



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Nursery**

Allergies and Allergic Reactions

At **The White House Prep School and Woodentops Nursery** we are aware that children may have or develop an allergy resulting in an allergic reaction. This policy stands alongside the additional policy for Woodentops Nursery, our Health and Safety, Food Hygiene and First Aid policies

We aim to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our procedures

- All staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- We ask parents to share all information about allergic reactions and allergies on child's registration form and to inform staff of any allergies discovered after registration
- We share all information with all staff and these are detailed in individual care plans as well as in **our record of pupils with medical or dietary requirements** which is displayed in the Dining Hall, in the School Office and taken with all school trips.
- Where a child has a known allergy, the school will contact the parents for further detail and as appropriate will develop a Care Plan personal to that child. This is



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especially urgent for any child for whom an epipen may need to be administered. At the beginning of each academic year the class teacher is briefed as well as a more general briefing for all staff.

- The school food provider is informed so they can take action over food preparation and the provision of alternative diets.
- The School and parents work together to ensure a child with specific food allergies receives no food at school that may harm them. Particular attention is paid to moments when parents send food and food gifts into school.
- The Dining Room is monitored extremely closely. All children with allergies are provided with meal cards indicating food that needs to be avoided. Those with acute allergies have red cards. If appropriate specific seating arrangements will be made.
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a paediatric first-aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book and on the allergy register
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child. We aim to have as many staff possible epipen trained.
- Administration of Medicine (see policy): First dose of any medicine must be administered at home. This is to ensure the child can be monitored by a parent to ensure the child does not respond adversely to the medicine or act appropriately if there is a concerning reaction.

In the event of a serious allergic reaction and a child needing transporting children to hospital, the staff member will:

- Call for an ambulance immediately if the allergic reaction is severe. Staff will not attempt to transport the sick child in their own vehicle
- Ensure someone contacts the parent(s) whilst waiting for the ambulance, and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for



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the remaining children. This may mean temporarily grouping the children together

- Inform a member of the management team immediately
- Remain calm at all times and continue to comfort and reassure the child experiencing an allergic reaction. Children who witness the incident may also be well affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the incident.

Our approach to nuts

- The White House operates a Nut-Free Policy. It will never knowingly use products that contain nuts and this has been clearly communicated with the food provider.
- To eliminate any risk all snacks need to be in their original packaging and handed into the class teacher to be checked at the start of the day. Nuts must not be contained in the ingredients list. Homemade snacks will not be accepted and we encourage fresh fruit and vegetables.
- For school trips, packed lunches and snacks are provided by our food provider and when the pack lunches are distributed it is done under close supervision by the class teacher.

Policy will be reviewed annually			
Policy created:	Sept 22	By:	Headteacher
Policy reviewed:	Sept 23	By:	Headteacher
Policy reviewed:	Sept 24	By:	Headteacher
To be reviewed:	Sept 25	By:	Headteacher



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