



# Anaphylaxis and Epipen Policy

Swakeleys School for Girls

**Date Approved: 22 November 2023**

**Date of Next Review: September 2025**

## Control Sheet

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1.1	XXXXXXXX 20XX	<A Smith, Job Title>	<add details of revisions>

# Anaphylaxis and Epipen policy

## ANAPHYLAXIS

1. Policy
2. Appendix A: Anaphylaxis – What to do  
Appendix B: Letter to parents  
Appendix C: Useful Contacts/ further information

### Rationale

A severe food allergy is called anaphylaxis; it affects a very small percentage of people and can also be brought about by stings from bees and wasps, and very rarely latex.

As a school, we are committed to the full integration of children with anaphylaxis/severe allergies. They are welcome at Swakeleys School For Girls and 6<sup>th</sup> Form@Swakeleys and they are encouraged to take a full part in all activities of the school.

### Objectives

#### Anaphylaxis Education

All staff at Swakeleys School For Girls and 6<sup>th</sup> Form@Swakeleys will be advised on how to recognise and treat the symptoms of anaphylaxis through this policy document and specially arranged training sessions with the school nurse.

#### Success Criteria

- All staff will be aware of how to recognise and treat the symptoms of anaphylaxis.
- Staff will be regularly trained in the use of Epipens
- Students and parents will be aware of their responsibilities with regards to anaphylaxis management in school.

### Implementation

#### Working with parents

On admission if a student is known to suffer from anaphylaxis the schools Welfare Officer will obtain information from the primary school and parents. Some of the questions that will be asked are:

- What allergies the student has
- Does he/she have any particular signs/symptoms for example: some anaphylaxis sufferers feel an “impending sense of doom” prior to the onset of further symptoms?

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- What medication do they require?
- Whether the student is on any other medication

It is also useful to know how much understanding the student herself has of his/her condition, and to be sure that he/she knows what will set off his/her allergic reaction. Welfare will seek an action plan from the GP or allergy clinic where available.

### Medication

Any medication that the student requires following an allergic reaction should be kept in an unlocked cupboard in the Welfare Office. Parents are to be advised that should their daughter's condition require the possible use of an Epi-pen, the school requires their daughter to carry an Epi-pen with her at all times, and that a second Epi-pen should be kept in the Welfare Office. Not all allergy sufferers require the use of an Epi-pen; some only require the use of their inhaler and/or an antihistamine medicine. These medications could include an Inhaler, Piriton medicine/tablet or an Epi-pen. Parents must fill in the school medication form.

### Science and Food Technology

Students are not barred from participation in any practical activities within the classroom and are adequately supervised. Teachers should ascertain that no one in their class suffers from any form of allergy to a food which may be used. In some more extreme cases exposure to even the tiniest amount of allergen can result in anaphylaxis.

If in the course of a lesson a child shows symptoms of anaphylaxis the teacher must follow the guidelines as outlined at the back of this policy (Action Plan).

### School Trips and Off Site Activities

It is crucial that all staff organising trips or activities away from the school site obtain a list of students who suffer from anaphylaxis/allergies. A list of students who suffer from any form of medical condition is available via sims and from the Welfare Assistant.

It is crucial that the teacher taking the student on the trip checks prior to leaving that the student has his/her Epi-pen and any other medications he/she may require with him/her. Failure to take his/her medications with his/her could result in the student not being allowed to go on the trip.

### Action Plan

Each student will have their own action plan; with will contain the following information:

- Student's name and date of birth
- Type of allergy

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- Signs and symptoms of allergy
- Their photograph
- A breakdown of what to do in the event of an allergic reaction
- Where appropriate step by step instructions on how to use an Epi-pen
- Expiry date of Epi-pen

A copy of each student's action plan will be on display in the following places:

- Welfare Office
- Notice board in the Staff Room – above the photocopier
- Main school office

### Evaluation

The effectiveness of this policy will be evaluated by the Health and Safety committee through the medical log of the school and records of instances of anaphylaxis. In addition through the storage and correct use of anaphylaxis medication and staff training records.

### Review

This policy will be reviewed annually by the Curriculum and Pastoral committee and under advice from the school nurses service in September 2025,

## SIGNS AND SYMPTOMS OF ANAPHYLAXIS

Allergic reactions vary. There can be an itching or swelling in the mouth, or an itchy rash all over the body. The person affected may feel sick and may actually be sick, although it should be remembered that other conditions can also cause vomiting. The initial symptoms may not be serious in themselves, but the child should be watched very carefully in case the situation is getting worse. This can change very rapidly.

Serious symptoms include a severe drop in blood pressure, where the person affected goes weak and floppy; severe asthma; or swelling that causes the throat to close. This is a medical emergency.

During anaphylaxis there can be a whole range of symptoms including those described above. Some or all of the following may be present:

- flushing of the skin
- nettle rash (hives) anywhere on the body
- the feeling that something terrible is happening - an impending sense of doom
- swelling in the throat or mouth
- difficulty in swallowing or speaking
- alterations in heart rate

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- severe asthma
- stomach pain, feeling sick and vomiting
- sudden feeling of weakness (drop in blood pressure)
- collapse and unconsciousness

## **Appendix A**

### **ACTION PLAN FOR USE WITH AN EPI-PEN – WHAT TO DO**

The Epi-pen is given when the child shows symptoms of a reaction, if he/she develops breathing difficulties, becomes blue, drowsy or unresponsive.

Where possible sit/lie the child down in a quiet room.

**KEEP CALM** – this is a very frightening experience for the child

Arrange for an ambulance to be called – tell the control that the child with a known allergy has anaphylaxis

- Give the name and address of the school
- Best access to the school

Even if the child is fully recovered, the child must go to hospital in an ambulance for a check up.

Preparing the Epi-pen for use

- Remove the outer plastic and grey safety cap
- Use the Epi-pen on the outer aspect of the thigh and midway between knee and hip
- Place the black tip at right angles to the leg
- Press hard into the thigh until the auto injector mechanism functions (there should be a click)
- **HOLD IT IN PLACE FOR 10 SECONDS**
- Remove and discard the Epi-pen
- Observe the child, help with breathing may be necessary
- Make a note of the time that any medication is administered
- If there is no improvement in the condition, **REPEAT USING THE SECOND EPI-PEN IN 5 MINUTES**
- Continue to observe the child
- Record all details of the incident.

**THIS MUST ONLY BE CARRIED OUT BY SOMEONE WHO HAS RECEIVED EPI-PEN TRAINING**

## **Appendix B**

Dear Parent

I am pleased to advise you that Swakeleys School takes its responsibilities to children with allergies/anaphylaxis very seriously.

On the advice of the community school nurses, we are writing to ask all parents of pupils who suffer with allergies/anaphylaxis to ensure that adequate medication is bought into school and left with the Welfare Office.

If your child requires an Epi-pen we would ask that there are two in school at all times. One Epi-pen should be carried by your child at all times, and the other should be left in the Welfare Office.

Whilst there are no official guidelines on the number of Epi-pens that a child should have in school, Hillingdon Hospital recommends the following “all school aged children should have two Epi-pens available at school and a separate supply of two Epi-pens for home/outdoors”

You may if you wish, like to meet with the school Welfare Officer to inform us about the management of her condition.

Any changes in your daughter’s condition of treatment must be brought to the attention of the Welfare Officer, who will in turn inform other members of staff.

Thank you for your co-operation in this matter.

Mrs K Stevenson  
Headteacher



## Appendix C

<p><b>The Anaphylaxis Campaign</b> PO Box 275 Farnborough Hampshire GU14 6SX</p> <p>anaphylaxis.org.uk</p> <p><b>Telephone:- 01252 542029</b></p> <p>Information on Peanut/Food/ Anaphylaxis</p>	<p><b>Chemical Safety &amp; Toxicology Division</b> Food Standards Agency Aviation House 125 Kingsway London WC2B 6NH <b>Telephone:- 0207 276 800</b></p>
<p><b>Food Standards Agency</b> PO Box 30080 Hannible House Elephant and Castle London SE1 6YA</p> <p>food.gov.uk</p> <p><b>Consumer Helpline:- 0345 573012</b></p>	<p><b>Medic Alert Foundation</b> 1 Bridge Wharf 156 Caledonian Road London N1 9UU <b>Telephone :- 0207 8333034</b></p> <p>medicalert.org.uk</p> <p>Emergency Alert Bracelets</p>

**Appendix C**

**ALLERGY ACTION PLAN**

**NAME:**

**D.O.B.:**

**PHOTO**

**CONTACT NO'S:**

**ALLERGIC TO:**

**SIGNS AND SYMPTOMS:**

What to do if \_\_\_\_\_ has an allergic reaction.

1. STAY CALM
2. STAY WITH THE CHILD AND REASSURE. Sit/lie \_\_\_\_\_ down.
3. Give inhaler/antihistamine if prescribed
4. If recovered stop action plan
5. If further treatment is required continue with the action plan
6. Send someone to the office to dial 999 and to state that:
  - A child with a known allergy has had an anaphylactic reaction
  - Name and address of school
  - Access to school
7. Contact the child's parents
8. GIVE THE ENTIRE CONTENTS OF THE EPIPEN INTO THE THIGH  
NOTE THE TIME GIVEN
  - TAKE EPIPEN OUT OF PLASTIC TUBE
  - PULL OFF GREY SAFETY CAP
  - PLACE BLACK TIP ON OUTER THIGH, AT RIGHT ANGLE TO LEG
  - PRESS HARD INTO THIGH UNTIL YOU HEAR A CLICK OR FEEL THE INJECTION FUNCTION – HOLD IN PLACE FOR 10 SECONDS
  - REMOVE AND DISCARD EPIPEN INTO SHARPS BIN OR THE CHILD'S MEDICATION CONTAINER FOR THE AMBULANCE CREW TO DISPOSE OF
9. The Epipen is stored \_\_\_\_\_ Expiry Date: \_\_\_\_\_
10. Keep \_\_\_\_\_ sitting down or in the recovery position until the ambulance arrives. DO NOT leave her alone. Inform the paramedics of the time the adrenaline was given.

If he/she has a reaction in school the designated people are:  
Welfare Officer  
First Aider (please contact school reception)