

**SINCLAIR HOUSE**  
**Allergy and Anaphylaxis Policy**

**Introduction**

This policy is concerned with a whole school approach to the health care and management of those members of the school community suffering from specific allergies/dietary requirements.

**Rationale**

Sinclair House School's position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. The intent of this policy is to minimize the risk of any pupil suffering allergy-induced anaphylaxis whilst at school or attending any school related activity.

The common causes of allergies relevant to this policy are nuts (in particular peanuts), dairy products, eggs, wasps, bees and ants, shellfish, sesame seeds, soy. An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the pupil, staff, parent and 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 Sinclair House school community:

- School Staff
- Pupils
- Parents / Guardians
- Volunteers
- Supply staff

**Definitions**

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and 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 inter-muscular administration.

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

Health Care Plan:

A detailed document outlining an individual pupil's condition treatment, and action plan for location of Epipen.

**Key Strategies:**

General

- The involvement of parents, staff and the pupil in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating individual pupil medical plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.

- Parents / Guardians are requested to carefully consider eliminating allergenic food stuffs from their child's lunch boxes and celebratory events.

#### Nut related

- Classroom teachers promote hand washing before and after eating.
- Pupils with dairy product or egg allergies are managed by the school in consultation with the parents / guardians on a case by case basis.

#### Insect related

- Diligent management of wasp and ant nests on school grounds.
- Education of pupils to report significant presence of insects in play areas.

#### Other allergies

Pupils with allergies are managed by the school in consultation with the parents /guardians on a case by case basis.

### **Procedures and Responsibilities for Allergy / Dietary Restriction Management**

Health Care Plan for pupils with Allergy / Dietary Restrictions.

Every time parents inform the school about any allergy or dietary restriction regarding their child a Health Care Plan will be sent home for the parents to complete. The Health Care plan is filed in the pupil file, a copy will be given to the pupil's teacher and a copy is held in the Medical Rooms. The name of the pupil will be listed in the Special Medical Needs chart and when is a food allergy or dietary restriction in the Allergy / Dietary Restrictions List. The lists are kept constantly updated. Copies of the lists are held in the Office, Medical Room, Kitchens and pupil's classroom.

When the Medical Health Care plan request administering medication, the parents will be asked to complete an Administering Medication Consent Form.

#### Confidentiality

Information given by parents regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

#### Medical Information

Parents are responsible for providing, in writing, ongoing accurate and current medical information to the school. The school will seek updated information via medical form at the commencement of each school year.

Furthermore, any change in a pupil's medical condition during the year must be reported to the school.

The First Aid Officer will ensure that a Health Care Plan is established and updated for each pupil with a known allergy / dietary restriction.

The Action plan for an anaphylactic reaction is on display in any relevant room: classroom, staff room, dining room, Medical room, Medical cupboard in Early Years office.

Teachers and teacher assistants of those pupils and key staff are required to review and familiarise themselves with the medical information

Health Care Plan with a recent photograph for any pupils with allergies will be posted in relevant rooms.

Relevant sports coaches are provided with medical information for any pupil with known allergy prior to undertaking the activity.

The wearing of a medic-alert bracelet is allowed by the School.

#### Medical Information (EpiPens)

Where EpiPens (Adrenalin) are required in the Health Care Plan:

- Parents/ guardians are responsible for the provision and timely replacement of the EpiPens, at least of one EpiPen, in case of severe allergy the school recommend parents to make available two Epi-Pens.
- The EpiPens are located securely in relevant locations approved by the Headmaster. The location of the Epi-Pen

and other medication is listed on the Special Medical Needs chart and Special Medical Requirement Chart.

- The member of staff on duty during school trip will make sure to take with them the Epi-Pen.
- For residential trips, any medical issues are managed by the teacher in consultation with the parents / guardians on a case by case basis.

**Related policies:**

First Aid policy

Administering Medication Policy

**Related Document:**

Anaphylaxis standard action plan

Allergy risk assessment

Signed:



Date: 15<sup>th</sup> September 2019

Carlotta TM O'Sullivan  
Principal and Proprietor

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