolute guarantee that the school is nut free. Pupils regularly bring in food from home and food bought on the way to school.
- There would be a risk that children with allergies might be led into a false sense of security.
- There is a strong case to be argued that children with food allergies will develop a better awareness and understanding of how to manage their allergies if they grow up in an environment where allergens may be present but, as at Queens#, are restricted and monitored, as much as is reasonably possible.

Within the catering facilities at Queens', we take precautions to minimise the risk. We never knowingly use any nuts (including pine nuts and peanuts) or sesame seeds and associated nut/sesame products in our kitchens.

Pupils who are known to have food allergies (eg nuts, egg, milk, gluten, fish, molluscs, crustaceans) are introduced to Matron, on their first day at the school, and are encouraged to seek guidance from catering staff – on a daily basis, if necessary – on what they can have, from the menu, for lunch.

Catering staff receive regular training in respect of food allergies. Food preparation staff take precautions to reduce the risk of cross contamination. Our menus are analysed, and allergens contained therein are highlighted and recorded. The kitchen produces a daily schedule of the safe food in respect of allergies, whilst the counter display menus identify allergens present in the various dishes.

5. Responsibilities

Parents

- On entry to the School, parents should inform the Matron via the medical questionnaire of any history of allergy, highlighting previous severe allergic reactions, and any history of anaphylaxis
- Parents are responsible for ensuring any required medication (Epipens or other adrenalin injectors, inhalers and any specific antihistamine – Piriton is always kept on site) is supplied, in date and replaced as necessary
- Where food allergy is a major concern, Matron will arrange for the parent to meet with the Catering Manager to make a plan to reduce potential exposure
- If an episode of anaphylaxis occurs outside school, Matron must be informed.
- Parents are requested to keep Matron up to date with any changes in allergy management with regards to clinic summaries or re-testing and new food challenges.

Pupils

- Pupils of any age must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening
- Pupils who are trained to administer their own auto-injector should be encouraged to carry it on their person.

Matron

- Once aware of an allergy, Matron should ensure the parent and pupil complete a Health Care Plan and that sufficient emergency supplies are kept on site.
- A meeting should take place between Matron, parents and pupil, preferable prior to entry to the School, so they can discuss the plan and the individual pupil needs in school. The Catering Manager should also be involved if the allergy is a food allergy.
- Spare adrenaline pens should be kept at an appointed place clearly marked with each pupil's name and also any other medication that might be used such as a spare inhaler and antihistamine. A copy of their care plan is also available at this location
- Matron will maintain an up to date allergy list on the U-Drive for all staff access. In addition, the allergy will be highlighted on the pupil's electronic file and photo lists will be on display in each staffroom
- Care plans are available on each pupil's electronic file, detailing the action to be taken in an emergency.
- All pupils will be assessed for their competence of managing their allergies and emergency medication and training will be given where necessary.

Staff

- Staff must be aware at all times of the pupils in their care (regular or cover classes) who have known allergies and must supervise any food-related activities with due caution.
- All leaders of school trips must ensure they are competent to act in case of anaphylaxis prior to the trip departure and ensure they carry all relevant emergency supplies. This includes educational visits and 'away' sport fixtures.

School

- Create/review/update policies and procedures regarding how to properly manage severely allergic/food intolerant students Caterers will provide clear labelling to all food served in the Dining Hall at all times.
- Parents are requested not to allow their child to bring in foodstuffs containing nuts to reduce the risk of cross-contamination.
- Pupil awareness of allergies is raised at assemblies and within the classroom setting.
- Training is provided for all staff on a regular basis and on an ad-hoc basis for any new members of staff.

6. Emergency procedure

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks

and has a written schedule of reducing specific triggers to support this.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
- In a medical emergency Matron will be called to attend to the student to administer First Aid. If she is unavailable then a First Aider will be called but there is an expectation that staff in attendance will stay with the student and assist as much as possible.
- An ambulance will be called if the pupil requires hospital treatment. This should be done by the member of staff with the pupil where possible so that they are able to relay correct information to the emergency services
- Staff should not take pupils to hospital in their own car. If a pupil needs to be taken to hospital, a member of staff, usually Matron, will accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Governor approved: September 2021

Review date: September 2024

Queens' School (Bushey) Ltd (registered number: 076506090)



QUEENS' SCHOOL

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Medical Record Form

Has your child had any serious illness or accident that might affect school life? Please give detail	
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GP Surgery	
GP Telephone Number	

If your son or daughter needs prescribed or non-prescription medication, please follow these instructions:

- The items must be clearly labelled with NAME, DOSE, and FREQUENCY OF DOSE.
- The medication must be handed to Matron on arrival to school or to the First Aider in the case of a school trip*.

****Any student who has a medical condition(s) such as diabetes, asthma or anaphylaxis must carry their own insulin, inhaler or epi-pen with them at all times and a spare must be left in Matron's room or with the First Aider on a trip.***

Medical Condition	
Dosage	
Frequency	

Circumstances in which to be given	

I hereby authorise the above medication to be given to my child within the guidance set out above.

Student's Name	
Parent / Carer Signature	
Date	



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Individual Healthcare Plan

Student details

First Name	
Surname Name	

Gender		Date of Birth					
M	F						

Emergency Contact 1

Dr/Mr/Mrs/Miss/Ms		Relationship	
Forename		Surname	
Mobile		Email	

Emergency Contact 1

Dr/Mr/Mrs/Miss/Ms		Relationship	
Forename		Surname	
Mobile		Email	

GP details

GP Surgery	
GP Telephone Number	

Medical Condition

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Signs and symptoms

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Triggers

--

Routine healthcare requirements

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What to do in an emergency

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Regular Medication

Medication	
Dosage	
Frequency	
Circumstances in which to be given	
Side effects	

I hereby authorise the above medication to be given to my child within the guidance set out above.

Parent / Carer Signature	
Date	