

Allergy and Anaphylaxis Safety Protocol

Leadership: Safeguarding Children with Allergies



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Introduction

At Beckfoot School, we want every student to feel that they belong and matter. Keeping children with allergies safe, included and able to take part fully in school life is an important part of that commitment. This protocol sets out our whole-school approach to reducing allergy risks, responding confidently in an emergency and ensuring that individual medical needs are understood and supported.

Our approach reflects Benedict's Law, current allergy safety expectations for schools and the principles of Keeping Children Safe in Education (KCSIE). Allergy safety is part of safeguarding: it is everyone's responsibility. Through strong awareness, thoughtful planning and a culture of care, we aim to ensure that every student with an allergy feels safe, known and fully included in life at Beckfoot.

Identification and Records

- Medical information is obtained from families by:

- Admission form on entry.
- Email admin@beckfoot.org with your full name, your child's full name, contact information and stating clearly your request to have an allergen recorded for your child on the Allergy Index.
- Completing the Allergy Registration form on the 'Contact us' section of the school website. EMILY
- Calling reception on 01274 771444 to speak to the Healthcare Lead who will direct or support them to complete the Allergy Registration form.
- Medical information is communicated to staff by:
 - SIMS, within the Medical Section and within Quick Note on the student's home page.
 - Vulnerable Learner Indexes – Our VLIs from years 7 to 13 also state if a child is on the Medical Needs Index to support staff awareness of allergens.
 - The Medical Needs Index – this spreadsheet provides staff with details of all students with a known allergy, the allergen and their care plan.
 - Individual Health Action Plans, which are written in partnership with the student and their family.
 - Staff briefings – the Healthcare Lead reminds staff of students on the Allergy Index at the start of every term.
 - Staff bulletins – following staff briefing, the Healthcare Lead's reminder is listed on the bulletin with a link to the Medical Needs Index which is emailed out to all staff.
 - The biometric system in the canteen which identifies allergens on screen when individuals pay for items, informing staff and reminding students of what and cannot be served.
 - Information posters around the school, which remind everyone in our community of the general key signs and symptoms which indicate anaphylaxis.
- The Medical Needs Index can be found on the Beckfoot School SharePoint home page from the quick access Medical Needs folder, which is available for all staff.
- The Medical Needs Index is reviewed each cycle by the Healthcare Lead and quality assured by the DSL.
- Individual Health Care Plans can be found electronically in the Medical Needs folder on SharePoint.
- Supply staff receive an information pack at the start of their day which includes:
 - A copy of the general key signs and symptoms of anaphylaxis
 - Instructions on how to request On Call in the event of a medical emergency

Prevention and Risk Reduction

- Allergy awareness is promoted in school by:
 - Assembly programme – allergy awareness is delivered through our assembly programme from years 7 to 13, on an annual basis.
 - Food curriculum – knowledge of allergens is also delivered at KS3 in year 7 in the Dairy, Meat and Fish unit and in year 9 in the Dietary Needs unit. It is also delivered in KS4 as part of the WJEC – Hospitality and Catering qualification.
 - Information posters around the school, which remind everyone in our community of the general key signs and symptoms which indicate anaphylaxis.
 - Handwashing posters around school with step-by-step guides to prevent the spread of allergens.
- A 'no food sharing' culture is communicated to:
 - Staff briefings – the Healthcare Lead or Senior Allergy Lead reminds staff of why this is important to model the Positive Learning Strategy value of 'Proactive' by checking any allergens before offering or sharing food.
 - Staff bulletins – following staff briefing, the staff briefing reminder about food sharing is also detailed on the bulletin.
 - Students – through assemblies, the food curriculum, and posters across school.
 - Families – by communicating in the Headteacher blog and any other appropriate forms that, whilst it is kind and generous to share, we must model always checking any allergens before offering or sharing food.
- Risk assessments are written for: KIRSTY
 - Art lessons where allergens may be present.
 - DT lessons where allergens may be present.
 - Food technology lessons where allergens may be present
 - Science practical lessons where allergens may be present
- The Trust catering partners, Mellors:
 - Have their own Allergens Policy, which is shared and read on an annual basis, by the catering team.
 - Access to student allergen records on SIMS via the biometric system using in the canteen.
 - Access to current and accurate allergens information, via the biometric system using in the canteen, of which students have a medical allergy and the allergen.

- Thus enabling Mellors staff to remind individual students that an item they are requesting contains the specified allergen and they therefore cannot sell this item to them.
- School menus are available to view on the school website to enable families to discuss and prepare their children for what they can and cannot eat to keep themselves safe.

Staff Training

- All staff have received training about the signs and symptoms of anaphylaxis and administration of adrenaline auto-injector (AAI).
- The DSL has oversight of the relevant training records and ensures there is follow-up for new members of staff throughout the year or any member of staff who has not completed it, being especially mindful of first aiders, technicians and relevant faculties.
- The DSL also checks the relevant training records on an annual basis following the annual safeguarding training with all staff.

Emergency Arrangements

- In the event of an emergency staff should Under Regulation 238 of the Human Medicines Regulations 2012, anyone—including school staff—can administer adrenaline in an emergency to save a life, even without formal medical training.
- This life-saving exemption ensures that nobody is denied emergency treatment in a situation that could not have been anticipated.

Administering an Adrenaline Auto-Injector

- If a child is showing any one of the signs of anaphylaxis, you must act quickly.
- Lay the child down flat wherever possible. Next, administer the Adrenaline Auto-Injector (AAI) without delay.

iEpiPen

For an EpiPen, remove it from its protective case (if it has been provided in one) and follow these steps. Remember: blue to the sky, orange to the thigh.

1. Pull off the blue safety cap and form a fist around the EpiPen.
2. Hold the child's leg still and hold the orange tip approximately 10 cm from their outer thigh.
3. Jab firmly into the outer thigh until you hear a click and hold it in place for 3 seconds.
4. Remove the EpiPen. As you do, the orange tip will extend to cover the needle.

Jext AAI

For a Jext AAI, remove it from its protective case (if it has been provided in one) and follow these steps. Remember: blue to the sky, black to the thigh.

1. Form a fist around the Jext and pull off the blue safety cap.
 2. Place the black end against the outer thigh.
 3. Push down hard until you hear a click and hold it in place for 10 seconds.
 4. Remove the Jext. As you do, the black tip will extend to cover the needle.
 5. Massage the injection site for 10 seconds.
- After administering the adrenaline, raise the child's legs where possible. If the child has difficulty breathing, you can support them to sit up at short intervals instead.
 - Always call 999 immediately after using the AAI and state "anaphylaxis" when explaining the situation.
 - Stay with the child until the ambulance arrives and do your best to keep them calm.
 - Each child should have two AAI. If there is no improvement after 5 minutes, you can administer the second AAI into the outer thigh of the opposite leg if possible.
 - Remember: quick and proper use of AAI can save lives.

Storage and Medication Management

- AAI (including spares) are stored in a cool, dry place at room temperature, away from sunlight. Spare AAI are stored in clearly labelled red wall-mounted boxes in the locations below to support coverage of our site and prompt response:
 - Medical room (ground floor, main building)
 - Hospitality and catering technician's room (first floor, main building)
 - Science technician's room (second floor, main building)
 - Creative arts technician's room (creative arts block)
- Medication expiry dates are checked by the Healthcare Lead every month with families contacted if dates are due to or have expired. This information is also stored on the Medical Needs Index.
- The spare AAI distributed across the site as detailed above are checked by the Healthcare Lead every week.
- For students who carry their own AAI, families must take responsibility for medication being in date and there must also be a spare device that is kept in the medical room as outlined above.
- In classrooms which have a single bag storage area for all students, students who carry their own AAI should store their school bag behind the teacher's desk. This will enable quick identification of their school bag and therefore support quick access to their AAI.

Trips, Visits and Activities

- Allergy risk assessments for trips and visits are written by the trip leader with advice from the Healthcare Lead and checked by the Headteacher before the trip is authorised.

- Families will always be informed of risk assessments prior to any trip or visit. This will be done by the Healthcare Lead and the Trip Leader, and the communication recorded on Evolve by the Trip Leader.

Reporting and Recording

- All incidents are recorded on the student's Health Action Plan and families are informed.
- 30% of incidents are unknown allergies. If a child does not have a Health Action Plan, incidents will be recorded on SIMS and CPOMS.
- Any incidents involving staff will be recorded on an Incident Report form.
- Near misses are recorded on CPOMS under the category of 'Medical near miss'.
- In both the case of a near miss or an incident, the Healthcare Lead will contact families to inform them.
- Health Action Plans are updated annually in conjunction with families by the Healthcare Lead.
- Each cycle a data is analysed and evaluated by the Senior Allergy Lead and discussed with the Headteacher as part of the cyclical safeguarding review.

Inclusion, Safeguarding and Well-being

- Staff promote allergy awareness through enforcing the protocol and by:
 - Modelling the practices outlined in this protocol
 - Promoting a culture where all belong and matter through awareness of individual needs
 - Ensuring all students can access the taught and untaught curriculum
 - Supporting students to report discrimination because of an allergy
- If bullying related to allergies occurs, our anti-bullying protocol is used to ensure a graduated response.
- Any allergy 'bothering' or bullying will be shared with families by the student's year team.