# Brentwood School

## Allergy Awareness & Anaphylaxis Policy

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| | Safeguarding Policy | | |

# ALLERGY AWARENESS & ANAPHYLAXIS POLICY

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## 1. Introduction

Brentwood School is committed to providing a safe and healthy environment for all its employees, pupils, parents and visitors. The School attaches the highest priority to ensuring that all the operations within the school environment are delivered in a manner that is safe and healthy for all. This includes raising awareness of allergies at school or during any school activity off-site to ensure that all pupils with medical conditions, including allergies, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential and feel safe in an inclusive learning environment.

## 2. Purpose

The purpose of this policy is to:

1. To reduce the risk of any pupil, parent, member of staff or visitor suffering a severe allergic reaction whilst at school or attending any school-related activity off-site.
2. To ensure staff are able to recognise and respond to severe allergic reactions should they arise.
3. To set out how Brentwood School will support pupils and staff with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

## 3. Definitions

**What are Allergies?**
An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

**What is anaphylaxis?**
Anaphylaxis is a severe systemic allergic reaction which may be fatal. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs and in some cases there is no identifiable trigger. Anaphylaxis is characterised by rapidly developing life-threatening airway, breathing or circulatory problems usually associated with skin or mucosal changes.

**Common UK Allergens**
It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens. Common UK Allergens include: Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen, dust and Animal Dander.

## 4. Allergy awareness

Brentwood School will aim to maintain allergy awareness across the school community in order to support the aims of this policy. The School cannot guarantee a blanket ban on any particular allergen as the School cannot guarantee a truly allergen free environment. For example, the school requires that foods containing nuts should not be brought into or consumed in the school, sold through any vending machine or provided in our catering provision; however, a risk remains with products or ingredients brought onto the school site that state that they 'may contain' nuts because they were manufactured in a facility where nuts are handled.

The School approach is to continually working towards creating a culture of **allergy awareness** where the school community are aware of:

- what allergies are
- the importance of avoiding allergens (where there is a risk of allergic reaction) and how best to minimise risk of severe allergic reactions
- the signs of symptoms of severe allergic reactions
- the importance of acting quickly and knowing what to do in an emergency

In order to build a culture of allergy awareness, the school maintains a suitable training programme for staff (See section 6.) and teaches pupils' age appropriate allergy awareness through the wellbeing and PSHE curriculum (see section 7).

## 5. Roles and Responsibilities

Allergy management requires a collective effort by **the whole school community**. Specific areas of responsibility are outlined as follows:

**a. Senior Leadership Team/Compliance & Risk Committee**

- To be fully accountable for all aspects of operational execution arising from this policy.

**b. Designated Allergy Leads**

- Are responsible for driving the management and implementation of this policy
- Will ensure that the policy is reviewed each year and each time an incident or near miss occurs.

**c. Health & Safety Officer**

- Will ensure that all Allergy related incidents or 'near misses' are formally reported on and accompanied with a review on what lessons can be learnt and what further preventative action can be taken.

### d. Staff Responsibilities

All staff will be required to read and understand this policy and complete allergy awareness and emergency response training as set by the School. Thereafter staff will;

- Have an awareness of allergy, the risks it poses, how allergic reactions can happen and how to manage it.
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever) which can co-exist.
- Understand the difference between food allergy and food intolerance.
- Be able to recognise the range of signs and symptoms of anaphylaxis.
- Know how to respond in an emergency including
    - Calling emergency services and informing parents
    - How to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
    - How to use the medication or device in an emergency (whether prescribed to a given person or a school spare adrenaline device).
- Understand that adrenaline is administered via Adrenaline devices (ADs) such as an Epipen or Jext or in some cases is administered by an adrenaline nasal spray such as Neffy. ***Emergency adrenaline of either type, will for the purposes of brevity be referred to as an Adrenaline Device in this policy.***
- Understand the impact allergy can have on a pupil's wellbeing.
- Know how to check which pupils have a known allergy and how to access their Individual healthcare plans and Allergy Action Plan.
- Are aware of how/where to access emergency Adrenaline Devices on the school campus.
- Know how to report an allergic reaction or case of anaphylaxis (whether an incident or a near miss).

**Prep staff specific responsibilities**

- EYFS and KS1 staff are responsible for taking the prescribed Adrenaline Device (kept in the classroom) along with the pupil for all sessions outside the classroom or immediate classroom vicinity.
- KS2 staff should ensure that pupils have collected (or arrived with) their prescribed Adrenaline Device before going to forest school, cooking lessons, Science lessons, PE/Games/swimming and school trips any other lessons where food products may be used (but not necessarily consumed) or activities that are more than 5 minutes away from the Medical room.

### e. The School Medical Team:

Will process all notifications of medical requirements received through the enrolment process including allergies. Will notify the Catering team and Wraparound team (for Prep pupils) of pupils with food allergies.

- Where a pupil is diagnosed later on in the year the same information will be requested and processed in the same way.
- Develop Individual Healthcare plans, in partnership with the family and key school departments. Plans will be linked to Allergy Action Plans and will be reviewed annually.
- Will support a suitable transition for each pupil moving up from Y6 to Y7 in order to help meet expectations of independence.
- Maintain a register of pupils who have been prescribed an Adrenaline Device and a record of use of any Adrenaline Device(s) and emergency treatment given.
- Will maintain the supply of onsite spare Adrenaline Devices' (see section 12).
- Will offer a point of contact or support should a member of staff have any questions about allergy awareness and anaphylaxis including how to administer an Adrenaline Device.
- The Prep School Medical Team will also maintain the appropriate storage and distribution of prescribed Adrenaline Devices' and will contact parents to replace pens when needed (see section 12).
- Will help to manage allergies such as hay fever in accordance with the School's administration of medicine protocol.

### f. Parent responsibilities

- Parents are expected to inform the school medical team of any pupil allergies on entry to the school. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are also expected to be responsible for informing the school if any allergies are diagnosed after the pupil has started the school.
- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to the School. If they do not currently have an Allergy Action Plan this should be sought as soon as possible in collaboration with a healthcare professional e.g. school nurse/GP/allergy specialist.
- Parents are expected to engage with the School Medical team during the development and annual review of their child's Individual Healthcare Plan.
- Parents are expected to be responsible for ensuring that any required medication supplied is in date, and replaced as necessary. Parents of Prep school pupils will be issued with reminders as the medication is stored on the School grounds.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

- Parents of Prep School Pupils are expected to ensure that an Adrenaline Device is available to and from their child's journey to school.
- Snacks provided to pupils must not contain nuts. This includes any snacks that are consumed during the school day or that are consumed during after school activities or trips and visits.
- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the pupil for whom they are intended.

## g. Pupil Responsibilities

- All Pupils are encouraged to be aware of likely symptoms and to let an adult know as soon as they suspect that they are having an allergic reaction.
- All pupils must not bring into school any foods containing nuts.
- All pupils should avoid sharing snacks.
- **Senior School Pupils**
    - are able to administer their own auto-injectors.
    - must take responsibility for carrying **2 Adrenaline Devices** on their person at all times, this includes their journey to and from school.
    - If in any doubt, Senior School pupils should check with catering staff before purchasing food in the Tuck Shop or selecting their lunch choice.
- **Prep School Pupils**
    - KS2: pupils must collect their Adrenaline Device from the Medical room before forest school, cooking lessons, Science, PE/Games/swimming or activities that are more than 5 minutes away from the Medical room.

## h. Wraparound

- Staff escorting EYFS and KS1 pupils to wraparound must ensure that they bring along red medibags for pupils with prescribed pens.
- On arriving at wraparound, KS2 pupils will first be sent to the medical office to collect their medibag (if not already collected) and are unable to eat until they do.
- A 'light tea' is provided at wraparound and any special dietary requirements are shared and cross checked with the caterer.
- The caterer provides allergen information on the dishes served. If there is however any doubt and the catering team is not available, the food in question is not given to the pupil.
- Dietary requirements are checked against the School's management information system, including for those attending wraparound with no prior booking or notice.
- A coloured lanyard system is used during wraparound to help ensure that all dietary requirements are suitably catered for.
- Pupils are not permitted to bring or consume their own snacks at wraparound, this includes any snacks that may have been provided from a prior games session or fixture.

### i. Catering & Tuck Shop

- The school caterers are to comply with the Food Information Regulations 2014. These state that allergen information relating to the 'Top 14' allergens must be available for all food products.
- The school menu is to be available for parents and pupils to view in advance.
- At least one Allergy Champion will be available at every service in order to provide information on allergens when requested.
- The Catering team will receive from the School Medical Team notifications of specific dietary requirements (including allergens) via iSAMS to help manage provision of catering safely.
- The Catering team will then ask families for further information relating to all allergies, intolerances or faith related dietary requirements in order to make necessary adjustments or provision.
- Where a pupil's dietary needs are complex, parents/carers are encouraged to meet with the Catering Manager to discuss their child's needs.
- Senior School pupils will self identify to catering staff if they suffer from an allergy.
- Prep School pupils will wear a lanyard to indicate if they suffer from an allergy and the Catering team will work with the school's lunchtime staff to deliver a safe service.
- Tuck shop staff are to check there is no risk of allergic reaction before making a sale. For easy identification, Allergen information appears on the till system when a pupil presents their card.
- The Catering Team will ensure that Catering staff have received allergy training in accordance with company requirements and that key staff are aware of the school's allergy management policy.

### j. Boarding

- Boarding Staff are to be aware of the medical needs of Boarders, including allergies and allergy action plans.
- All Boarders are discouraged from bringing into the house any food products containing nuts.
- Boarders with prescribed Adrenaline Devices' will be prescribed an additional 3rd and 'spare' pen which is safely stored by Houseparents at the Boarding House.
- Where necessary a risk assessment is carried out by the House staff with the support of the Health & Safety Compliance Officer and the School Medical Team, in order to mitigate levels of risk and make necessary adjustments.
- Boarding Staff encourage and support Allergy awareness amongst the Boarding community and prioritise the provision of a safe home environment for all Boarders.

### k. Food and Nutrition

- The department has a specific policy on allergy management and Adrenaline Devices which is followed within the department. A copy is available to pupils and parents on request.

- Departmental staff are trained to recognise the 14 most common allergens and the best practices to prevent cross contamination of these allergens.
- The use of Nuts and Sesames are strictly banned from being used within Food lessons.
- Recipe planning is carefully undertaken. Allergy risks are clearly identifiable in recipes used within the subject. These risks are documented, used by staff but are also available to pupils. Each recipe is adapted to be suitable for those with allergies and dietary restrictions.
- Working with the SAN and parents/guardians, the department also collects and maintains information on pupils with allergies and dietary requirements as and when they join the school. Pupils are not permitted to cook within the food room until we have all of this information.
- Pupils who do need an Adrenaline Device, must carry this with them into a Food lesson at all times. If the student is participating in a practical, they will need to place their Adrenaline Device in a clear box on the teachers desk as blazers are not worn during a practical. Prep pupils will be required to place their red medibags on the Teacher' desk before starting the lesson.
- If a pupil who is prescribed an Adrenaline Device, does not have their devices with them they will not be permitted to join in the practical lesson. Food and Nutrition classrooms are a high risk environment for food allergy sufferers, and the school has a duty of care to ensure the safety of all participants. Associated risk assessments will fail under such circumstances therefore participation cannot be permitted. There will be an opportunity for the pupil to retrieve their devices if for example they have been left somewhere at school, but if this is not the case then an alternative learning task will be assigned in what is considered to be a safe learning environment. Parents will also be notified that the pupil came into school without their emergency medication.

### l. Science Departments

- In experimental investigations, food items may be used in science classrooms and in order to manage any risks associated with potential allergens, risk assessments are carried out for the use of food in practical work and mitigations are applied as required on a class by class basis.
- School Medical Registers are linked to risk assessments associated with the investigations involving food items to ensure that food items are either removed or that suitable alternatives are provided accordingly.
- Procedures and student medical profiles are regularly reviewed.

### m. Events and visits

All school events including, but not limited to; Charity/fundraising, fetes, performances, open days and visits that have a catering provision or involve the distribution or sale of food must operate in accordance with this policy and;

- Food containing nuts must be avoided, this includes pre packed or homemade foods.

- If there is a catering provision at the Event or visit and the attendee list is external, it is imperative that steps should be taken to request allergen information so that this can be provided to the catering team. Information requested should also include information on food intolerance or special dietary requirements.

### n. Exams

**Part of the preparation for exams will include communicating with families and staff to ensure that pupils with allergies are prepared. The Exams department uses its own exams specific Allergy Awareness protocols that should also be referred to, these include but are not limited to:**

- Exams staff are aware of which pupils have allergies and which in particular carry Adrenaline Devices.
- Candidates prescribed Adrenaline Devices must have their medication in the exam room, at their desk (contained within a clear, see-through bag or pouch)
- Exams Invigilators have completed their Allergy Awareness training and are therefore able to respond to an emergency
- The closest location of spare emergency Adrenaline Devices is known by Exams staff (see section 12).
- If there are any concerns regarding a pupil who may have complex medical requirements then the Exams office should contact the SAN in advance for support.

### o. Trips & Visits, including CCF and sporting fixtures (offsite)

- All activities on the school trip are to be risk assessed in advance to see if they pose a threat to pupils with severe allergies and alternative activities planned to ensure inclusion. Trip leaders may also need to conduct dynamic risk assessments whilst on the trip itself, to mitigate the risk of threat under changing environments or circumstances.
- Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication or will hold medication for pupils in the Prep School. If the pupil arrives without their medication, the risk assessment fails, and trip leaders should refuse participation on health and safety grounds.
- In such circumstances spare Adrenaline devices held by the School cannot be used instead as they are only for use as a secondary backup (e.g. if a prescribed pen misfires or a second dose is needed). They do not replace a pupil's obligation to carry/bring their own prescribed devices. Reasonable steps will be taken to increase the likelihood of trip participation such as contacting the family to see if the devices can be quickly delivered, however not at the risk of delaying the trip.
- Prep School trips will include the provision of a spare adrenaline device where a prescribed device holder is participating. As above this must not be used as a substitute for the prescribed device that must be brought along.

- Senior School trip leaders in conjunction with the medical staff and the compliance team must determine on a case by case basis, the need to take along a spare adrenaline device based on the trip risk assessment.
- Prescribed Adrenaline Devices must include a copy of the Allergy Action plan.
- All trips or visits for the EYFS must include a member of staff that has been suitably trained in first aid (paediatric first aid).
- For all other year groups, the need for a first aid trained staff member (also suitably trained in how to administer an Adrenaline Device) should be assessed. Where a first aid trained staff member is not deemed as necessary, an 'appointed person' should instead take on responsibilities related to the provision of first aid (including the administration of emergency medication).
- Staff leading overnight school trips are to ensure that food requirements for pupils with allergies are considered at all stages of the trip. Where necessary, the Trip Leader will discuss food requirements with the pupil or parent (where the pupil is under 16) and jointly decide upon an appropriate plan for the pupil's meals (if the trip involves meals offsite).
- Trips requiring packed lunches or snacks to be brought from home will be subject to the same restrictions as school and any food items containing nuts will not be allowed.
- The Prep school has x2 school trip back up anaphylaxis kits and the Prep PE department have x2 anaphylaxis kits for away fixtures. This helps to mitigate risk where families can only access a limited number of Adrenaline Device pens from their GP.

  Please also refer to the Trips & Visits Policy.

### p. PE, Games & Swimming (onsite, including activities during lunch and outside of school hours)

- All PE Staff (including sports coaches) are trained in accordance with requirements set out in section 6.
- Staff should ensure that before participating in a PE, Games or swimming session, pupils have their emergency medication to hand. For EYFS and KS1 pupils, staff will be directly responsible for this.
- All PE Staff (including sports coaches) are aware of the location of the nearest spare emergency adrenaline kits for each session based on the location of the activity.
- All snacks provided to pupils by the school must not contain nuts and be suitably sourced for those with food allergies or specific dietary requirements.
- When hosting sporting events or fixtures that the school is catering for, any special dietary requirements of the visiting school(s) must be sought and shared with the catering team.

## 6. Training

In a medical emergency all staff are expected to take appropriate action. In order to support this the following Training Programme will be delivered across the school and will be reviewed and updated as required:
The training programme will be coordinated and monitored by the Designated Allergy leads.

| | Training method | All staff | On request |
|---|---|---|---|
| A | Informal training session delivered at INSET annually each September | ✔ | |
| B | Read and understand the School Policy on Allergy Management | ✔ | |
| C | Complete the online iHASCO module every 3 years - *'Schools: Children with Allergies/Anaphylaxis'* | ✔ | |
| D | **Practical training on administering Adrenaline Devices**<br>This will depend on the level of risk/need associated with the role and the most suitable option from the following will be made available:<br>- A short informal session with the School Medical team (on how to use a trainer device)<br>Or a choice of the following First aid courses all of which include Anaphylaxis emergency response and how to use the different types of device:<br>- Emergency First aid at work (1-2 days)<br>- First aid at work (3 days)<br>- Pediatric First aid (1-2 days)<br>- Activity First Aid (1 day) | | ✔ |

All staff can make a request for further training (item D) if they feel they would like to further support the school's efforts. Any requests for further training should be made to the appropriate training coordinator.

Training set out in the table above is applicable to all Brentwood staff, including cover teachers, temporary staff and regular volunteers who have a pupil-facing role.

## 7. Wellbeing for pupils with allergy

**Senior School**

Our wellbeing programme develops an understanding in pupils of how to treat each other with kindness and consideration.. They are taught about allergies, food safety and the part they play in keeping themselves and others safe. Pupils are also made aware of how and when to seek emergency medical help.

In addition to our Wellbeing Programme, there is an extensive network of pastoral support available, including support from tutors, Heads and Deputy Heads of Year, Pastoral Mentors and Peer Mentors. Support is also available from the nursing team.

Pupils with allergies may become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema. As well as support available in school via the Pastoral Team, there are staff members who are trained as mental health first aiders, there is a team of Sixth Form mental health champions, and a School Counsellor. Our catering team also works closely with children with allergies to help them with food choices in the Dining Hall and Tuck Shop.

As a school we recognise that children with allergies may be more vulnerable to bullying. Anti-bullying posters are displayed in all form rooms with the Pupil Code of Conduct and messaging around our shared school values, Virtue, Learning and Manners and anti-bullying are reinforced through assemblies, in tutor time and through the curriculum. Bullying of any form is not tolerated; when we become aware of any bullying incident, we respond according to our Anti-Bullying policy.

**Prep School**

To support our pupils' basic understanding of health, well-being and food safety, our wellbeing curriculum incorporates age-appropriate allergy education to raise awareness of allergic conditions, foster empathy for peers with health needs, and reinforce essential safety practices such as not sharing food, recognising symptoms of severe reactions, knowing how to seek immediate adult or emergency help, and understanding the role of prescribed medical treatments. This is further supported through classroom discussions and assemblies.

## 8. Individual Healthcare Plans (IHPs) and Allergy Action Plans

When a pupil with allergies joins the School or develops allergies after joining the school, an IHP will set out the additional and/or different arrangements that will be in place in the school for supporting the child with their medical condition or allergy, including in emergency situations.

Specifically an IHP will set up for pupils that

- have an allergy which has a functional impact on them in their school
- are at risk of harm as a result of their allergy and
- require arrangements which are additional to or different from those made generally

The process for setting up and implementing an IHP will be as follows:

- Once the School has been made aware of the pupil's allergy, a copy of the Allergy Action Plan will be requested. This will be linked to the IHP.
- Parents are asked to provide information in addition to that in the Allergy Action Plan to the School Medical team so that the individual needs of the pupil can be understood.
- The medical team will work with the family as well as other school teams (catering, academic, pastoral, co-curricular) in order to identify any required flexibility and "reasonable adjustments", as well any specific instruction relating to medication (either proactively or in an emergency situation).
- Once the IHP is approved by the family it can be implemented and shared with the appropriate teams that have shared responsibility for its implementation.
- IHPs will be reviewed once a year and every time a pupil's needs change.

## 9. Staff and visitors with allergies

Staff are requested to inform the School of any allergies that may require support such as notifying the catering team, or Line Manager. Care plans for staff can be developed where requested.

When receiving visitors that will also be dining (including light catering) at the School, it is important that prior information on allergies and food sensitivities is collected and passed onto the catering team. This also applies to home fixtures and other events where visiting schools are likely to be served food.

## 10. Data Protection, GDPR and confidentiality

The School processes and handles all medical and allergen data under the UK GDPR special category health data rules, whereby appropriate staff awareness is balanced out with pupil privacy. Further details are available in the Privacy Notice for Pupils. Parents, Guardians and Alumni.

## 11. Emergency Treatment and Management of Anaphylaxis

**What to look for?**

A person who is having a **severe allergic reaction** could exhibit some or all of the following symptoms:

**Mild/Moderate:**

- May be clingy and frightened, complaining of feeling unwell
- Sneezing and coughing
- Nausea, vomiting, stomach ache
- Blotchy or generalised rash, which may be itchy
- Flushed face and neck
- Strange metallic taste in mouth

**Severe:**

- Swallowing difficulties
- Swelling of the throat, mouth or lips
- Unable to talk
- Difficulty in breathing, blue colour to lips
- Pale looking and clammy
- Collapse and unconsciousness

**Anaphylaxis is likely if all of the following 3 things happen:**

➔ **sudden onset** (a reaction can start within minutes) **and rapid progression of symptoms**

➔ **life threatening airway and/or breathing difficulties** and/or **circulation problems** (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)

➔ **changes to the skin** e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.) Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all

If the pupil has been **exposed to something they are known to be allergic to,** then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment and it starts to work within seconds. Adrenaline should be administered by an **injection into the muscle** (intramuscular injection)

**What does adrenaline do?**

- It opens up the airways by reducing swelling
- It raises the blood pressure

Adrenaline must be administered with the **minimum of delay** as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

**Permission to administer an Adrenaline Device in an emergency**

Written parental permission for staff to administer either the prescribed pen or a spare pen is included in the pupil's Allergy Action Plan. Consent is also requested for all pupils via the Pupil Health questionnaire where permission is sought for the use of emergency medication. A copy of this is held with the School Medical team and in an emergency will not need to be checked before administering an Adrenaline Device.

If anaphylaxis is suspected **in an undiagnosed individual** (who would not have a prescribed Adrenaline Device) call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare Adrenaline Device is appropriate.

**ACTION:**

- Stay with the pupil/individual and call for help. **DO NOT MOVE THEM OR LEAVE THEM UNATTENDED**
- Remove trigger if possible (e.g. Insect stinger)
- To help administer the Adrenaline Device lie the pupil/individual flat (with or without legs elevated). If by doing so breathing becomes more difficult then move to a sitting position
- **USE Adrenaline Device WITHOUT DELAY** and note time given. (inject at upper, outer thigh through clothing if necessary) **REMEMBER – 'IF IN DOUBT, GIVE'**
- CALL **999** and state **ANAPHYLAXIS**
- If no improvement after 5 minutes, administer second adrenaline auto-injector
- If no signs of life commence CPR
- Phone parent/carer as soon as possible

**All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.**

## 12. Supply, storage and care of medication

In accordance with DfE Allergy Safety in schools statutory guidance, prescribed or spare adrenaline devices should be available for administration to the person having anaphylaxis within 5 minutes anywhere on the school site (or off-site school activity) including sports fields and lunch areas.

**Prescribed Adrenaline Devices**

**Prep School**

For pupils in the Prep School, prescribed Adrenaline Devices are stored as follows:

EYFS/KS1 - Adrenaline Devices are kept in the pupils' classroom.

KS2 - Adrenaline Devices are kept in the medical room. Pupils must collect their Adrenaline Device from the Medical room before forest school, cooking lessons, Science, PE/Games/swimming or activities that are more than 5 minutes away from the Medical room.

**In both cases, the anaphylaxis kits are stored safely, and are not locked away so they are accessible to all staff. The kits are stored in a red bag (medibag) with the pupil name clearly marked, a photo and allergy action plan included.**

Adrenaline Devices should be stored at room temperature, protected from direct sunlight and temperature extremes.
The Prep School Medical team is responsible for checking that the Adrenaline Devices held in classrooms or the Medical room are within the expiry date. These checks are carried out on a monthly basis and where needed parents will be contacted to arrange replacement in good time.

**Senior School:**
From Y7 pupils will be expected to assume responsibility for their Prescribed Adrenaline Devices under the responsibility of their parents. They will need to carry their own **two** adrenaline devices on their person at all times. It is the responsibility of the pupil's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled.
**Symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot.**

Medication should be stored in a rigid box and clearly labelled with the pupil's name and a photograph.
The pupil's medication storage box should contain:

- adrenaline device e.g. EpiPen® or Jext® (two of the same type being prescribed)
- an up-to-date allergy action plan
- antihistamine as tablets or syrup (if included on plan)

- spoon if required
- asthma inhaler (if included on plan).

Parents are encouraged to subscribe to an externally provided expiry alert service for the relevant adrenaline devices their child is prescribed, to make sure they can get replacement devices in good time.

## 'Spare' Adrenaline Auto Injectors in the school

Brentwood School holds a supply of spare generic adrenaline devices for emergency use for individuals who are at risk of anaphylaxis. These can be used in an emergency situation where the pupil's own device(s) are not available, not working or are unusable. All spare Adrenaline Devices are stored in pairs and can be found in the locations listed below.

Spare Adrenaline Devices are stored in a rigid plastic box and are clearly labelled 'Emergency Anaphylaxis Kit'. They are kept safely, not locked away and are accessible to all staff in the following locations:

| **Prep School** | **Senior School** |
|---|---|
| Dining Hall | Benugo Cafe (Boarding House) |
| Foundation Office | Courage Hall reception |
| Medical Room Higgs Building | Dining Hall |
| Higgs Hall | Food & Nutrition Department (HA14) |
| North Building - Main Reception | Senior School Reception |
| North Building - 2nd floor (Food tech) | Heseltines - changing rooms |
| PE Office (1st floor Stable Block) | Huddlestone, Ground floor |
| | Pavilion, Ground floor |
| | Sanatorium |
| | Wessex Auditorium, main entrance |

**Disposal**
Adrenaline Devices are single use only and must be disposed of as sharps. Used Adrenaline Devices must be given to ambulance paramedics on arrival or can be disposed of in a sharps bin under the direction of the San staff.

## 13. Risk Assessment

Brentwood School will conduct a detailed risk assessment on a biennial basis (or sooner if required) to help identify any gaps in our systems and processes for keeping safe staff and pupils with allergies, including new joining staff and pupils and those newly diagnosed.

## 14. Useful Links

| | |
|---|---|
| Anaphylaxis Campaign | https://www.anaphylaxis.org.uk |
| AllergyWise training for schools | https://anaphylaxis.org.uk/education/#allergywise |
| AllergyWise training for Healthcare Professionals | https://anaphylaxis.org.uk/allergywise/allergywise-for-healthcare-professionals-information/ |
| Allergy UK | https://www.allergyuk.org |
| Spare Pens in Schools | http://www.sparepensinschools.uk |
| Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) | https://www.nice.org.uk/guidance/qs118 |
| Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) | https://www.nice.org.uk/guidance/ng258 |
| Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017) | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf |