



Future Horizons Leeds

Allergy Policy

Introduction

Allergy is the response of the body's immune system to normally harmless substances such as foods, pollen and house dust mites. Common triggers include nuts and other foods including dairy produce, eggs, soya, fish and crustaceans, foods containing gluten, venom from bee and wasp stings and some drugs. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe and produce a life-threatening reaction, anaphylaxis, that requires emergency treatment. The emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI) otherwise known by the brand name 'Epipen'.

Students and their parents/carers need to be confident that college staff can keep students safe and be reassured that staff are sufficiently trained to act immediately to support students should they have an allergic reaction, in particular anaphylaxis. It is essential that staff recognise the signs of allergic reaction and are able to manage this. In order to keep students with allergy safe the college has a clear and consistent policy on managing allergies.

This policy is concerned with a whole college approach to the health care and management of members of the college community who suffer from specific allergies.

Future Horizons Leeds is aware that staff and students who attend may suffer from food, bee/wasp sting, animal or nut allergies and believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. The college does not guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies.

Future Horizons Leeds is committed to students not sharing food and drink. Students can bring in shop bought cakes/pastries to celebrate special occasions only if the ingredient list clearly identifies allergens.

Students/parents/carers are asked to provide details of allergies on admission to the college (appendix 1).

Aim

The intention of this policy is to minimise the risk of any student or member of staff suffering an allergic reaction whilst at college.

It is important that allergic students are not stigmatised or discriminated against in any way at college due to their allergy. For example, they should not be separated at mealtimes or excluded from activities (unless this has been specified in the student's risk assessment). Inclusivity and overall awareness amongst students is vital.

The underlying principles of this policy include:



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- The establishment of effective risk management practices to minimise the student, staff, parent/carer, visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.
- This policy applies to all members of the college community including; staff, parents, carers, supply staff, agency staff, visitors and students.

Procedures and Responsibilities

- The establishment and maintenance of practices for effectively communicating a student's healthcare plan to all relevant staff.
- Staff training including allergen triggers and first aid procedures to be followed in the event of an emergency.
- Education of the students with severe food allergies.
- Involvement of parents/carer, staff and students in establishing individual risk assessments and Health Care Plans.
- Parents/carers and/or students will highlight any medical information including allergens on the student's college admission form before starting college which will allow time for staff to understand the allergy, any allergy triggers and required medication. If required, additional written or advice and guidance will be obtained from a doctor or allergy nurse.
- Where Epipens (Adrenaline) are required in the Health Care Plan, the student/parents/carers are responsible for the timely replacement of the Epipens (two Epipens are required).
- Epipen training will be required for all staff when the college has a student that requires an Epipen.
- Epipens will be located in the first aid cabinet.

Information Required About Allergies

- The allergen (the substance the student is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of an allergic reaction, include any medication to be used and how the medication is to be used.
- Control measures, such as how the student can be prevented from getting into contact with the allergen.
- If a student has an allergy requiring an Epipen, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents.
- It is up to the students and their parents/carers to provide the college with up to date medication/equipment clearly labelled in the original container.
- In the case of life saving medication like Epipens the student will not be allowed to attend college without it.
- All students must have emergency contact information, at least two emergency contact numbers must be held by college for each student.



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- Snacks and lunches brought into college are provided by each student or their parents/carers. It is the responsibility of the student or their parents/carers to ensure that the contents are safe for the student to consume.
- Students and their parents/careers should liaise with staff about appropriateness of snacks and any food-related activities e.g. cooking, catering.

Staff Role

- Staff are responsible for familiarising themselves with the allergy policy and information about student's allergies and adhere to health and safety regarding food and drink.
- Upon determining that a student attending college has a severe allergy, a staff team meeting will take place as soon as possible where all staff concerned attend to update knowledge and awareness of the student's needs.
- All staff who work with the student will be made aware of what medication/treatment is required and where any medication is stored.
- All medication must be easily accessible, especially at times of high risk.
- All staff will promote hand washing before and after eating.
- All tables used by students to eat snacks/lunch will be cleaned with an approved solution.
- Students are not permitted to share food.

Actions

In the event of a student suffering an allergic reaction:

- The college will delegate a member of staff to contact the person(s) identified on the emergency contact list.
- If a student becomes distressed or symptoms become more serious, telephone 999.
- If medication is available it will be administered as per training and in conjunction with the Medication Policy.
- If the responsible adult has not arrived at college by the time the ambulance arrives, a member of staff will accompany the student to hospital.
- Full details of the event will be recorded on CPOMs.



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Definitions:

Allergy	A condition in which the body has an exaggerated response to a substance e.g. 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 Adrenaline, which is ready for immediate intermuscular 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.



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Appendix 1

Notification of Allergies

Student's name: _____ Date of Birth: ____ / ____ / ____

GP's Name and Telephone Number: _____

Emergency Contact Information

Name:
Relation to student:
Address:
Home/work telephone number:
Mobile telephone number:

Name:
Relation to student:
Address:
Home/work telephone number:
Mobile telephone number:

What is the student allergic to?

Please outline all known allergies, the severity of the reaction and whether the allergy is triggered by ingestion, contact or inhalation.

Is the student an EpiPen carrier? Yes No

If yes, what date does the student's current EpiPen expire? ____ / ____ / ____

Please note that it is the responsibility of the student, parent or carer to ensure an in-date EpiPen accompanies the student to college at all times.

Does the student require any medication for their allergies?

Please outline all prescribed medication, the dosage required and how often it should be administered, special precautions, storage requirements and any known side effects.



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What constitutes an emergency for the student? What action should college take if this occurs?

Is there any other information about the student's allergies that you would like college to know?

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of the student.

I understand that I must immediately notify college, in writing, if there are any changes to the information provided on this form.

Form Completed By [block capitals]: _____

(if not the student) Relation to Student: _____

Student signature: _____

Signature (parent/carer/other): _____

Date Completed: ____ / ____ / ____