



Allergy Safety Policy

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EMLM Compass Approach

At Education My Life Matters (EMLM), our work with learners is underpinned by the EMLM Compass Approach. This provides a consistent, trauma-informed and relational framework for responding to safeguarding concerns, behaviour, attendance, wellbeing, bullying, medical needs and all matters relating to the safety, welfare and inclusion of our learners.

-  **NOTICE** – Identify concerns early through professional curiosity
-  **LISTEN** – Respond to disclosures in a safe, respectful and trauma-informed way
-  **PROTECT** – Take immediate safeguarding action where needed
-  **RESPOND** – Investigate, intervene and restore harm appropriately
-  **RECORD** – Record concerns accurately on CPOMS within 24 hours
-  **REVIEW** – Monitor outcomes and learn from incidents to improve practice

The Compass Approach applies to all forms of concern including bullying, cyberbullying, harassment, discrimination, child-on-child abuse, harmful sexual behaviour, sexual harassment, sexual violence and wider safeguarding concerns.

It ensures consistency, professional accountability and a clear safeguarding pathway across the organisation.

1. Introduction

Education My Life Matters (EMLM) is committed to providing a safe, healthy and inclusive environment for all learners, staff, visitors and volunteers. We recognise that allergies can range from mild reactions to severe, life-threatening anaphylaxis and that effective allergy management is essential to safeguarding the health, wellbeing and participation of all members of our school community.

Our aim is to create an allergy-aware environment where risks are minimised, staff understand their responsibilities, emergency procedures are well established and learners with allergies are fully included in all aspects of school life.

Whilst it is not possible to create an entirely allergen-free environment, EMLM is committed to taking all reasonable steps to reduce the risk of exposure to known allergens, ensuring that staff receive appropriate training and that emergency medication is readily available when required.

The school recognises that many of our learners have additional needs, including Special Educational Needs and Disabilities (SEND), communication differences and social, emotional and mental health (SEMH) needs. Allergy management will therefore be individualised, taking account of each learner's age, understanding, level of independence and medical advice.

This policy should be read alongside the school's:

- Supporting Learners with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- SEND and Inclusion Policy
- Relational Behaviour Policy
- Risk Assessment Procedures

2. AIMS

This policy aims to:

- safeguard learners, staff and visitors with allergies;
- minimise the risk of exposure to known allergens whilst recognising that an allergen-free environment cannot be guaranteed;
- ensure appropriate arrangements are in place to support learners with allergies and enable them to participate fully in school life;
- ensure staff understand their responsibilities in recognising and responding to allergic reactions and anaphylaxis;
- promote an allergy-aware culture based on understanding, inclusion and shared responsibility;
- ensure prescribed medication is readily available, appropriately stored and regularly monitored;
- provide clear procedures for responding to allergy-related emergencies;
- ensure all allergy incidents are recorded, reviewed and used to improve future practice;
- comply with relevant legislation and current Department for Education guidance regarding supporting pupils with medical conditions and the use of adrenaline auto-injectors in schools.

3. Responsibilities

3.1 Head of School (Designated Allergy Lead)

The Head of School is the Designated Allergy Lead and has overall responsibility for ensuring effective allergy management across the school.

The Head of School will:

- promote an allergy-aware, safe and inclusive school environment;
- ensure this policy is implemented, monitored and reviewed annually;
- maintain an up-to-date register of learners with diagnosed allergies;
- ensure Individual Healthcare Plans (IHPs) and Allergy Action Plans are in place where required and reviewed at least annually or following any significant change in medical needs;

- ensure prescribed medication, including adrenaline auto-injectors, is available, appropriately stored, readily accessible and monitored for expiry dates;
- ensure staff receive appropriate allergy and anaphylaxis awareness training during induction and at least annually thereafter;
- ensure allergy risks are considered when planning lessons, educational visits, enrichment activities and other school events;
- oversee the recording, investigation and review of allergy incidents, allergic reactions and near misses, ensuring lessons learned are used to improve practice;
- report significant incidents and termly monitoring information to the Governing Body.

3.2 Allergy Link Governor

The nominated Allergy Link Governor will provide strategic oversight of allergy management by:

- monitoring the implementation and effectiveness of this policy;
- ensuring allergy management arrangements support the safety, wellbeing and inclusion of learners;
- receiving termly reports from the Head of School relating to allergy incidents, near misses, staff training and medication checks;
- seeking assurance that Individual Healthcare Plans, emergency procedures and staff training remain effective and up to date;
- supporting continuous improvement through appropriate challenge and oversight.

3.3 All Staff

All staff share responsibility for maintaining an allergy-aware environment and safeguarding learners with allergies.

Staff will:

- be familiar with learners who have allergies and understand their Individual Healthcare Plans where appropriate;
- recognise the signs and symptoms of allergic reactions and anaphylaxis;
- know the location of emergency medication and understand how to access it quickly;
- emergency medication in accordance with their training and current guidance;
- call 999 immediately if anaphylaxis is suspected and follow the school's emergency procedures;
- take reasonable steps to reduce allergy risks during lessons, activities and educational visits;
- promote safe eating practices and discourage the sharing of food, drinks and eating utensils;
- record and report all allergy incidents, use of emergency medication and near misses promptly;
- participate in allergy awareness and anaphylaxis training as required.

3.4 Parents and Carers

Parents and carers play an essential role in supporting the safe management of their child's allergies.

They are responsible for:

- informing the school of any diagnosed allergy or medical condition;
- providing accurate and up-to-date medical information and informing the school promptly of any changes;
- supplying prescribed medication before expiry and ensuring replacement medication is provided when required;
- providing an up-to-date Allergy Action Plan where appropriate;
- working in partnership with the school to review Individual Healthcare Plans and support their child's safe participation in school life.

3.5 Learners

Where appropriate to their age, understanding and level of independence, learners will be encouraged to:

- develop an understanding of their allergy and how to keep themselves safe;
- avoid sharing food, drinks or eating utensils;
- tell a member of staff immediately if they feel unwell or believe they have been exposed to an allergen;
- carry their prescribed medication where this has been agreed within their Individual Healthcare Plan;
- respect the medical needs of others and contribute to maintaining an allergy-aware school environment.

4. Identifying and Managing Allergies

Education My Life Matters (EMLM) is committed to ensuring that learners with allergies are identified promptly and appropriate arrangements are put in place to support their health, safety and full participation in school life.

Identifying Learners with Allergies

Parents and carers are asked to provide accurate medical information when a learner joins the school and to notify the school immediately of any new allergy diagnosis or changes to an existing medical condition.

Information regarding allergies will be gathered through:

- admission and transition arrangements;
- medical information provided by parents or carers;
- Individual Healthcare Plans (IHPs);
- Allergy Action Plans provided by healthcare professionals;

Individual Healthcare Plans

Where a learner requires ongoing allergy management, an Individual Healthcare Plan (IHP) will be developed in partnership with parents or carers and, where appropriate, healthcare professionals.

The Individual Healthcare Plan will normally include:

- details of the learner's allergy and known allergens;
- signs and symptoms of an allergic reaction;
- prescribed medication and storage arrangements;
- emergency procedures to be followed;
- arrangements for educational visits and off-site activities;
- the learner's level of independence in managing their allergy;
- any reasonable adjustments required to enable full participation in school life.

Individual Healthcare Plans will be reviewed at least annually or sooner if there is a significant change in the learner's medical needs.

Where provided by a healthcare professional, the learner's Allergy Action Plan will form part of their Individual Healthcare Plan.

Supporting Learners

Many learners attending EMLM have Special Educational Needs and Disabilities (SEND), communication differences or social, emotional and mental health (SEMH) needs. The school recognises that some learners may require additional support to understand and manage their allergies safely.

Support arrangements will therefore be personalised and may include:

- increased adult supervision where appropriate;
- visual prompts or reminders;
- support with medication;
- assistance during mealtimes;
- reasonable adjustments during practical lessons, educational visits and enrichment activities.
- No learner will be excluded from participating in school activities because of an allergy where reasonable adjustments can be made to support their safe inclusion.

Communication

Relevant staff will be informed of learners with allergies and any emergency procedures they may need to follow.

Temporary staff, supply staff, volunteers and visiting professionals will be made aware of relevant allergy information where appropriate to ensure the safety and wellbeing of learners.

The school will work in partnership with parents, carers and healthcare professionals to ensure allergy information remains accurate, current and effective.

5. Reducing the Risk of Exposure

Whilst it is not possible to guarantee an allergen-free environment, Education My Life Matters (EMLM) is committed to taking all reasonable steps to minimise the risk of exposure to known allergens and to provide a safe, inclusive environment for all learners.

The school adopts an allergy-aware approach in which careful planning, effective communication and appropriate risk assessment help to reduce the likelihood of accidental exposure.

Risk Assessment

Allergy risks will be considered when planning activities both on and off the school site. Staff will ensure that appropriate control measures and reasonable adjustments are in place to enable learners with allergies to participate safely.

Risk assessments will consider, where appropriate:

- practical lessons, including Food Technology, Science, Art and Design Technology;
- cooking and food preparation activities;
- educational visits and residential experiences;
- enrichment activities and work-related learning;
- celebrations and events involving food;
- visitors providing activities or refreshments;
- animal encounters or educational visits involving animals;
- outdoor learning where exposure to insects or plants may present an increased risk.

The needs of individual learners with allergies will always be considered when planning activities and reasonable adjustments will be made wherever possible to enable their full participation.

Creating an Allergy-Aware Environment

EMLM promotes an allergy-aware culture throughout the school community.

Staff and learners are encouraged to:

- understand the importance of reducing allergy risks;
- respect the medical needs of others;
- avoid sharing food, drinks, water bottles or eating utensils;
- report any concerns regarding unsafe practices immediately.

Parents and carers may be asked to avoid sending particular food items into school where this is necessary to protect a learner with a severe allergy.

Although every reasonable precaution will be taken, no school can guarantee a completely allergen-free environment. The school therefore relies upon the shared responsibility of staff, learners, parents and visitors to help maintain a safe environment.

Practical Activities

Before undertaking activities involving food, chemicals, plants, animals or other potential allergens, staff will consider any known allergies and make appropriate adjustments where necessary.

Alternative materials, ingredients or activities will be provided where this is required to ensure learners can participate safely.

Visitors and Contractors

Visitors, contractors and external providers delivering activities within the school are expected to follow the school's allergy management arrangements where appropriate.

Where food forms part of an activity or event, staff will ensure that allergy risks have been considered and appropriate information is shared in advance.

Inclusion

No learner will be excluded from learning, enrichment activities, educational visits or other aspects of school life because of an allergy where reasonable adjustments can be made.

EMLM is committed to balancing effective risk management with the full inclusion and participation of every learner, ensuring that allergy management supports, rather than limits, educational opportunities.

6. Safe Eating Practices

Education My Life Matters (EMLM) adopts an allergy-aware approach to food and mealtimes. Whilst it is not possible to eliminate all risks, the school will take reasonable and proportionate steps to minimise the risk of accidental exposure to allergens.

Staff, learners, parents and visitors all have a shared responsibility for helping to maintain a safe environment.

Mealtimes

Staff supervising mealtimes will promote safe eating practices and remain vigilant for signs of allergic reactions.

Learners will be encouraged and supported to:

- wash their hands before and after eating;
- remain seated whilst eating;
- use only their own food, drink containers and eating utensils;
- avoid sharing, swapping or trading food and drinks;
- dispose of food waste appropriately; and
- inform a member of staff immediately if they feel unwell or believe they have been exposed to an allergen.

Where appropriate, additional supervision will be provided for learners who require support to manage their allergies safely.

Food Brought into School

Parents and carers are responsible for ensuring that food brought into school is suitable for their child and complies with any specific allergy arrangements requested by the school.

Where a learner has a severe allergy, the school may request that particular foods or ingredients are not brought onto the premises in order to reduce the risk of accidental exposure.

Food used during curriculum activities, celebrations or enrichment events will be planned carefully, taking account of any known allergies and dietary requirements.

Food Preparation Activities

Before undertaking cooking or food preparation activities, staff will review the needs of learners with allergies and make appropriate adjustments where required.

Alternative ingredients, equipment or activities will be provided where necessary to ensure learners can participate safely and fully.

Appropriate hygiene procedures will be followed to reduce the risk of cross-contamination during food preparation and serving.

Promoting Allergy Awareness

The school will continue to promote an allergy-aware culture by encouraging learners to understand the importance of respecting the medical needs of others.

Any behaviour that deliberately places another learner at risk, including sharing allergens, threatening another learner with an allergen or deliberately exposing someone to a known allergen, will be treated as a serious breach of the school's Behaviour and Relationships Policy and may also be managed as a safeguarding concern.

EMLM is committed to ensuring that learners with allergies feel safe, respected and able to participate fully in all aspects of school life.

7. Medication

Education My Life Matters (EMLM) is committed to ensuring that emergency medication is readily available for learners with allergies and can be accessed quickly in the event of an allergic reaction.

Prescribed Medication

Parents and carers are responsible for providing the school with all prescribed medication required to manage their child's allergy.

Where a learner has been prescribed an adrenaline auto-injector (AAI), parents and carers should provide two in-date devices for use whilst the learner is attending school, unless alternative arrangements have been agreed as part of the learner's Individual Healthcare Plan.

Medication must:

- be clearly labelled with the learner's name;
- be supplied in its original packaging;
- remain within its expiry date;
- be replaced promptly when used or expired; and
- be accompanied by an up-to-date Allergy Action Plan where appropriate.

Storage of Medication

Emergency medication will be stored in accordance with the manufacturer's guidance in a secure but readily accessible location known to all relevant staff.

Medication will be available at all times during the school day and will accompany learners on educational visits, off-site activities and other occasions where they are under the school's supervision.

Where it has been agreed that a learner is able to safely carry and administer their own medication, this will be documented within their Individual Healthcare Plan.

Spare Emergency Medication

Where the school holds spare adrenaline auto-injectors and/or emergency asthma inhalers, these will be stored, monitored and used in accordance with current Department for Education guidance.

The Head of School (Designated Allergy Lead) will ensure that:

- spare emergency medication is readily accessible;
- expiry dates are checked at least monthly;
- replacement medication is obtained before expiry;
- staff know where emergency medication is stored; and
- appropriate records are maintained following any use of emergency medication.

Medication Checks

The Head of School, or a delegated senior leader, will carry out regular medication checks to ensure that:

- prescribed medication remains in date;
- medication is stored correctly;
- emergency medication is immediately accessible;
- Individual Healthcare Plans and Allergy Action Plans remain current; and
- any issues are addressed promptly with parents or carers.

Any concerns identified during medication checks will be recorded and acted upon without delay.

8.Responding to Allergic Reactions and Anaphylaxis

All staff receive training to recognise the signs and symptoms of an allergic reaction and understand the procedures to follow in an emergency.

Allergic reactions can vary in severity and may develop rapidly. A learner who has previously experienced only a mild reaction may experience a severe reaction or anaphylaxis on another occasion.

If there is any doubt about the severity of a reaction, staff should always treat it as a medical emergency.

Mild to Moderate Allergic Reactions

Symptoms may include:

- itchy skin or rash (hives);
- swelling of the lips, face or eyes;
- tingling or itching in the mouth;
- a sneezing, runny nose or itchy eyes;
- abdominal pain, nausea or vomiting; and
- changes in behaviour, distress or increased anxiety.

If a learner experiences a mild allergic reaction, staff should:

- Stay with the learner and reassure them.
- Send for assistance and the learner's medication.
- Follow the learner's Individual Healthcare Plan or Allergy Action
- Administer prescribed medication (such as an antihistamine) where authorised and in accordance with the learner's healthcare plan.
- Monitor the learner closely and do not leave them unattended.
- Contact parents/carers to inform them of the reaction and any treatment given.
- Record the incident in accordance with the school's First Aid and medical recording procedures.

Escalation

If symptoms worsen, do not improve, or the learner develops any signs of anaphylaxis (such as difficulty breathing, wheezing, persistent coughing, swelling of the tongue or throat, hoarse voice, dizziness, collapse or loss of consciousness):

- administer adrenaline immediately if prescribed;
- call **999** and state that **anaphylaxis is suspected**;
- follow the school's emergency anaphylaxis procedure.

Important: Allergic reactions can escalate rapidly. If there is any doubt whether a learner is experiencing anaphylaxis, staff should administer adrenaline without delay and call **999**. Delaying treatment can significantly increase the risk of serious harm.

Emergency Response to Suspected Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction that requires immediate treatment. Prompt recognition and early administration of adrenaline can save a life.

Staff should act immediately if a learner develops symptoms such as:

- difficulty breathing, wheezing or persistent coughing;
- swelling of the tongue or throat;
- difficulty swallowing or speaking;
- hoarse voice or noisy breathing;
- dizziness, fainting or collapse;
- pale, floppy or unresponsive appearance; or

- any rapid deterioration following exposure to a known or suspected allergen.

If anaphylaxis is suspected, staff must:

1. Administer the learner's adrenaline auto-injector (AAI) immediately.
2. Call **999** and state that **anaphylaxis is suspected**.
3. Send for the learner's Individual Healthcare Plan/Allergy Action Plan and, where available, a second adrenaline auto-injector.
4. Lay the learner flat with their legs raised where possible. If breathing is difficult, allow them to sit upright with their legs extended. Do not allow the learner to stand or walk.
5. Stay with the learner at all times, providing reassurance and monitoring their condition until the ambulance arrives.
6. Administer a second adrenaline auto-injector after **5 minutes** if symptoms have not improved or have worsened and a second device is available.
7. Inform parents/carers as soon as it is practicable to do so.
8. Ensure the incident is fully recorded and reviewed following the emergency.

Important

- **If in doubt, give adrenaline.**
- Adrenaline is the first-line treatment for anaphylaxis.
- Do not delay treatment while waiting for symptoms to worsen.
- Any learner who receives adrenaline **must** be taken to hospital by ambulance, even if they appear to have made a full recovery.
- Be prepared to commence CPR if the learner becomes unresponsive and is not breathing normally, if trained to do so.

9.Training and Staff Awareness

Education My Life Matters (EMLM) is committed to ensuring that staff have the knowledge, confidence and skills to respond appropriately to learners with allergies.

The Head of School will ensure that:

- appropriate staff receive allergy awareness and anaphylaxis training, including the recognition of symptoms and the administration of adrenaline auto-injectors (AAIs);
- training is provided during staff induction where appropriate and refreshed regularly in line with current guidance and the needs of learners;
- temporary, agency and supply staff are made aware of learners with significant allergies and the procedures to follow in an emergency;
- staff are informed of the location of Individual Healthcare Plans, Allergy Action Plans and emergency medication;
- educational visit leaders are aware of learners' allergies and ensure suitable risk assessments, medication and trained staff are in place before any off-site activity.

Training records will be maintained by the school and reviewed to ensure staff remain competent and confident in managing allergic reactions.

10.Storage and Accessibility of Medication

Emergency medication must be readily available at all times and stored in accordance with the learner's Individual Healthcare Plan.

The school will ensure that:

- prescribed adrenaline auto-injectors and other allergy medication are clearly labelled with the learner's name and expiry date;
- medication is stored securely but is immediately accessible in an emergency;
- emergency medication accompanies the learner during educational visits, sporting activities and any off-site provision;
- expiry dates are checked regularly and parents/carers are informed promptly when replacement medication is required;
- where appropriate, learners may carry their own prescribed adrenaline auto-injector if this has been agreed within their Individual Healthcare Plan and is considered appropriate for their age and level of understanding.

11.Record Keeping and Reporting

The school will maintain accurate records to support the safe management of learners with allergies.

This includes:

- maintaining an up-to-date register of learners with diagnosed allergies;
- ensuring Individual Healthcare Plans and Allergy Action Plans are reviewed at least annually, or sooner if medical needs change;
- recording all allergic reactions, administration of medication, near misses and emergency responses in accordance with the school's First Aid procedures;
- notifying parents/carers following any allergic reaction requiring treatment;
- reviewing significant incidents to identify lessons learned and implement any necessary improvements.

Where appropriate, trends, significant incidents and any recommendations arising from incident reviews will be reported to the Board Members as part of the school's health and safety monitoring arrangements.

12. Monitoring and Review

The Head of School has overall responsibility for monitoring the implementation of this policy and ensuring that appropriate procedures are followed.

Monitoring will include:

- regular review of Individual Healthcare Plans;
- checks of emergency medication and expiry dates;
- review of staff training records;
- monitoring of allergy-related incidents and near misses;
- evaluation of emergency responses to identify improvements to practice.

This policy will be reviewed annually, or sooner if:

- there are changes in legislation or statutory guidance;
- there is a significant allergy-related incident;
- the school's procedures require amendment following monitoring or review.

13. Governance

The Governing Board will receive appropriate assurance that effective arrangements are in place to safeguard learners with allergies.

This may include monitoring information relating to:

- allergy-related incidents and outcomes;
- staff training compliance;
- medication checks and expiry monitoring;
- implementation of Individual Healthcare Plans;
- any significant findings arising from incident reviews or audits.

The Governing Board will support the Head of School in ensuring that the school's arrangements remain effective, proportionate and compliant with statutory guidance.

14. Linked Policies

This policy should be read alongside the school's:

- Supporting Learners with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- SEND and Inclusion Policy
- Risk Assessment Policy
- Data Protection Policy

Appendix 1: Individual Healthcare Plan sample

Individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2: Responding to Anaphylaxis

Anaphylaxis is a Medical Emergency

Anaphylaxis is the most severe form of allergic reaction. Although uncommon, it can be life-threatening and requires immediate treatment.

If anaphylaxis is suspected, administer adrenaline without delay and call 999.

Recognising Anaphylaxis - Anaphylaxis can develop rapidly and symptoms may worsen quickly.

A – Airway

- Swelling of the tongue
- Swelling or tightness in the throat
- Hoarse voice
- Difficulty swallowing

B – Breathing

- Difficult breathing
- Wheeze
- Persistent cough
- Noisy breathing
- Shortness of breath

C - Circulation

- Pale, clammy skin
- Dizziness or feeling faint
- Sleepy
- Sudden tiredness or confusion
- Collapse
- Loss of consciousness

Other Symptoms That May Occur

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

Emergency Response - If Anaphylaxis is Suspected:

- **Give adrenaline immediately** – do not delay.
- **Call 999** and state that anaphylaxis is suspected.
- **Lay the pupil flat with their legs raised.** If they are struggling to breathe, allow them to sit upright with their legs extended.
- **Do not allow the student to stand or walk.**
- **Stay with the student** and monitor their condition.
- **Send for the student's Allergy Action Plan and second adrenaline pen.**
- **Contact parents/carers** as soon as practicable.
- **If there is no improvement after 5 minutes, or symptoms worsen, administer a second adrenaline pen** if available.
- **Be prepared to commence CPR** if the pupil becomes unresponsive and is not breathing normally
- Remain with the pupil until the ambulance arrives.

Remember

- If in doubt, give adrenaline.
- Adrenaline is the first-line treatment for anaphylaxis.
- Delaying treatment increases risk.
- A second adrenaline pen may be required.
- Any pupil who receives adrenaline must be taken to hospital by ambulance, even if they appear to have recovered.