  

Fitzmaurice Primary School Allergy Protocol Checklist

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|  | **Checklist** | **Date completed** |
| 1. | **Training**  On admittance of a child with allergies, check if annual allergy training is in place. If it’s not in place already, organise AllergyWise training for all staff (both teaching and non-teaching):  Free courses available at:-  <https://www.allergywise.org.uk/>  Information and Factsheets:-  <https://www.anaphylaxis.org.uk/information-training/>  <https://www.anaphylaxis.org.uk/campaigning/making-schools-safer-project/> |  |
| Contact school nursing service to see what training support is available. |  |
| Obtain free trainer adrenaline auto-injectors for the brands held in school:-  <http://www.epipen.co.uk/patients/my-epipenr-resources/>  <https://adults.jext.co.uk/order-trainer-pen/> |  |
| 2. | **Parents and children/young people**  Meet parent/carer of each child/young person with allergy to complete individual risk assessment (to be reviewed at least yearly).  Download template Annual Risk Assessment here:- <https://www.anaphylaxis.org.uk/campaigning/making-schools-safer-project/> |  |
| Ensure all new staff read and understand individual risk assessments when joining school. |  |
| Ensure up to date allergy action plan is in place (working with parents and appropriate healthcare professional e.g. allergy specialist/GP/School Nurse) and request copies along with any relevant letters to be kept in school.  Download template Allergy Action Plan here:-  <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/> |  |
| Agree whether to inform class and parents about the child/young persons’ allergy and how i.e. letter home.  Template letters available here:-  <https://drive.google.com/file/d/1jfxTWty4FuXaT0bxO7b0H2Uep1NKFe8L/view?usp=sharing>  <https://drive.google.com/file/d/1qUK4FavVB4HR30YpqSq8CcmFj74bca1l/view?usp=sharing> |  |
| 3 | **Education and Awareness**  Consider an allergy awareness assembly - decide who for e.g. whole school, Key Stage, year group. Before naming a child/children obtain their and their parents’ permission.  Assembly materials available here:-  <https://www.anaphylaxis.org.uk/campaigning/making-schools-safer-project/> |  |
| Consider allergy awareness lessons - decide who for e.g. whole school, Key Stage, year group, individual class. Before naming a child/children obtain their and their parents’ permission.  NB: The statutory Relationships & Sex Education (RSE) curriculum includes Health & Prevention (this includes pupils knowing the facts and science relating to allergies)  Allergy awareness lesson resource packs are available to download here:- <https://www.anaphylaxis.org.uk/campaigning/making-schools-safer-project/> |  |
| Consider 1st Aid training for children - decide who for e.g. whole school, Key Stage, year group, individual class. Ensure that allergy management is included: what is an allergic reaction, how to help, what does an adrenaline auto-injector (AAI) look like, how does it work.  NB: The statutory RSE curriculum includes Basic First Aid (this includes pupils knowing how to make a clear and efficient call to emergency services if necessary)  St John Ambulance provide free resources for KS2–4 available here:- <https://www.sja.org.uk/get-advice/first-aid-lesson-plans/> |  |
| 4 | **Adrenaline Auto-Injectors**  To consider:   * Does the child have two of their own prescribed AAIs? |  |
| * How will AAIs be stored? e.g will the child carry their own or stored in central safe location (not locked away) |  |
| * Does the school need to purchase ‘spare’ pens as back-ups? – [www.sparepensinschools.uk](http://www.sparepensinschools.uk) |  |
| * Do all staff know the location of the AAIs? |  |
| * Is there a system in place to monitor expiry dates and replace when needed? |  |
| * How will you plan for schools trips/sporting events etc to ensure AAIs always available? |  |
| 5 | **Safeguarding**  To consider:   * Are children with medical conditions included as a vulnerable group within safeguarding training? |  |
| * Are children with medical conditions included as a vulnerable group within the school’s safeguarding policy? |  |
| * Does the school’s safeguarding policy link to the medical conditions policy? |  |
| 6 | **Inclusion and Bullying**  To consider:   * How does the school ensure that the child/young person with the allergy is fully included? |  |
| * What messages do the staff give out through their actions? i.e. do they make sure that the child/young person is fully included. |  |
| * Are allergies included in the anti-bullying policy? |  |
| * How are allergy bullying incidents responded to? |  |
| 7 | **Policy and Protocols**  To consider:   * Is there a medical conditions policy that links to Supporting Children with Medical Conditions in schools 2017? Has it been reviewed? |  |
| * Does the medical conditions policy have an allergy appendix? Has it been reviewed? |  |
| * Does the allergy appendix contain the following? * Staff training * Education and Awareness * Relationships with parents/carers and young people/children * Emergency action plan * AAI storage, accessibility, spare pens, expiry dates etc * Safeguarding & Inclusion |  |

**Food Allergy Specific considerations:-**

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| 8 | **School Catering**  Is up to date allergen information available for each menu and easily accessible, ideally online? |  |
| Has communication taken place between parent, school and caterer to agree roles and responsibilities for managing catering requirements? |  |
| Has a catering risk assessment been carried out? |  |
| Are all catering and lunchtime staff trained in allergen management? |  |
| Is a method/s in place to identify the pupil with the allergy at mealtimes? |  |
| 9 | **Food in School**  Is there a ‘no sharing’ food policy in place that all children understand? |  |
| Consider discouraging cake and sweets for children as treats both for birthdays and school celebrations |  |
| Review use of food in the curriculum. Does this need to be used and if it does, how are all children included? |  |
| Consider whether the school needs a ‘safe from zone’ or whether allergens can be managed safely during break and lunchtimes. |  |
| Complete allergen bans can be difficult to enforce and impractical for some common allergens like milk and egg – consider an awareness and education approach instead. |  |