



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD **Allergy and Anaphylaxis Management Policy**

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on will attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Introduction:

We believe that the safety and wellbeing of those members of the FAST FORWARD community suffering from specific allergies and who are at risk of anaphylaxis are the responsibility of the student/multi agencies and the provision to work together in creating a safe environment for those who attend.

At FAST FORWARD we are not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies. Seen within our Risk Assessment and in line with Food Hygiene and H&S concerns. This will include protocols on procedures in the event of any incident.

FAST FORWARD is committed to:

- Providing, as far as practicable, a safe and healthy environment in which people at risk of allergies and anaphylaxis can participate equally in all aspects of the FAST FORWARD program.
- The encouragement of self-responsibility and learned avoidance strategies amongst students suffering from allergies.
- Raising awareness about allergies and anaphylaxis amongst the school community.
- Ensuring each staff member has adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Close liaison with parents/carers of students who suffer allergies, to assess risks, develop risk minimisation strategies, and management strategies for their child.

- Facilitating communication to ensure the safety and wellbeing of the person with allergy who is at risk of anaphylaxis.
- All in line with Medication Policy, signing in medication, admission process for medical needs and support.

The aim of the Policy is to:

Minimise the risk of an allergic/anaphylactic reaction while the person is involved in FAST FORWARD related activities.

- Ensure that staff members respond appropriately to an allergic/anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline auto injection device. Read student specific information, training for designated Staff, online through NCC training hubs. Steve Lee (Director) to initiate within inductions for staff to have First Aid Training. (See FAST FORWARD First Aid Policy).
- Raise, within the FAST FORWARD's community the awareness of allergy/anaphylaxis and its management through education and policy implementation. This will be done within small groups, through Tutorial Sessions and other cross curricular topics covered within the qualifications offered. Some aspects touched on within BTEC Health and Safety Units. All PPE will be available for all.

Introduction:

Any allergic reaction, including anaphylaxis occurs because the body's immune system reacts inappropriately in response to a substance that it perceives as a threat.

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. It can occur within minutes of exposure to the allergen or the reaction may develop over hours. It can be life threatening if not treated quickly with adrenaline.

Definitions

- Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food or drug). Also known as hypersensitivity.
- Allergic reaction – A reaction to an allergen. Common signs and symptoms include one or more of the following: hives, generalised flushing of the skin, tingling around the mouth, swelling of tissues of the throat and mouth, difficulty breathing, abdominal pain, nausea and/or vomiting, alterations in heart rate, sense of impending doom, sudden feeling of weakness, collapse and unconsciousness.
- Anaphylaxis – Anaphylaxis, or anaphylactic shock, is normally a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines though a delayed reaction is possible in certain cases.
- EpiPen – Brand name for syringe style device containing the drug adrenaline which is ready for immediate intramuscular administration. Only to be done by individual.
- Minimised Risk Environment - An environment where risk management practices have minimised the risk of (allergen) exposure to a reasonable level. Not an allergen free environment.

Key Strategies

FAST FORWARD will ensure:

- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of students with additional medical needs.
- Designated lead (Steve Lee) to issue out forms to staff for specific individual's requiring FAST FORWARD assistance with supporting medical needs and add new medication/equipment to Tutors.
- The involvement of parents, staff and the student in the management of their care. Tutors will only collect medication and direction from parent/carer or schools.
- Ensuring effective communication of individual student medical needs to all relevant teachers and other staff.
- Ensuring First Aid staff training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Parents of students with packed lunches will be requested to give careful thought to eliminating food that may be of risk to those members of staff and students who suffer from such allergies.
- FAST FORWARD offer a free school meal service, Healthy Menu, all allergies and tolerances are allocated for. Students have a varied choice of foods to select.
- Tutors are aware of the environments they attend for work purposes and ensure this is suitable to the learners' medical needs.
- FAST FORWARD Tutors have Basic Food and Hygiene Training or previous qualifications related.

Nut Related Aspects

- If FAST FORWARD is aware of a student who suffers a nut allergy, the FAST FORWARD office manager and FAST FORWARD staff will be requested to eliminate nuts and food items with nuts as ingredients from meals as far as possible. This does not extend to those foods labelled "may contain traces of nuts".
- Students are encouraged to self-manage their allergy as far as possible in preparation for life after school where nut-free environments are rare.
- Staff will complete Food Hygiene and other related courses to help raise awareness.

Dairy and Egg Related Aspects

- Students with dairy product or egg allergies are managed by FAST FORWARD in consultation with the parents on a case by case basis. FAST FORWARD will provide any personal preference milk/products to accommodate needs of learners when offering breakfast and other meals.

Insect Related Aspects

- Diligent management of wasp, bee and ant nests on FAST FORWARD grounds and proximity. This must include the effective system for staff reporting to management, and a system of timely response to eradicating nests.
- Education of staff and students to report any above normal presence of wasps, bees or ants in all areas of the provision and working areas, this done in the form of a Risk Assessment, seasons taken into consideration when out on a working task. Appropriate first aid kits available in all vans.

- All Epi-pens used and carried by learners, and if possible administered by them, in the event of a life threatening 999 should be called and direction taken by medical professionals; contact information accessible within communications by Office and Phone to inform outside agencies and parents/carers.

Latex Related Aspects

- If a child is allergic to latex, they should avoid contact with some everyday items including, rubber gloves (unless latex free), balloons, pencil erasers, rubber bands, rubber balls, and tubes and stoppers used for science experiments. Alternatives will be provided on request. And on referral forms, identified by schools/parents and carers.

Medicine Aspects

- If a child is allergic to Medications this will be identified in the referral process for medical needs; if a student has taken medication that is new or not of their own, 999 to be called and contact to schools/parents will be done.

Allergen Awareness/Avoidance

FAST FORWARD will promote food allergy information (including anaphylaxis) through Life Skills, and/or Science/ Food lessons in particular with PSHE/SMSC and sessions where a student has severe allergies.

We live in a world that is contaminated with potential allergens. Anaphylactic students must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his family, the school community must also be aware of the risks and consequences.

It is important than no one is complacent about allergen exposure at FAST FORWARD. Staff and parents will be informed of the potential harm of nuts and peanuts to students or staff in the provision.

In addition, FAST FORWARD recognises that there are allergies to other foods/materials and to insect stings. In short, while the aim is to significantly diminish the risk of accidental exposure to known food and other allergens it can never be completely removed.

Staff read all referral information and discussions with Staff Meetings.

FREE SCHOOL MEALS

Information will be added to referral forms for those on FSM meals, FAST FORWARD will support this with the schools/parents and those that attend.

EDUCATIONAL VISITS

The Group Leader will check with any food provider and ensure 'safe' food is provided, or that an effective control is in place to minimise risk of exposure for students with allergies.

Parents should ensure the student has his/her EpiPen on the visit, and that he/she will be responsible for its security. If in doubt over the risk of a student with an allergy taking part on an education visit the Group Leader should seek advice from the Parent and SLT.

Responsibilities

Parents are responsible for:

- Providing ongoing, accurate and current medical information in writing to the provision. Whilst the provision will play a role in reminding parents when information etc. requires updating this responsibility lies wholly with the parents. Via email (password protected only), in line with GDPR 2022) or phone call/letter.
- Providing written advice from a doctor, which explains the child's allergy, defines the allergy triggers and reaction, and any required medication. Discussed in ECHP/SEN Meetings.
- Supplying Epi-Pens and medication timeously
- Ensuring medication is replaced as necessary i.e. on change of dose or expiry date. FAST FORWARD to liaise with Parents.
- Collecting surplus/expired medication at the end of each academic year.
- Ensuring all medication has the original pharmacy label attached stating the student's name, date of birth and dose.
- Highlighting any classes/topics or activities which in the parent's view may need to be avoided or flagged up as 'high risk' e.g. food preparation in Food lessons or use of certain materials (e.g. latex) in science lessons.
- Contacting FAST FORWARD promptly where should this information/advice appears not be followed.
- Ensuring, including monitoring their use by dates and replacing medication where necessary. **In line with FAST FORWARD GDPR 2022/Data Retention Policies. Data reviewed every 6 months.**
- Providing appropriate foods to be consumed by the student if necessary.

Parents should also teach their son/daughter with allergies to:

- Recognise the first symptoms of a food allergic/anaphylactic reaction.
- Communicate with FAST FORWARD staff as soon as he/she feels a reaction is starting.
- Carry his/her own Epi-pen.
- Not share snacks, lunches, drinks or utensils.
- Understand the importance of hand washing before and after eating.
- Report to FAST FORWARD staff promptly when he/she feels an allergic/anaphylactic reaction is beginning.

Students with a life-threatening allergy are responsible for:

- Developing a relationship FAST FORWARD staff to assist in identifying issues related to the management of the allergy.
- Taking responsibility for avoiding food allergens, including informing staff of his/her allergy at times of potential risk
- Learning to recognise personal symptoms.
- Being proactive in the care and management of their own allergies and reactions.
- Keeping emergency medications where appropriate, in the first aider's office or in an agreed suitable location. This includes carrying the medication with them at all times.
- Notifying an adult if they are being picked on or threatened by other students as it relates to their food allergy.
- Developing an awareness of their environment and likely allergen zones.
- Developing greater independence to keep themselves safe from anaphylactic reactions.

Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic students are encouraged to follow these additional guidelines:

- Proper hand washing before and after eating and throughout the day.
- Avoid sharing or trading of foods or eating utensils with others.
- Avoid eating anything with unknown ingredients or known to contain any allergen.
- Eat only food which brought from home unless it is packaged, clearly labelled and approved by their parents.
- Place food on a napkin rather than in direct contact with a desk or table.
- Notify an adult immediately if they eat something that they believe may contain the food to which they are allergic.

The Director/Tutors are responsible for:

- Contacting parents for required medical documentation regarding a child's allergy and informing the senior management team where important information is lacking. (The responsibility lies with parents to ensure this information is provided)
- Ensuring that there is an effective system to regularly update and disseminate medical information to staff and others.
- Ensuring that parents are reminded of their responsibilities to provide current information/ medication.
- Ensuring that, where students with known allergies are participating in external visits, the risk assessment management plans for those external visits include the relevant information for the student(s) concerned.
- Termly MAR (Medication Administration Record) sheets are completed and reviewed; medication is carried over to new sheet for specific students if required.
- Ensuring that first-aid staff is trained in the use of Epi-Pens and management of anaphylaxis and that similar training/information is provided periodically to all other staff.

FAST FORWARD staff are responsible for:

- Acquiring knowledge of the signs and symptoms of severe allergic reaction.
- Familiarising themselves with information about student health needs.
- Participating in in-service training about students with life-threatening allergies including demonstration on how to use the Epi-pen.
- Determining suitable protocols regarding the management of food in the classroom (particularly in high-risk subjects) in collaboration with the Office manager. This protocol will be communicated by the staff to the students.
- Reinforcing appropriate classroom hygiene practices e.g. hand washing before and after eating or tasks potentially leading to contamination.
- Responding immediately to reports of students being teased or bullied about their food allergies.
- Complete online and practical training on related areas for Tutor awareness. (Allergies and anaphylaxis shock)

Catering Staff are responsible for:

- Ensuring suppliers of all foods and catering are aware of the school minimisation policy.
- Ensuring supplies of food stuffs are nut free or labelled “may contain nuts” as far as possible
- Being aware of students and staff who have severe food allergies.
- Clearly labelling of items of food stuffs that may contain nuts.

Evaluation**The Director will:**

- Get feedback from staff following their participation in allergy/anaphylaxis management training
- Audit enrolment documentation to ensure it is current and complete.
- Discuss this policy and its implementation with parents/ carers of students at risk of allergy/anaphylaxis and gauge their satisfaction in relation to their child.
- Respond in a timely and appropriate manner to any complaints received in relation to this policy.
- Review the adequacy of the response of the provision if a student has an allergic/anaphylactic reaction and consider the need for additional training and other corrective action.

Director will:

- Routinely review each child’s auto-injection device to ensure that it remains complete and is in date.
- Liaise with the students and their parents as well as with Staff who are at risk of anaphylaxis.

Parents/Carers shall:

- Read and be familiar with the policy.
- Liaise with the Office manager and FAST FORWARD Director/Tutor
- Hand over key information to Tutors within collecting or dropping learners off at home.
- Bring relevant issues to the attention of the provision.

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

7th September 2022 / Review 31st August 2023.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.