



# Allergy Policy

This policy sets out Silverwood School's approach to allergy management and support for pupils with allergies to ensure their wellbeing and inclusion. This includes how staff will be trained to recognize and treat allergic reactions, using the school stock AAls if necessary for anaphylaxis.

|              |                     |                |
|--------------|---------------------|----------------|
| Approved by: | Standards Committee | Date: 23.09.26 |
|--------------|---------------------|----------------|

|                   |                                 |
|-------------------|---------------------------------|
| Last reviewed on: | 15 <sup>th</sup> September 2026 |
|-------------------|---------------------------------|

|                 |                                |
|-----------------|--------------------------------|
| Next review by: | 1 <sup>st</sup> September 2027 |
|-----------------|--------------------------------|

## **Contents**

1. Aims
2. Introduction and Core Principles
3. Minimising Risk and Exposure to Allergens
4. Legislation and guidance
5. Roles and responsibilities
6. Assessing Risk
7. Managing Risk
8. Procedures for handling an allergic reaction
9. Training
10. Links to other policies

## 1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness amongst the school community
- Explain how our school will minimize the risk of any individual suffering an allergic reaction whilst at school or attending any school related activity including how we will ensure staff are properly prepared to recognize and manage allergic reactions should they arise

## 2. Introduction and Core Principles

In line with Benedict's Law, we are committed to providing a safe, inclusive and welcoming environment for all children, young people, staff and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something ("an allergen") they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen, though they can occur several hours later. Anaphylaxis involves difficulty in breathing and there could be a dramatic fall in blood pressure leading to collapse of the individual.

Once started, anaphylaxis reactions progress quickly, therefore giving emergency adrenaline **immediately** and calling Emergency Services (999) is crucial. **Anaphylaxis always requires an emergency response.**

Anaphylaxis can occur without other signs (such as a skin rash) being present. **Anaphylaxis must always be considered in someone with a known food allergy who has sudden difficulty in breathing.** Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions including anaphylaxis are:

- Foods (e.g. peanuts, tree nuts, cow's milk / dairy foods, egg, wheat, fish / shellfish and sesame)
- Insect stings (e.g. bee, wasp)
- Medication (e.g. antibiotics, pain medicines such as ibuprofen)
- Latex (e.g. rubber gloves, balloons, swimming caps).

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. **Students who have a skin reaction need monitoring for at least an hour.**

Silverwood School has a whole school awareness approach, because it ensures all staff and students (or their families) are aware of what allergies are, the importance of avoiding the individuals' allergens,

**Co-operation – Respect – Perseverance – Kindness – Honesty – Courage**

as far as possible understanding the signs and symptoms of allergic reactions, how to deal with allergic reactions and to ensure procedures are in place to minimize risk of exposure.

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy. Whilst it is important that Coeliac disease and food intolerance is managed by food avoidance, these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Eczema, asthma and allergies sometimes occur together – known as the atopic triad. It is important that these are managed well in order to keep the individual healthy. Pupils who have an asthma diagnosis should have an individual asthma care plan from their health care team which their staff must be familiar with. These conditions are not included in this allergy safety policy.

Silverwood School understands that severe allergies are included in the Equality Act 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

## **Emergency Treatment and Management of Anaphylaxis**

### **What to look for:**

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- A red raised rash (known as hives or urticaria) anywhere on the body
- A tingling or itchy feeling in the mouth
- Swelling of lips, face or eyes
- Mild throat tightness
- Sudden change in behaviours.

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** – swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing)
- **BREATHING** – sudden onset of wheezing, breathing difficulty, noisy breathing, persistent cough
- **CIRCULATION** – dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases, there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

As soon as anaphylaxis is suspected, adrenaline **MUST** be administered without delay.

**Action:**

- Keep the individual where they are, call for help and **DO NOT** leave them unattended
- **LIE individual FLAT with LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible
- **USE ADRENALINE AUTO INJECTOR WITHOUT DELAY** – note the time given. AAls should be given into the muscle of the outer thigh. **ALWAYS FOLLOW THE INSTRUCTIONS ON THE DEVICE.**
- Call **999** and state **ANAPHYLAXIS**.
- If no improvement after 5 minutes, administer second adrenaline auto injector.
- If no signs of life, commence CPR.
- Call parent / carer / next of kin as soon as possible.

Whilst you are waiting for the ambulance, keep the individual where they are. **DO NOT** stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

ALL individuals **MUST** go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can occur after treatment.

**Spare Adrenaline Auto Injectors**

Silverwood School holds spare adrenaline auto injectors for use in emergency situation. These are not a replacement for a student or adult's own adrenaline device. All individuals with prescribed adrenaline are expected to have their own adrenaline available with them at school for use in an emergency.

All Silverwood School sites hold secure, wall mounted Kitt Medical Anaphylaxis kits.



| Campus                       | AAI for children under 6 years of age | AAI for individuals over 6 years of age | Location       |
|------------------------------|---------------------------------------|-----------------------------------------|----------------|
| Chippenham Main Campus       | x 2                                   | x 2                                     | Reception area |
| Chippenham Sixth Form Campus | None                                  | x 2                                     | Reception area |
| Rowde                        | x 2                                   | x 2                                     | Reception Area |
| Trowbridge Main Campus       | x 2                                   | x 2                                     | Reception Area |
| Trowbridge Satellite Campus  | x 2                                   | x 2                                     | .TBC           |

The Cross Site Medical Coordinator is responsible for ensuring the adrenaline auto injectors are in date and remain clear on a regular basis.

Adrenaline auto injectors that are used will be disposed of in a sharps box kept in the Medical Room or given to the ambulance service personnel. Adrenaline autoinjectors that are out of date or where the adrenaline has degraded will be taken to a pharmacy to be disposed of.

### 3. Minimising Risk and Exposure to Allergens

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and Silverwood School will only eliminate a food following a risk assessment supported by medical advice when necessary. Where a food is restricted, this will be to the smallest area for the time necessary; for example, the cooking room for the duration of the lesson when the student with allergy is cooking. Blanket bans, especially to nuts, create a false sense of security. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

Silverwood School is allergy aware ensuring that the staff and students are actively aware of the risk posed by allergens, take steps to minimize the risk of exposure and have robust emergency response plans in place.

Silverwood School completes a school wide allergy risk assessment that seeks to minimize the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptations to remove allergens that pose a risk for the whole group not just the student who has the allergy
- Conducting specific risk assessments to manage the risk of exposure to allergens in individuals when planning external visits or trips

**Co-operation – Respect – Perseverance – Kindness – Honesty – Courage**

- Identify measures to manage risks of exposure to food allergen through food brought in by others (for example parents, students, staff)
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens
- Identifying non-food allergens within the environment and making adaptations to remove / reduce allergens that pose a risk; for example, therapy animals would require enhanced cleaning and limiting to specific areas, hygiene measure after students have worked with the animals

Silverwood School will ensure that allergy is included in all school risk assessments to identify risks and plan control measures to minimize the risk of exposure.

Silverwood School will ensure that the risk of exposure is minimized by:

- All school staff completing allergy training every year
- Educating students through PSHE lessons
- Educating FOSS (Friends of Silverwood School) and other volunteers about school expectations for allergy management
- Communicating with all visitors, temporary staff and cover staff that they will be teaching a student with an allergy and ensuring that the member of staff has been trained in allergy and anaphylaxis emergency response
- Working closely with parents / carers and health professionals to understand the student's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst staff, students and visitors

### **Food provision and catering**

Silverwood School will manage the risk of food allergy and provide clear information on allergens in food provided by:

- Ensuring contracts with school catering companies are compliant with the Food Standard Authority allergen management regulations
- Ensuring school caterers provide information on food allergens to parents / carers via individual menu options on the Parent Pay system
- Provide student's allergen information to catering staff in a timely manner to ensure the students can eat safely
- Ensure that food provided by school staff is always labelled as unlabeled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling suggesting a risk of contamination with allergen. This applies to foods purchased by staff and given to students in the classroom, those used within the classroom curriculum (eg cooking) as well as foods from the school kitchen.
- Teach students not to food share, trade food or share utensils or food containers with the reasons why.

Where staff provide food for students, they receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food.

Where food is not directly provided by the school (e.g. brought in as treats or to celebrate birthdays), parent / carer permission must be sought in advance to ensure inclusion and safety for students with allergies.

### **Medication and Adrenaline Auto Injectors (AIs)**

People at risk of anaphylaxis are prescribed two adrenaline autoinjectors which they should carry with them at all times. This includes the journey to and from:

- School
- The classroom
- Lunch area
- Playground
- Sports hall / field
- When on visits or trips.

Serious anaphylaxis is a time critical situation. Delays in administering adrenaline have been associated with fatal reactions. An adrenaline device must be administered within 5 minutes so will be stored in the classroom medical cabinet when the pupil is in their tutor room or carried by a member of staff accompanying the student or the student themselves when moving around the school or in a different location.

Adrenaline devices must be stored at room temperature and not exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

## **4. Legislation and Guidance**

This policy is based on the Department for Education (DfE)'s guidance on [Allergy guidance for schools - GOV.UK](#) and [Supporting pupils with medical conditions at school - GOV.UK](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)
- [Schools \(Allergy Safety\) Bill - Parliamentary Bills - UK Parliament](#)
- [Children's Wellbeing and Schools Act 2026](#)

## 5. Roles and Responsibilities

We take a whole-school approach to allergy awareness.

### 5.1 Allergy Lead and governing body

The governing body of Silverwood School are responsible for ensuring that the school's policy sets out the arrangements to reduce the risk of individuals coming into contact with their known allergens and sets out the emergency response plan for cases of anaphylaxis. The governing body monitor this policy with it being a standing agenda item at meetings. Silverwood School have a named governor who works closely with the allergy lead and reports to the meetings.

Silverwood School includes the risks pertaining to students and staff with allergy on the school's risk register.

Silverwood School has a named member of the senior leadership team who is responsible for allergy safety which includes driving the implementation of the allergy safety policy and contributing to the review of the policy. The nominated allergy lead is the Lead SENCO, Nicky Caslin.

The Allergy Lead is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils. Although the Allergy Lead has ultimate responsibility, the information collections itself may be delegated to the Pupil Services Team. The Pupil Services Team will have a system to collect allergy information during the enrolment process that ensures this information is shared with the catering teams as soon as possible but within two weeks of the student starting
- Holding a register of students and staff with allergies including whether they hold adrenaline and whether they have an allergy action plan
- Ensuring:
  - All allergy information is up to date and readily available to relevant members of staff
  - All pupils with allergies have an allergy action plan completed by a medical professional
  - All school staff receive an appropriate level of allergy training
  - All school staff are aware of the school's policy and procedures regarding allergies
  - Relevant staff are aware of what activities need an allergy risk assessment.
- Communication about the policy, the students who are on the register of those with allergies, the importance of recording and reporting near missed and incidents
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy
- Communication with:
  - Governors to provide updates about the policy implementation

- Health and Safety and Designated Safeguarding Leads to keep allergy safety as part of their roles
- Outside agencies such as Health and Safety Executive (HSE) if a report under RIDDOR is needed
- Catering staff – the procedures in the kitchen and the procedures for ensuring that the students with allergies are provided with a safe meal
- Parents / carers to enable them to input into Individual Healthcare plans and to request allergy action plans where appropriate
- Students to develop an understanding of allergy through information, assemblies and workshops

## 5.2 Cross Site Medical Coordinator

The Cross Site Medical Coordinator is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Setting up of emergency medication bag to accompany pupil around school and on transport
- Sharing allergy information with the Passenger Transport Team where appropriate
- Checking spare AAls are in date
- Any other appropriate tasks delegated by the allergy lead

## 5.3 Teaching and Support Staff

All teaching and support staff are responsible for:

- Understanding their role in implementing this policy, recognising signs of allergic reactions and acting swiftly in an emergency
- Implementing the students IHP
- Creating an inclusive curriculum including the adaptation of the curriculum to minimize risks
- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognize the signs of severe allergic reactions and anaphylaxis
- Completing allergy training as required
- Being aware of specific pupils with allergies in their care
- Supporting specific pupils with allergies to understand which allergens to avoid
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Ensuring the pupil's emergency medication bag accompanies them at all times when in school or on a school trip
- Completing risk assessments for curriculum activities involving food, trips and visits including sporting events
- Reporting near misses and incidents

**Co-operation – Respect – Perseverance – Kindness – Honesty – Courage**

## 5.4 Parents / Carers

Parents / Carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- Updating school when reactions happen outside of school or there are any changes to the student's allergy and its management
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens
- Following the school's guidance on food brought in to be shared

## 5.5 Pupils with Allergies

Where appropriate, pupils should be responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Carrying their adrenaline auto-injector on their person and only using it for its intended purpose

## 5.6 Pupils without allergies

Where able, these pupils are responsible for:

- Being aware of allergens and the risk they post to their peers
- Responding to staff requests appropriately in the case of an emergency

# 6. Assessing Risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as cooking and Learning Outside the Classroom (LOTG)
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling in the classroom or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog or support animal.

## 7. Managing Risk

### 7.1 Identifying individuals at risk of allergic reactions

**Admissions Data Collection:** Silverwood School collects detailed medical information from parents / carers regarding known allergies, dietary restrictions and treatment histories prior to admission using a pupil data collection form that parents / carers must complete

**Information Sharing:** UK GDPR does not prevent the sharing of a student's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff, supply cover and catering teams while maintaining appropriate data privacy. All pupils have a pupil file where information is stored. This can be accessed by all members of school staff.

**Transition:** Allergy information and existing care plans are shared as part of a student's transition. Silverwood School will request allergy information from the previous school or setting and will consider whether any of the arrangements are suitable to implement. Silverwood School will work with parents / carers and the student if appropriate to write a new IHP. Staff will provide information about students for transition visits ahead of a formal move.

**Staff:** Pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment to ensure that their immediate co-workers, SLT, HR and the Medical Team know the location of rescue medication and the indications for its administration.

**Visitors and regular volunteers:** will be asked about allergies ahead of their visit. If an allergy is declared, the allergy lead will be notified and this information will be communicated to the staff team working with them as necessary to ensure a safe working environment is maintained.

### 7.2 Hygiene Procedures

- Pupils and staff are reminded and encouraged to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils should have their own named water / drink bottle
- Tables / chairs in the dining hall / canteen will be washed down between lunch sittings

### 7.3 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering Staff and MDSAs receive appropriate training and are able to identify pupils with food allergies
- School menus are available for parents / carers to view via ParentPay with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any dietary needs of pupils

- Food allergen information relating to the “top 14” allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

#### **7.4 Food Restrictions**

Silverwood School acknowledges that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction.

We would request that where possible, students and staff avoid bringing the following foods into school or on passenger transport:

- Packaged Nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut based sauces, such as satay
- Sesame seeds and foods containing sesame seeds or oil

If foods containing the ingredients listed above are sent into school, please ensure they are clearly labelled with your child's name and the allergen they contain.

School Staff will not supply food containing nuts or sesame to pupils.

#### **7.5 Insect Bites / Stings**

When outdoors:

- All pupils should wear shoes or other full foot covering footwear
- Pupils with known allergies to insect bites or stings will be encouraged to have exposed skin covered with long sleeves / trousers / tights
- Food and drink should be covered if taken outside

#### **7.6 Animals**

- All pupils will wash their hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with known animal allergies will not interact with those animals
- For pupils with known animal allergies where school holds a supply of antihistamine for them, this must be given either before exposure to the animals or as soon as any allergy symptoms are noticed in accordance with parent / carer instructions

#### **7.7 Support for Mental Health**

**Co-operation – Respect – Perseverance – Kindness – Honesty – Courage**

At Silverwood School allergy safety is a priority and actions to ensure that students are included and safe are embedded into the school's culture. Students with allergy 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.

Silverwood School understands that allergy bullying is extremely serious and actively monitors, prevents and addresses any stigmatization or bullying directed at individuals due to their allergies or dietary constraints.

## **7.8 Events and School Trips**

- Pupils with allergies will not be excluded from taking part in events that take place either inside or outside of the school or school trips
- The school will plan accordingly for all events and school trips ensuring that all staff members involved are aware of pupils' allergies and their allergy plans
- Pupils' AAls will accompany them to all events and school trips in their medical emergency bags. Where appropriate, the pupil may carry this themselves. Alternatively, a member of staff accompanying the child at all times will carry this

## 8. Procedures for handling an Allergic Reaction

### 8.1 Register of pupils with AAI

The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI and if so, what type and dose
- Where a pupil has been prescribed and AAI, whether parental consent has been given for the use of the spare AAI, which may be different to the personal AAI prescribed for the child
- A photograph of each pupil to allow a visual check to be made (with parental consent)

The register will be kept on the school's shared U drive. This can be checked quickly by any member of staff as part of initiating an emergency response, however, as a pupil's medical emergency bag containing their AAI should accompany them wherever they are this will reduce delays as the register would not need to be checked in this situation.

Known pupil allergies will be recorded on the class information document.

### 8.2 Allergic Reaction Procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure and to recognize the signs of anaphylaxis and to respond appropriately
- Staff are trained in the administration of AAI to minimize delays in pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan (if they have one)
  - If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures.
- A School AAI device will be used instead of the pupil's own AAI device if:
  - The pupil's own prescribed AAI are not immediately available (for example, because they are broken, out of date, have misfired or been wrongly administered)
  - The pupil does not have a confirmed medical history of allergies but is displaying signs and symptoms of anaphylaxis
- If the pupil needs to be taken to hospital, a member of staff will stay with the pupil until the parent / carer arrives at school or meets the pupil at the hospital
- If the allergic reaction is mild and does not require use of the AAI (eg skin rash, itching or sneezing), the pupil will be monitored and the parent / carer informed. Antihistamine medication that is held for the pupil in school may be administered with parent / carer consent.

**Co-operation – Respect – Perseverance – Kindness – Honesty – Courage**

## Silverwood School Allergy Procedure:

### Symptoms of anaphylaxis

If someone is experiencing any of the following symptoms, it should be treated as a medical emergency:

-  **AIRWAY** – swelling in the throat, tongue or upper airways, hoarse voice, difficulty swallowing
-  **BREATHING** – sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough
-  **CIRCULATION** – dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, loss of consciousness or collapse



### Get in position

If the person is conscious, **lie them flat with their legs raised** to assist in blood flow to the heart and vital organs.

If they're having **difficulty breathing**, they can be propped up with legs stretched out straight.

### Give adrenaline immediately

If you or the person affected has been prescribed adrenaline (such as EpiPen®, Jext® or EURneffy®), **use it straight away** – adrenaline is the first-line treatment for anaphylaxis.

Make a note of the time you give the first dose of adrenaline. If symptoms don't improve after **five minutes**, or symptoms get worse, **give a second dose**.

***If the person does not have their own AAI available, phone Reception and ask for the school emergency anaphylaxis pack to be brought to your location***

### Call 999

Call emergency services immediately after using your first dose of adrenaline and tell the operator it is **"anaphylaxis"** (ana-fil-ax-is).

Give your **exact location** (What3Words can help if you are outside).

### Do not move

Stay in this position until help arrives. **Do not** let the person stand up, walk or run, even if they start to feel better. Stay with them until emergency services arrive.

**A First Aid Form needs to be completed and you MUST let the Medical Team know immediately if the school emergency kit has been used**

**Co-operation – Respect – Perseverance – Kindness – Honesty – Courage**

## **9. Training**

ALL staff employed by Silverwood School will ensure they complete the allocated Allergy Awareness Training annually.

As part of the contractual agreement Silverwood School has with Kitt Medical, unlimited CPD-accredited training is provided to prepare school staff to support students' allergy needs. All school staff will be required to complete this online training once per year but it is available to revisit by the staff member more frequently if necessary.

Staff school email address will be uploaded to the Kitt Medical online portal and a link sent to the staff member for them to access their training. The completion of this training will then be monitored by the Cross Site Medical Coordinator through the portal and reminders sent to staff if necessary.

If a staff member does not have the facilities to complete the online training at home, the necessary equipment will be set up in school and the staff given the time to complete this training on a TD day.

## **10. Links to other Policies**

Health and Safety Policy

Supporting Pupils with Medical Conditions Policy

Anti Bullying Policy

Whole School Food Policy