



**Hayes School**  
**(Part of the Impact Multi Academy Trust)**  
**Policy Document**

Policy Name	Supporting Students with Medical Conditions
Date of Last Review:	Spring 2026
Date of Next Review:	Spring 2027
SLT Responsible:	Assistant Headteacher

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## Statement of Intent

At Hayes School we aim to ensure that students with medical conditions receive appropriate care and support whilst at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting students at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions.

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

### **This policy should be read in conjunction with the following policies or procedures:**

- First Aid Policy
- Mental Health and Emotional Wellbeing Policy
- Child Protection and Safeguarding Policy
- Personal and Intimate Care Policy

## **1. Key Roles and Responsibilities**

### **1.1 The Local Authority (LA) is responsible for:**

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.

### **1.2 The Governing Body is responsible for:**

- 1.2.1 The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Hayes School.
- 1.2.2 Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Ensuring that written records are kept of any and all medicines administered to [individual students](#) and [across the school population](#).
- 1.2.8 Ensuring the level of insurance in place reflects the level of risk.

### **1.3 The Assistant Headteacher (Safeguarding) is responsible for:**

- 1.3.1 The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Hayes School

- 1.3.2 Ensuring the policy is developed effectively with partner agencies.
- 1.3.3 Making staff aware of this policy.
- 1.3.4 Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5 Making staff who need to know aware of a child's medical condition.
- 1.3.6 Developing Individual Healthcare Plans (IHCPs).
- 1.3.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9 Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.3.10 Contacting the school nursing service in the case of any child who has a medical condition where further support is required.
- 1.3.11 Facilitating meetings between school and parents/carers, as required, to discuss arising or changing medical needs to ensure adequate support is provided within school.

#### 1.4 **Staff members are responsible for:**

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

#### 1.5 **Parents and carers are responsible for:**

- 1.5.1 Keeping the school informed about any changes to their child/children's health.
- 1.5.2 Completing a [parental agreement for school to administer medicine](#) form before bringing medication into school. Medicines, both prescription and non-prescription, must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent/carer.
- 1.5.3 Providing the school with the medication their child requires and **keeping it up to date.**
- 1.5.4 Collecting any leftover medicine at the end of the course (as appropriate).
- 1.5.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.5.6 Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with an Assistant Headteacher, other staff members and healthcare professionals.

## 2. Definitions

- 2.1 "Medication" is defined as any prescribed or over the counter medicine.
- 2.2 "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3 A "staff member" is defined as any member of staff employed at Hayes School including teachers.

### 3. Training of Staff

- 3.1 Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
  - First Aid training updated every 3 years
  - Basic First aid for support staff (last occurred in June 2024)
  - EpiPen training
  - Diabetic training for first aid team
- 3.2 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 3.3 No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.4 The HR Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- 3.5 It is emphasised that Hayes School has only qualified first aiders and NOT trained medical staff.

### 4. The Role of the Child

- 4.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2 Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 4.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4 Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

### 5. Nut Aware School

- 5.1 We have a number of students in school who have severe and complex nut allergies who can be seriously affected by someone else who is eating – or may have recently eaten – nuts. Even if you eat a product containing nuts, this can have a serious effect on a student later on in the classroom. We therefore ask students, parents/carers and staff to support us in being Nut Aware by ensuring:
  - **No nuts or nut based products to be brought into school by students and staff**
  - **No consumption of nuts or nut-based products in school** (e.g. almonds, walnuts, pecans, cashews, pistachios, peanuts, peanut butter etc.)
- 5.2 **Disclaimer:** Although we strive to be a nut-free school, it is impossible to provide an absolute guarantee that no nuts will be brought onto the premises

### 6. Supporting Students with Asthma

- 6.1 Parents/carers are required to ensure that the school is aware of their child's needs through the completion of an IHCP and School Asthma Card updated annually (Appendix 5).
- 6.2 The school should be supplied with one named inhaler and spacer in the original packaging detailing the prescription to be stored in Student Reception. We recognise that some

- students will take responsibility for their own inhalers; where students carry their own inhalers it is essential parents provide the school with a spare.
- 6.3 In the event a student's inhaler and spare inhaler are unavailable/not working we will use the school's emergency inhaler (subject to parent/carers permission on the 'Use of Emergency Salbutamol Inhaler Consent Form') and inform the parent/carers as soon as possible.
  - 6.4 We seek to ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to students with asthma. PE teachers will be sensitive to students who are struggling with PE and be aware that this may be due to uncontrolled asthma. In Summer 2024 all PE staff have received basic first aid training and had also undertaken further training in Spring 2022 on recognising and supporting a student experiencing an asthma attack. Students are encouraged to have their inhalers with them during PE and take them when needed, before, during or after the PE lesson. PE take a First Aid kit out with them (which includes an asthma pump) on all fixtures (alongside First Aid Kit stored on Minibus). There is a First Aid Kit (with asthma pump) in the PE office (if needed in the sports hall), the Fitness Suite (if needed on the field) and in Student Reception (if needed on the Sports Court).
  - 6.5 Where a student is prescribed with an asthma inhaler the school should be supplied with a spare inhaler in original packaging along with a spacer which will be stored at Student Reception.
  - 6.6 Where a student is diagnosed with asthma, a school asthma card must be provided that has been signed and dated by the student's doctor or nurse.

## **7. Individual Healthcare Plans (IHCPs)**

- 7.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Assistant Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals, including the School Nurse.
- 7.2 IHCPs will be easily accessible whilst preserving confidentiality.
- 7.3 IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 7.4 Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 7.5 Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **8. Medicines**

- 8.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 8.2 If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a [parental agreement for a school to administer medicine](#) form.
- 8.3 No child will be given any prescription or non-prescription medicines without written parental consent for that particular medicine except in exceptional circumstances.
- 8.4 Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 8.5 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- 8.6 Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen, pump or vial) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 8.7 A maximum of four weeks supply of the medication may be provided to the school at one time.
- 8.8 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Behaviour Management Policy.
- 8.9 Medications will be stored in the student reception.
- 8.10 Any medications left over at the end of the course will be returned to the child's parents or if they have not been collected will be disposed of by Student Reception.
- 8.11 Written and electronic records will be kept of any medication administered to children.
- 8.12 Students will never be prevented from accessing their medication. Hayes School cannot be held responsible for side effects that occur when medication is taken correctly.
- 8.13 Where a student is prescribed with an auto injector (EpiPen, Emerade or Jext) the school should be supplied with a spare which will be stored in Student Reception.
- 8.14 In the event a student who has been prescribed with an auto-injector (EpiPen, Emerade or Jext) goes into anaphylactic shock and their auto-injector is unavailable/not working we will use the school's emergency EpiPen (subject to parent/carers consent on the 'Use of Emergency EpiPen Consent Form')
- 8.15 Where a student is diagnosed with an allergy an Allergy Action Plan **must** be provided that has been signed and dated by the health professional who is providing treatment for the student.

## 9. Emergencies

- 9.1 Medical emergencies will be dealt with under the school's emergency procedures.
- 9.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
- What constitutes an emergency.
  - What to do in an emergency.
- 9.3 Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 9.4 If a student needs to be taken to hospital, a parent/carers will be contacted and asked to arrange for themselves or another adult to come to the school or to meet at the hospital as required. A member of staff will remain with the child until their parents/carers arrive.

## 10. Avoiding Unacceptable Practice

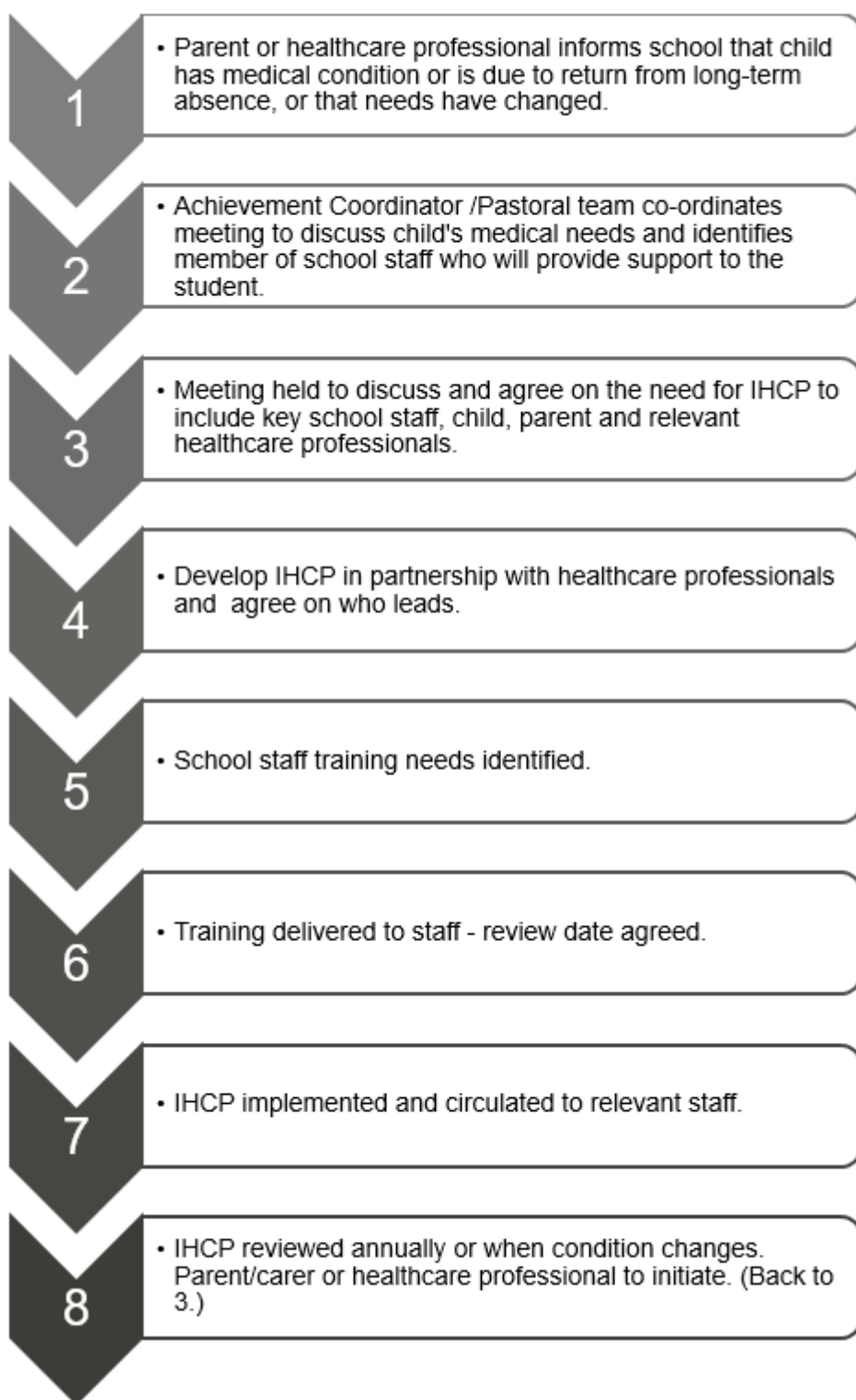
- 10.1 Hayes School understands that the following behaviour is unacceptable:
- Assuming that students with the same condition require the same treatment.
  - Ignoring the views of the student and/or their parents.
  - Ignoring medical evidence or opinion.
  - Sending students home frequently or preventing them from taking part in activities at school
  - Sending the student to the student reception alone if they become unwell.
  - Penalising students with medical conditions for their attendance record where the absences relate to their condition.
  - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
  - Creating barriers to children participating in school life, including school trips.

- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **11. Insurance**

- 11.1 Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- 11.2 The Department for Education's Risk Protection Agreement covers staff providing support to students with medical conditions.
- 11.3 Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Facilities Manager.

#### Appendix 1 - Individual healthcare plan implementation procedure



#### Appendix 2- Individual healthcare plan template

[https://forms.office.com/Pages/ResponsePage.aspx?id=VuIRjA2\\_ZkuiJR7u6LWjKFTcb\\_6qyx1Ljy7ngaattSBUM09JVkxLV0FDWE5FVlhaRE5XODJBTEcyRy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=VuIRjA2_ZkuiJR7u6LWjKFTcb_6qyx1Ljy7ngaattSBUM09JVkxLV0FDWE5FVlhaRE5XODJBTEcyRy4u)

## Appendix 3 - Parental agreement for a school to administer medicine

### Hayes School Medicine Form

The school will not store medicine for your child unless you complete and sign this form.

Name of child

Date of birth

Tutor group

Medical condition or illness


#### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the  
school needs to know about?

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

#### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the  
medicine personally to

Student Reception

The above information is to the best of my knowledge and accurate at the time of writing and I give consent for my child to administer medicine, which I have delivered to Student Reception to be stored. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 4 - Contacting emergency services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

Your telephone number – **0208 462 2767**

Your name.

Your location as follows: **Hayes School, West Common Road, Hayes, Bromley, BR2 7DB**

The exact location of the patient within the school.

The name of the child and a brief description of their symptoms.

The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## Appendix 5- School Asthma Card

# School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

### Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

### Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

What are your child's triggers (things that make their asthma worse)?

☐ Pollen

☐ Stress

☐ Exercise

☐ Weather

☐ Cold/flu

☐ Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

☐ Yes ☐ No

If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

### Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

### What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
  - their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
  - they don't feel better after 10 puffs
  - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



**Any asthma questions?**  
Call our friendly helpline nurses

**0300 222 5800**  
(Monday-Friday, 9am-5pm)

[www.asthma.org.uk](http://www.asthma.org.uk)

The Asthma UK and British Lung Foundation Partnership is a company limited by guarantee 01863614 (England and Wales). VAT number 648 8121 18. Registered charity numbers 802364 and SCO39322  
Your gift will help Asthma UK fund vital research projects and provide people with asthma with the support they need. © Asthma UK. Last reviewed and updated 2020; next review 2023.



**CONSENT FORM**

**USE OF EMERGENCY SALBUTAMOL INHALER**

**Child showing symptoms of asthma/having asthma attack**

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child's Name: ..... Form: .....

Signed by: ..... Print Name: .....  
(Parent/Carer)

Date: .....

**bsaci** **ALLERGY ACTION PLAN** **RCPCH** **Anaphylaxis Campaign** **AllergyUK**  
improving allergy care through education, training and research Royal College of Paediatrics and Child Health Leading the way in Children's Health

This child has the following allergies:

Name:

DOB:

Photo

**Mild/moderate reaction:**

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

**Action to take:**

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine:
- Phone parent/emergency contact

(If vomited, can repeat dose)

**Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)**

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

**A AIRWAY**

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

**B BREATHING**

- Difficult or noisy breathing
- Wheeze or persistent cough

**C CONSCIOUSNESS**

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

**IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:**

- 1 Lie child flat with legs raised (if breathing is difficult, allow child to sit)
  - 2 Use Adrenaline autoinjector **without delay** (eg. EpiPen®) (Dose: . . . mg)
  - 3 Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")
- \*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

**AFTER GIVING ADRENALINE:**

1. Stay with child until ambulance arrives, **do NOT** stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes**, give a further adrenaline dose using a second autoinjectable device, if available.

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

**Emergency contact details:**

- 1) Name: . . . . .
- 2) Name: . . . . .

**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI in schools.

Signed: . . . . .

Print name: . . . . .

Date: . . . . .

For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: [sparepensinschools.uk](http://sparepensinschools.uk)

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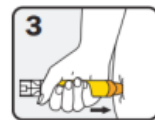
**How to give EpiPen®**



PULL OFF BLUE SAFETY CAP and grasp EpiPen. Remember: "blue to sky, orange to the thigh"



Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"



PUSH DOWN HARD until a click is heard or felt and hold in place for **3 seconds**. Remove EpiPen.

**Additional instructions:**

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

This is a medical document that can only be completed by the child's healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and **NOT** in the luggage hold. This action plan and authorisation to travel with emergency medications has been prepared by:

Sign & print name: . . . . .  
Hospital/Clinic: . . . . .  
Date: . . . . .

**bsaci** **ALLERGY ACTION PLAN** **RCPCH** **Anaphylaxis Campaign** **AllergyUK**  
improving allergy care through education, training and research

This child has the following allergies:

Name:

DOB:

Photo

**Mild/moderate reaction:**

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

**Action to take:**

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine:

(If vomited, can repeat dose)

• Phone parent/emergency contact

**Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)**

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

**A AIRWAY**

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

**B BREATHING**

- Difficult or noisy breathing
- Wheeze or persistent cough

**C CONSCIOUSNESS**

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

**IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:**

- 1 Lie child flat with legs raised** (if breathing is difficult, allow child to sit)



- 2 Use Adrenaline autoinjector without delay** (eg. Emerade®) (Dose: . mg)

- 3 Dial 999** for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")

**\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

**AFTER GIVING ADRENALINE:**

1. Stay with child until ambulance arrives, **do NOT** stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes**, **give a further adrenaline dose** using a second autoinjectable device, if available.

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

**Emergency contact details:**

1) Name:



2) Name:



**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI in schools.

Signed:

Print name:

Date:

**For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: [sparepensinschools.uk](http://sparepensinschools.uk)**

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**How to give Emerade®**



REMOVE NEEDLE SHIELD



PRESS AGAINST THE OUTER THIGH



HOLD FOR 5 SECONDS

Massage the injection site gently, then call 999, ask for an ambulance stating "Anaphylaxis"

**Additional instructions:**

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

This is a medical document that can only be completed by the child's healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and **NOT** in the luggage hold. This action plan and authorisation to travel with emergency medications has been prepared by:


Sign & print name:

Hospital/Clinic:




Date:

## Appendix 9- Allergy Action Plan Text




**BSACI**  
Improving Allergy Care  
through research, training and support

# ALLERGY ACTION PLAN



**RCPCH**  
Royal College of Paediatrics and Child Health  
Leading Allergy Care for Children



**anaphylaxis UK**  
AllergyUK

This young person has the following allergies:

**Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

### Watch for signs of ANAPHYLAXIS




(a potentially life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN DIFFICULTY IN BREATHING**

<b>A AIRWAY</b> <ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Hoarse voice</li> <li>• Difficulty swallowing</li> <li>• Swollen tongue</li> </ul>	<b>B BREATHING</b> <ul style="list-style-type: none"> <li>• Difficult or noisy breathing</li> <li>• Wheeze or persistent cough</li> </ul>	<b>C CONSCIOUSNESS</b> <ul style="list-style-type: none"> <li>• Persistent dizziness</li> <li>• Pale or floppy</li> <li>• Suddenly sleepy</li> <li>• Collapse/unconscious</li> </ul>
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IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:

- 1** Lie flat with legs raised (if breathing is difficult, allow person to sit)

- 2** Use Adrenaline autoinjector without delay (eg. JEXT®) (Dose: \_\_\_\_\_ mg)
- 3** Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")

\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\*

AFTER GIVING ADRENALINE:

1. Stay with child/young person until ambulance arrives, **do NOT stand them up**. Keep them lying down, even if things seem to be getting better.
2. Phone parent/emergency contact. If you are on your own, call a friend or relative and ask them to come over.
3. If no improvement **after 5 minutes**, give a further adrenaline dose using a second autoinjector device, if available.

Commence CPR if there are no signs of life

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

**Mild/moderate reaction:**

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

**Action to take:**

- Stay with person, call for help if needed
- Locate adrenaline autoinjector(s)
- Give antihistamine:

Loratadine 5mg

(If vomited, can repeat dose)

- Phone parent/emergency contact
- Do not take a shower to help with itchy skin, this can worsen the reaction

**Emergency contact details:**

1) Name: \_\_\_\_\_

☎

2) Name: \_\_\_\_\_

☎

**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, in accordance with Department of Health Guidance on the use of AAI's in schools.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_


Date: \_\_\_\_\_

Consent is required for children under 16 years (and for young people over 16 unable to give consent themselves) except in an unforeseen emergency

For more information about managing anaphylaxis in schools and "spare" adrenaline autoinjectors, visit: [sparepensinschools.uk](http://sparepensinschools.uk)


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**How to give JEXT®**




**1**

Form fist around Jext® and PULL OFF YELLOW SAFETY CAP




**2**

PLACE BLACK END against outer thigh (with or without clothing)



**3**

PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds



**4**

REMOVE Jext®. Massage injection site for 10 seconds

**Additional instructions:**

If wheezy due to an allergic reaction, GIVE ADRENALINE FIRST and then asthma reliever (e.g. blue puffer) via spacer, if prescribed.

This is a medical document to be completed by a healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and **NOT** in the luggage hold. This action plan and medical authorisation to carry emergency autoinjectors has been prepared by:

Sign & print name: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_

Date: \_\_\_\_\_



**CONSENT FORM**  
**USE OF EMERGENCY EPIPENS**

**Child showing symptoms of an allergic reaction/anaphylaxis**

1. I can confirm that my child has been diagnosed with an allergy and has been prescribed an Adrenaline Auto-injector device.
2. My child has a working, in-date Adrenaline Auto-injector device, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of an allergic reaction, and if their Adrenaline Auto-injector device is not available or is unusable, I consent for my child to have use of the emergency Adrenaline Auto-injector device held by the school for such emergencies.

Child's Name: ..... Form: .....

Signed by: ..... Print Name: .....  
(Parent/Carer)

Date: .....