

# Policy:

## Allergy Management

### 1. Introduction

At Thames British School, we are committed to maintaining a safe, inclusive, and supportive environment where all students, staff, and visitors feel valued and protected. Effective incident reporting and management are essential to upholding these values and ensuring that every member of our community can thrive.

This policy outlines the mechanisms for reporting, documenting, and managing non-safeguarding incidents. It aligns with our commitment to excellence and transparency, as expressed in our guiding principles:

**At Thames British School Warsaw, we c | a | r | e**

Our Principles:

We care:

- that every one of our students reaches their full potential, academically, socially and emotionally;
- that every student is safe and feels safe at school, and this means we are all responsible all of the time;
- that communication and our choice of language is inclusive and respectful;
- about our behaviour and what it may communicate to others. We conduct ourselves in an ethical manner and with integrity at all times;
- about our communities culture, behave in a manner that fosters our values and insist that all members of our community do the same; and
- about learning first and foremost. Teachers are considered facilitators of learning and models for our community and its culture.

**Our values:**

<b>c</b>	<b>Collaborative &amp; Compassionate</b>	We work together when needed to get the job done. We value the work of others, are compassionate, and recognise that success is mutually beneficial
<b>a</b>	<b>Authentic</b>	We are real, genuine and honest. We are true to ourselves and our community and represent our-selves as such with integrity
<b>r</b>	<b>Responsible &amp; Resilient</b>	We have an obligation to reach our potential and fight to do so. We are accountable for our actions and utterances, and demonstrate respect for others needs and our environment. We don't give up.
<b>e</b>	<b>Enlightened</b>	We act on evidence, are factually well-informed, tolerant of alternative opinions, and guided by rational thought.

## 2. Aim

The Allergies Policy aims to establish effective risk management practices in order to minimise the exposure of students, school personnel or visitors to known trigger foods, insects or materials in order to prevent allergic reactions. In addition, this policy aims to have in place health and safety control measures and a training and education programme for school personnel and students to share good practice within the school.

This policy will ensure compliance with all relevant legislation connected to this policy, and will work with other international schools and the local authority to share good practice in order to improve this policy.

## 3. Statement of intent

This policy will be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school to support students with allergies.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is fairly common for people to have mild allergies to things such as nuts (in particular peanuts), milk, eggs, fish and shellfish, wasps, bees, ants and natural rubber latex. Some people can experience a severe allergic reaction (anaphylaxis) if they touch, swallow, taste, eat or breathe in a particular substance.

Therefore, we have a duty to establish effective risk management practices in order to minimise the exposure of students, school personnel or visitors to known trigger foods, insects or materials. We need to have in place a training and education programme for school personnel and students and an effective plan to respond to any allergic reaction situation.

#### **4. Scope**

This policy is applicable to all students and staff remaining safe while on school premises or attending any outside school event.

#### **5. Unique definitions**

**Allergy:** A condition in which the body has an exaggerated response to a substance (eg 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 Adrenalin, which is ready for immediate intramuscular administration.

**Minimised Risk Environment:** An environment where risk management practices (e.g. risk assessment forms) have minimised the risk of (allergen) exposure.

**Risk Assessment/ Health Care Plan:** A detailed document outlining an individual child's condition, treatment and action plan.

**The most common allergens are:** strawberries, tomatoes, honey, celery, cereals containing gluten (such as barley and oats), crustaceans (such as prawns, crabs and lobsters), eggs, fish, lupin, milk, molluscs (such as mussels and oysters), mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites and tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

#### **6. Process and practice**

We understand an allergic reaction occurs when the body's immune system overreacts on contact with normally harmless substances. An allergic person's immune system treats certain substances as threats and releases a substance called histamine to defend the body against them. We will ensure the involvement of

parents and staff in maintaining medical information and records for allergic students.

## 6.1 Actions

In the event of a child suffering an allergic reaction:

- If medication is available it will be administered as per training and in conjunction with the Administering Medicines Policy and the child's medical documentation.
- The school nurse will contact the child's parents.
- If a child becomes distressed or symptoms become more serious we will call for an ambulance to evacuate the child to hospital.
- Keep calm, make the child feel comfortable and give the child space.
- If parents or responsible adults have not arrived by the time an ambulance arrives the school nurse or a person appointed by the Head of School will accompany the child to hospital.

## 6.2 Epipens

- Parents/guardians are responsible for the provision and timely replacement of the Epipens.
- Epipens will be located in the nurse office or in line with medical advice.

## 7. Associated forms and documents

Containing the following files:

- **Parent's Consent For Administering Medicine To a Student With a Chronic Condition**

## 8. Responsibilities

### 8.1 Head of School

- Work in conjunction with the SLT to ensure all school personnel, students and parents are aware of and comply with this policy.
- Monitor the effectiveness of this policy by speaking with students, school personnel, parents and governors.
- Have a list of students with allergies and ensure that there is an existing and updated medical documentation and support plan for them.

### 8.2 Nurse

- Support the development of this policy throughout the school.
- Work closely with the Headteacher and SLT.
- Ensure individual medical documentation is accurate, updated and suitable.

- Ensure all school personnel know what to do in an emergency.
- Ensure allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.
- Provide guidance and support to all staff.
  
- Keep up to date with new developments and resources.
- Review and monitor.

### **8.3 School Personnel**

- Comply with all aspects of this policy;
- Be aware of which children suffer from the most common allergens.
- Inform the School Nurse, and in severe cases, the Head of School, if they notice any child is suffering from any of the following:
  - sneezing;
  - a runny or blocked nose;
  - red, itchy, watery eyes;
  - wheezing and coughing;
  - a red, itchy rash;
  - worsening of asthma or eczema symptoms
- Be aware of individual medical recommendations to the students they teach.
- Report and deal with all incidents of discrimination.
- Report any concerns they have on any aspect of the school community.

### **8.4 Students**

- Be aware of and comply with this policy.
- Take part in awareness training.
- Be aware of those students who suffer from allergies.
- Be encouraged not to share food from their lunch boxes with others.

### **8.5 Parents/carers**

- Be aware of and comply with this policy for the benefit of their children.
- Be advised to take their child to their GP if they think their child is suffering from an allergic reaction to something.
- Inform the school of their child's medical condition.
- Assist in devising adequate support for their child.
- Ensure the school has sufficient emergency medication.
- Work in partnership with the school.

## **9. Related information**

### **Related Policies**

- Health and Safety Policy

- Safeguarding and Child Protection Policy
- Administering Medicines
- School Trips and Visits Policy

Appendix No.1

## PARENT'S CONSENT FOR ADMINISTERING MEDICINE TO A STUDENT WITH A CHRONIC CONDITION

**Student's Name:** \_\_\_\_\_**Date of Birth:** \_\_\_\_\_**School:** \_\_\_\_\_**Class/Grade:** \_\_\_\_\_**To be completed by the parent or guardian:**

As the parent/guardian of the above-named student, I hereby give my consent for the administration of the prescribed medication to my child during school hours. I confirm that the medication is necessary for my child's health and well-being, and I understand the responsibilities and processes involved in administering this medication.

**Medication Details:**

- **Name of Medication:** \_\_\_\_\_
- **Dosage and Strength:** \_\_\_\_\_
- **Administration Instructions:** \_\_\_\_\_
- **Times to be Administered:** \_\_\_\_\_
- **Start Date:** \_\_\_\_\_
- **End Date (if applicable):** \_\_\_\_\_

**Emergency Information:**

- **Possible Side Effects:** \_\_\_\_\_
- **Emergency Contact Name:** \_\_\_\_\_
- **Emergency Contact Number:** \_\_\_\_\_

**Parental/Guardian Agreement:**

1. I understand that the school will ensure that the medication is administered as per the instructions provided above.
2. I acknowledge that the school nurse may contact me in case of any questions or concerns regarding the administration of the medication.
3. I agree to notify the school promptly of any changes to the prescribed medication or the administration instructions.
4. I understand that the school will take all reasonable precautions to administer the medication safely, but I release the school, its staff, and agents from any liability resulting from the administration of this medication.
5. I will provide the school with the medication in its original packaging, clearly labelled with my child's name, medication name, dosage, timing storage and administration instructions.

**Parent/Guardian Name:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_