

ALLERGY AND ANAPHYLAXIS POLICY

Date of policy review:	September 2026
Date for Review:	September 2027
Lead for Review:	School Nurse / DH Pastoral & Boarding

AIMS AND OBJECTIVES

This policy outlines Guildhouse School's approach to allergy management, including how the whole-school community works to recognise the risk of an allergic reaction happening and the procedures in place to respond if one does. It also sets out how we support our students with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an allergy aware school.

This policy applies to all staff, students, parents and visitors to Guildhouse School and should be read alongside these following policies:

WHAT IS AN ALLERGY?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction. Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

DEFINITIONS

Anaphylaxis: Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

Allergen: A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are fewer common allergens.

Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

Adrenaline Auto-Injector/Pen: Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI's, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK: EpiPen and Jext Pen. For the purposes of this Policy, we will refer to them as Adrenaline Devices.

Designated Allergy Lead: The member of staff responsible for overseeing allergy management across the school and acting as the main point of contact for students, parents and staff.

Neffy: Neffy (official name in the UK is EURNeffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline pen approved

Care and Support Plan: A detailed document outlining an individual student's medical conditions, history, treatment, risks and action plan, and states the requirement for the Prescribed adrenaline device to be carried with the student at all times. This document should be created by schools in collaboration with parents/carers and, where appropriate, students. All students with an allergy should have a Care and Support Plan¹

Risk Assessment: A detailed document outlining an activity, the risks it poses, and any actions taken to mitigate those risks. Allergies should be included on all risk assessments for events on and off the school site.

Spare Adrenaline Devices: Schools are able to purchase spare adrenaline devices. These should be held as a back-up, in case students' prescribed adrenaline devices are not available. They can also be used to treat a person who experiences anaphylaxis but has not been prescribed their own adrenaline.

ROLES AND RESPONSIBILITIES

Guildhouse School takes a whole-school approach to allergy management.

Designated Allergy Lead

The Designated Allergy Lead is Jamie Forbes. They report directly to the Headteacher and are responsible for:

- Ensuring the safety, inclusion and wellbeing of students and staff with an allergy
- Taking decisions on allergy management across the school
- Championing and practising allergy awareness across the school
- Being the overarching point of contact for staff, students and parents with concerns or questions about allergy management
- Ensuring allergy information is recorded, up-to-date and communicated to all staff
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment)
- Ensuring staff, students and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures. This will be covered at Induction for New staff and reviewed annually for all staff to read and understand.

- Reviewing the school's stock of spare adrenaline devices and ensuring staff know where they are.
- Keeping a record of any allergic reactions or near-misses, reporting these to the Operations Manager (e.g. Under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy; and
- Ensuring there is an anaphylaxis drill/training once a year.

At regular intervals the Designated Allergy Lead will check procedures and report to the SLT.

School Nurse

The School Nurse is responsible for:

- Collecting and coordinating the paperwork (including Individual Healthcare plans) and information from families
- Supporting the Director of Safeguarding with disseminating this information to all school staff, including the Catering team, Boarding Staff and Activities Leads
- Ensuring the information from parents is up-to-date, and reviewed annually (at a minimum)
- Keeping an adrenaline device register to include adrenaline devices and Neffy prescribed to students and the school's stock of spare adrenaline devices, including brand, dose and expiry date.
- Update and publish the location of spare adrenaline devices should also be documented (see [Appendix 1](#))
- Regularly checking spare adrenaline devices are where they should be, and that they are in date;
- Replacing the spare adrenaline devices when necessary;
- Providing on-site adrenaline pen training for staff and students and refresher training as required e.g. before school trips;
- Maintenance of Medical and Allergy information on Sharepoint

All Staff

All school staff, including temporary staff and catering staff are responsible for:

- Championing, promoting and practising allergy awareness across the school;
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and seek support if needed;
- Being aware of students (and staff, when necessary) with allergies and what they are allergic to;

- Considering the risk to students with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensuring students always have appropriate access to their medication and/or knowledge of where it is stored;
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the school's responsibility to ensure staff have received annual training through an appropriate training platform (National College), if the member of staff is aware they have not received any allergy training in the last 12 months they should alert their Line Manager;
- Considering the safety, inclusion and wellbeing of students with allergies always.
- Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the School Nurse – acarroll@guildhouseschool.com
- Ensuring that students have their medication with them when leaving the school site, for activities
- Ensure that when conducting a trip or external activity. The medical Conditions for students are known and the Trip First Aid pack is taken.

All Parents

All parents, guardians and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of students with allergies;
- Providing 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, hay fever, rhinitis or eczema as part of their arrival at the school and any changes thereafter;
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice;
- Encouraging their child to be allergy aware whilst at the school and seek advice and support if needed.

Parents of children with allergies

In addition, the parents and carers of children with allergies should:

- Work with the school to create an individual health care plan and provide and communicate any existing care plan;

- If applicable, provide the school or their child with two labelled adrenaline devices and any other medication, for example antihistamine (with a dispenser, i.e. spoon or syringe), inhalers or creams;
- Ensure medication is in-date and replaced/restocked at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline devices if prescribed, on the journey to and from school throughout their time at the school;
- Update the school with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Provide the school with medical information and the associated permission for it to be shared appropriately as part of their allergy management; and
- 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 to which they are allergic)

All Students

All students at the school should:

- Be allergy aware at all times;
- Understand the risks allergens might pose to their peers and respect measures to support them;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Review and discuss their allergy with professionals and seek advice from external agencies where required
- If buying or bringing in food to school, students must adhere to the any restrictions or guidance when bringing this into the school/boardings residences.

Students with Allergies

In addition to the above points on Students, those students with identified allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk (dependent on age of the student)
- Avoiding their allergen as best as they can, both inside and outside the school;
- Understanding the importance of following the school specific processes of lunch and other vending services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- Always carrying **two** adrenaline devices with them, if age and capability appropriate. They must only use them for their intended purpose;

- Talking to the School Nurse or a member of staff if they are concerned by any school processes or systems related to their allergy;
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;
- Students permitted to leave the school site during the school day, should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and raise the alarm to get help

INFORMATION AND DOCUMENTATION

Register of students with an allergy

The school has a record of students who have a diagnosed allergy and is accessible Sharepoint. This includes those who have a history of anaphylaxis or have been prescribed adrenaline devices, as well as students with an allergy where no adrenaline devices have been prescribed.

Care and Support Plans

A student with an allergy will be reflected on iSAMs and Sharepoint with an individual health care plan if appropriate. The information on this plan includes:

- Known allergens
- How the allergy is managed
- Impact on education
- Arrangements for Support
- Visits & Trips
- Emergency response procedures

ASSESSING RISK

Allergic reactions can happen at any time, in any place. Staff (including Temporary and Visiting staff) will 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 lessons or cooking;
- Bringing animals into the school, for example a dog can pose a risk;
- Running activities or clubs where they might hand out snacks or food. Ensure safe food is provided or consider an alternative non-food treat for all students; and
- Planning special events, such as cultural days, Graduation and celebrations.

Inclusion of students with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. The school will ensure compliance with the [Equality Act 2010](#).

FOOD, INCLUDING MEALTIMES & SNACKS

Catering in school

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies. The school's catering service does not intentionally procure products containing peanuts, tree nuts or shellfish.

The school operates an allergy-aware environment and cannot guarantee that the site is completely free from nuts or other allergens.

The Catering Team works closely with its suppliers to ensure this standard is maintained.

- Due diligence is carried out regarding allergen management when appointing catering staff;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
- The catering team will endeavour to get to know the students with allergies and what their allergies are, supported by school staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The school has robust procedures in place to identify students with food allergies, and this will form part of the medical induction process with the Medical Team at the start of their time at the school.

Information will be supplied in advance through:

- Medical information provided by parents, carers, local authorities or previous educational settings during the admissions and transition process;
- Care Plans, medical assessments and supporting documentation provided by healthcare professionals;
- Discussions with parents, carers and students to establish the nature and severity of the allergy, known triggers, symptoms and emergency treatment requirements;
- Review of any prescribed medication, including adrenaline auto-injectors (AAIs), antihistamines and emergency care plans;
- Ongoing communication between the Medical Team, catering services, residential staff, teaching staff and other relevant personnel to ensure information remains accurate and up to date. The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.
- Due diligence is carried out regarding allergen management when appointing catering staff;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;

- Food containing the main 14 allergens (see Allergens definition) will be clearly labelled and visible within the Dining hall and associated food outlet's.
- Pre-packaged food will comply with Prepacked for Direct Sale (PPDS) legislation ([Natasha's Law](#)) requiring the allergen information to be displayed on the packaging;
- Where changes are made to the ingredients this will be communicated to students with dietary needs by Thomas Frank caterers and associated;
- The school does not regard products carrying Precautionary Allergen Labelling (PAL), such as "may contain", "made in a factory that also handles", or "not suitable for people with an allergy to", as safe for students with the relevant allergy.

Whilst the school will take all reasonable precautions to minimise the risk of allergen exposure, students with food allergies are encouraged to take an active role in managing their condition, including remaining vigilant about food choices, communicating concerns, carrying prescribed medication where appropriate, and following the advice contained within their Care and Support Plan.

Food brought into School

The school recognises that food allergies can present a significant health risk to some students and will take reasonable steps to minimise the risk of allergen exposure across all school activities. Where food is brought into school for boarding houses, educational visits, trips, celebrations, fundraising events, cultural activities, rewards, classroom activities, or any other school-related event, the following requirements apply:

- All food will be supplied in its original packaging wherever possible so that ingredient and allergen information can be clearly identified.
- Staff responsible for organising activities involving food must ensure that the allergen needs of participating students are considered in advance and seek advice from the Wellness centre staff.
- Food brought into the school containing a student's known allergen must not be provided to them.
- Products carrying Precautionary Allergen Labelling (PAL), including statements such as "may contain", "may contain traces of", "produced in a factory handling", or "not suitable for people with an allergy to", will not be provided to students with the relevant allergy.
- Homemade food or food prepared by third parties without clear ingredient information should not be provided to students with diagnosed food allergies.
- Boarding staff, trip leaders, event organisers, and catering staff must undertake suitable planning to ensure that safe alternative options are available where required.
- Parents, carers, students, and visitors should be made aware that the school cannot guarantee that any environment is completely allergen-free; however, appropriate control measures will be implemented to reduce risk.
- Where a student has a severe allergy or is at risk of anaphylaxis, Care and Support Plans and risk assessments will take precedence and must be followed at all times.

Where products are not sold in their original packaging, clear signage will be provided to identify the allergens they contain. Staff will follow safe working practices to minimise the risk of cross-contamination. Students, staff and visitors with known food allergies will be supported to make safe food choices, and products containing a student's known allergen will not be provided to that student.

Celebrations and Special Events

The school discourages the routine use of food as a reward or celebration. Where food is used for birthdays, parties, cultural events, treat days, boarding activities, or other celebrations:

- Allergy information must be checked before food is shared.
- Food containing specified allergens identified within a student's medical information must not be brought into activities attended by that student where this has been identified as a necessary control measure.
- Staff must ensure that students with allergies are not excluded from activities and that suitable alternatives are provided where appropriate.

Food Restrictions

This school understands that we have students with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food;

- We try to restrict peanuts and tree nuts (like almonds, walnuts, and cashews) as much as possible on the site and check all foods coming into the kitchen; and
- All food coming onto school premises or taken on a school trip should be checked to ensure peanuts and tree nuts are not an ingredient in another product. Common foods that contain these goods as an ingredient include packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread, sauces.

EDUCATIONAL VISITS AND SPORTS FIXTURES

- Staff leading the trip will have a register of students with allergies and details of their medication. Staff should notify the Trip Leader of any allergies;
- Allergies will be considered on the risk assessment and catering provision put in place;
- Staff accompanying the trip will be trained to recognise and respond to an allergic reaction (see also [Appendix 3](#));
- Allergens will be clearly labelled on catered packed lunches (where declared)
- See Adrenaline Devices section for School Trips and Sports Fixtures.

INSECT STINGS

For those with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside
- Avoid wearing strong perfumes or cosmetics; and

- Keep food and drink covered.

The school Operations Team will monitor the grounds for wasp or bee nests. Students (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them.

ANIMALS

It's normally the dander ([flakes](#) of skin) saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A student with a known animal allergy should avoid the animal to which they are allergic;
- 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;
- If an animal lives on site, for example in a Boarding House, students, parents and staff will be made aware and consideration and adaptations will be made; and
- School trips that include visits to animals will be carefully risk assessed.

INCLUSION AND MENTAL HEALTH

Allergies can have a significant impact on mental health and wellbeing. Students may experience anxiety and depression and are more susceptible to bullying.

- **No** child with allergies should be excluded from taking part in a school activity, whether on the school premises or a school trip;
- Students with allergies may require additional pastoral support including regular check-ins from their Tutor/ House Parent etc;
- Affected students will be given consideration in advance of wider school discussions about allergy and school allergy awareness initiatives; and
- Bullying related to allergy will be treated in line with the school's anti-bullying policy.

ADRENALINE DEVICES

[See the government guidance on Adrenaline Pens in Schools.](#)

Storage of adrenaline devices

- Students prescribed with adrenaline devices will have easy access to two, in-date devices at all times;
- Prescribed adrenaline devices are stored in various locations across the school (see [Appendix 1](#)) and accessible for staff to administer. The devices are available within a secure First Aid position and within the Dining Hall and food outlets to ensure compliance in accessing them within the required time

- Monthly checks will be carried out by the school Nurse to ensure adrenaline devices are where they should be and in date;
- Adrenaline devices **must not** be kept locked away;
- Adrenaline devices are stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator); and
- Used or out of date devices will be disposed of as sharps and disposed of appropriately by the school nurse.

Spare adrenaline devices

This school has appropriate levels of spare adrenaline devices to be used in accordance with government guidance.

The locations of spare adrenaline devices are clearly signposted and are shown at [Appendix 1](#) to this policy.

The School Nurses are responsible for:

- Deciding how many spare devices are required and appropriate locations
- The purchasing of spare adrenaline devices which can be obtained from the school's accredited medical supplier.
- Distribution around the site and clear signage.

Adrenaline devices on off-site activities

- No child with a prescribed adrenaline pen will be able to go on a school trip without two of their own devices. It is the trip leader's responsibility to check they have them;
- Adrenaline devices will be always kept close to the students e.g. not stored in the hold of the coach when travelling or left in changing rooms;
- Adrenaline devices will be protected from extreme temperatures;
- Staff accompanying the students will be aware of students with allergies and be trained to recognise and respond to an allergic reaction; and
- When considering taking spare adrenaline devices to off-site activities, this should be recorded as part of the risk assessment process and the Trip First Aid Bag should be used to transport and safekeeping for easy access.

RESPONDING TO AN ALLERGIC REACTION /ANAPHYLAXIS

See [Appendix 3](#) on Managing and Responding to an allergic reaction

If a student has an allergic reaction:

- Treat the student in accordance with their symptoms and individual health care plan where appropriate.

- If anaphylaxis is suspected administer adrenaline immediately and use student's own prescribed medication if immediately available (see [Appendix 2](#) and instruction on using the device) **Do not** delay administering adrenaline while contacting emergency services
- Student can administer the adrenaline pen themselves (if they are able to) or a member of staff can administer pen (training will be given and see [Appendix 2](#))
- If the student's own adrenaline pen is not available or misfires, then use a spare adrenaline pen;
- In an emergency, anyone can administer adrenaline following the appropriate instructions for use on the device;
- If anaphylaxis is suspected but the student does not have a prescribed adrenaline pen, if safe to do so lie the student down with their legs raised, administer an Prescribed adrenaline device immediately and then call **999** and explain anaphylaxis is suspected and await further instructions. Inform the operator that spare adrenaline devices are available and follow instructions from the operator²
- Call 999 immediately after the first dose, or have another person call 999 while adrenaline is being administered.
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered.
- A member of staff must accompany them in an ambulance at all times

TRAINING

The school is committed to training all staff annually to give them a good understanding of allergy. This includes:

- Understanding what an allergy is ([Allergy and Anaphylaxis](#))
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction ([Appendix 3](#)), including anaphylaxis – staff will be trained by the School Nurse
- How the school manages allergy, for example individual healthcare plan, documentation, communication etc;
- Where adrenaline devices are kept (both prescribed devices and spare devices) and how to access them (see individual healthcare plans and [Appendix 1](#));
- The importance of inclusion of students with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- Understanding food labelling; and

² MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to anyone for the purposes of saving their life;

- Taking part in an anaphylaxis drill.

The school will carry out an anaphylaxis drill once a year. This includes:

- An exercise simulating an event where a student or member of staff has an allergic reaction and testing the whole school response.
- A refresher on the administering of an adrenaline pen and their locations

ASTHMA

It is vital that students with allergies keep their asthma well controlled, because asthma can exacerbate allergic reactions. Students with allergies and asthma must actively manage their health and wellbeing by remaining vigilant to known triggers and following their prescribed treatment plans. This includes carrying any required medication, such as inhalers, adrenaline auto-injectors (AAIs), antihistamines, or other prescribed medicines, and ensuring that these are readily accessible, in date, and used as directed by healthcare professionals, when required.

It is also important that students take reasonable steps to avoid known allergens and asthma triggers wherever possible. These may include certain foods, pollen, animal dander, dust, mould, smoke, strong fragrances, exercise-related triggers, or environmental factors. Students should communicate their medical needs to relevant staff, attend scheduled medical reviews, and ensure that personal asthma or allergy action plans remain up to date.

Maintaining good self-management practices not only supports student's health and safety but also helps to minimise the risk of exacerbations, reduce disruption to learning, and promote independence and confidence in managing their condition effectively.

REPORTING ALLERGIC REACTIONS

The school will record all allergic reaction incidents and near-misses through the schools Health and Safety reporting. These reports will be brought to the attention of the Operations manager with responsibility for Health and Safety.

As part of the school's ongoing review of procedures and policies, information from these reports will be incorporated into Health and Safety reporting and discussed at the appropriate meetings, including Senior Leadership Team (SLT) meetings.

Where an incident identifies an immediate need to review or amend procedures, policies, or control measures, this will be escalated to the Headteacher as soon as it becomes known, to ensure appropriate action is taken without delay.

Related Policies

First Aid Policy
Health and safety Policy
Medical Care Policy
Safeguarding and Child Protection Policy

Appendices

Appendix 1 – Location of Adrenalin Pen Injectors (EpiPens)

Building	Location	Devices	Comments
School	Building 43/2.01	Two Devices	2 nd Floor outside Academic Hub signposted with EpiPen poster
School	Building 44/G.04	Two Devices	Ground Floor – Café area – ‘First Aid Point’ signposted with EpiPen poster
School	Building 45 3 rd Floor Corridor	Two Devices	Outside Prayer room Signposted with EpiPen poster
School	Nurses Station 45/1.06	Four devices	First Aid Kit for PE First Aid Kit for Trips
Premier House	Ground Floor	Two Devices	Concierge area Signposted with EpiPen poster
Premier House	2 nd Floor Staff Office	Two Devices	Wall Mounted by door entrance Signposted with EpiPen poster

Appendix 2 – Instructions for use of Adrenaline Pen (EpiPen)

HOW TO USE AN EPIPEN



BLUE TO THE SKY

- Hold the EpiPen with the orange tip facing down
- Remove the blue safety cap by pulling straight up - don't bend or twist it.



ORANGE TO THE THIGH

- Place the orange tip against the middle of the outer thigh
- Push hard against the leg until you hear a 'pop'
- Hold in place for 3 seconds to allow for the full injection to be administered.

FRFA
FIRST RESPONSE FIRST AID

Preparation

- **Hold the pen:** Grab the autoinjector in your writing hand with your fist around it, keeping the orange tip pointing down and the blue safety cap at the top.
- **Remove the cap:** Pull the blue safety cap straight up and off with your other hand. **Do not bend or twist it.**
- **Check position:** Keep your fingers and thumb away from the orange tip where the needle comes out

Giving the Injection

- **Place on the leg:** Hold the orange tip against the middle of the outer thigh (upper leg) at a right angle (90-degree angle). You can inject directly through clothing like jeans or trousers, but avoid thick seams, zips, or heavy buckles.
- **Push down:** Swing and push the pen firmly into the outer thigh until you hear or feel a "click".
- **Hold in place:** Hold the pen firmly against the leg for 3 full seconds to make sure all the medicine goes in

After the Injection

- **Remove the pen:** Pull the injector straight out. The orange cover will automatically extend to cover the needle
- **Call for help:** Call emergency services (999 in the UK) immediately, state that someone is having an allergic reaction or anaphylaxis and ask for an ambulance.
- **Rest and await medical:** Lie down with legs raised, or sit if having breathing trouble, and wait for medical help

Appendix 3 – Managing Allergic Reactions and Responding to Anaphylaxis

RESPONDING TO ANAPHYLAXIS



Allergic Reactions Vary

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations.

You cannot assume someone will react the same way twice, even to the same allergen.

Reactions are not always linear. They don't always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

Mild to Moderate Allergic Reactions

Symptoms include:

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Hives or itchy rash on skin
- Abdominal pain
- Vomiting
- Change in behaviour

Response:

- Stay with student
- Call for help
- Locate adrenaline devices
- Give antihistamine
- Make a note of the time
- Phone parent or guardian
- Continue to monitor the student

Serious Allergic Reactions / Anaphylaxis

The most serious type of reaction is called **ANAPHYLAXIS**. Anaphylaxis is uncommon, and children experiencing it almost always fully recover.

In rare cases, anaphylaxis can be fatal. It should always be treated as a time-critical medical emergency.

- Anaphylaxis usually occurs within 20 minutes of eating a food but can begin 2-3 hours later.

- People who have never had an allergic reaction before, or who have only had mild to moderate allergic reactions previously, can experience anaphylaxis

Symptoms of Anaphylaxis

A – Airway

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

B – Breathing

- Difficult or noisy breathing
- Wheeze or cough

C - Circulation

- Persistent dizziness
- Pale or floppy
- Sleepy
- Collapse or unconscious

IF YOU SUSPECT ANAPHYLAXIS, GIVE ADRENALINE FIRST BEFORE YOU DO ANYTHING ELSE.

Delivering Adrenaline

1. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
3. It is not necessary to remove clothing but make sure you're not injecting into thick seams, buttons, zips or even a mobile phone in a pocket.
4. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions.
5. Make a note of the time you gave the first dose and call **999** (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
6. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
7. Call the student's emergency contact via the Student Communications Team or Wellness Centre.
8. If their 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.
9. Start CPR if necessary.
10. Hand over used devices to paramedics and remember to get replacements for the location.

For more information [See the government guidance on Adrenaline Pens in Schools.](#)

Appendix 4 – Individual allergy healthcare plan

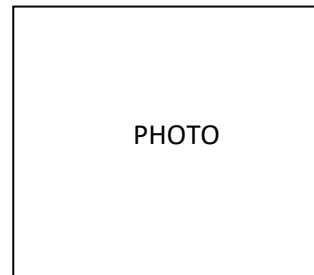
Individual Allergy Health Care Plan (Master)

Student Name:

Date of Birth:

Year/PT:

Allergy/Condition:



Area	Details
Allergies	List known allergens (e.g., nuts, dairy, insect stings, latex):
Reaction	Describe how the body reacts once in contact with the allergen:
How the allergy is managed	Describe how exposure is reduced (e.g., food controls, supervision, medication carried): Any prescribed medication Students role in management
Impact on Education	Could it affect attendance? Will it impact on learning? May it impact emotional wellbeing?
Emergency Actions	Describe steps to take in reaction (e.g., administer AAI, call 999, inform first aid):

Emergency Contact Name:

Emergency Contact Number:

Signed (Parent/Carer/Student):

Date:

Review Date:



GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.