

# Anaphylaxis Risk Guidance

Reviewer: J Evans & W Prince  
Date: November 2021  
Approved: Academy Committee  
Review: November 2024  
(unless legislation warrants an earlier review)

Staff will be made aware of students who are at known risk of anaphylaxis and their allergens via:

- SIMS
  - The Confidential Medical Information document; emailed to all staff and hard copies to Departments
  - The Confidential Exceptional Medical Information document; emailed to all staff and hard copies to Departments
  - Student's photos and listed allergens booklets displayed in the Staffroom and Canteen
  - Student's allergies appearing on the screen of the cash register when purchasing food in the Canteen
  - Newly diagnosed students will have their health information circulated via email and the Health Update in the Staff Bulletin
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- All reasonable attempts will be made by the school to ensure students do not encounter their allergens however the ultimate risk assessment remains the responsibility of the students and their Parents/Carers. This will be communicated to all Parents/Carers.
  - The School aims to be a nut free zone. Parents/Carers, staff and students will be reminded of this on regular occasions via The Bulletin, Staff Bulletin and Parent/Carer email. The school Canteen is nut free.
  - Parents/Carers and students are encouraged to speak to catering staff in the Canteen directly about the ingredients and appropriateness of food purchased.
  - It is highly recommended to parents/carers of students who have been prescribed an adrenaline auto-injector (AAI) that they carry at least one (preferably two) and antihistamines with them. In addition, we recommend that a back-up supply is stored in the Medical Room.
  - Parents/carers are requested to supply a copy of the students current Allergy Action Plan. This should preferably be the current British Society for Allergy & Clinical Immunology (BSACI) Allergy Action Plan which includes medical authorisation signed by an Allergy Clinic health professional AND parental consent for school staff to administer the school's spare emergency back-up AAI (see Emergency Anaphylaxis Kit below).
  - In all cases an accompanying Form A: "Parental-School Agreement on the administration of medicine in school" must be completed by the parent/carer.
  - The School Nurse/Assistant will maintain records of students who have been prescribed an AAI (or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis), it will include:
    - A record of each student's AAIs and antihistamines and other medication stored in the Medical Room and their expiry dates
    - A Register of student's allergens and parental/carer consent to administer the school's spare emergency AAI, recorded on their Allergy Action Plan; this consent will also be recorded on SIMS
  - It is the responsibility of parents/carers to replace all medication prior to expiry, however replacement reminders will be sent out to parents/carers, prior to expiry.

- Each student's back-up supply of medicines, Allergy Action Plan and Form A is stored in an individually named container, easily accessible in the Medical Room.
- In the case of allergic reaction, immediate help will be sought from the School Nurse/Assistant and/or nearest First Aider. Management and treatment of the allergic reaction should follow the student's individual Allergy Action Plan; see Appendix A for standard guidance. If signs of anaphylaxis are seen, the student's own AAI should always be administered if available. If unavailable or it is expired or damaged, then the spare emergency AAI may be administered as per the criteria described below in **Emergency Anaphylaxis AAI Kit**.

#### **If an AAI is administered**

- **Always dial 999 and request an ambulance stating ana-phy-l-axis.**
- The student's parent/carer should be contacted at the earliest opportunity.
- A record of the incident will be documented on an Internal Student Accident Report Form and a note made in the School Nurse Daily Record.
- The used AAI will be given to the attending paramedic.

#### **Trips**

- The Contact and Health Information Sheet for each trip will identify those students who are at risk of anaphylaxis and their allergens.
- The School Nurse will have a 1:1 discussion with the Trip Leader and/or First Aider regarding each student and their Allergy Action Plan.
- Each student's back-up medicine supply box including their Allergy Action Plan and Form A will accompany them on each trip.
- Students will be asked to show staff their own AAI and antihistamine just before going on the trip. If a student does not have their own AAI and/or back-up supply in school to accompany them on the trip, then the School Emergency Anaphylaxis AAI kit will be taken. In the unlikely event that a School Emergency Anaphylaxis AAI kit is unavailable, the student will be unable to attend the trip

#### **Emergency Anaphylaxis AAI Kit**

- Spare emergency AAIs will be obtained from a local Pharmacy, using a letter of request written by the Head Teacher.
- The preferred AAI is EpiPen 0.3mg.
- Three Emergency Anaphylaxis Kits will be stored in an easily accessible place in the Medical Room.
- Anaphylaxis kits will be individually numbered.
- The spare emergency AAI should only be administered to students on the Register where both medical authorisation and written parent/carer consent for the use of the spare emergency AAI has been provided; preferably on a current BSACI Allergy Action Plan.

- It should be noted that some students will not have had a recent Allergy Clinic review and therefore will not have obtained a current BSACI Allergy Action Plan. In this case parents/carers will be asked to complete a copy themselves; including the consent section, which will be attached to any existing Allergy Action Plan that has been signed by a health professional.
- Parents/carers are requested to replace the above with one signed by themselves AND a health professional as soon as is practicable.
- In the event of a possible severe allergic reaction in a student, who does not meet the above criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

**Anaphylaxis kit contents:**

- 2 AAIs with Manufacturer's information.
- Guidance on how to recognise and respond to an allergic reaction and what to do in an emergency (Appendix A).
- Instructions on how to use the device.
- Register of students to whom the spare emergency AAI can be administered; the Register must be checked for parent/carer consent prior to administration of the spare emergency AAI.
- The contents of each Emergency Anaphylaxis kit will be inspected regularly and records kept by the School Nurse/Assistant. Any contents that are missing/unusable/expiring will be replaced.

**Training**

- All staff will be given annual allergy and anaphylaxis awareness training.
- All First Aiders will be given additional specialist anaphylaxis training which will include knowing how to respond appropriately in an emergency and the administration of an AAI.

**This Guidance is linked to the following school policies:**

- First Aid Policy
- Management of Medicines in School Policy
- Supporting Students with Medical Conditions Policy

## Links

- *Guidance on the use of adrenaline auto-injectors in schools*. Dept. of Health. Sept 2017  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)
- *Supporting pupils at school with medical conditions*. DfE. Dec 2015  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

## APPENDIX A

Refer to 'recognition and management of an allergic reaction' document