SS Simon & Jude
Church of England Primary School

Allergen and Anaphylaxis Policy

Document Name	Allergen and Anaphylaxis Policy
Document written by	Katie Jones
Date for next revision*	September 2027
Responsibility	Executive Headteacher
Approved by	Local Advisory Board

Version	Date	Reviewed	Approved
1.0	Sept 2026	K Jones	LAB

‘I can do all things through him who strengthens me’
Philippians 4:13

Our Vision:

We strive to build a community which nurtures positive relationships that permeate through all aspects of life. A community where barriers do not define us, but instead offer opportunity for growth. No matter our background, through our faith, we will find the strength and courage to flourish as citizens of the future.

Our Mission:

Empowering individuals to flourish together in the image of God.

Our Values:



Updates		
Date	**Page Number**	**Update**

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Statement of intent

SS Simon and Jude CE Primary School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- Children and Families Act 2014
- Children's Wellbeing and Schools Act 2026
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE 'Supporting pupils at school with medical conditions'
- DfE 'Allergy guidance for schools'
- Equality Act 2010
- DfE 'First aid in schools, early years and further education'

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- Whole-school Food Policy
- Supporting Pupils with Medical Conditions Policy
- Animals in Schools risk assessments
- Educational Visits and School Trips Policy
- Allergen and Anaphylaxis Risk Assessment

Definitions

For the purpose of this policy:
Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or feint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Roles and Responsibilities

The Local Advisory Board is responsible for:

- understand this policy to ensure appropriate school level implementation
- monitor practice, in line with this policy
- ensure that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- ensure that reasonable adjustments are in place for pupils with allergies to enable access to the same opportunities as any other pupil at the school
- ensure the health and safety of staff and pupils is protected on the school premises and when taking part in school activities.
- monitor and review the effectiveness of this policy, including annual dip sampling for assurance.

The day-to-day implementation of this policy is delegated to the head of school at SSSJ.

The Head of School is responsible for:

- the implementation and monitoring of this policy and related policies
- deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.
- nominating a school-based School Allergy Safety Lead who should be a suitably senior member of staff.
- ensuring there are named school staff responsible for checking the AAI's on a monthly basis and
- obtaining replacement AAIs when the expiry dates approach.
- ensuring that parents/carers are informed of their responsibilities in relation to their child's allergies.
- ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- ensuring that staff are given time to complete an appropriate level of training on understanding allergy management.
- ensuring that all staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- ensuring that catering staff are aware of pupils' allergies and act in accordance with policies regarding food and hygiene, including this policy.

School Allergy Safety lead is responsible for

- promoting and maintaining allergy awareness across our school community
- developing and reviewing arrangements for the safe storage and disposal of adrenaline auto injectors (AAI)
- ensuring all allergy information is up to date and readily available to relevant members of staff
- ensuring all pupils who require support with allergies have an up-do-date individual healthcare plan (IHP)
- ensuring all pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- ensuring all staff are aware of the school's policy and procedures regarding allergies
- ensuring all relevant staff are aware of what activities need an allergy risk assessment
- ensuring serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff: what lessons there are to learn; any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP.

The named school allergy lead at SS Simon and Jude CE Primary School is Mr James Winteringham

All staff members are responsible for:

- promoting and maintaining allergy awareness amongst pupils.
- maintaining awareness of, and adhering to, the school's allergy safety policy and procedures.
- attending annual allergy and anaphylaxis training and keeping knowledge up to date.
- recognising the signs and symptoms of severe allergic reactions and anaphylaxis.
- being aware of pupils with allergies in their care and implementing individual healthcare plans (IHPs) where required.
- reducing the risk of pupils coming into contact with known allergens.

- reinforcing effective hygiene practices, particularly in relation to food handling and consumption.
- monitoring food provided by the school and supporting safe management of food brought from home, where applicable.
- ensuring pupils do not share food or drink.
- promoting the wellbeing, safety and inclusion of pupils with allergies.
- knowing the location of emergency medication, including spare adrenaline auto-injectors (AAIs).
- responding immediately and appropriately to allergic reactions and medical emergencies.
- reporting all allergic reactions, anaphylaxis incidents and near misses to the Allergy Safety Lead.

The kitchen manager is responsible for:

- monitoring the food allergen log and allergen tracking information for completeness.
- reporting any non-conforming food labelling to the supplier, where necessary.
- ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

Kitchen staff are responsible for:

- ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.
- ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- reporting to the kitchen manager if food labelling fails to comply with the law.

All parents are responsible for:

- being aware of the School Allergy Policy and following school guidance relating to allergy management and food brought into school.
- informing the school of their child's allergies, allergens, dietary requirements, medical needs, history of allergic reactions or anaphylaxis, and any control measures required to reduce risk.
- providing the school with up-to-date medical documentation, including medical advice, allergy action plans and instructions for administering medication.
- keeping the school informed of any changes to their child's medical condition, allergies or treatment.
- providing and maintaining two in-date adrenaline auto-injectors (AAIs), where prescribed, together with any other required medication such as antihistamines or inhalers, and replacing these before their expiry date.
- providing written consent for the administration of a spare AAI where appropriate.
- working in partnership with the school to support the safe management of their child's allergies and raising any concerns with the class teacher or relevant member of staff promptly.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

Identifying Pupils with Allergies

SS Simon and Jude CE Primary School will keep a record of all individuals with allergies, including whether they have an Individual Health Care Plan (IHP) or an allergy action plan. Where a pupil requires an IHP, the school will capture key information about their allergy within the IHP.

All new starters to school receive a one-to-one induction meeting where allergen information is discussed and recorded. SS Simon and Jude CE Primary School has an assigned inclusion officer who parents can speak to regarding any changes to medical conditions. The school office is also accessible to all parents. School also has a robust system in place whereby staff feedback any discussions with parents through a parent concern tracker. Any concerns are then addressed by the senior leadership team.

A formal diagnosis will not be required before appropriate arrangements are put in place. This will include the following:

- emergency contact details for the pupil's parents/carers or family
- an up-to-date photograph of the pupil
- what the pupil's known allergens are and whether the allergen is ingested, inhaled or absorbed
- whether the pupil has an allergy action plan attached to their IHP
- whether the pupil has been prescribed adrenaline devices and, if so, what make and dosage it is
- whether there is prior medical and parental consent for a spare adrenaline device or emergency asthma reliever inhaler to be used – notwithstanding that in an emergency situation that could not be foreseen, a spare adrenaline device can be used without prior parental consent
- whether the pupil also has asthma, and if so, an asthma plan will be attached to the IHP which includes whether there is parental consent to use an emergency asthma reliever inhaler in an emergency
- the school will use its best endeavours to gather information about known allergies, e.g. by asking a pupil's previous setting for relevant information and by asking the pupil and their parents to provide information.

Where pupils with allergies are starting at the school, arrangements will be put in place for the start of the relevant school term. In other cases, e.g. pupils moving to the school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

Visitors, Contractors and External Providers

SS Simon and Jude CE Primary School recognises that visitors, contractors and external providers may have allergies or may come into contact with pupils who have allergies whilst on the school site. Visitors and contractors will be asked to inform the school on arrival of any severe allergies, dietary requirements or need for emergency medication using the sign-in system at the school site. The responsible host will check the risks and dynamically assess the risks.

Contractors, visiting professionals, activity providers, volunteers and organisations hiring school facilities will be expected to comply with any relevant allergy control measures in place and to follow instructions provided by the school regarding food, allergens and emergency procedures. Where external providers are responsible for supplying food or delivering activities involving food, animals or other potential allergens, they must provide appropriate allergen information, and the activity should be risk assessed ahead of taking place. Relevant information about pupils with allergies will be shared with visitors, contractors or external providers on a need-to-know basis and in accordance with data protection requirements, where this is necessary to safeguard the health and wellbeing of pupils. In the event of an allergic reaction involving a visitor, contractor or other adult on site, staff will respond in accordance with the school's emergency procedures and summon emergency medical assistance where required.

For staff members with allergies, a specific staff risk assessment will be completed by the Head of School / Executive Headteacher when they commence work and, following completion of a risk assessment the appropriate people on the school site will be informed. The school will keep a list of individuals with known allergies in places where food may be served or handled. Such lists will be kept in areas accessible to staff only.

Managing exposure to allergens

SS Simon and Jude CE Primary School will take reasonable steps to manage the risk of individuals with known allergies coming in to contact with allergens while on the school site or during school activities. This includes considering potential exposure to allergens through food, environmental factors, classroom activities, animals, and external visits.

Measures will focus on awareness, risk assessment, and appropriate control measures, while ensuring that pupils with allergies are able to participate fully in school life. Pupils will not be prevented from participating in activities alongside their peers simply because of a risk of exposure to allergens. Where necessary, reasonable adjustments will be made to ensure activities can be carried out safely and inclusively.

Food Allergies

Parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service.

When making changes to menus or substituting food products, the catering company will ensure that pupils' special dietary needs continue to be met by:

- checking any product changes with all food suppliers
- asking caterers to read labels and product information before use
- using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- ensuring allergen ingredients remain identifiable.

Kitchen staff will have a full list of allergens and will avoid using them within the menu where possible.
Where meals include allergens or traces of allergens, staff will use clear and fully visible labels, in line with this policy, to denote the allergens of which consumers should be aware.

The school will ensure that there are always dairy- and gluten-free options available for pupils with allergies and intolerances.

The school and its catering provider will take reasonable steps to minimise the risk of allergen exposure in food provided on site.
This includes:

- ensuring allergen information is available for food served in accordance with food allergen legislation.
- ensuring catering staff are aware of pupils with dietary requirements and understand the controls in place to provide allergen-safe meals.
- checking ingredients and product information when menus or suppliers change.
- implementing procedures to minimise the risk of cross-contamination during the preparation, handling and serving of food.
- working with parents/carers and pupils to provide suitable meal options for those with allergies, intolerances or coeliac disease wherever possible.

To ensure that catering staff can appropriately identify pupils with dietary needs, they will be provided with pupil allergy cards with the child's photograph and detailed food allergy. The allergy cards will be kept by kitchen staff in an accessible place so it can be referred to when serving food. All food tables and surfaces will be disinfected before and after being used.

The chosen catering service of the school is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, taking into account any known allergies of the pupils involved. All learning activities will be risk assessed.

Pupils with food allergies will not be segregated from their peers at mealtimes.

Food brought into the school environment by pupils, parents/carers or staff may present a risk to individuals with allergies. To reduce this risk the school will:

- encourage clear labelling of lunch boxes, drinks bottles and food containers belonging to pupils with allergies.
- set expectations that pupils do not share or trade food, food utensils or containers.
- seek parental engagement where food is brought in for celebrations or special events to ensure inclusion and safety for pupils with allergies.
- ensure staff are aware that unlabelled foods may present a greater risk of allergen exposure than packaged foods with allergen information.

SS Simon and Jude CE Primary School may discourage certain allergens from being brought onto site where appropriate. However, SSSJ recognises that it cannot guarantee schools are an allergen-free environment and therefore our school adopts an allergy-aware approach supported by strong emergency procedures.

Food allergen labelling

SS Simon and Jude CE Primary School outsources it's catering provision, the school catering provider will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The catering staff will be trained by the catering provider prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be provided by the catering provider and revisited on an annual basis, or as soon as there are any revisions to related guidance or legislation. Details of the current catering providers allergy policy can be requested from school.

Food labelling

The school's catering provider will ensure food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

Each school will have allergen traceability information readily available via the catering provider. Allergen incidents and near misses, including incorrect practices and incorrect and/or incomplete packaging, will be recorded in an incident log by the catering manager and catering provider plus acted upon to minimise the risk of recurrence. School will also complete the allergy report to ensure any changes to school practice have been identified.

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption. This will be managed in line with the Catering Providers Policy.

Environmental and contact allergens

Where pupils have known allergies to airborne or contact allergens, e.g. pollen, dust mites, animals or insect stings, the schools will take reasonable steps to reduce the risk of exposure where possible.
This includes:

- ensuring staff are aware of pupils with known allergies.
- implementing appropriate control measures as identified in the pupil's IHP if they need one.

Animal allergies

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response. In the event of an animal on the school site either though planned learning activities or not, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen. The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading. Where medication is required for a pupil with an animal allergy, this will be managed in accordance with the pupil's IHP and the school's medication procedures. A detailed risk assessment will be produced for any learning activities involving animals.

Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.
Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside. Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens, if detailed on their Individual Health Care plan which is agreed with health professionals and parents.
Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the site manager. The site manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises. Where a pupil with a known allergy is stung or bitten by an insect, first aid will be given immediately.

Classroom and Curriculum Activities

When planning classroom and curriculum activities, staff will consider the potential risk of exposure to allergens and take appropriate steps to minimise risk. This includes activities such as:

- Craft activities
- Science experiments
- Cooking and food-based activities
- Cultural celebrations and special events
- Activities involving animals

Where materials or resources may contain allergens, staff will assess whether suitable alternatives can be used. Reasonable adjustments will be made where necessary to ensure pupils with allergies can participate safely and are not excluded from learning opportunities. This will be detailed in the risk assessment, where appropriate.

Educational Visits, Trips and Off-Site Activities

The Head of School / Educational Visits Coordinator (EVC) will ensure that allergen risks are considered as part of the planning and risk assessment process for all educational visits, residentials, sporting events and other off-site activities.

Planning will include consideration of:

- Known allergens at the venue or activity
- Catering arrangements and food provision
- Access to prescribed medication, including Adrenaline Auto-Injectors (AAIs)
- Staff awareness of pupils' allergies and emergency procedures
- Availability of suitably trained staff throughout the visit

Individual risk assessments will be completed for pupils at risk of anaphylaxis. All activities associated with the trip will be reviewed to identify any potential risks, and alternative arrangements will be made where necessary to enable participation.

Where a pupil has been prescribed an AAI:

- Their prescribed medication must accompany them on the visit.
- Two AAIs should be available wherever possible and be readily accessible at all times.
- At least one member of staff trained in the administration of AAIs must attend the visit.
- A designated member of staff will be responsible for carrying and maintaining access to the pupil's medication throughout the trip.
- If required medication is not available on the day of the visit, the school will undertake a risk assessment to determine whether it is safe for the pupil to attend.

The school will consult with parents/carers, where appropriate, when planning visits involving pupils with allergies to ensure that any necessary arrangements are in place. Where needed, a designated adult will be identified to provide additional support to the pupil during the visit.

The school will consider whether it is appropriate to take spare AAIs based on the nature of the visit, the individual risk assessment and the arrangements already in place. Where a venue cannot guarantee suitable allergen-safe food options, pupils may bring their own food or the school will provide an appropriate packed lunch.

Reasonable adjustments will be made wherever practicable to ensure pupils with allergies can participate safely and fully in educational visits and activities.

Breakfast Clubs, After-School Clubs, Holiday Provision and Lettings

SS Simon and Jude CE Primary School recognises that allergy management extends beyond the normal school day. Where the school operates breakfast clubs, after-school clubs, holiday provision or other extended services, the same standards of allergy awareness, risk assessment, information sharing, staff training, emergency procedures and access to medication will apply. Relevant staff will be informed of pupils' allergies and will have access to the information necessary to support them safely.

Where provision is delivered by an external organisation, contractor or third-party provider, the school will take reasonable steps to ensure appropriate allergy management arrangements are in place. Relevant information will be shared on a need-to-know basis and in accordance with data protection requirements.

Organisations hiring or using school facilities where children are present will be expected to have suitable arrangements for managing allergies and responding to medical emergencies. Where appropriate, the school will provide information regarding site-specific risks, emergency procedures and access arrangements.

The school will work collaboratively with parents/carers, providers and relevant staff to ensure that pupils with allergies can access wraparound care, holiday provision and other extended services safely and inclusively wherever reasonably practicable.

Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

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

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and refer to their IHP, if they have one, to determine appropriate next steps. The pupil's parents/carers will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

For mild to moderate allergy symptoms, the pupil's IHP will be followed, and the pupil will be monitored closely in a safe place for at least 60 minutes to ensure the reaction does not progress into anaphylaxis. Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

Managing anaphylaxis

All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis.
Staff members will be able to recognise the following signs of anaphylaxis:

- Airways:
  - Tightening of the throat
  - Hoarse voice
  - Difficulty swallowing
  - Swollen tongue
- Breathing:
  - Sudden wheezing
  - Difficult or noisy breathing
  - Persistent cough
- Circulation:
  - Persistent dizziness
  - Pale or floppy
  - Suddenly sleepy
  - Collapse/unconscious

Where a pupil with asthma and a food allergy develops sudden breathing difficulties, staff will consider anaphylaxis and administer adrenaline without delay rather than an asthma reliever inhaler.
If one or more of the signs above are present, the nearest trained staff member will follow the below procedure:

- Lay the pupil flat with their legs raised. If breathing is difficult, allow them to sit upright.
- Administer adrenaline without delay, using the pupil's prescribed adrenaline device or a spare AAI if necessary.
- Call 999 immediately and request an ambulance, stating that the person is experiencing anaphylaxis.

After administering adrenaline, the staff member(s) handling the situation will stay with the pupil until the ambulance arrives and will keep them lying down, even if the situation appears to be improving.
They will then phone the pupil's parent or emergency contact. If there is no improvement after five minutes, an additional dose of adrenaline will be administered using a second device. CPR will be commenced at any time if there are no signs of life.

The Head of school will be contacted immediately, as well as a suitably trained individual, such as a first aider.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a suspected severe allergic reaction, the nearest trained member of staff will administer a spare AAI without delay if anaphylaxis is suspected. Emergency services will be contacted immediately after AAI administration. Staff will be made aware that the risks associated with delaying adrenaline are greater than those associated with administering it unnecessarily.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary. Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported. A member of staff will accompany the pupil to hospital in the absence of their parents/carers.
If a pupil is taken to hospital by ambulance, if possible, two members of staff will go to the hospital with them. A copy of the Register of AAIs will be easily accessible in digital form or hard copy in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the allergy lead and/or SLT, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action. This will be detailed on an allergy report.

Wellbeing of Pupils with Allergies

SSSJ recognises that allergies can have a significant impact on a pupil's emotional wellbeing, confidence and sense of safety. Some pupils with allergies may experience anxiety due to the risk of exposure to allergens and the possibility of anaphylaxis. This may be further affected by associated medical conditions such as asthma or eczema.
SSSJ is committed to supporting the emotional wellbeing of pupils with allergies and will provide reassurance that reasonable measures are in place to minimise the risk of allergen exposure and to ensure effective emergency procedures are followed. Pupils with allergies will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy, recognising that medical conditions can affect emotional wellbeing, resilience, self-esteem and participation in school life.

SSSJ will promote a culture of awareness, inclusion and respect in relation to allergies. This will include regular communication with pupils, parents/carers and staff to ensure that the school community understands the risks associated with allergies and the importance of following agreed control measures.
Appropriate steps will be taken to prevent bullying, teasing, discrimination or social exclusion relating to allergies, dietary requirements, medication or medical conditions. Any concerns of this nature will be addressed promptly in line with the school's Behaviour Policy, Anti-Bullying Policy and SEMH Policy.
To support pupils with allergies, SSSJ will:

- Provide proactive support for new pupils with known allergies as they join the school.
- Explain to pupils and parents/carers the arrangements the school will put in place to promote safety, wellbeing and inclusion.
- Offer opportunities, where appropriate, for pupils with allergies and their families to become familiar with the dining environment and key members of staff.
- Identify appropriate staff members who can act as a point of contact for pupils with allergies and their parents/carers.
- Encourage pupils with allergies, where appropriate, to share concerns and contribute to discussions about how they can be supported safely and confidently in school.
- Provide appropriate pastoral, emotional and wellbeing support where allergies are impacting on a pupil's emotional health, confidence, attendance or participation in school activities.
- Consider referrals to additional support services in accordance with the school's SEMH Policy where a pupil's anxiety or emotional wellbeing requires further intervention.

Where appropriate, pupils with allergies and their parents/carers will be involved in the development and review of individual support arrangements. SSSJ will also consider feedback from staff and, where relevant, other members of the school community to continually improve its practice and ensure that pupils with allergies feel safe, supported and included in all aspects of school life.

Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.
Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.
The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request, signed by the executive headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

- the name of the school.
- the purposes for which the product is required.
- the total quantity required.

The Executive Headteacher, in conjunction with the school nurse, will decide which brands of AAI to purchase.
Where possible, the school will hold one brand of AAI to avoid confusion with administration and training.
The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils under age 6: 0.15 milligrams of adrenaline

- For pupils aged 6-12: 0.3 milligrams of adrenaline

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs
- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered
- An administration record

All prescribed AAI devices will be stored in a suitably safe and bright grab bag. This ensures that the pupil's medication can be carried to different locations within the school ground to ensure it is located no more than 5 minutes aware from where the pupil may need it.
Spare AAIs will be located within the school office to ensure they are not located more than 5 minutes away from where they may be required.

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted. All spare AAI devices will be clearly labelled to avoid confusion with any device prescribed to a named pupil. In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.
The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- Mr J Winteringham
- Mrs M Crompton

The above staff members conduct a monthly check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs: Mr J Winteringham.

Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions. Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy. A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.
Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

Access to spare AAIs

A spare AAI can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.
Spare AAIs are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.

Consent will be obtained as part of the introduction or development of a pupil's IHP. If consent has been given to administer a spare AAI to a pupil, this will be recorded in their IHP.
The school uses a register of pupils (Register of AAIs) to whom spare AAIs can be administered – this includes the following:

- name of pupil
- class
- known allergens
- risk factors for anaphylaxis
- whether medical authorisation has been received
- whether written parental consent has been received
- dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up-to-date.
Parents can withdraw their consent at any time. To do so, they must write to the head of school and/or allergy lead.
Mr J Winteringham checks the register is up-to-date on a termly basis. Mr J Winteringham will also update the register relevant to any changes in consent or a pupil's requirements. Copies of the register are held in each classroom, which are accessible to all staff members.

Safeguarding

SSSJ recognises that effective allergy management forms an important part of its wider safeguarding responsibilities. The school is committed to ensuring that the health, safety and wellbeing of pupils remain paramount at all times.

All staff have a professional duty to act in the best interests of pupils and to take appropriate action to protect them from foreseeable harm, including risks associated with allergic reactions and anaphylaxis. Staff are expected to follow this policy, individual healthcare plans, risk assessments and medical advice to ensure that pupils with allergies are kept safe and are able to participate fully in school life.

Any concerns regarding a pupil's health, safety or wellbeing relating to allergies will be treated seriously and responded to promptly in line with the school's safeguarding procedures. Through effective communication, vigilance and adherence to agreed control measures, staff will work together to minimise risk and promote a safe, inclusive and supportive environment for all pupils.

Data Protection

Allergy and medical information will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018
- Trust privacy notices

Allergy records, Individual Healthcare Plans, consent forms and incident records will be retained and disposed of in accordance with the Trust's Data Retention Policy.

Staff training

All staff will receive allergy awareness training at least annually. This will include teaching and support staff, temporary and supply staff, peripatetic staff, agency workers, regular volunteers, catering staff and those who oversee pupils at breakfast or after-school clubs.

Whole-school allergy awareness training will ensure that all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how to manage it.
- Understand that allergy includes multiple conditions, e.g. food allergy, asthma, eczema, hay fever, which can co-exist.
- Understand and can identify the main food allergens, and understand the difference between food allergy, intolerance and coeliac disease.
- Can identify the range of symptoms of allergic reactions.
- Understand and can recognise anaphylaxis.
- Know how to respond in an emergency, including:
    - Calling the emergency services.
    - How to locate and administer AAIs in a case of anaphylaxis or an asthma reliever inhaler during an asthma attack.
    - How to use the AAI devices prescribed to pupils and the spare devices stocked by the school.
- Understand the impact allergies can have on a pupil's wellbeing.
- Understand this policy.
- Know how to check whether an individual is on the record of those with known allergies and how to use an allergy or asthma action plan.
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens.
- Understand how to report an allergic reaction or case of anaphylaxis – whether an incident or a near miss.

New staff members will receive allergy awareness training as part of their induction. Supply, temporary and other relevant non-permanent staff will be provided with information about pupils with allergies, emergency procedures and the location of emergency medication, and will be required to have received appropriate allergy awareness training.

Where gaps in staff training are identified, the school will undertake a risk assessment and take appropriate action to address them. This may include arranging additional training or ensuring that appropriately trained staff are available to support pupils with allergies during lessons, activities, trips or other school events.

Monitoring and review

This policy will be reviewed at least annually by the Allergy Lead following feedback from staff or sooner in response to any relevant incident that occurs within the trust.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the School Allergy Lead immediately. All allergic reactions, suspected anaphylaxis events and significant near misses will be recorded on the school's allergy report and uploaded onto CPOMS and the Trust 'I am complaint' portal. Incidents will be reviewed to identify lessons learned and any required amendments to risk assessments, IHPS, staff training or procedures.

Appendix 1

Parent / Carer Information about a Child's Medical Condition

DETAILS OF PUPIL	
Pupil's name:	Address:
Class:	
Male/Female:	
Date of birth:	
DETAILS OF PUPIL'S MEDICAL CONDITION	

FAMILY CONTACT INFORMATION	
CONTACT 1	
Name:	
Relationship to child:	
Daytime contact no(s):	
CONTACT 2	
Name:	
Relationship to child:	
Daytime contact no(s):	

HEALTHCARE PROFESSIONAL CONTACT INFORMATION	
GP's Name:	
Medical Practice/ Health Centre:	
Phone number:	

HOSPITAL/ CLINIC CONSULTANT/ SPECIALIST NURSE		
1.	Name:	
	Position/Job:	
	Based at:	
	Phone Number/ Contact Details:	
2.	Name:	
	Position/Job:	
	Based at:	
	Phone Number/ Contact Details:	

COMMUNITY HEALTH e.g. Paediatrician, Physiotherapist, Occupational Therapist		
1.	Name:	
	Position/Job:	
	Based at:	
	Phone Number/ Contact Details:	
2	Name:	
	Position/Job:	
	Based at:	
	Phone Number/ Contact Details:	

CHILD'S MEDICAL INFORMATION	
Name of Medicine	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions and instructions:	
Side effects:	
Self-administration (Yes/No)	
Procedures in an emergency:	
Regular medicine	
Diagnosis/condition:	
Name of Medicine	
Time(s) administered	
Side Effects	
Contra- indications	

MEDICINE ADMINISTERED IN A MEDICAL EMERGENCY	
Name of medicine:	
Side effects:	
Contra- indications:	
Does your child require this medicine to be administered in school? Y / N (please circle)	

REGULAR MEDICAL INTERVENTION	
Name of intervention:	
Time administered:	
Equipment used:	
Does your child require this medical Intervention to be administered regularly e.g. every day during the school day? Y / N (please circle)	

MOBILITY – MOVEMENT AND WALKING	
Walking aids used:	
Support needs:	
Physiotherapy needs/ programmes	

PERSONAL CARE	
Dressing needs:	
Eating/drinking needs:	
Bathroom/toilet needs:	
Other information:	

PARENT/ CARER DECLARATION AND SIGNATURE	
I agree that this is, to the best of my knowledge, up to date and accurate information about my child's current medical needs. I agree to school informing the School Nursing Service about my child's needs, if this service is not already aware. I agree to school contacting specialist healthcare professionals named on this form. **I will inform the school immediately, in writing, of any changes in medical needs, medication or medical intervention.** 1.	
Parent/ Carer's Full Name: (Please print)	
Signature:	
Relationship to child:	Date:

School Use Only	
Date received	
Action(s)	
Date Agreed by Headteacher	
School Nursing Service	Service aware Y/ N If no, date school nursing service informed
Date Review Due	

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Individual Health Care Plan	
Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family Contact Information	
Contact 1 Name	
Relationship to the child	
Priority contact number (mobile)	
Contact number (home/work)	
Email	
Contact 2 Name	
Relationship to the child	
Priority contact number (mobile)	
Contact number (home/work)	
Email	
Clinic/Hospital Contact	
Name	
Phone no.	
Email	
General Practitioner (GP)	
Name	
Phone no.	
Email	

Who is responsible for providing support in school	Teaching staff Support staff
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.	
Daily care requirements	
Specific support for the pupil's educational, social and emotional needs	
Arrangements for school visits/trips etc	
Other information	
Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency *(state if different for off-site activities)*	
Staff training needed/undertaken – who, what, when	
Form copied to	
PDF version uploaded onto child's profile on Arbor. PDF version uploaded onto CPOMS under Individual Health Care Plan – class teachers / PPA teachers to be alerted. PDF version printed and added to class medical folder	

Signed			
Parent/Carer	School Leader	Class Teacher	Medical Professional (if appropriate)
Additional staff to read IHCP			

CONSENT FORM:
USE OF EMERGENCY ADRENALINE AUTO-INJECTORS

SS Simon and Jude CE Primary School

Child showing symptoms of anaphylaxis

I confirm that my child:

- has been diagnosed as being at risk of anaphylaxis; **or**
- is undergoing investigation for a suspected allergy or allergic condition; **or**
- has experienced previous allergic reactions which may place them at risk of a severe allergic reaction.

Name of medication:	

1. Where prescribed, I will ensure that my child has two in-date Adrenaline Auto-Injectors (AAIs) available to school, clearly labelled with their name, and I will replace them before they expire or immediately after use.
2. I understand that the school may hold spare AAIs for emergency use in accordance with national guidance.
3. In the event that my child displays signs or symptoms of anaphylaxis, I give permission for trained school staff to administer a spare emergency AAI held by the school where:
    - their prescribed AAI is not immediately available;
    - their prescribed AAI is out of date, damaged or has misfired;
    - a second dose of adrenaline is required before emergency services arrive; or
    - there is a medical emergency and staff reasonably believe that my child is experiencing anaphylaxis and immediate treatment is required to preserve life or prevent serious harm.
4. I understand that administration of an AAI is an emergency procedure and that the school will call 999 immediately following its use and contact me as soon as possible.
5. I agree to notify the school of any changes to my child's medical condition, diagnosis, medication or treatment plan.

Signed:	
Date:	
Name (print)	
Child's name:	
Class:	
Parent's address and contact details:	
Telephone:	
E-mail:	

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Church of England Primary School

EMERGENCY ADRENALINE AUTO-INJECTOR USE

Child's name:	
Class:.	
Date of incident:	
Time of incident:	
Location:	
AAI used:	Pupil's prescribed AAI / School's spare AAI
Name of staff member:	

Dear parent / carer
This letter is to formally notify you that your child experienced a suspected severe allergic reaction/anaphylactic reaction whilst at school on the date stated above.

The incident occurred when:

The following symptoms were observed:
☐ Difficulty breathing or wheezing
☐ Swelling of the lips, tongue or throat
☐ Persistent coughing
☐ Difficulty swallowing or speaking
☐ Dizziness or collapse
☐ Pale or floppy appearance
☐ Loss of consciousness
☐ Widespread rash/hives
☐ Other: _____

As a result of the symptoms observed, a trained member of staff administered an **Adrenaline Auto-Injector (AAI)**.

Reason school spare AAI was used:
☐ Prescribed AAI not immediately available
☐ Prescribed AAI unavailable or expired
☐ Additional dose required
☐ Emergency situation requiring immediate treatment
☐ Other: _____

A second AAI was administered: ☐ No ☐ Yes

If yes, time administered: _____

Emergency Actions Taken

☐ 999 called Time 999 called: _____

☐ Parent/Carer informed Time parent/carer contacted: _____

☐ Child transferred to hospital Hospital attended: _____

☐ Child remained under medical supervision until collected

Additional information:

In accordance with emergency procedures, an ambulance was requested following administration of the AAI. We strongly recommend that your child is reviewed by an appropriate healthcare professional following this incident.

Please contact the school if there are any changes to your child's allergy management plan, prescribed medication or medical advice.

Yours sincerely,

Mr J Winteringham
Medical Needs Co-ordinator
Assistant Headteacher

School Record

Completed	Yes/No
Parent/carer informed	
Health Plan reviewed	
Medication replaced (if used)	
Staff debrief completed	
Futher risk assessment required	

Completed by: _____

Signature: _____ **Date:** _____

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Register of Pupils Prescribed Adrenaline Auto-Injectors (AAIs)

Pupil name	Class	Known allergen(s)	Prescribed AAI brand	Dose	Prescribed AAI held in school	Spare AAI consent recieved	Indivdual health care plan in place	Medication Expiry date	Storage location	Parent carer contact number	Staff informed	Review Date

Register Monitoring Checks

Check	Date Completed	Completed By	Actions Required
Autumn Term Review			
Spring Term Review			
Summer Term Review			

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Monthly AAI Expiry and Availability Check

Month	Number of Pupils on Register	Expiry Dates Check	Replacement Medication Requested	Completed By	Date
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					

Allergy Incident and Near Miss Report

School Allergy Safety Lead: Mr James Winteringham

This form should be completed as soon as possible following any allergy-related incident or near miss. Near misses must be recorded even where no harm has occurred, as they may identify gaps in procedures, communication, supervision, or training and help prevent future incidents.

Parents/carers and, where appropriate, the individual affected should be involved in reviewing the incident and identifying any lessons learned. The named allergy senior leader and governor should also review incidents to ensure that school policies, risk assessments, and Individual Healthcare Plans were appropriate, followed correctly, and updated where needed.

Date	Time	Name of child affected	Incident Location	Staff member(s) present	Emergency services called?

What happened? What allergen was involved?

Why did the incident happen?

How did staff and pupils respond?

What support was provided to the individual including any medication administered?

What immediate actions were taken afterwards?

What immediate actions were taken afterwards?

Any lessons learned and recommended changes to any policies, procedures, training and supervision?

Reviewed by	Name	Signed	Date

Signs and symptoms of an allergic reaction

The signs and symptoms of an allergic reaction can vary from person to person and can range from mild to severe. However, there are some common things to look out for. Usually, symptoms will occur rapidly after a person has been exposed to an allergen.

ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction which must be recognised quickly. **When checking for anaphylaxis, remember the ABC acronym:**

A



Airway

Does the person have a persistent cough, a hoarse voice, difficulty swallowing or a swollen tongue?

B



Breathing

Is the person experiencing difficult or noisy breathing? Do they have a persistent cough or wheeze?

C



Circulation

Has the person become persistently dizzy, pale, floppy or suddenly sleepy? Have they collapsed or become unconscious?

If a child shows one or more of the ABC signs, they will need immediate treatment with an adrenaline auto-injector (AAI) and someone must ring 999.

Other signs and symptoms of an allergic reaction:

- An itchy, tingling mouth
- A mild tightness of the throat
- A red, itchy rash (hives)
- Swelling of the lips, eyes or other parts of the face
- Abdominal pain
- Nausea and/or vomiting

Anyone showing signs of an allergic reaction must be monitored closely and parents/ carers must be informed.

High Speed Training™

Signs and Symptoms of an Allergic Reaction

www.highspeedtraining.co.uk

ALLERGY AND ANAPHYLAXIS EMERGENCY RESPONSE FLOWCHART

1 SUSPECTED ALLERGIC REACTION

STEP 1: IDENTIFY SYMPTOMS

Mild to Moderate Allergic Reaction

Symptoms may include:

- Itching, tingling or swelling of lips, eyes or face
- Localised skin rash or hives
- Abdominal pain, nausea or vomiting
- Mild swelling
- Feeling generally unwell

Stay with the pupil and monitor closely

Follow the pupil's Individual Healthcare Plan (IHP)

Contact parent/carer as appropriate

If symptoms worsen or signs of anaphylaxis develop, move immediately to STEP 2

2 STEP 2: SUSPECTED ANAPHYLAXIS

ACT IMMEDIATELY

Signs of Anaphylaxis may include:

- Difficulty breathing or noisy breathing
- Persistent coughing
- Wheeze
- Difficulty swallowing
- Swollen tongue
- Swollen throat
- Hoarse voice
- Feeling faint or dizzy
- Collapse or loss of consciousness
- Pale, floppy or unresponsive appearance
- Symptoms involving breathing and circulation

ADMINISTER ADRENALINE AUTO-INJECTOR (AAI) IMMEDIATELY

Use:

- ☐ Pupil's prescribed AAI

OR

- ☐ School spare AAI (where appropriate)

DO NOT DELAY TREATMENT

CALL 999 IMMEDIATELY

State:

"ANAPHYLAXIS - ADRENALINE HAS BEEN ADMINISTERED"

Request an ambulance urgently.

INFORM THE SCHOOL OFFICE

Office staff should:

- Contact parent/carer immediately
- Contact emergency contacts if required

MONITOR THE PUPIL CONTINUOUSLY

- Keep pupil lying flat where possible
- Raise legs if appropriate
- Do not allow pupil to stand or walk
- If breathing is difficult, allow them to sit upright
- Stay with pupil at all times

IF SYMPTOMS DO NOT IMPROVE OR RETURN

After 5 minutes:

➡ **Administer a second AAI if available**

Continue to monitor until ambulance arrives.

3 WHEN AMBULANCE ARRIVES

Provide:

- Details of symptoms
- Time first AAI administered
- Time second AAI administered (if applicable)
- Used AAI device(s)
- Copy of Healthcare Plan (where available)

ALL PUPILS WHO RECEIVE AN AAI MUST GO TO HOSPITAL

Even if symptoms appear to have improved.

4 AFTER THE INCIDENT

SCHOOL ACTIONS

- ☐ Parents/carers informed
- ☐ Incident recorded on allergy report
- ☐ Healthcare Plan reviewed
- ☐ Medication replaced
- ☐ Debrief completed with staff
- ☐ Risk assessment reviewed
- ☐ Further support provided where necessary

REMEMBER

IF IN DOUBT, GIVE THE AAI AND CALL 999

Delaying adrenaline treatment can significantly increase the risk of serious harm.