

Starcast Performing Arts Schools (Salisbury & Romsey)

Allergies Policy including Nut & Food Allergy

Statement of Intent:

This policy is concerned with a whole School approach to the health care and management of those members of Starcast Performing Arts Schools (Salisbury & Romsey) community suffering from specific allergies.

Starcast Performing Arts Schools (Salisbury & Romsey) are aware that children who attend may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Starcast Performing Arts Schools (Salisbury & Romsey) 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.

Starcast Performing Arts Schools (Salisbury & Romsey) is committed to a no food and drink sharing.

The *Statutory Framework* states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Enrolment Form, which is submitted before starting Starcast Performing Arts Schools (Salisbury & Romsey).

AIM:

The intent of this policy is to minimize the risk of any child suffering any allergic reactions whilst at a Starcast Performing Arts School.

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 student, 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 the Starcast Performing Arts Schools (Salisbury & Romsey) community:

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

- Students

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.

Risk Assessment/ Health Care Plan- A detailed document outlining an individual child's condition, treatment and action plan.

Procedures and Responsibilities for Allergy Management

General

- The involvement of parents and staff in establishing individual Risk Assessments/ Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare 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.
- Age appropriate education of the children with severe food allergies.

Medical Information

- Parents will initially highlight a child's allergies on Starcast Performing Arts Schools (Salisbury & Romsey) Registration Form before starting a session
- For children with a food allergy, parents will then be asked to fill out the Risk Assessment form. This will enable parents to explain the condition, define any allergy triggers and any required medication. If needed, additional written or oral advice will be obtained from a doctor or allergy nurse.
- Any change in a child's medical condition during the year must be reported to Starcast Performing Arts Schools (Salisbury & Romsey).

- Starcast Performing Arts Schools (Salisbury & Romsey) Principal, Kiri Golding, will ensure that, where needed, a Health care Plan is established and updated for children with allergies.

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. Two EpiPens will be required.
- EpiPens are located on a high surface top near the Starcst kitchen cupboard. These are out of reach of children but quickly accessible for staff.
- EpiPen training will be provided for all staff when we have a child that requires an EpiPen.

Parent's role

Parents are responsible for providing medical information about their child's allergy in writing, by filling out our initial risk assessment form for Food Allergies. The form includes:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures - such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an epipen, or the risk assessment deems it necessary, a "healthcare plan" must be completed and signed by the parents.
- It is the responsibility of the Parent to provide Starcast Performing Arts Schools (Salisbury & Romsey) with up to date medication/ equipment clearly labelled in a suitable container.
- In the case of life saving medication like Epi-pens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.
- Snacks and lunches brought into Starcast Performing Arts Schools (Salisbury & Romsey) are provided by each child's Parent.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. decorating food or cooking)

Staff's role

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's Registration form states that they have an allergy then the parents must fill out the risk assessment form before the child starts attending sessions. Any actions identified to be put in place. If a child has an allergy requiring an epipen, or the risk assessment deems it necessary, a "healthcare plan" must be completed and signed by staff and parents.
- Upon determining that a child attending Starcast Performing Arts Schools (Salisbury & Romsey) has a severe allergy, a team meeting will be set up as soon as possible where all Staff concerned attend to update knowledge and awareness of child's needs.
- All Staff who come into contact with the child will be made aware of what treatment/medication is required by the Starcast principal and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time snacks are monitored by Staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
- However Staff cannot guarantee that foods will not contain traces of nuts.
- All hot touch points are cleaned with an approved solution.
- Children are not permitted to share food.
- As part of the Staff first aid course, Epipen use and storage has been discussed.
- We may ask the Parent for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with Parents about snacks and any food-related activities.

Actions

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's Parents.
- If a child becomes distressed or symptoms become more serious telephone 999
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the "Medication Administer Form".
- If Parents have not arrived by the time ambulance arrives, a member of Staff will accompany the child to hospital.

Role of other parents

- Snacks and lunches brought to Starcast Performing Arts Schools (Salisbury & Romsey) by other Parents should be peanut and nut free.

- Starcast Performing Arts Schools (Salisbury & Romsey) will ensure that parents are regularly reminded and will monitor the contents of lunch boxes and snack.

Policy Written February 2015;

Reviewed: February 2016; February 2017; February 2018; August 2018; August 2019; August 2020

Next review: Aug 2021

Annex A

Health & Safety Policy Procedures for Children with Allergies

RISK ASSESSMENT – ADMISSION OF CHILD WITH SPECIFIC FOOD ALLERGY
INITIAL PARENTAL CONSULTATION

1.	<u>Name of Child:</u>
2.	<u>Child's Date of Birth:</u>
4.	<u>Name(s) of Parent(s):</u> <u>1.</u> <u>2.</u>

4. Emergency Contact Details:

Name & Telephone No. of Doctor:

Surgery:

Contact Tel. No. for Parent: 1.

2.

Emergency Contact Nos. if parent unavailable:

1. Name:

Telephone No:

Relationship to child/family:

2. Name:

Telephone No:

Relationship to child/family:

5. Nature of Allergy:

6. Severity of Allergy:

7. Symptoms of Adverse Reaction

8	<u>Details of Any Medication provided in the event of an allergic reaction/anaphylactic shock. (to include dosage, when + how medication is to be administered)</u>
9.	<u>Precautions to be taken to avoid allergic reaction</u>

10

Signatures:

Staff Signature

The above details have been provided by

Parent of

Signed:

(member of staff)

Date:

Parent's Signature

The above details provided by myself in respect of my child
..... are a correct and true record of the allergy, its
symptoms, treatment and prevention suffered by child. I give permission
for a risk assessment to be carried out by the above-named member of staff
and the Starcast Principal before admitting my child to a Starcast School.

Signed:..... Date:

Name in block capitals;

Relationship to child