



THE GREETLAND ACADEMY

Anaphylaxis Policy

Approved by:	Local Governing Board		
Responsible department:	School Business Manager		
Last review date:	November 2025	Last reviewed by:	School Business Manager
Last updated:	November 2025	Last updated by:	School Business Manager
Next review due:	November 2026		

Contents

Aims and Objectives.....	Page 3
What is an Allergy?	Page 3
What is Anaphylaxis?.....	Page 4
Identification of Children with Severe Allergies.....	Page 5
Allergy Action Plans.....	Page 5
Allergy Management.....	Page 5
Spare Auto-Injectors.....	Page 5
Emergency Procedures.....	Page 7
Roles and Responsibilities.....	Page 7
Allergy Medication in School.....	Page 10
Assessing Allergen Risks.....	Page 11
Staff Training.....	Page 11
Inclusion and Mental Health.....	Page 11
Catering.....	Page 12
School Trips/Sporting Activities.....	Page 12
Insect Stings.....	Page 13
Animals.....	Page 13
Allergy Awareness/Nut Free Schools.....	Page 13
Policy Links.....	Page 13
Other Useful Links.....	Page 14
Appendix 1.....	Page 15
Appendix 2.....	Page 16
Appendix 3.....	Page 17
Appendix 4.....	Page 21

Aims & Objectives

- To ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise.
- Outlines the school's approach to allergy management.
- To minimise the risk of any pupil suffering a serious allergic reaction whilst at school or attending any school related activity.
- To set out how the school supports pupils with allergies to ensure their wellbeing and inclusion.

What is an Allergy?

An allergy is a reaction of the body's immune system to substances that are usually harmless, such as certain foods, insect stings, medications or environmental triggers.

The 14 food-related allergens include:



Food Standards Agency UK

Other common allergens may include **latex, insect venom, pollen, animal dander** and some **medications**.

A mild allergic reaction can cause minor symptoms such as itching, sneezing or skin rashes.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body.
- a tingling or itchy feeling in the mouth.
- swelling of lips, face or eyes.
- stomach pain or vomiting.
- sudden change in behaviour.

A severe allergic reaction is known as **anaphylaxis** or an **anaphylactic reaction**.

What is Anaphylaxis?

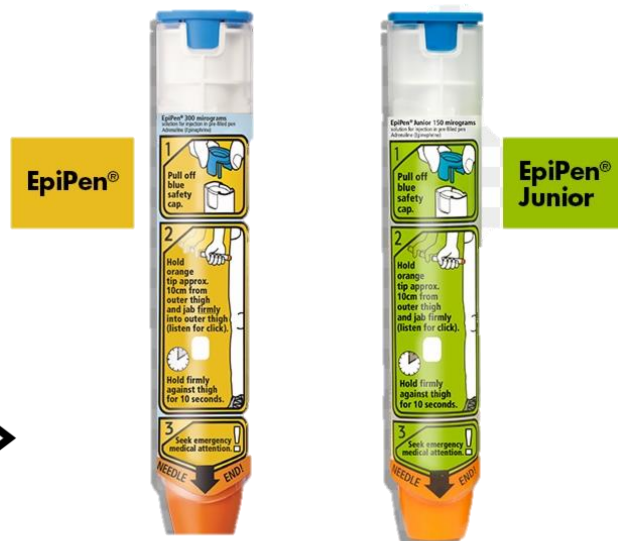
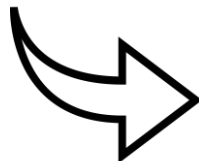
Anaphylaxis is a severe and potentially life-threatening allergic reaction that affects the whole body and must be treated as a medical emergency. Reactions usually begin within minutes of exposure and progress rapidly, but can occur up to 2-3 hours later. If a person has been exposed to a known allergen, there is an increased likelihood that they are experiencing an anaphylactic reaction.

Healthcare professionals define an allergic reaction as anaphylaxis when it causes difficulty breathing or affects the heart, circulation or blood pressure.

Symptoms of anaphylaxis are often grouped into the **ABC symptoms — Airway, Breathing, and Circulation.**

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing, persistent cough).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, collapse and loss of consciousness.

As soon as anaphylaxis is suspected adrenaline must be administered immediately via an auto-injector.



An adrenaline auto-injector is a single-use device which carries a pre-measured dose of adrenaline.

Once the adrenaline has been administered via the auto-injector, it should start working within seconds, by opening the airways, reducing swelling and helping to raise blood pressure to normal levels.

There are different brands of AAls (the most common being Epi-Pen and Jext Pen) and while they all serve the same essential life-saving function, the instructions for use and appearance may vary slightly depending on the manufacturer.

For the purpose of this policy, an adrenaline auto-injector is referred to as an AAI.

Identification of Children with Severe Allergies

The school maintains an up-to-date register of all pupils with severe allergies, who have been prescribed an adrenaline auto-injector (AAI) for emergency use in school. A hard copy of the AAI register (specific to each site) can be found in the master medical needs file, located in the KS1 & KS2 staffrooms. A copy can also be found on the wall in the staffrooms.

Pupils with allergies can be identified on the one-page class medical needs lists, located in each classroom's medical folder. The one-page class medical needs lists can also be found in the master medical needs file, located in the staffroom at both the KS1 and KS2 sites.

Allergy Action Plans

Allergy Action Plans serve as individual healthcare plans for pupils with food allergies, they provide both medical and parental consent for the school to administer medication in the event of a serious allergic reaction.

The British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are nationally recognised documents that can only be completed by a medical professional. A blank example of a BSACI Action Plan (for both prescribed and non-prescribed AAIs) can be found in Appendix 1.

Allergy Management

For all reported allergies, parents/guardians must complete the school's Allergy Care Plan (see Appendix 3).

If a pupil has been diagnosed with a severe allergy by a medical professional, parents are required to provide the school with a copy of their child's Allergy Action Plan (BSACI plans preferred). If a pupil's Allergy Action Plan prescribes the use of an adrenaline auto-injector (AAI) in an emergency, **parents or guardians must provide the school with two auto-injectors to ensure a backup is available in case of device failure.**

Spare Auto-Injectors

Emergency Anaphylaxis Kits (FOR USE IN SCHOOL)

In accordance with the UK Resuscitation Council Guidelines for Paediatric Life Support (2025) the school holds four 'spare' adrenaline auto-injectors (AAIs) for emergency use, as follows:

- Two junior 0.5mg AAI's (for use by children aged 6 and under) are stored in the KS1 emergency anaphylaxis kit in the KS1 office.
- Two adult 0.3mg AAI's (for use by children 6 years and over) are stored in the KS2 emergency anaphylaxis kit in the KS2 office.



THE MAIN EMERGENCY ANAPHYLAXIS KITS MUST NOT BE TAKEN OFF THE SCHOOL SITE.

Emergency Anaphylaxis Travel Bags (FOR USE OUT OF SCHOOL)

An emergency AAI travel bag is available for use on all trips, sporting events and residential. It **must** be used to transport the school's spare AAI's away from the school site.

One **empty** red emergency AAI travel bag is stored in the KS1 office and a second is stored in the KS2 office.



If the school's spare AAI needs to be taken on a trip or sporting event away from the school site then one AAI pen must be moved from the main anaphylaxis emergency kit (in the school office) to the red emergency AAI travel bag.

Please remember to return the AAI pen back to the main anaphylaxis emergency kit on your return to school.

All emergency anaphylaxis kits are clearly labelled and accessible to all staff.

The school's anaphylaxis lead is responsible for checking the expiry dates on all spare AAI's and arranging replacements, as needed.

Within the school's Allergy Care Plan, parents/guardians are asked to give consent for the administration of the school's spare AAI, in the unlikely event of an emergency anaphylaxis situation involving their child.

The AAI's held by school are intended as a back-up and not to replace a pupil's own AAI's. Guidance issued by the Department of Health specifies that the back-up AAI's are intended for use in children who are medically authorised, and where parental/guardian consent is in place, to receive the backup AAI(s). The school's spare AAI will therefore be used in an emergency, if a pupil's own prescribed AAI is out of date, fails to activate or cannot be administered correctly and the school has both medical authorisation (an Allergy Action Plan) and parental consent.

The Human Medicines (Amendment) Regulations 2017 say that in exceptional circumstances, **a spare adrenaline pen can be administered to anyone for the purposes of saving their life.** The school's back-up AAI, which has not been supplied against a prescription for a named individual, can in principle be used in the event of an emergency to save the life of an individual who develops anaphylaxis unexpectedly. This provision should be reserved for exceptional circumstances only which could not have been foreseen. The school's spare emergency AAI is therefore also available for use by anyone who requires it as a life-saving device in an emergency. Where possible, consent for use should first be sought from a medical professional, e.g. emergency services or 999 call operator.

Emergency Procedures

Staff must familiarise themselves with the school's one page Allergy & Anaphylaxis Emergency Response Plan, a copy of which is located in Appendix 4. A copy is also displayed on the staffroom wall. This plan provides clear instructions on how to respond in the event of an anaphylaxis emergency.

If a pupil has an allergic reaction they will be treated in accordance with their Allergy Care Plan and a member of staff will instigate the school's Anaphylaxis Emergency Response Plan, as follows:

- If anaphylaxis is suspected adrenaline will be administered without delay, lying the pupil down with their legs raised. They will be treated where they are and medication brought to them.
- A pupil's own prescribed AAI will be used if it is immediately available.
- The AAI will be administered by the pupil themselves [if age appropriate] or by a member of staff. Ideally the member of staff will be trained, but in an emergency **anyone** will administer adrenaline.
- If the pupil's own adrenaline pen is not available or misfires, then the school's spare adrenaline pen will be used.
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. They will inform the operator that spare adrenaline pens are available and follow instructions from the operator.
- Make a note of the time the first AAI was administered.
- The pupil must not be moved until a medical professional/paramedic has arrived, even if they are feeling better. Do not stand them up, or sit them in a chair as this could lower their blood pressure drastically and may cause their heart to stop.
- If the patient's condition has not improved or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device. Call 999 again and tell them you have given a second dose and to check that help is on the way.
- If no signs of life commence CPR.
- Anyone who has had suspected anaphylaxis and received adrenaline **must** go to hospital, even if they appear to have recovered. A member of staff will accompany the pupil in an ambulance and stay until a parent or guardian arrives.

IF YOU SUSPECT ANAPHYLAXIS OR ARE IN ANY DOUBT, GIVE ADRENALINE!

Roles and Responsibilities

The Designated Allergy Lead is the School Business Manager.

Allergy Leader:

- Serve as the primary point of contact for all anaphylaxis related matters within the school.
- Ensure the safety, inclusion and wellbeing of pupils with allergies.
- Be the main point of contact for staff, pupils and parents with concerns or questions about allergy management.
- Review the school's anaphylaxis policy and anaphylaxis management plan annually.
- Monitor the availability, storage and expiry of the school's spare adrenaline auto-injectors.

- Coordinate and schedule staff anaphylaxis training to ensure as many staff as possible know anaphylaxis emergency procedures.
- Facilitate the annual review of allergy care plans in collaboration with parents and school administrators.

Administration Staff:

- Ensure parents/guardians complete the school's Allergy Care Plan for any pupil who has an allergy.
- For children who have been prescribed an AAI, ensure that parents/guardians provide a copy of their child's Allergy Action Plan, which has been produced by a health practitioner.
- Take receipt of pupil's prescribed allergy medication (antihistamines and AAI's), ensure parental consent for the medicine to be administered in school is obtained and the medicine is stored appropriately.
- Ensure that any pupil at risk of anaphylaxis has **two** prescribed adrenaline auto injectors in school.
- Ensure new pupils with severe allergies, who carry an AAI, are given a red medical bag to keep their medication with them at all times.
- Inform all relevant staff of any new students with allergies and whether they have medication at school.
- Maintain the one-page class medical needs lists and ensure updated copies are filed in both the master medical needs file (staffroom) and the classroom medical file.
- Maintain pupil's medical details and medicine expiry dates on Arbor and ensure accuracy.
- Maintain the AAI register and ensure copies in the master medical needs folder (staffroom) and on the wall in the staffroom are kept up to date.
- Regularly check medication stored in school and notify parents when expiry dates are approaching.
- Ensure emergency contact details for pupils are promptly updated and readily available.
- Report any concerns in the management of pupils' allergies to the Designated Allergy Lead.

All Parents/Guardians:

- To be aware of and understand the school's Anaphylaxis Policy and consider the safety and wellbeing of pupils with allergies.
- Provide the school with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hayfever, rhinitis or eczema
- Consider and adhere to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks/treats or for fundraising events.
- Refrain from telling the school their child has an allergy or intolerance if this is just a preference or dietary choice.

Parents/Guardians of Children With Allergies:

In addition to the above, parents/guardians of children with allergies should:

- Complete the school's Allergy Care Plan for their child.
- If a pupil has been prescribed allergy medication, i.e antihistamines or an adrenaline auto-injector parents/guardians must supply the school with a copy of the child's Allergy Action Plan (BSACI plans preferred). If the pupil does not currently have an Allergy Action Plan this should be devised as soon as possible, in collaboration with a healthcare professional, and a copy passed to the school office.
- If a pupil's Allergy Action Plan specifies the use of an adrenaline auto-injector (AAI) in an emergency, the parent or guardian must provide the school with two auto-injectors to ensure a backup is available in case of device failure.
- Ensure the pupil's prescribed medication is provided to the school office along with their written consent for

the medicine to be administered (see appendix 2). The school cannot accept allergy medicines that have been bought over the counter.

- Keep the school informed of any changes to their child's allergy management. They should ensure that their child's Allergy Action Plan is updated accordingly and that a copy is provided to the school office.
- For all children with an allergy, regardless of severity, parents and guardians are asked to provide written consent for the use of the school's spare AAI in an emergency.
- Ensure their child's medication is in-date and replaced at the appropriate time, before expiry.
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring, e.g not eating the food they are allergic to.

Staff:

- All staff should have read the schools Anaphylaxis Policy.
- All staff should be aware of which children have allergies and be familiar with the content of their Allergy Care Plans.
- All staff should be aware of which children have severe allergies and must carry an AAI on their person at all times.
- For younger children, who have a prescribed AAI in school, ensure their AAI is carried with them at all times in a suitably labelled red medical bag.
- Encourage older children to take responsibility for and to carry their own AAI on them at all times, in a suitably labelled red medical bag.
- Symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer an AAI injector if the young person cannot.
- Inform the Designated Allergy Lead if the school's emergency AAI has been used.
- To record all medication administered in accordance with the Administration of Medicine Policy.
- Ensure children with allergies are not excluded from activities they wish to take part in.
- Be aware of children with allergies who may need extra support.
- Ensure children have immediate access to their emergency medicines.
- Maintain effective communication with parents including informing them if their child has been unwell at school and updating them of any periods of increased medicine use in school.
- Trip leaders will take pupil's allergy medication (antihistamines and AAI's) on all school trips, sporting events and local walks.
- Trip leaders will carry the schools own emergency travel AAI kit on school trips and sporting events, where a risk-assessment has deemed this necessary.

All Pupils:

- Understand the risks allergens might pose to their peers.
- Learn how they can support their peers and be alert to allergy-related bullying.
- Older pupils will learn how to recognise and respond to an allergic reaction and to support their younger peers and staff in case of an emergency.

Pupils with Allergies:

In addition to the above, pupils with allergies should:

- Have a good awareness of their own symptoms of an allergic reaction.
- Avoid their allergen as best as they can.

- Understand that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction.
- Pupils who are trained and confident to administer their own AAls will be encouraged to take responsibility for carrying them on their person at all times and use them only for their intended purpose.
- Raise concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.

Allergy Medication in School

Mild Allergies

For children with mild allergies, who have been prescribed allergy medication (i.e. antihistamines), their medication should be stored in the classroom's red medical bag along with their school Allergy Care Plan.

Severe Allergies

For younger children, who have been prescribed an AAI, a staff member will ensure the child's AAI is carried with them at all times, in a suitably labelled red medical bag.

Older children will be encouraged, under the guidance of school staff, to take responsibility for and to carry their own AAI on them at all times, in a suitably labelled red medical bag. Consistency of red medical bags will be implemented across the school for ease of identification of emergency medication.

The pupil's red medical bag should contain:

- Two AAls (EpiPen® or Jext®)
- An Allergy Action Plan
- A copy of the school's Allergy Care Plan.
- Antihistamine medication as tablets or syrup (if included on Allergy Action Plan)
- Spoon (if required)
- Inhaler (if included on Allergy Action Plan).

Symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot.

Medicine Expiry

It is the parent/guardian's responsibility to ensure all medication is in date, however school administrators will aim to check medication kept at school regularly and send a reminder to parents if medication is approaching expiry.

School's spare AAls, when expired, will be returned to the pharmacy to be recycled.

Storage

- Adrenaline pens should be stored at room temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator).
- Adrenaline pens must not be kept locked away.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics

for safe disposal.

Medicine Administration

All allergy medication and AAI's will be administered and recorded in adherence with the school's Medicine Administration Policy.

Assessing Allergen Risks

Allergens can crop up in unexpected places. Staff (including visiting staff) **must** consider allergies in all activity planning and include it in risk assessments. Some examples include:

- Classroom activities, for example craft using food packaging, science experiments where allergens are present, food tech or cooking.
- Bringing animals into the school, for example a dog or hatching chick eggs can pose a risk.
- Running activities or clubs where they might hand out snacks or food "treats". Ensure safe food is provided or consider an alternative non-food treat for all pupils.
- Planning special events, such as cultural days and celebrations.

Staff Training

The School Business Manager will complete 'anaphylaxis leader' training on a bi-annual basis and will be responsible for coordinating staff anaphylaxis training.

As many staff as possible will complete anaphylaxis training annually.

Anaphylaxis training for staff includes:

- Knowing the common allergens and triggers of allergy.
- Spotting the signs and symptoms of an allergic reaction and a more severe anaphylaxis reaction.
- Knowing when to call for emergency services.
- Knowing when and how to administer emergency treatment (including AAIs) in the event of anaphylaxis.

The school's catering team and breakfast club staff will complete allergy awareness and food safety training on a rolling 3 yearly basis to ensure their knowledge remains current, safe practices are reinforced and all food safe regulatory requirements are met.

Inclusion and Mental Health

The Greetland Academy is committed to ensuring that all children with medical conditions, including allergies, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, activities or trips etc must be adapted to ensure all pupils can attend safely.

The school is aware that allergies can have a significant impact on a pupils mental health and well-being, they may experience anxiety and depression and are more susceptible to bullying. Affected pupils will be given consideration in advance of wider school discussions about allergy and school allergy awareness initiatives. Bullying related to allergy will be treated in line with the school's Anti-Bullying Policy.

Catering

School Meals

The school is committed to providing a safe meal for all students, including those with food allergies.

- All catering staff and breakfast club staff preparing food will receive relevant and appropriate allergen awareness training.
- Anyone preparing food for pupils with allergies will follow good hygiene practices, food safety and allergen management procedures.
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are.
- The Allergy Lead will share a 'dietary needs' list with catering staff on a regular basis, to support visual checks being completed by staff to identify pupils who have allergies.
- Pupils identified as being at risk of an allergic reaction or anaphylaxis will also be issued a white menu card, enabling the catering team to easily recognise that these pupils have specific dietary needs and that additional precautions must be taken during meal preparation and service.
- The schools catering team follow the Food Information Regulations (2014) as allergen information relating to the 'Top 14' food allergens is displayed on the school meals menu. The menu is available for parents to view in advance of selecting menu options, with all allergens highlighted. The school menu can be accessed via the schools website, or a printed copy can be obtained from the school office on request.
- Food is prepared and stored separately for pupils with severe food allergies to avoid cross-contamination.
- Packaged meals, including sandwiches prepared by the school's catering team for school trips, are appropriately labelled to indicate any dietary allergens.
- Parents/carers are encouraged to meet with the Catering Manager to discuss their child's dietary needs.

Food Restrictions

- Foods with nuts as an ingredient must be avoided.
- Parents/guardians are asked to ensure that all food which comes onto the school premises (e.g in packed lunches) or taken on a school trip is thoroughly checked to ensure peanuts and tree nuts are not an ingredient in another product. Please check the label on all foods. Common foods that contain these goods as an ingredient include: cereal bars, chocolate bars, nut butters and chocolate spread.

Food Hygiene

- Pupils will be asked to wash their hands before eating.
- Sharing, swapping or throwing food is not allowed.

School Trips/Sporting Activities

- Staff leading school trips/sporting activities are to have a register of pupils with allergies and their medication.
- Trip leaders will take pupil's allergy medication (antihistamines and AAI's) on all school trips, sporting events and local walks. Any pupil who does not have their adrenaline auto-injector (AAI), or any other medication considered essential for an emergency, will not be allowed to participate in the excursion.
- Where a risk-assessment has deemed this necessary, trip leaders are to carry the schools own emergency travel AAI kit on school trips, sporting events and local walks.
- Allergies should be considered on the trip/sporting event risk assessment.
- All planned activities need to be risk-assessed to identify any potential hazards for pupils with severe allergies. Where necessary, alternative activities should be arranged to ensure full inclusion and safety.

- AAI's should be kept close to the pupils at all times eg. not left on the minibus when travelling or left in changing rooms.
- AAI's must be protected from extreme temperatures.
- Overnight trips for children with severe allergies are encouraged and can be safely managed with thorough preparation. The accommodation venue should be fully briefed, in advance, regarding any pupils with severe allergies, including details of their dietary requirements and any necessary precautions which need to be taken.
- Children with severe allergies should have every opportunity to attend sporting activities. We value the inclusion of all pupils and seek the co-operation of parents/guardians in supporting any special arrangements necessary to ensure the safety and wellbeing of children with allergies.

Insect Stings

Pupils with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible keep arms and legs covered.
- Avoid wearing strong perfumes or cosmetics.
- Keep food and drink covered.
- The school site manager will monitor the grounds for wasp or bee nests and act promptly to eradicate them.
- Pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid it.

Animals

Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal they are allergic to.
- If an animal comes on site a risk assessment will be done prior to the visit.
- Areas visited by animals will be cleaned thoroughly.
- Anyone in contact with an animal will wash their hands after contact.
- School trips that include visits to animals will be carefully risk assessed.

Allergy Awareness/Nut Free Schools

The Greetland Academy operates as a nut-free school, however nuts represent only one of many potential food allergens that may affect pupils. It is not possible for any school to guarantee a completely allergen-free environment for children living with food allergies. Instead, our approach focuses on fostering a culture of allergy awareness and education throughout the school community. A whole-school awareness of allergies provides a more effective and inclusive approach.

Policy Links

- Asthma Policy
- Medicine Administration Policy
- Supporting Pupils with Medical Needs Policy
- First Aid Policy

Other Useful Links

- Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>
- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>
- Department for Education (2017) Supporting pupils at school with medical conditions - <https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf>
- Department of Health (2017) Guidance on the use of adrenaline auto-injectors in schools - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf
- UK Resuscitation Council Guidelines for Paediatric Life Support (2025) <https://www.resus.org.uk/sites/default/files/2025-10/Paediatric%20emergency%20drug%202025.pdf>
- Food Information Regulations (2014) <https://www.legislation.gov.uk/uksi/2014/1855/contents>
- The Human Medicines Regulations (2017) <https://www.legislation.gov.uk/uksi/2017/715/made>

Appendix 1 – BSACI Allergy Action Plan – AAI prescribed

This child/young person has the following allergies:

Name:

DOB:



Mild/moderate reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Mild throat tightness
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

Action to take:

- Stay with person, call for help if needed
- Locate adrenaline autoinjector(s)
- Give antihistamine:

(If vomited, can repeat dose)

- Phone parent/emergency contact
- Do not take a shower to help with itchy skin, this can worsen the reaction

Watch for signs of ANAPHYLAXIS

(a potentially life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN DIFFICULTY IN BREATHING**

A AIRWAY

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B BREATHING

- Difficult or noisy breathing
- Wheeze or persistent cough

C CONSCIOUSNESS

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:

- 1 Lie flat with legs raised (if breathing is difficult, allow person to sit)



- 2 Use Adrenaline autoinjector **without delay** (eg. EpiPen®) (Dose: mg)

- 3 Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")

***** IF IN DOUBT, GIVE ADRENALINE *****

AFTER GIVING ADRENALINE:

1. Stay with child/young person until ambulance arrives, **do NOT stand them up**. Keep them lying down, even if things seem to be getting better.
2. Phone parent/emergency contact. If you are on your own, call a friend or relative and ask them to come over.
3. If no improvement after 5 minutes, give a further adrenaline dose using a second autoinjector device, if available.

Commence CPR if there are no signs of life

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

Emergency contact details:

1) Name:



2) Name:



Parental consent: I hereby authorise school staff to administer the medicines listed on this plan, in accordance with Department of Health Guidance on the use of AAIs in schools.

Signed:

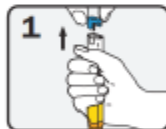
Print name:

Date:

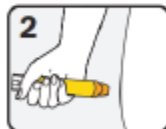
Consent is required for children under 16 years (and for young people over 16 unable to give consent themselves) except in an unforeseen emergency

For more information about managing anaphylaxis in schools and "spare" adrenaline autoinjectors, visit: sparepensinschools.uk

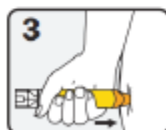
How to give EpiPen®



PULL OFF BLUE SAFETY CAP and grasp EpiPen. Remember: "blue to sky, orange to the thigh"



Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds. Remove EpiPen.

Additional instructions:

if wheezy due to an allergic reaction, GIVE ADRENALINE FIRST and then asthma reliever (e.g. blue puffer) via spacer, if prescribed

This is a medical document to be completed by a healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and NOT in the luggage hold. This action plan and medical authorisation to carry emergency autoinjectors has been prepared by:

Sign & print name:

Hospital/Clinic:



Date:

Appendix 2 - Request to administer medicine in school

School staff cannot give your child medicine unless you complete and sign this form.

In accordance with our Medicine Administration Policy school staff ***can only administer prescribed medication.***

Name of pupil	
Date of birth	/ /
Class	
Medical condition	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Medicine review date	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Self-administration	
Procedures to take in an emergency	
Parent/Guardian Contact Details	
Name	
Relationship	
Telephone number (essential)	
Address	

PARENT/GUARDIAN DECLARATION

- I understand that I must deliver the medicine personally to the school office and this ***must be prescribed.***
- I understand that administering medicine is a service the school is not required to provide.
- The information I have provided is, to the best of my knowledge, accurate at the time of completion. I give consent for school staff to administer medicine in accordance with the school's policy and will notify the school immediately in writing of any changes to the dosage, frequency or if the medicine is discontinued.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

The information provided on this form will be processed and stored by the school in accordance with the Academy Trust's Data Protection Policy. It will be used solely for the purpose of administering medication to your child safely and will be shared with relevant staff members when necessary.

What constitutes an emergency for your child? What action should the school take if this occurs?

Are there any key words or phrases your child uses to describe their symptoms in the event of having an anaphylaxis reaction? (e.g., “can’t breathe” “tight chest” “need my epi-pen”)

Medication Use

Has your child been prescribed any allergy medication (e.g antihistamines) for use in school?

Yes No

Name of medication prescribed.

When is the medicine to be used, what dosage is to be given, any storage requirements or known side effects.

Additional Information

Does your child have any daily care requirements?

Is there any other information you would like the school to know about your child’s allergies?

PARENT/GUARDIAN CONSENT

Emergency Adrenaline Auto-Injector Use (please tick as appropriate)

- The school's spare emergency AAI can be administered if a pupil experiences an anaphylactic reaction and their own prescribed AAI has expired, fails to function or cannot be administered correctly.
- The school's spare emergency AAI can be administered to pupils with mild allergies, only in a genuine emergency during a confirmed anaphylactic reaction and with the consent of a medical professional.

- I **consent** to my child being administered the school's spare adrenaline auto-injector in an emergency.
- I **do not consent** to my child being administered the school's spare adrenaline auto-injector in an emergency.

Medication Administration (please tick as appropriate)

- I give consent for school staff to administer / assist my child with administering their own allergy medication (antihistamines and /or adrenaline auto-injector) whilst they are at school.
- My child does not need to be administered allergy medicine whilst they are at school.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

PARENT/GUARDIAN DECLARATION

(please tick as appropriate)

I give consent for copies of my child's allergy care plan to be shared with all relevant staff members, the school office and to be stored in the school's master medical needs folder and classroom medical file.

- I will notify the school office immediately of any changes to my child's allergies.
- I will notify the school office immediately if my child no longer requires their allergy care plan.
- I understand that I must deliver any allergy medication directly to the school office.
- I understand that all allergy medication must be prescribed by a health professional and the school cannot accept medicine bought over the counter.
- I understand that I am responsible for replacing my child's adrenaline auto-injector and any allergy medication before the expiry date to ensure my child has uninterrupted access to the medication they need whilst at school.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

The information provided in this care plan will be processed and stored by the school in accordance with the Academy Trust's Data Protection Policy. The information will be used solely for the purpose of managing your child's allergy symptoms in school and administering their adrenaline auto-injector or allergy medication (where applicable). This care plan will be shared with relevant staff members to ensure your child's safety and wellbeing.

School Office Use

Allergy Action Plan received		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Medication received _____		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Medication expiry date _____			
Adrenaline auto-injector received	How Many:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Adrenaline auto-injector expiry date _____			
Pupil's Arbor record updated		<input type="checkbox"/> Medical condition	<input type="checkbox"/> Medication



Allergy & Anaphylaxis

EMERGENCY RESPONSE PLAN

Identify Symptoms

1

A - AIRWAY

- Persistent cough.
- Hoarse voice.
- Swollen tongue.

B - BREATHING

- Difficulty breathing.
- Wheeze or cough.

C - CIRCULATION

- Persistent dizziness.
- Pale/floppy or sleepy.
- Collapse or unconscious.



If you are in any doubt phone 999, ask for an ambulance and give adrenaline

2

Correct Positioning

DO NOT move the patient. Lay them down with their legs raised. Take medication to them.



3

Locate Adrenaline Pen/Auto-Injector

Pupils prescribed an auto-injector pen should carry it on their person, in their red medical bag, at all times. Spare pens are located in the emergency anaphylaxis kit, located in the school office.

4

Administer Adrenaline - Call 999 immediately



- Inject adrenaline into the upper outer thigh.
- Make a note of the time the first dose of adrenaline was administered.
- Call 999, ask for an ambulance, give the schools address.
- Ensure access gates are open and emergency services are given clear directions to the patient.
- Stay with the patient, do not let them get up or move, even if they are feeling better, as this can cause a cardiac arrest.
- If their condition does not improve or symptoms have got worse, give a second dose of adrenaline after 5 minutes, using a second device.
- If no signs of life commence CPR.

5

Call Pupils Emergency Contact

Ask the office to contact the pupils emergency contact.



Things to Consider

- Allergy management **MUST** be considered in **ALL** activity planning, such as classroom activities involving food packaging, science experiments, cooking or bringing animals into school.
- Staff **MUST** plan for anaphylaxis risk and response procedures when organising sports activities or trips away from the school site.
- Any anaphylaxis incident **MUST** be reported immediately to the School Business Manager.