RICARDS LODGE HIGH SCHOOL

Allergy Safety Policy

To be read in conjunction with "Supporting pupils in school with medical conditions policy"

(PUBLISHED)

September 2026

Ricards Lodge High School	
Date written/last review	September 2026
Approval level	Governors
Date of next review	September 2027
Add to website Y/N	No

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1. Aims

This policy aims to:

- Set out our school's approach to allergy safety, 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 among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, 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

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 The governing board

The governing board is responsible for ensuring:

- Risks relating to students with allergy are included in the risk register and actively managed
- The school has an allergy safety policy which sets out:
    - Arrangements to reduce the risk of individuals coming into contact with their known allergens
    - Emergency response plans for cases of anaphylaxis

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.

3.2 Allergy safety lead

The nominated allergy safety lead is Natalija Bloom, Assistant Headteacher.

They're responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Ensuring:
- All allergy information is up to date and readily available to relevant members of staff
- All students who require support with allergies have an up-do-date individual healthcare plan (IHP)
- All students with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- All staff receive regular allergy awareness training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
    - What lessons there are to learn
    - Any potential changes to the medical conditions and/or allergy safety policies and/or to any student's IHP
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.3 Headteacher

The headteacher is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student's allergy can be managed through the adjustments made under the

school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the student's circumstances

3.4 [At least 2 named volunteers among school staff]

[T. Omar and S. Semler] are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach
- Any other appropriate tasks delegated by the allergy lead

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific students with allergies in their care
- Reducing the risk to students with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of students with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety 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
- The parents or carers of all new starters to the school are required to inform the school of any details of any food intolerances or allergies and their management should be described by completing the Allergy Declaration Form (Appendix xxx).

- If details are unclear or ambiguous, the school will follow this up with a phone call to parents for further information which will be recorded by the school.
- It is parents' responsibility to ensure that if their child's medical needs change at any point that they make the school aware and a revised medical needs form must be completed. Updating the school if their child's medical needs change at any point. Parents are requested to keep the school up to date with any changes in allergy management with regards to clinic summaries, re-testing and new food challenges
- 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
- Ensuring that any required medication (Epipens or other adrenalin injectors, inhalers and any specific antihistamine) is supplied, in date and replaced as necessary. The parents of all children who have an epi-pen in school must complete specific healthcare plan sheets stating the emergency actions to be taken. They should also give permission for the spare emergency epi-pen to be used in the event it is required.
- Attending any meeting as required to share further information about their child's food allergy, to plan for food management in school or to complete a care plan.
- Following the school's guidance on food brought in to be shared, carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Updating the school on any changes to their child's condition

3.7 Students with allergies

students are responsible for:

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

3.8 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older students might also be expected to support their peers and staff in the case of an emergency.

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying students at risk

We will:

- For new starters, send a form to all parents/carers of students after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the student has and whether they carry medication. Where a student has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year asking them to update their child’s medical information as necessary

We ask that parents/carers proactively inform us by either phone call to the school 020 8946 2208 or an email to info@ricardslodge.org if their child’s medical needs change during the school year.

4.2 Identifying staff and visitors at risk

School’s arrangements for identifying staff and visitors with known allergies:

- Asking new staff to provide details of their allergies in advance of their start date
- Asking visitors to provide details of their allergies in advance of their visit if appropriate

4.3 Individual healthcare plans (IHP)

**for student with allergies, for other medical conditions please see Supporting Students with Medical Needs Policy*

students should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a student to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the student. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the student while they are at school, or pose no risk to the student. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher/allergy safety lead is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the student's circumstances.

The school will consider the following principles:

- If the arrangements or support which a student requires would be available to any student as part of normal policies, an IHP may not be required
- If the student only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the student's needs have changed. Where a student moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

All students who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All students who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the student's IHP. Whenever the allergy action plan is updated, the student's IHP should be reviewed to incorporate it.

4.5 Register of students with known allergies

- The school maintains a register of students who have a known allergy. The register includes:
    - Known allergens and risk factors for anaphylaxis
    - Whether a student has been prescribed ADs (and if so, what type and dose)
    - Where a student has been prescribed an AD, whether parental consent has been given to administer emergency medication
    - A photograph of each student to allow a visual check to be made kept on the staff hub (will need parental consent)
    - The register is kept on The Staff Hub [in a location easily accessible to staff and in areas where food is served or handled] and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all students to keep their ADs with them will reduce delays and allows for confirmation of consent without the need to check the register.

5. Assessing risk

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

- Lessons such as food technology
- 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 experiences or baking

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

6. Minimising risk

6.1 Hygiene procedures

Set out what measures you'll take to prevent contamination in your school, such as:

- students are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance

6.2 Catering

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

- Catering staff receive appropriate training and are able to identify students with allergies
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and students to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students 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)
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

6.3 Insect bites/stings

When outdoors:

- Shoes should always be worn

- Food and drink should be covered

6.4 Animals

When applicable

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- students with animal allergies will not interact with animals

6.5 Visits and trips

- No students with allergies will be excluded from taking part
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of students' allergies and to have received appropriate training
- The school will conduct a risk assessment for any student at risk of anaphylaxis taking part in a school trip
- students at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see section 8.5)

7. Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- All students with prescribed AAI are required to keep a spare one in their bag in addition to one kept in the school office
- If the student has an allergy action plan, this must be followed
- A spare school AD device will only be used if:
    - The student does not have a prescribed AD
    - The student's prescribed AD are not available or misfire

- If the student 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 [school uses NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency]
- If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed

8. Adrenaline devices (ADs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, set out your school's procedures for ADs, covering these areas:

8.1 Prescribed ADs

Students who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Students with prescribed ADs should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

If a student cannot keep their ADs with them in the classroom (due to age or other considerations), then the devices will be stored:

- In the main school office that is unlocked and accessible at all times
- No more than 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

A copy of the student's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

- Poster of students with medical needs will clearly show which students have been provided with prescribed adrenaline (and an allergy action plan)

8.2 Spare ADs and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAIs may be used in an emergency. Schools can purchase an

emergency asthma reliever inhaler which can only be used if the student's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare ADs [and an emergency asthma reliver inhaler] and ensuring they are stored according to the guidance.

Procedures for buying spare ADs. For example:

- AD will be sourced either via the School Nursing team or purchased from the local pharmacy
- School will have at least two ADs
- Which brand(s) of ADs are purchased (Epi pen)
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the AAI guidance)

Spare ADs will be stored:

- In the Main school office (**other locations will be added**)

Spare AAIs will be kept:

- In pairs, in case a second one is necessary
- Separate from any students' prescribed ADs and clearly labelled to avoid confusion

[T.Omar and S.Semler] are responsible for:

- Checking monthly that spare ADs [and the emergency asthma reliver inhaler] are present and in date
- Obtaining replacement ADs when the expiry date is near

8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

8.4 Using spare ADs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers or students for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off school premises

Students at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on school trips and off-site events

Arrangements for taking spare ADs for emergency use on school trips and off-site events: students are required to have their ADs on them for any off site activities.

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a student, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident book, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and students responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a student aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a student aged 16 and over, the school will confirm that the student agrees that their parents/carers should be informed.

The school will share the report with the student's parents, the student or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the student is at home. This means that incident reporting is not limited to staff – the student, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with [N. Bloom]. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the student's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a student has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff. [See how to make a RIDDOR report]

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

10.1 Staff training

The school ensures that all staff expected to be present during times when students are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee students at breakfast or after-school clubs. It does not include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school has used 'training pens' from EpiPen and Jext so staff can practise safely and be familiar with the differences during the whole staff training.

The school will conduct allergy safety drills [annually]. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training (annual) will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
    - Calling emergency services and informing parents/carers
    - How to locate and administer emergency medication
    - How to use the medication/device in an emergency
- Understand the impact allergy can have on a student's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

[Set out how your school will teach students about allergies – find useful resources from Allergy School]

11. Wellbeing

students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their tutor and Head of Year
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

11.1 Wellbeing support following an incident or 'near miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the student but their family, those involved in responding. and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

12. Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

This policy will be monitored by the allergy safety lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

14. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting students with medical conditions policy

- Data protection policy
- Behavior for Learning policy

RICARDS LODGE HIGH SCHOOL
Medical Needs Declaration Form

Please complete this form for all students, even if they do not have any medical conditions.

Student Details

Field	Information
Student name:	
Date of birth:	
Year group:	
Tutor group:	

Medical Conditions Declaration

Does your child have any medical conditions? ☐ Yes ☐ No

If **YES**, please provide details below. If **NO**, please sign the declaration at the end of this form.

Medical Condition 1

Field	Information
Medical condition/diagnosis:	
Date of diagnosis (if known):	
Symptoms/signs:	
Triggers (if applicable):	
Current medication/treatment:	
Dosage and frequency: How medication is administered:	
Side effects of medication:(if relevant)	
Daily care requirements	
What to do in an emergency:	

Does your child require an individual healthcare plan? ☐ Yes ☐ No ☐ Unsure

Does your child have in place an individual healthcare plan? ☐ Yes ☐ No

If yes please provide school a copy

Medical Condition 2 (if applicable)

Field	Information
Medical condition/diagnosis:	
Date of diagnosis (if known):	
Symptoms/signs:	
Triggers (if applicable):	
Current medication/treatment:	
Dosage and frequency: How medication is administered:	
Side effects of medication:(if relevant)	
Daily care requirements	
What to do in an emergency:	

If your child has more than 2 medical conditions, please attach additional information.

Allergies

Does your child have any allergies (including food allergies)? ☐ Yes ☐ No

If **YES**, please provide details:

Field	Information
Allergen:	
Reaction:	
Severity: ☐ Mild ☐ Moderate ☐ Severe/Anaphylaxis	
Does your child carry an adrenaline auto-injector (e.g. EpiPen)?	☐ Yes ☐ No
If yes, how many are provided to school: (Students should have as a minimum one in their school bag and at least one in the school office)	
Expiry date(s):	
Has your child been trained to self-administer?	☐ Yes ☐ No
Combine questions 6 and 7, Question 8	
Please give further details on how the allergy may impact specific lessons such as Food & Nutrition (handling, preparing, cooking and cleaning food items), PE etc.	

Appendix 1 – student Allergy Declaration Form

Name of student:			
Date of birth:		**Year group:**	
Name of GP:			
Address of GP:			

Nature of allergy:	
Severity of allergy:	Airborne y/n Contact y/n Ingestion y/n
Symptoms of an adverse reaction:	
Details of required medical attention:	
Instructions for administering medication:	
Control measures to avoid an adverse reaction:	

Date

Review date

This will be reviewed at least annually or earlier if the child's needs change
Arrangements that will be made in relation to the child travelling to and from the school. ***If the student has a life-threatening condition, specific transport healthcare plans will be carried on vehicles***

Appendix 2 – Staff Allergy Declaration Form

Name of Staff:			
Date of birth:		**Position:**	
Name of GP:			
Address of GP:			

Nature of allergy:	
Severity of allergy:	
Symptoms of an adverse reaction:	
Details of required medical attention:	
Instructions for administering medication:	
Control measures to avoid an adverse reaction:	

Date _____

Review date _____

This will be reviewed at least annually or earlier if the staff's needs change

Appendix 3 - Parental agreement to administer medicine

One form is to be completed for each medicine.

The school will not give your child medicine unless this form is fully completed and signed.

Name of child

Date of Birth _____/_____/_____

Medical condition or illness

Medicine: To be in the original container with the label as dispensed by a pharmacy

Name/type and strength of the medicine

(as described on the container)

Date commenced _____/_____/_____

Dosage and method

Time to be given

Special precautions

Are there any side effects that the school should know about?

Self-administration Yes/No (delete as appropriate)

Procedures to take in an emergency

Parent/Carer Contact Details:
Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine safely to the school office.
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to appropriately trained school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer's signature

Print Name

Date

Appendix 4 – EpiPen®: Emergency Instructions

EpiPen®: EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Child's Name: _____

DOB: _____

Allergic to: _____

ASSESS THE SITUATION

Send someone to get the emergency kit, which is kept in:

State Details / Location Here

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting

ACTION

Give _____ (Antihistamine) immediately

Monitor child until you are happy he/she has returned to normal.

If symptoms worsen see _

SEVERE REACTION

SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

ACTIONS

1. Get _____EpiPen® out and send someone to telephone 999 and tell the operator that the child is having an

'ANAPHYLACTIC REACTION'

2. Sit or lay the child on the floor.
3. Take EpiPen® and remove the grey safety cap.
4. Hold EpiPen® approximately 10cm away from the outer thigh.
5. Swing and jab the black tip of EpiPen® firmly into the outer thigh. MAKE SURE A CLICK IS HEARD AND HOLD IN PLACE FOR 10 SECONDS.
6. Remain with the child until the ambulance arrives.
7. Place the used EpiPen® into the container without touching the needle.
8. Contact parent/carer as overleaf.

Appendix 5 – ANAPEN®: Emergency Instructions

ANAPEN®: EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Child's Name: _____

DOB: _____

Allergic to: _____

ASSESS THE SITUATION

Send someone to get the emergency kit, which is kept in:

State Details / Location Here

.....

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting

ACTION

Give

_____

(Antihistamine)

immediately

Monitor child until you are happy he/she has returned to normal.

If symptoms worsen see _

SEVERE REACTION

SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

ACTIONS

1. Get _____ANAPEN® out and send someone to telephone 999 and tell the operator that the child is having an
   'ANAPHYLACTIC REACTION'
2. Sit or lay the child on the floor.
3. Get ANAPEN® and remove the black needle cap.
4. Remove the black safety cap from the firing button.
5. Hold ANAPEN® against the outer thigh and press the red firing button.
6. Hold ANAPEN® in position for 10 seconds.
7. Remain with the child until the ambulance arrives. Accompany the child to the hospital in an ambulance.
8. Place used ANAPEN® into the container without touching the needle.
9. Contact parent/carer as overleaf.

Date	Time	Given by (print name)	Observation/evaluation of care	Signed/ date/ time

Check the expiry date of Auto-Injectors every few months

Appendix 7 – Note to parent/carer for medication given

Note to parent/carer

Name of school _____

Name of child _____

Group/class/form _____

Medicine given _____

Date and time given _____

Reason _____

Signed by _____

Print Name _____

Designation _____

Appendix 8 - Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

2. Give your location as follows *(insert school address)*

3. State that the postcode is:

4. Give exact location in the school *(insert brief description)*

5. Give your name:

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

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

Put a completed copy of this form by the telephone.

Appendix 9 - Checklist for Responding to Emergency Situations

The school must have a clear emergency procedure for cases of anaphylaxis, which should include arrangements for:

1. Summoning an ambulance in an emergency.
2. Treating the child if necessary whilst waiting for the ambulance to arrive.
3. Where to find the adrenaline, e.g., in a known, accessible location and not locked away.
4. Who should administer the adrenaline and how they can be contacted swiftly in an emergency.
5. Who else must be contacted in an emergency.
6. Ensuring that accident forms are filled out if applicable.

These procedures should be agreed with the relevant parties and clearly set out in the student's individual care plan.

Remember that even if the student is only displaying mild symptoms, care should be taken to remain very vigilant as these signs might be the precursor to a more serious attack. The serious signs to watch out for can be summarised in the form of the following questions:

- Is the student having marked difficulty in breathing or swallowing?
- Does the child appear suddenly weak or debilitated?
- Is there steady deterioration?

If the answer to any of these questions is yes, adrenaline should be administered without delay, and an ambulance must be called.

Appendix 10 (applicable to all students)

RICARDS LODGE HIGH SCHOOL
Medical Needs Declaration Form

Please complete this form for all students, even if they do not have any medical conditions.

Student Details

	Information
Student name:	
Date of birth:	
Year group:	
Tutor group:	

Medical Conditions Declaration

Does your child have any medical conditions? ☐ Yes ☐ No

If **YES**, please provide details below. If **NO**, please sign the declaration at the end of this form.

Medical Condition 1

	Information
Medical condition/diagnosis:	
Date of diagnosis (if known):	
Symptoms/signs:	
Triggers (if applicable):	
Current medication/treatment:	
Dosage and frequency: How medication is administered:	
Side effects of medication:(if relevant)	
Daily care requirements	
What to do in an emergency:	

Does your child require an individual healthcare plan? ☐ Yes ☐ No ☐ Unsure

Does your child have in place an individual healthcare plan? ☐ Yes ☐ No

If yes please provide school a copy

Medical Condition 2 (if applicable)

	Information
Medical condition/diagnosis:	
Date of diagnosis (if known):	
Symptoms/signs:	
Triggers (if applicable):	
Current medication/treatment:	
Dosage and frequency: How medication is administered:	
Side effects of medication:(if relevant)	
Daily care requirements	
What to do in an emergency:	

If your child has more than 2 medical conditions, please attach additional information.

Allergies

Does your child have any allergies (including food allergies)? ☐ Yes ☐ No

If **YES**, please provide details:

	Information
Allergen:	
Reaction:	
Severity: ☐ Mild ☐ Moderate ☐ Severe/Anaphylaxis	
Does your child carry an adrenaline auto-injector (e.g. EpiPen)?	☐ Yes ☐ No
If yes, how many are provided to school: (Students should have as a minimum one in their school bag and at least one in the school office)	
Expiry date(s):	
Has your child been trained to self-administer?	☐ Yes ☐ No
Please give further details on how the allergy may impact specific lessons such as Food & Nutrition (handling, preparing, cooking and cleaning food items), PE etc.	

Medication at School

Does your child need to take medication during the school day? ☐ Yes ☐ No

If **YES**:

	Information
Name of medication:	
Dosage:	
Time(s) to be administered:	
How medication should be stored:	☐ In the medical room ☐ Carried by student ☐ Other (please specify):
Can your child self-administer?	☐ Yes ☐ No

I give consent for school staff to administer the medication detailed above in accordance with the instructions provided.

Signed: _____ Date: _____

Regular Medication at home

Does your child take any regular medication at home, including:

Prescription medications (e.g. for asthma, diabetes, epilepsy, ADHD, allergies)

☐ **Yes** ☐ **No**

If YES:

Name of medication:

Why we need this information

This information will be:

- Kept securely and confidentially in your child's medical records
- Only shared with medical professionals in case of a medical emergency where it may be relevant to their treatment
- Used to ensure staff are aware of any medical conditions that may affect your child at school

Additional Information

Please provide any other information that would help us support your child's medical needs:

_____

_____

_____

_____

Declaration

I confirm that:

- The information provided in this form is accurate and complete
- I will inform the school immediately if my child's medical needs change
- I will ensure any medication provided to school is in its original packaging, in date, and clearly labelled with my child's name
- I will replace medication before it expires
- I understand that school staff are not medically trained but will do their best to support my child in accordance with this information and any individual healthcare plan developed

Parent/Carer Signature: _____

Print Name: _____

Date: _____

_____

For office use only:

Date received: _____

Received by: _____

Individual healthcare plan required? ☐ Yes ☐ No

Follow-up meeting arranged? ☐ Yes ☐ No Date: _____