



## **ALLERGY AND ANAPHYLAXIS MANAGEMENT POLICY**

### **OVERVIEW**

The British International School Shanghai is committed to a whole school approach to the health care and management of those members of the school community suffering from specific allergies.

The School position is 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.

The School is committed to proactive risk allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst children suffering from allergies.
- Provision of a staff awareness programme on anaphylaxis.
- The establishment and documentation of a comprehensive management plan where needed.
- The establishment of specific risk exposure minimisation practices and strategies wherever required
- Close liaison with parents of children who suffer from allergies.

This management approach is congruent with contemporary specialist medical advice, and the School believes educating children to self-manage their condition is a skill attuned to their 'real world' situation.

### **RATIONALE**

The School recognises that a number of community members (students and staff) may suffer from potentially life threatening allergies to certain foods or toxins from insects. The School seeks parent, staff and student support towards maintaining a minimised risk environment, whilst also concentrating on ensuring effective medical response to potential anaphylactic episodes.

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at School or attending any school related activity, and to ensure staff are properly prepared to manage such emergency situations should they arise.

The common causes of allergies relevant to this policy are nuts, (in particular peanuts and tree nuts), dairy products, eggs, gluten, seafood, wasps, bees, and ants. The allergy to nuts is the most common high risk allergy, and as such demands more rigorous controls than the controls for allergies to dairy products, eggs, gluten, seafood, wasps, bees and ants.

The School is also aware of the stresses imposed on parents, guardians and teachers, with the potential for anaphylactic reaction in children for whom they have a responsibility. To this end, the provision of procedures and systems to manage such stress effectively is also an aim of this policy.



The underlying principles of the School Allergy Policy include: -

- The pro-active establishment of effective risk management practices to minimise student, staff, parents' and visitors' exposure to known allergy trigger (food and insects).
- Staff training and education to ensure an effective emergency response to any allergic reaction situation, via International SOS and internal training once in each term.

## 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 (food and insects).

**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 intramuscular administration.

**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.

**Anaphylaxis Action Plan** - A detailed document outlining an individual student's condition, treatment, and action plan for location of EpiPen.

**Management System** - A record system managed by the person in charge which describes the individual student medical care plans and the particular members of staff who will need to be trained and informed of these plans.

**Tree Nuts** - include Brazil nuts, cashews, chestnuts, filberts/hazelnuts, macadamia nuts, pecans, pistachios, pine nuts, almonds, coconut and walnuts.

## KEY STRATEGIES

### General Aspects

- The establishment of clear procedures and responsibilities to be followed by staff in meeting the needs of children with additional medical needs.
- The involvement of parents, staff and the child in establishing an individual medical care plan.
- Ensuring effective communication of individual child 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 children 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.

### Nut Related Aspects

- If the school is aware of a child who suffers a nut allergy, the school lunch caterer and suppliers must be made aware of the risk minimisation policy and requested to eliminate nuts



and food items with nuts as ingredients from meals. This does not extend to those foods labelled “may contain traces of nuts”

- Children are encouraged to self-manage their allergy. \*more clearly what’s ok, what’s not.

### **Dairy, Egg and Gluten Related Aspects**

- Children with dairy product, egg or gluten allergies are managed by the School in consultation with the parents on a case by case basis.

## **RESPONSIBILITIES**

- **Parents are responsible for:**

- o Providing ongoing and accurate current medical information in writing to the School. Furthermore, should a child develop a condition during a year, or have a change in condition the parents must advise the School of the fact, and details to be clarified accordingly in the individual health plan.
- o Providing written advice from a doctor, which explains the child’s allergy, defines the allergy triggers and reaction, and any required medication, including completion of an **action plan** with supporting photographic or other evidence.
- o Providing EpiPens and/or other necessary medication, including monitoring their use by dates and replacing medication if necessary.
- o Providing appropriate foods to be consumed by the child if necessary.

- **School nurse is responsible for:**

- o Providing education and training regarding life- threatening allergies to all staff each term.
- o Meeting with parents at Orientation in August and again as necessary to distribute, explain and enlist compliance with the school's food allergy policy.
- o Ensuring all students' safety by compiling a list of allergies and health concerns; distributing this information to staff on a need-to-know basis; and ensuring all emergency medications are up to date and accessible to staff.
- o Developing and maintaining a list of allergen-free snacks for parent reference, distributed at the beginning of school and as needed.
- o Meeting with the parents of each student with food allergies to determine a health care plan and emergency procedures.
- Updating and maintaining school canteen allergy cards

- **School Canteen is responsible for:**

- o Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for school catering.
- o Ensuring supplies of food stuffs are nut free or labelled “may contain nuts”
- o Clear labelling of items of food stuffs that may contain nuts.
- o Being aware of students and staff who have food allergies.



- **School Head of Health and Safety is responsible for:**
  - Ensuring suppliers of all foods and catering suppliers are aware of the school minimisation policy.
  - Ensuring school staff members are aware of the school allergy policy and fulfil their responsibilities.
  - Ensuring that nut free signs are displayed and maintained at school facilities
  
- **Class Teacher is responsible for:**
  - Being aware of students and staff who have food allergies.
  - Promoting hand washing before and after snacks and lunch.
  - Encouraging and enforcing no trading or sharing of food or eating instruments.
  - Inform his/her students' parents of allergy/nut free birthdays.
  - Reminding his/her new students' parents of nut free class room and encouraging parents to send in "safe" snacks for their children (see sample letter).
  - Participating in allergy and anaphylaxis training.
  - Reviewing his/her students Anaphylaxis Action Plan once a term.
  - Educating students about allergies and anaphylaxis.
  - Informing parent(s)/guardian(s) in advance of any school events where food will be served.
  - Participating in the planning for a student's re-entry after anaphylactic reaction
  
- **Teaching Assistant is responsible for:**
  - Being aware of students and staff who have food allergies.
  - Updating and maintaining classroom allergy cards for their class students.
  - Encouraging and enforcing no trading or sharing of food or eating instruments.
  - Participating in allergy and anaphylaxis training.
  - Reviewing his/her students Anaphylaxis Action Plan once a term.
  - Never sending a student with an allergic reaction to the school nurse alone.
  - Avoiding cross contamination of food by cleaning surfaces with soap and water and designated cloth before and after eating.
  
- **Admissions Department is responsible for:**
  - Promoting allergy policy to visiting families.
  
- **Public Relation & Marketing Department is responsible for:**
  - Posting allergy policy on school website.
  - Promoting allergy policy awareness and compliance to outside community members and food vendors who are authorised to use school facilities and involved with school activities.
  - Communicating and informing outside food vendors of our allergy policy.
  
- **CCA Teacher is responsible for:**
  - Carrying and using Student Medical Alert cards to identify students who have allergies.
  - Participating in allergy and anaphylaxis training.
  - Knowing where the school nurse is located and the closest hospitals.
  - Encouraging and enforce no trading or sharing of food or eating instruments
  - Encouraging and permitting parents of students with food allergies opportunities to attend field



trips/activities as added support.

## MINIMISED NUT ENVIRONMENT

- Staff awareness through H&S Induction, education and staff bulletin.
- Notices in and around the catering areas and in risk assessments:
  - o No Peanuts
  - o No Nuts of any type
  - o Foods with peanut or nut derivative or ingredient (e.g. Nutella)
- Safe snacks guide available for parents and staff from school website:

## WHAT'S OK AND WHAT'S NOT

<b>Food Label that says:</b>	<b>Food Label that says:</b>
<ul style="list-style-type: none"><li>- Contain tree nuts or peanuts.</li><li>- May contain traces of nuts.</li><li>- Made on equipment that process nuts or peanuts.</li></ul> <p style="text-align: center;"><b>NO</b></p>	<ul style="list-style-type: none"><li>- Made in Facility that processes nuts or peanuts.</li></ul> <p style="text-align: center;"><b>YES</b></p>

No food containing nuts or peanuts, or traces of nuts or peanuts, are allowed on school property or in any school buildings.

No food containing nuts or peanuts or processed on equipment that also processes nuts or peanuts is served at school.

For clarification, this means:

- No children or staff should bring lunch or snack items for their personal use that contain nuts, or peanuts. This includes peanut butter, other nut butters, almond or coconut, dried coconut etc.
- All snacks served in classes are checked by staff to ensure they are peanut and nut free; they also CANNOT contain traces of nuts or peanuts, or be manufactured on equipment that also processes nuts or peanuts.
- Children and staff MAY bring in items manufactured on equipment that also processes nuts or peanuts if it is for their personal use only.
- All food for community events (potlucks, picnics, class celebrations, staff gatherings) held on campus needs to be peanut and nut free: no nut or peanut ingredients, and no traces of nuts or peanuts

THIS INCLUDES FOOD SOLELY FOR STAFF AND KEPT IN THE STAFF ROOMS.



## **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.
- Where a student is prescribed an EpiPen the Group Leader will ensure they or another supervising staff member is trained in the use of the EpiPen, and capable of performing any possible required medical treatment as outlined in the Anaphylaxis Action Plan.
- The Group Leader will ensure the student has his/her EpiPen on the visit, and 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 or School Nurse.

## **BIRTHDAYS**

Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. The class teacher can decide if the class celebrates and allows birthday treats in to the class room. If birthday treats are allowed then the class teacher should make an effort to minimise the risk of any contact with allergens by reminding students' parents of our allergy policy and what is okay to bring to school. It is also good practice to communicate with the food-allergic students' parents of upcoming birthdays and request them to provide their own safe treat for that day.

## **BUSES**

The bus monitors will enforce no eating, with appropriate medical considerations and exceptions (i.e for children with diabetes, dehydrogenase deficiency etc.)



## **SCHOOL MANAGEMENT OF SEVERE ALLERGIES (ANAPHYLAXIS)**

- All school staff and support staff should be made aware of severe allergies and anaphylaxis and the emergency care procedures.
- Involved staff will know about the School Health Care/ Emergency Transportation Plan.
- It is the responsibility of the parent/guardian to ensure that:
  - o Medication is supplied to the school.
  - o The medication is replaced as necessary i.e. on change of dose or expiry date.
  - o It is collected at the end of each academic year.
  - o All medication has the original pharmacy label attached stating the student's name, date of birth and dose.
  - Consideration of a student's allergies is to be made with regard to classes to be attended, e.g. food preparation or use of certain materials in science lessons.
  - EpiPens are kept at school nurse's office with copies of students' passport, insurance card and hospital registration forms.



### TREATMENT FLOW CHART

**Mild/Moderate Reaction**

- Swollen Lips
- Flushed, itchy, blotchy skin
- Abdominal Pain and Nausea
- Swelling around eyes
- Fast Breathing

**School Nurse**

Give antihistamine dose as stated on pharmacy label

If asthmatic, give reliever via spacer (2 puffs), Another 8 puffs, 1 puff per minute, can be given

Contact parent/guardian to inform them that their child has had an allergic reaction

Supervise closely

If condition worsens to severe reaction

### Severe Reaction

- Swollen tongue
- Hoarse voice, difficulty swallowing
- Cough, difficulty breathing, noisy laboured breathing
- Change in colour, pale, clammy
- Feeling faint
- Deteriorating consciousness

Lie student down and raise their feet if breathing is difficult

#### Administer Epipen:

1. Hold adrenaline pen firmly
2. Remove out grey/blue safety cap
3. Hold back end of adrenaline pen at 2 cm from upper outer thigh
4. Jab firmly against leg until you hear it click
5. Hold adrenaline pen in place for 10 seconds
6. Remove adrenaline pen from leg
7. Give medical air (O<sub>2</sub>) 5-10 lit/min. Monitor pulse and blood pressure

1. Call Sarah Cooper/Emily Hu
2. Contact parent/guardian
3. Stay with student always
4. Move student to principal's car/school bus
5. Monitor pulse and blood pressure



## **Transportation Plan for life threatening Medical Emergencies**

In life threatening events getting to hospital as quickly as possible is top priority after first aid for student survival. The following actions should be taken when arranging emergency transportation.

### **Primary Option - Private Car**

Call Principal's Driver Mr. Yong 137 8890 0281 & 180 1605 6076

Inform Sarah Cooper that Yong has taken student to hospital

Inform Hospital that student is on the way and give idea of his/her condition.

### **Secondary Option - School Bus**

Following actions should be taken when Yong IS NOT ON DUTY or available.

Call Emily Hu 1350 1945 779 or ext. 1033

Inform Hospital that student is on the way and give idea of his/her condition.

## **Nearest International Hospitals are:**

### **United Family Hospital (19-25min)**

Address: 525 Hong Feng Road, Area B, Ground Floor

525 525 525 B

Contact Person at the clinic: Clinic Manager Sabrina Yin 136 2170 5118

Clinic phone: 021 5030 9907

Opening Hours: 8.30am – 5pm

### **Parkway Health Jin Qiao Clinic (22- 31min)**

Address: 997 Biyun Rd 1-2F (near Hong Feng Road)

碧云路 997 号 (近红枫路)

Contact Person at the clinic: Clinic Manager Amelia Wu 159 21 019 118

Clinic phone: 5031 4656 \* 802

Opening Hours: 8.30am -9pm



Sample Letter (inform parents of our allergy-policy)

Dear Parents:

This letter is to inform you that many students in our school have a serious peanut and tree nut allergy. Strict avoidance of peanut/nut products is important and the only way to prevent a life threatening allergic reaction. We are kindly asking your assistance in providing students with a safe learning environment. The School has a written policy which can be reviewed on our website along with safe lunch and snack ideas. However we would like to highlight a few safety guidelines from the policy and bring them to your attention.

- Please provide healthy snacks such as fresh fruits and vegetables or products that do not contain peanuts or tree nuts.
- If a student has a snack that contains peanuts or tree nuts they won't be allowed to eat it at school.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. If you would like to send in baked goods, please be careful about the ingredients. It would be especially helpful if you could let your child's teacher know a few days ahead of when you'd like to celebrate your child's birthday, so that the food-allergic child can provide his/her own safe treat.
- We will request that all children that had peanuts or tree nuts for breakfast wash their hands with soap and water and wipes their mouth before leaving for school. Water alone does not do the trick!

Finally this is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food allergy-related issues, please do not hesitate to contact either one of us.

Wishing you and your family safe and healthy school days.

Sincerely,

(insert your name& title here)

Laura Henttunen, School Nurse