



Allergy and Anaphylaxis Policy

Reviewed by	Headteacher
Review Date	July 2026
Date Agreed by Resources Committee	FGB 10.7.26
Next review date	Summer term 2027

St Katharine's CE VA 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:

- Children and Families Act 2014
- 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'

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

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits 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 faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Roles and Responsibilities

The governing board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.

The headteacher is responsible for:

- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents 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 all designated first aiders 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 the school's policies regarding food and hygiene, including this policy.

The school office is responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil via the school management information system, parents are reminded termly to ensure all information is up to date.
- Contacting parents for required medical documentation regarding a pupil's allergy.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to pupils by the school. For children bringing in a packed lunch, parents are reminded via the whole school newsletter that we are a nut free school.

Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.

The school kitchen manager and Edu Catering (management contractor) 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:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up-to-date with their child's medical information.
- Providing consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

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.

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. Parents will supply the school with a copy of their child's latest Allergy Action Plan and any subsequent updates.

Information regarding all pupils' food allergies will be recorded in the school's MIS, whether they consume a school dinner or a packed lunch, and this will be given on to the school's catering service.

When making changes to menus or substituting food products, the school 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.

To ensure that all catering staff can appropriately identify pupils with dietary needs, pupils will wear named orange wrist bands; a list of dietary requirement can be access in Arbor by the kitchen manager.

All food tables will be disinfected before and after being used. Anti-bacterial wipes and cleaning fluid will be used. Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate.

There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.

Edu Catering are 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. These are assessed/checked during Edu Catering's termly visits.

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.

Food Allergen Labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school 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 relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

Food Labelling

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

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving
- The food allergen log will be monitored for completeness on a weekly basis by the kitchen manager
- Incidents of incorrect practices and incorrect and/or incomplete packaging will be recorded in an incident log and managed by the kitchen manager

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.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to Ingredients and Food Packaging

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

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, 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.

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.

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, medical attention will be given immediately.

Adrenaline Auto-Injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

The school will hold 0.15mg and 0.30mg Epipens for emergency use

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:

- Two AAIs
- Instructions on how to use the device(s)
- A list of pupils to whom the AAI can be administered
- An administration record

The emergency anaphylaxis kit(s) can be found at the following location: **Staff room medication cupboard**

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): Health and Safety Administrator

The above staff member 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, expiry dates are logged in the Bring up diary.
- Logging monthly check in the Bring Up diary

The following staff member is responsible for overseeing the protocol for the use of spare AAI, its monitoring and implementation, and for maintaining the Register of AAI: Health and Safety Administrator.

Any used or expired AAI are disposed of after use in accordance with manufacturer's instructions.

Used AAI may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

Where any AAI are used, the following information will be recorded in the medication log:

- Name and class of child
- Where and when the reaction took place
- How much medication was given and by whom

Access to Spare AAI

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 AAI are only accessible to pupils for whom medical authorisation and 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 AAI) to whom spare AAI can be administered – this includes the following:

- Name of pupil
- Class
- Age
- Known allergens
- Whether parental consent has been received. 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 give written notification to school office.

The health and safety administrator checks the register is up-to-date on an annual basis. The health and safety administrator will also update the register relevant to any changes in consent or a pupil's requirements. Copies of the register are held in the Staff room medication cupboard, which is accessible to all staff members.

School Trips

The headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

The school will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A first aider will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely.

The first aider and class teacher are responsible for ensuring that the pupil's Two AAIs are carried at all times throughout the trip.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch.

Medical Attention and Required Support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the school office and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Supporting Pupils with Medical Conditions Policy.

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

All members of staff are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require will be outlined in their IHP and emergency first aid poster.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

Health and safety administrator is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken where necessary.

The Headteacher has overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff Training

All staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. This is as part of their annual allergy anaphylaxis training.

The school will arrange training on an annual basis to all staff. The relevant staff, e.g. kitchen manager, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

First aiders will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.
- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAIs according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAIs.
- Understand how to access AAIs.
- Will know which staff members are first aider and how to access their help.
- Understand that it may be necessary for staff members other than first aiders to administer AAIs, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy.

Mild to Moderate Allergic Reaction

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

- Swollen lips, face or eyes
- Itchy/tingling mouth
- 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 to determine appropriate next steps.

The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild to moderate allergy symptoms, the pupil's IHP will be followed and the pupil will be monitored closely 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

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A first aider will be called for help and the emergency services contacted immediately from the school office. The first aider will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in contacting a first aider, the nearest staff member will administer the AAI. If necessary, other staff members may assist the first aider with administering AAIs.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched. If there is no improvement after five

minutes, a further dose of adrenaline will be administered using another AAI, if available. If the pupil stops breathing, a first aider will administer CPR.

The headteacher will be contacted immediately.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, the school office will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

The school office will contact the pupil's parents as soon as is possible.

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 AAI's 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.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school office, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Monitoring and Review

The headteacher is responsible for reviewing this policy annually.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended

EMERGENCY EPIPEN (AAI's) – ANAPHYLAXIS RESPONSE JUNE 2026

Purpose

To ensure the safe and rapid response to a pupil, staff member, or visitor experiencing an anaphylactic reaction.

Staff Responsibilities

- + All staff should know how to recognise anaphylaxis.
- + All staff will receive annual anaphylaxis training from September 2026 onwards.
- + Emergency medication must be easily accessible at all times.
- + Individual healthcare plans should be reviewed regularly.

Signs of anaphylaxis

Anaphylaxis is a severe allergic reaction that can be life-threatening. Symptoms may include:

- + Difficulty breathing or wheezing
- + Swelling of the lips, tongue, throat, or face
- + Persistent coughing
- + Hoarse voice or difficulty speaking
- + Dizziness or collapse
- + Pale or floppy appearance
- + Hives or widespread rash
- + Vomiting after exposure to an allergen
- + Loss of consciousness
- + **If unsure - treat as anaphylaxis**

Location of medication

- + Epipens are held in the signposted 'emergency medication' cupboard in the staff room. All medication is in a labelled box with the child's name, class and photo. These are only to be used for the child prescribed them.
- + Emergency Epipens are held in the staff room, in orange cases marked *6 years and under* and *over 6 years*
- + Emergency Spare Epipens are to be used if the child's own Epipen is unavailable
- + If a child without a prescribed Epipen is suffering from anaphylaxis, the emergency Epipen cannot be used until permission has been granted from emergency services by calling 999.
- + There are also emergency inhalers in both of the orange emergency Epipen cases.

The school office will

- + Make regular checks that all Epipens are onsite
- + Check expiry dates of all prescribed Epipens and emergency Epipens
- + Request replacement Epipens from parent/carer as needed and manage replacement ordering of emergency Epipens

Appendix 1 – Procedures for use of Emergency AAI in school

Emergency Procedure

1. Assess the situation, if anaphylaxis is suspected:

- + Stay calm
- + Call out for HELP
- + Do not move the child
- + Send an adult for the child's prescribed EpiPen held in the staff room. Asking them to bring it back immediately, seconds count in an emergency. They should also bring Emergency Orange Box.
- + The office to call 999 stating 'ANAPHYLAXIS;
- + School office to contact parents/carers ASAP
- + Remove other children from the area

2. The office will:

- + Dial **999** immediately and state: "**Anaphylaxis – EpiPen administered.**"
- + Give School name and address and exact location within the school of the emergency
- + Name and age of the casualty
- + Time the EpiPen was administered, if known
- + They will then contact parents/carers as soon as possible after emergency services have been called

3. Administering the EpiPen:

- + Follow the Allergy Action Plan, this is in the box with the EpiPens
- + Remove the **blue safety** cap.
- + Hold the **orange tip** of the EpiPen firmly against the outer mid-thigh.
- + Push firmly until a click is heard.
- + Hold in place for 10 seconds (according to device guidance).
- + Remove the EpiPen and massage the injection area briefly.
- + Note the time and which leg medicine was given in (use yellow card in box).
- + The EpiPen may be administered through clothing if necessary.
- + If the child's own EpiPen is unavailable, use the school Emergency EpiPen

3. Making the child comfortable:

- + Lay flat with legs raised
- + If breathing is difficult: sit upright
- + **Do NOT let them stand or walk**
- + If unconscious but breathing place them in the recovery position
- + Keep calm and reassure them
- + Hand used EpiPen(s) to paramedics
- + If symptoms continue after **5 minutes**, give a second EpiPen if available.
- + If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

4. After the incident

- + Record the incident in the first aid log and in the school's accident book (First Aider).
- + Complete an accident investigation as the child has gone to hospital (Office).
- + Review response with all staff.

5. Important notes

- + Never leave the casualty alone.
- + If in doubt, administer the EpiPen.
- + Delaying treatment can increase risk.

