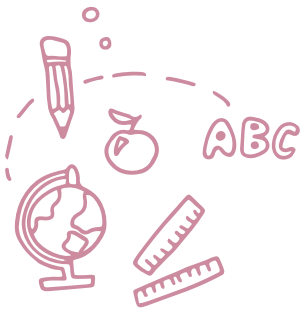



# Top tips for Nursery/Schools

These are top tips you can implement to help you become an allergy inclusive school.

## Top tips: Staff training

### Training

Annual allergy training provides all staff with essential knowledge to ensure schools offer a safe and inclusive environment, and know what to do in an allergy medical emergency. Allergy School provides in-depth allergy awareness training that should become an integral part of your staff's development/training cycle.

All staff should watch our allergy awareness film Allergy School: Empower, Include, Protect and reflect on their own practices. This can be also be shown to supply/temporary staff or volunteers. Remember, all governors/trustees also need training and should monitor implementation.

### Team

It is good practice to have designated members of staff who are responsible for allergy management/training.

Being responsible for children/young people with allergies on a day-to-day basis is a team effort. Allergic Reactions can happen at any time and for some they can be life-threatening. It is important that all staff recognise allergic symptoms and know how to respond in an allergy medical emergency. Ensure roles and responsibilities are defined.

### Trainer Pens

Order free trainer adrenaline auto-injectors (AAIs) through the manufacturer's websites, Jext® or EpiPen®. You can practice as you watch our First Aid - Responding to an Allergy Emergency film which was produced in collaboration with St John Ambulance.



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# Top tips: Meeting parents & carers of allergic children

## Documentation

It is important to have up-to-date information of the child/young persons allergies and obtain a copy of their Allergy Action Plan completed by a healthcare professional. This is a medical document that must NOT be completed by a teacher or parent. Make sure a copy is placed inside their medication bag/box with two AAIs and any other medications. Provide and share a copy with all staff/volunteers.

## Allergic Reactions

Discuss your child/young persons allergens, previous allergic reactions and what the symptoms were and how they progressed.

For instance, was the reaction caused by eating, inhaling or skin contact? Regular communication with parents/carers is vital in case there are any changes that you should be made aware of.

## Medical

Does the child/young person have other medical conditions such as asthma?
This can increase the chances of a more serious allergic reaction.

## Awareness

Is the child/young person aware of their allergies and do they feel confident about letting a staff member know when they feel unwell? Reassure the child/young person that it is always okay to let an adult know if they feel unwell. You could pre-agree a signal the child can use in case they cannot speak when having an allergic reaction. Be mindful of children/young people with additional needs.

## Support

Discuss activities/events/trips planned for the year, and how their child/young person will be safely included and any support that the parent/carer could provide.





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# Top tips: Adrenaline Auto Injectors (AAIs) Storage

## Temperature

It is important to store AAIs in the child/young persons usual medical bag/box, in a cool, dry place, at room temperature and away from sunlight. Store between 15 -25℃. High temperatures degrade adrenaline (from 30℃) so do not for example store the medication in direct sunlight, in a vehicle during summer or by a heater! Low temperatures do not degrade adrenaline but can block the mechanism. AAIs should never be stored in a refrigerated environment or with ice blocks.

## Location

Agree a practical, consistent school approach for where to store allergy medication so that it can always be accessible without delay (we suggest within a maximum of 2 minutes and not locked away). Consider the age of the child/young person and the layout of the site when deciding.

For example:

- Should medications be kept within each child/young persons classroom and move around the school site with them or would a central/reception area that can be quickly accessed by everyone be better?
- What would you do if prescribed AAIs couldn't be located?
- Do the children/young people and the parents/carers concerned have a strong view on what should happen?
- Ensure the medication is labelled with the child/young persons name/photo and includes their Allergy Action Plan inside so it is easy to identify.

## Quantity

If a child/young person has been prescribed with AAIs, two in-date AAIs should be stored together along with any other relevant medication and documentation.

## Dose

There are two brands of AAIs currently available in the UK Jext® and EpiPen® and they come in two dosage strengths. The dosage prescribed will depend on the child/young persons weight. (Please check with parents/carers that the child/young person has the correct dosage in school. More information is available on the device brand websites.

## Expiry

It is the parent/carer's responsibility to ensure that the child's AAIs are in date, but it is also helpful to schedule in your own regular checks. Schools should return any expired medication to the parent/carer when a replacement has been provided.



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# Top tips: Spare Adrenaline Auto-Injectors (AAIs) in Nursery/Schools

## Why should schools have spare AAIs?

It is vital that all nursery/schools have spare AAIs as they could save someone's life.

## Regulations

From 1 October 2017 the Human Medicines Regulations allowed schools to obtain, without a prescription, AAI devices for use in emergencies.

## Access

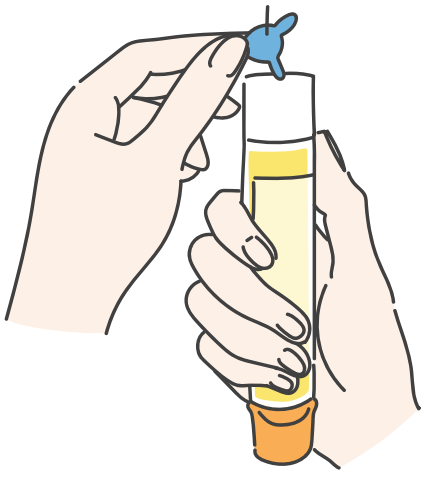
Schools and local authority maintained nurseries can download and amend a free letter template from www.sparepensinschools.uk and take it to a pharmacy to purchase spare AAIs.

This letter will need to be signed by the headteacher.

## Who

Assign staff members to be responsible for checking spare AAIs regularly to ensure they haven't expired. If they have, arrange replacements.

Ensure safe disposal of the nursery/schools used or expired spare AAIs in a sharp bin to be collected by the local council. Never throw an AAI device in a general waste bin.





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# Top tips: Classroom

## Indoors

Junk modelling boxes and bottles may have contained an allergen e.g. wheat/nut cereals, milk or eggs.

Check art equipment ingredients for allergens: e.g. balloons and aprons (latex), playdough (wheat). Consider providing non-latex gloves for children/young people with allergies/ eczema to use when handling materials.

Face and craft paints may cause eczema flare ups, contact dermatitis or contact allergic reactions due to the chemicals in them.

## Outdoor

When doing outdoor activities be mindful of potential allergens in the environment, for example, food used in bird feeders often contains nuts.

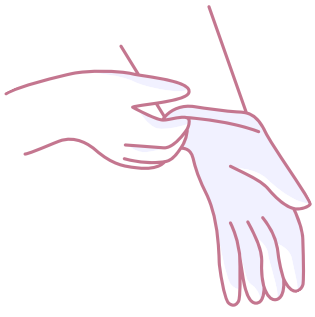
When delivering any outdoor activities where equipment is handled and shared such as cricket bats, tennis rackets and hockey sticks, ensure good handwashing practices for all are in place. Sharing these after others have eaten snacks/lunch containing allergens can be a risk for children/young people with allergies.

## Hygiene

Good handwashing routines are essential, however watch out for handwash/soaps that contains allergens such as nut oil (e.g. almond/macadamia) or milk.

Be aware that hand sanitiser does not remove allergens from hands.







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# Top tips: School/off-site trips

## Inclusivity

Children/young people with allergies should have the opportunity to access all trips, without the need for their parent/carer to accompany them to ensure their safety. Be sure to notify the settings that you are visiting of the child/young persons allergies, for example sports fixtures or educational activities.

## Risks

Make sure you have completed risk assessments for every trip, for example: where and how the child/young person will eat and how they may come into contact with their allergens.

When outdoors with children/young people, watch out for insect stings and bites. Although they are "...not usually serious and get better in a few days, sometimes they can become infected or cause a serious allergic reaction." - NHS

## Training

Have the staff on the trip received sufficient allergy training?
Do they know how to recognise an allergic reaction and administer an AAI?

At least one staff member who is trained in administering the device must accompany the child/young person on all trips in the UK or abroad.

## Medication

Ensure the medication is transported correctly, stays with/near the child/young person and at the right temperature at all times.





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# Top tips: Catering

## Supervision

Consider if a child/young person with additional needs would benefit from 1:1 lunchtime supervision.

## Risk Assessment

Has a catering risk assessment been carried out?

Review your catering contract to ensure there is sufficient support for those with food allergies.

LACA Allergen Management for Catering in Education guidance is a useful starting point for this process.

## Allergens

Is all allergen and ingredient information up-to-date?

Check with the catering provider if there is anything you are unsure of.

Menus with clear ingredient information should be available.

Remember, ingredients can change and 'may contain' labelling may not be suitable.

Always check with parents/carers. (this should be referenced in their Individual Healthcare Plan).





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# Top tips: Planning around food

## Rewards

We strongly recommend that you adopt a 'food-free treats' approach to ensure everyone is safely included.

## Lunchtime

Brief your staff to stay vigilant around allergens in other people's lunchboxes incase of accidental cross contact. Ensure it is normal practise for everyone to wash hands and clean surfaces before and after eating/handling food. This will reduce the risk of cross contamination.

## Rules

Introduce a 'no sharing food' approach in school during meal and snack times to avoid children/young people eating the wrong food.

# Top tips: Educating Others

## Resources

We have created with our key partners, films, lesson plans and assembly resources for early years and primary aged children/young people. These are tailored to different ages.
Plan these resources into your curriculum map.
Click here to access them.

## Staff

Ensure all staff and volunteers, including after school clubs and PTFA, (Parent Teacher and Friends Association) have had allergy training.

## Inform

Review email allergy awareness information going out to all parents/carers and place secondary reminders such as posters in visible areas.



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# Top tips: Mental health and wellbeing

## Anti-Bullying

Allergies should be included in your behaviour policy to prevent bullying.

Ensure staff, children/young people and parents know what this covers and means. If there are any bullying incidents around allergies that affect a child/young persons physical or mental health, make sure they are taken seriously, dealt with and there is a process to record them.

## Educate

Use our free films, lesson and assembly resources to educate children/young people about allergies and how to positively support their peers who have them. It is important to increase allergy awareness and inclusive environments so that all children/young people can participate safely.

## Inclusion not exclusion

Pass on allergy requirements to PTFA and after-school clubs so that no activities are planned that would exclude a child/young person.

# Top tips: Documentation

## Allergy Policy

This should be read in conjunction with the school's Health and Safety policy and Medical Conditions/ Healthcare Needs policy. This model policy offers a helpful starting point.

## Allergy Action Plan

Request a copy of the child/young persons signed Allergy Action Plan. This is completed and given to parents/carers by their healthcare professional. Put a copy with their medication bag/box and share with all staff.



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## Individual Healthcare Plan

Put this in place for each child/young person. You will need input from the parents/carers and healthcare professionals.

Visit Gov.uk to find information on Supporting Children with Medical Conditions at school and download a free template plan. Get confirmation that parents/carers are happy with it.

## Safeguarding Policies

Consider children/young people with allergies being classified as 'vulnerable' within the schools safeguarding policy.

## Risk Assessments

Complete for both school trips and activities on site. These will allow you to identify any gaps in your systems for keeping children/young people with allergies safe.

## Confidentiality Agreement

Obtain permission from parents/carers regarding relevant allergy information that can be shared with other parents and staff in your organisation.

# Top tips: Recording near misses and incidents

## Reporting

Communicate a process to all staff for reporting any near-miss allergy incidents and assign a responsible staff member to record and address them.

## Action

Review termly any allergic incidents and assess if and where additional support may be needed to avoid the issues happening again.

Report this information to your governing body and trustees for monitoring.



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