

Founded 1642



# New Hall School

# Whole School Emergency Anaphylaxis Policy

Reviewed by	Senior Leadership & Management Team
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## **WHOLE SCHOOL ALLERGY AND ANAPHYLAXIS POLICY & THE USE OF EMERGENCY AUTO ADRENALINE INJECTORS (AAIs)**

This policy is in conjunction with New Hall School Medical and First Aid Policy.

Anaphylaxis is an extreme and severe allergic reaction. The whole body is affected, often within seconds or minutes of exposure to the substance which causes the allergic reaction (allergen), but sometimes can take several hours.

### **1. Introduction**

Persons operating under this guidance are as follows:

- Doctors, Paramedic, EMTs'
- Teachers
- School/nursery support staff
- Parents/carers / visitors
- Students /young people with allergies

The following roles and responsibilities have been identified:

#### **1.1 New Hall School**

- Ensure school staff have received training in managing severe allergies in the school, including how to use an adrenaline auto-injector (AAI).
- Review the health records submitted by parents annually.
- Ensure that catering supervisors are aware of an allergic student's requirements.
- Include food allergic students in school activities. Students should not be excluded based on their allergy. School activities should be designed and developed to ensure the inclusion of food allergic students.
- Ensure all staff can: recognise the symptoms; know what to do in an emergency; work to eliminate the use of allergens; maintain New Hall as a nut free school.
- Ensure that medications are appropriately stored, and easily accessible in a secure location (but not locked away) central to designated staff members, these are stored in the health centre main treatment room and in the boarding house offices.
- Review policies after an allergic reaction has occurred.

#### **1.2 The Parents/ Carers of Students with Allergies**

- Parents and carers should notify the school of the students' allergies. Information should be made available on the medical questionnaire prior to commencing New Hall School or via email, mail or direct communication with the health centre medical team.
- Work with the school to develop a plan that accommodates the students needs throughout the school including: in the classroom; in dining areas; in after-school programmes; during school sponsored activities; on the school bus.
- Provide written medical documentation, instructions and medications as directed by a doctor.
- Replace medications after use or upon expiry. Emergency kits in school should be checked termly, by the health centre medical team, to ensure they are stored correctly, are still in date, and ready for use.
- Educate the child in allergy self-management, including: what foods are safe and unsafe; strategies for avoiding allergens, how to spot symptoms of allergy; how and when to tell an adult of any reaction; how to read food labels.

- Review policies and procedures with the school staff, medical team, the student's doctor and the student (if age appropriate) after a reaction has occurred and annually before each school year.

### **1.3 The Student with Allergies:**

- Be sure not to exchange food with others
- Avoid eating anything with unknown ingredients
- Be proactive in the care and management of their food allergies and reactions (based on the age level/understanding)
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic

## **2. Administration of Adrenaline in Schools**

Following the amendment to the Human Medicines Regulations 2012 (the Regulations) to permit schools to hold spare adrenaline auto-injectors (AAIs), the Department of Health has issued non-statutory guidance to support schools in their management of AAIs (the Guidance):

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

### **2.1 Summary of the Change**

The amendment to the Regulations allow schools to purchase AAIs without prescription for emergency use in children who are at risk of anaphylaxis. The Guidance sets out how schools can obtain AAIs over the counter and provides a template letter for schools to use if they wish.

Whilst the Guidance states that there is no obligation upon schools to purchase AAIs, we consider that this represents best practice given the evidence quoted extensively throughout the document that severe anaphylaxis is "a time critical situation" and that "delays on administering adrenaline has been associated with fatal outcomes".

The Guidance makes it clear that AAIs should only be used on pupils to be at risk of anaphylaxis, for whom both medical authority and written parental consent for the use of the spare AAI has been provided and that the AAI should be considered a spare/back up and not a replacement for a pupils own AAI.

#### **The Medical Team will:**

- Make arrangements in conjunction with the school, parents/guardian, to train school staff who volunteer to administer adrenaline, and maintain a list of attendance.

#### **It is recommended that the parents should:**

- Complete the Consent to Emergency Treatment form.
- Inform the school, especially when changing school.
- Provide adrenaline, e.g. 2x auto-injector for use in school.
- Be responsible for the replacement AAI when it has been used/is out of date.

#### **N.B.**

- Secondary age children should carry their own adrenaline auto-injector, with a second available on site to be kept in the Health Centre in a safe place and be easily accessible
- Arrangements for school trips should be risk assessed and planned with the student's parents if necessary.

### 3. Anaphylaxis

- Anaphylaxis is a severe, life-threatening allergic reaction within the body.
- It can be rapid – it can develop in seconds or/minutes and, although the timescales vary, most symptoms occur within 1 hour.

Signs and symptoms may develop as follows:

- Anxiety
- Sweating, pale, rapid pulse
- Feeling faint/odd
- Itchy skin, blotchy rash
- Swelling of skin, particularly around face and neck
- Vomiting/diarrhoea
- A feeling of tightness in the throat

**Severe symptoms requiring urgent medical treatment (not always preceded by the above progression):**

- Difficulty in breathing, e.g. with wheezing (distinguishable from an asthma attack by the presence of other signs of allergic reaction, as above)
- Choking / hoarseness
- Collapse
- Loss of consciousness

### 4. Emergency Adrenaline (AAI)

Every student who has been prescribed an adrenaline auto-injector will have one on their person **at all times** which is clearly labelled and readily available for emergency use.

Emergency (AAI's) will be available in the Health Centre and the individual boarding houses only to be used in emergencies when the student's own medication has been lost/broken or out of date.

Paramedic drugs are also available through the school Paramedic in case of emergency and can be administered under the JRCALC guidelines

### 5. Management of Anaphylactic Reaction

When a student presents with the signs and symptoms as described above:

- Stay with the student, give reassurance.
- Administer the student's own adrenaline auto-injector as per training.
- Note the time of the injection given.
- Ensure the the medical team are called on EXT 232/100, giving location of patient
- Send for an ambulance (call 999) – give the following details:
- Ensure security are informed so they can meet and direct the emergency services

Name, address and access to school, and information that a pupil has had an anaphylactic reaction and has been given Adrenaline. (see section 7)

- Keep the student warm until the ambulance or medical team arrive.
- If the student is breathless, allow them to sit up.
- If feeling faint, lay the student flat with raised legs.
- If collapsed and unconscious, protect their airway and place them in the recovery position.
- Safely dispose of the used syringe.
- Repeat in 5 minutes, if there is no response.
- Inform the parent/guardian of the hospital destination, when confirmed, with the ambulance service.

Any student who has adrenaline administered **must** be taken to hospital **by ambulance** accompanied by an adult.

**When the ambulance arrives, make available to them:**

- The time the injection was given.
- Student's personal details form and medical questionnaire available from the health centre.
- The medical team will handover to the ambulance crew and advise if paramedic drugs have been used.
- Ensure the parent or carer replaces the used adrenaline auto-injector as soon as possible.
- The medical team must be notified if the adrenaline auto-injector has been used on a school trip.

**NOTE**

1. If in doubt, it is safer to give adrenaline than withhold if student is developing anaphylaxis.
2. Never administer adrenaline prescribed for one student to another student. Use the emergency adrenaline auto-injectors available, if theirs is not available.
3. Do not transfer student in a staff car or taxi - wait for an ambulance.
4. Do not allow student to, stand or move away after administering adrenaline, until the paramedic/medical team assessment is complete.
5. During a school trip – a recently trained member of staff or parent must accompany children who require auto-injectors and establish responsibility for the auto-injectors.
6. If any accidental puncture of the skin from the exposed needle occurs follow the first aid procedure below.

<p><b>6. First aid procedure following needle stick injury</b></p>
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If a needle has been used or unused on a child but Adrenaline was accidentally injected into another person:

- Irrigate wound with running water.
- Encourage controlled bleeding.
- Cover with appropriate dressing.
- It is vital that the person concerned attends local Accident & Emergency (A&E) Department.

See the HSE Health & Safety Guidelines.

<http://www.hse.gov.uk/healthservices/needlesticks/>

## **Staff indemnity:**

New Hall School fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, staff having been provided with adequate training and are following these guidelines.

For the purpose of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides. In practice the indemnity means that the school and not the employee will meet the cost of damages should a claim for alleged negligence be successful. It is very rare for school staff to be sued for negligence and instead the action is usually between the parent and the employer.

## **7. 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 the information if asked.**

- Telephone number
- Your name
- Your location as follows: New Hall School, Boreham, Chelmsford, CM3 3HS
- State that postcodes for satellite navigation may differ from the postal code
- Provide the exact location of the patient within the school setting
- Provide the name of the student and a brief description of their symptoms. Please ensure that you inform them if the student has asthma.
- Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
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## **8. References and Useful Links**

The Anaphylaxis Campaign 2014:

<http://www.anaphylaxis.org.uk/userfiles/files/Factsheets/Anaphylaxis%20the%20facts%20version%2011%20June%202014.pdf>

British Allergy Society Clinical Immunology (BSACI) care plans:

<http://www.bsaci.org/about/pag-allergy-action-plans-for-children>

Medicines and Healthcare Products Regulatory Agency (MHRA) (2014)

<http://www.mhra.gov.uk/Safetyinformation/DrugSafetyUpdate/CON418520>

Department for Education (2014) Supporting pupils at school with medical conditions.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Emergency Auto Adrenaline Injectors

[www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools](http://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools)

<http://www.anaphylaxis.org.uk/what-is-anaphylaxis/signs-and-symptoms>

- [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)
- [www.epipen.co.uk](http://www.epipen.co.uk)

- [www.jext.co.uk](http://www.jext.co.uk)
- [www.emerade.com](http://www.emerade.com)

Care Plans (Allergy)

- [www.bsaci.org/about/download-paediatric-allergy-action-plans](http://www.bsaci.org/about/download-paediatric-allergy-action-plans)

Training videos:

EpiPen: <http://www.epipen.co.uk/patient/what-is-epipen/using-your-epipen/#>

Jext Pen: <http://www.jext.co.uk/jext-video-demonstrations.aspx>

Emerade Pen: <http://www.emerade.com/>