

South Thames Colleges Group

Administration and Storage of Prescribed Medication Policy and Procedures

Contents	Page
1. Background	2
2. Purpose	2
3. Scope	2
4. Definitions of medical conditions	3
5. Admissions process for learners with medical conditions	3
6. Roles and responsibilities	3
7. Staff training	4
8. Storage of medication	4
9. Procedure for supporting learners with the administration and/or storage of medication	5
10. College trips and visits	7
11. Monitoring and review	8
12. Breach of these procedures	8
13. Access to the policy and procedures	8
Appendices Form 1. Health Care Plan	9
Appendices Form 2. Learner/Parent/Carer consent to store and or administer medication	11
Appendices Form 3. Medication Received or Returned by Authorised College Staff	12
Appendices Form 4. Record of Medicine Administered to a Learner	13
Appendices Form 5. Staff training record	14
Appendices Form 6. Trips and Visits Medication Sign Out and In Form	16
Appendices 7. Allergy Action Plan – Auto injectors – Epi Pen or Jext or Emerade	17-19

1. Background

1.1 The College recognises that in a Further Education environment the majority of learners who use medication will do so entirely independently and without the need for any support. These learners are entitled to their privacy and are not expected to declare their medical needs to the College unless they wish to do so.

1.2 However, the College also recognises that a minority of its learners may need support with the storage and administration of their medication, in order to enable them to have equal access to learning opportunities. This is particularly true of emergency medication. The South Thames College's Group approach is to utilise the social model of disability. The intention of this policy and procedures is therefore to remove any barrier for individual learners who wish to access the College and its full range of educational opportunities but who require assistance with medication in order to do so. The administration of off-site based medication by staff should also be administered in accordance with these procedures.

1.3 The policy and procedures have been prepared with reference to:

- Guidance on the use of Auto Injectors in Schools 2017
- Regulation 8 of the Human Medicines Regulations 2017 amends schedule 17 of the Human Medicines Regulations 2012
- Managing Medicines in Schools and Early Years Settings (DfES / DoH 2005)
- Supporting Pupils at School with Medical Conditions December 2015
- Supporting Pupils with medication needs 2008 & addendum guidance for the use of emergency salbutamol inhalers in schools 2014
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice 2014
- Management of Health and Safety at Work Regulations 1999
- First Aid at Work Regulations 1981

1.4 The policy and procedures should be read in conjunction with the following Group policies and procedures:

- Health & Safety Policy
- First Aid and Accidents Reporting Procedure
- Educational Visits Procedure
- Safeguarding Children and Vulnerable Adults Policy
- Safeguarding Procedures
- Admissions Policy

2. Purpose

2.1 The main purpose of this policy and procedures is to define the Group's duties and clarify roles and responsibilities in relation to applicant/learners with medical conditions. This includes the procedures for the storage and administration of prescribed medication.

3. Scope

3.1 This policy and procedures apply to all staff, volunteers and stakeholders with the exception of Elmwood Nursery.

4. Definitions of medical conditions

4.1 An applicant or learner's medical needs may be broadly summarised as being of two types:

- **short-term** eg affecting their attendance or ability to learn at college
- **long-term**, potentially limiting access to education and requiring ongoing support, including with the storage or administration of medication

4.2 Some learners with medical conditions may be considered as disabled. Where this is the case, the Group must discharge its duties under the Equality Act 2010. Some learners may also have Special Educational Needs and may have an Education, Health and Care Plan (EHCP). Where this is the case, the Group must make reference to the SEND Code of Practice 2014.

5. Admissions process for learners with medical conditions

5.1 Learners are requested to disclose a medical condition at the application stage if it has the potential to significantly impact on their studies, ability to leave the College in an emergency situation, or it is essential that the College stores or administers medication on their behalf.

5.2 If an applicant discloses a medical condition, as described above; they will be invited to a support interview. This enables relevant staff to assess an applicant's needs prior to the course start date to enable reasonable adjustments to be put in place, where possible. Where an applicant has an EHCP, the local authority requesting a placement will be notified that the Group can or cannot meet the applicant's needs. If after consulting all relevant professionals; it is considered that the admittance of a learner would be detrimental to the health of that learner or others, then the applicant may not be admitted in line with the Admissions Policy.

6. Roles and responsibilities

6.1 **Applicants/learners** with medical conditions are often the experts in how their condition affects them. They should be encouraged to fully participate in discussions and the development of any risk assessment and health care plans, and provide consent to contact relevant professionals. Once enrolled, learners are required to carry spare in date medication as appropriate and to check any medication stored on their behalf by the College is also in date. In the case of emergency medication, they should always carry a spare eg auto injector as more than one dose may be required.

6.2 **Parents/carers** where appropriate, should provide comprehensive and up-to-date information regarding medical needs prior to course start dates. They should carry out any action they have agreed as part of these procedures for example, providing in date medication in advance, collecting out of date medication and notifying the Group of any changes to a learner's medical history.

- 6.3 **Providers** of health services should cooperate with Colleges by providing timely, accurate and comprehensive information, advice and guidance to minimise risks and support the education of learners. This includes signing Form 2 and any Allergy Action Plan to confirm agreement that the emergency medication is required and the administration procedure is accurate.
- 6.4 **Local authorities** are responsible for funding the appropriate level of support for learners with EHCPs who have associated health needs as per the Children and Families Act 2014.
- 6.5 **The governing body** are aware of the group’s statutory duty for supporting learners with medical conditions.
- 6.6 **Aurora Centre, Foundation Studies and Learning Support teams** are responsible for leading on assessing applicants/learners and completing relevant forms such as health care plans. In addition, they are responsible for working with parents/carers, medical practitioners and the health and safety team to minimise risks in the storage and or administration of medication, and any agreed support. The Aurora Centre staff and specific nominated staff from other teams, are required as part of their job role, to be trained in the storage and administration of medication. This is due to the higher prevalence of both medical conditions with some cohorts of learners, and the need for staff to administer medication.
- 6.7 **Curriculum** and all other staff are also expected to support the implementation of any risk assessment and or health care plan; and make reasonable adjustments to enable learners with medical conditions to access effective learning and assessment opportunities.
- 6.8 **All staff** should have a basic awareness of how to recognise and respond to a person having an allergic reaction as we cannot always predict who will have a life threatening anaphylaxis reaction. Where we do know a person has a history of anaphylaxis reactions, all staff should know what to do in an emergency situation. All staff should be aware of which staff members have received training to administer emergency medication and how to access their help.

7. Staff training

- 7.1 The administration of medication in College will be the duty of designated trained staff. The majority of learners requiring the storage and or administration of medication will be managed within Foundation Studies including the Aurora Centre. With regard to emergency medication eg for anaphylaxis, national guidelines recommend access within 5 minutes. To meet this time critical requirement, first aiders will also be trained in the storage and administration of emergency medication; alongside Aurora Centre, Foundation Studies and Learning Support teams and volunteers as agreed by Heads of School and Service.
- 7.2 All staff involved in the storage or administration of medication, need to attend training in the application of these procedures to achieve and / or maintain competence. Additionally, these staff must also receive training for individual medications they are required to administer in particular ways (e.g. emergency medication via an auto injector such as an epipen /Jext/ Emerade).
- 7.3 Written confirmation of instructions and any necessary training from a health practitioner is required prior to storing and administering any medication.

8. Storage of medication

8.1 All medications must be kept in a locked refrigerator or locked, designated cabinet in a locked, identified room at each college in accordance with Health and Safety regulations. Designated key holders need to be aware of this policy.

8.2 Medication must be signed back into the locked refrigerator or designated cabinet.

9. Procedure for supporting learners with the administration and/or storage of medication

9.1 These procedures apply to all learners who request support with the storage or administration of their own medication. The procedures below rely heavily upon completion of the appropriate forms in the appendices in order to ensure medication is administered correctly and stored accurately. Where learners, parents or carers are required to complete forms but have difficulty with this due to learning difficulties, disabilities, literacy or language difficulties, appropriate support will be provided

9.2 A learner's knowledge and understanding of his / her own medication will be assessed. Where possible, learners will be encouraged to be as independent as possible in administering their own medication. A private, quiet room such as a first aid room is available for this process if required by the learner.

9.3 Dealing with the requests for support with the storage or administration of medication

- All learners who request any support with medication must have a Health Care Plan completed (Form 1). This includes learners who administer their own medication, but require the College to store this medication for them
- A completed Consent to Store or Administer Medication form (Form 2) must be completed for each medicine, the learner requires assistance with. Form 2 must be signed by the learner, and or their parent/carer if they are under 18 or are unable to give their own informed consent and for emergency medication by a medical practitioner e.g. GP or consultant
- Form 2 must also be authorised by an appropriate manager at each College namely the assistant principal, head of, deputy head of or curriculum manager, for the Aurora Centre, Foundation Studies or Learning Support
- Requests for the regular (rather than emergency) administration of medication will only be granted where it is agreed that it is essential that the medication be administered during the learner's time in College (i.e. where it is not possible for medical reasons for this medication to be administered before the learner comes to college and / or after the learner goes home).

9.4 Taking delivery of medication, following approval

- Form 3 should be completed when receiving medication
- All medication must be kept in the original container and packaging in which it was dispensed by a pharmacist with individual details on it. Any prescribed medication provided without original labelling will not be accepted in the first instance.

- The specified medication can then be given to a trained member of staff. The member of staff must check that the medication being provided matches exactly that described on Form 2, and only to accept medication that it is still within its expiry date
- For regular medication, learners or parents/carers are asked to provide no more than 5 days' supply of the medication. Any additional medication is at the discretion of an agreed manager as in 9.2.

9.5 Administering medication

- Every time medication is administered to a learner; this must be done with direct reference to the appropriate copy of Form 4 (Record of administration of medication). This record must be completed at the time of administration of the medication
- Medication must only be administered by staff who are trained in this procedure, and in any specific procedure relating to the particular medication in question if applicable (e.g. use of a specific auto injector such as Epipen, Jext, Emerade). A record must be kept of all medication-related training that each member of staff has undergone (Form 5)
- For regular medication, the manager named in Form 2 will identify an appropriate member of staff to administer the medication at the required time
- No individual should ever be forced to accept medication. If parent/carer consent was originally needed for the request to support with medication (i.e. on Form 2), the College must notify parents/carers immediately if a person refuses medications as prescribed. This refusal must also be recorded on Form 4
- Administration of emergency medication must also be recorded on Form 4, as with any medication
- Some learners may prefer to have their emergency medication administered by a member of staff of the same gender as themselves. Such requests should be considered wherever possible
- STC Group will ensure, as far as is reasonably practicable, that appointed First Aiders are trained in administering emergency medication such as auto injectors. In addition, Aurora centre, Foundation Studies and Learning Support teams also have trained staff.
- If parent / carer consent was originally needed for the request to support with medication (i.e. on Form 2), then the parent/carer must be informed immediately of any instances where emergency medication has been administered and recorded on Form 4
- In any instance where emergency medication is administered, an ambulance must always be called for the individual concerned immediately and next of kin informed
- The emergency services must be notified of the first dose given and authorisation for a second dose of an auto injector if required requested.

- First Aiders should always call an ambulance, if they are unsure about a learner’s health and well-being
- Staff are not allowed to administer any medication that has not been prescribed for the named learner; with the exception of at the Aurora Centre where medication to support everyday well-being may be required with the authorisation of a named manager in 9.2
- Nominated managers from 9.2 will keep an up to date register of all learners at each College who require emergency medication and will save this on line in an agreed confidential shared space; to
- enable the health and safety team and managers to monitor and review the practical application of these procedures
- This register will also be available in the First Aid rooms and regularly monitored by First Aiders and other trained staff so they are aware of the urgency of the administration of emergency medication to specified learners

9.6 Changes to a learner’s medication

Any changes in a learner's medication must be accompanied by a new consent form (Form 2) and the out of date form filed separately, clearly marked as ‘VOID’ to avoid any confusion

9.7 Storage and disposal of medication

- Medication must be kept locked in a refrigerator or locked cabinet at the appropriate College at all times; with emergency medication easily accessible by a number of trained staff
- The expiry date of all medication must be checked upon receipt from the learner or parent /carer, and recorded on Form 2. Any expired medication must be returned to the learner or
- Parent/carer for disposal, and this must be signed for by the learner or parent/carer on Form 3. Alternatively, it must be returned to a pharmacy for disposal by one of the managers indicated in 9.2. A receipt must be obtained for any medication returned in this way and attached to Form 4
- Any sharps must be disposed of in the sharps box, within the designated room at each College, usually the first aid room and only by the staff designated by the Health & Safety team
- For advice and equipment to ensure the safe storage and/or disposal of medication/sharps, staff should contact the Health and Safety Team on receipt of application for administration of medication
- College staff should not dispose of any medication. Learners or Parents/carers should collect unwanted medication. If a learner does not collect their medication, it should be taken to the nearest pharmacy for disposal by an agreed member of staff

10. College trips and visits

10.1 The storage and administration of medication should be included as part of the Group's risk assessment process and conform to these procedures.

10.2 A designated staff member needs to sign out/in, the agreed medication using Form 6.

10.3 There are only two circumstances in which staff are permitted to take stored medication off College premises on a learner's behalf:

- is attending a residential trip
- is participating on an educational trip

10.4 The medication will be transported and stored safely by a trained designated member of staff and returned either at the end of the visit or the end of the College day. It should not at any time be left unattended. In all other circumstances, learners are able to carry their primary and spare medication on trips and staff are not permitted to do so on a learner's behalf.

11. Monitoring and review

11.1 The overall monitoring of the policy and procedures will be the responsibility of the Assistant Principal - Curriculum & High Needs in conjunction with the Health and Safety Team.

11.2 These procedures will be reviewed annually or in line with any changes in legislation or national guidance.

12. Breach of these procedures

12.1 The College will take seriously any instances of non-adherence to the Group's policy and procedures by its staff.

12.2 Any instance of breach of this policy and procedures will be investigated and, where appropriate, action may be considered under the College's Disciplinary Code for staff.

13. Access to the policy and procedures

The policy and procedures will be published on the websites for the South Thames College's Group, virtual learning environment and staff intranet.

South Thames Colleges Group

Appendices Form 1 Health Care Plan

To be completed by all learners or parent/carer requiring the College to store or administer medication

Date:

Learner name & ID Number

Personal Tutor

Course & College

Date of birth

Named medical condition(s)

- 1
- 2
- 3
- 4

Next of Kin Contact Information

1. Name

Phone number (work)

Home number

Mobile number

2. Name

Phone number (work)

Home number

Mobile

Clinic / Hospital Contact Information

Name

Role

Phone number

Clinic & Hospital

GP Contact Information

GP or Surgery Name

Phone number

Describe medical needs and give details of known symptoms

Describe what constitutes an emergency for the learner, and the action to take if this occurs and any follow-up care

Review date:

A review must take place if there is a change in diagnosis, or severity of condition.

Name & role of staff completing this form:

Signature:

Date:

Learner/Parent/Carer consent to store and or administer medication

Form 2

STCG will not store or administer any medication to a learner unless this form has been fully completed and signed.

Name of learner ID Number Date of Birth / /

Name of Medication (as printed on original container)	Expiry date	Emergency or non-emergency medication	Prescribed or non-prescribed medication	Dose & strength	Method of administration -Oral -Injection -Inhaler -Other (give details)	To be administered by -Self -Staff -External staff	Timing & frequency	Known side effects or special precautions
1.								
2.								
3.								

I give consent for staff to store and or administer the above named medication to me/the above named person. The information I have provided is to the best of my knowledge accurate. I will inform the College immediately in writing if there is any change.

1. Signature of learner or parent/carer:

Name:

Date:

2. Signature of GP/Hospital consultant:

Name:

Date:

For all emergency medication, the name and signature of the learner's GP/hospital consultant must be provided below to confirm consent & a signed Allergy Action Plan for the administration of auto injectors.

3. Signature of STCG Manager (Refer to point 9.2):

Name:

Date:

Agreeing to the storage and or administration of medication above



Form 3 Medication Received or Returned by Authorised College Staff

following completion of Form 1 Healthcare Plan & Form 2 Consent to store or administer medication

Name of Learner:

Learner ID:

Date of Birth:

For the Aurora Centre, please note in the learner's diary what was received, if sent via transport and note this in the staff delivered column.

Date	Medication name	Quantity received & storage location	Quantity returned & storage location	Name of staff who received it & placed in agreed storage location	Name of staff who delivered it



Form 4 Record of Medicine Administered to a Learner

Following completion of Health Care Plan Form 1 and Form 2 - consent by learner or parent/carer to administrator medication

Name of Learner:

Learner ID:

An ambulance must always be called if emergency medication is administered and paramedics informed of each dose given.

Date given	Medication Name	Emergency medication Yes/no	Given dose	Time given	Name of staff who administered medication	Signature of staff who administered medication	Note of any refusal to take medication



Form 5 Staff training record – administration of medication

Name of staff member

Type of training received

Date

1. Policy & Procedures		
2. Buccal		
3. Epi pen/Jext/Emerade		
4. Other Please state		
5. Other Please state		
6. Other Please state		

For trainer completion

I confirm that the member of staff named above has received the training detailed above in point _____

Trainer name:

Role:

Signature:

Date:

I confirm that the member of staff named above has received the training detailed above in point _____

Trainer name:

Role:

Signature:

Date:

I confirm that the member of staff named above has received the training detailed above in point _____

Trainer name:

Role:

Signature:

Date:

For trainee completion

I confirm that I have received the training detailed above in point ____

Staff name: Role:

Signature: Date:

I confirm that I have received the training detailed above in point ____

Staff name: Role:

Signature: Date:

I confirm that I have received the training detailed above in point ____

Staff name: Role:

Signature: Date:

I confirm that I have received the training detailed above in point ____

Staff name: Role:

Signature: Date:

I confirm that I have received the training detailed above in point ____

Staff name: Role:

Signature: Date:

Form 6 Trips and Visits Medication Sign Out and in Form – Aurora Centre and residential trips only

Note: Please ensure staff writing the risk assessment for the trip have incorporated medication transportation.

Learner name:

Learner ID:

Date	Learner Name	Medication Name	Time Signed Out	Signature of staff	Print name of staff	Time signed in	Signature of staff	Print name of staff

7 Allergy Action Plan – Auto injectors – Epi Pen or Jext or Emerade

bsaci ALLERGY ACTION PLAN RCPC anaphylaxis AllergyUK

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 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

© The British Society for Allergy & Clinical Immunology 2018

How to give EpiPen®



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



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



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

Additional instructions:

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:

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 | B BREATHING | C CONSCIOUSNESS |
| <ul style="list-style-type: none"> • Persistent cough • Hoarse voice • Difficulty swallowing • Swollen tongue | <ul style="list-style-type: none"> • Difficult or noisy breathing • Wheeze or persistent cough | <ul style="list-style-type: none"> • 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. 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 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 AAIs in schools

signed:

Print name:

Date:

For more information about managing anaphylaxis in schools and 'spare' back-up adrenaline autoinjectors, visit: sparepensschools.uk

© The British Society for Allergy & Clinical Immunology 6/2018

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:

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:

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 AAIs in schools

signed: _____

Print name: _____

Date: _____

For more information about managing anaphylaxis in schools and 'spare' back-up adrenaline autoinjectors, visit: sparepensinschools.uk

© The British Society for Allergy & Clinical Immunology 07/2016

How to give Emerade®



REMOVE NEEDLE SHIELD



PRESS AGAINST THE OUTER THIGH



HOLD FOR 5 SECONDS
Massage the injection site gently, then call 000, ask for an ambulance stating "Anaphylaxis"

Additional instructions:

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: _____