

Woodbridge School ANAPHYLAXIS/EPIPEN POLICY

1. Policy statement

Woodbridge School seeks to provide a safe environment for staff and pupils who are at risk of severe allergic reactions. It undertakes to ensure that anyone suffering a severe allergic reaction will be treated appropriately and enabled to access emergency services promptly.

2. Procedure

- The medical histories of all new pupils should be carefully searched to identify possible cases of allergy sufferers any medical questionnaires not returned should be vigorously pursued
- The presence in school of a susceptible pupil must be made aware to all those who need to know including especially the catering staff
- If a particular allergen is identified eg peanuts, consideration should be made to ask the catering staff to avoid this ingredient in some cases eg fish this might not be practical
- Adrenaline in the form of Epipens should be kept in strategic locations (see table below)
- Foods that contain an ingredient to which a child is known to be sensitive to must be clearly labelled
- Matrons across the sites need to be up to date with resuscitation procedures and the treatment of anaphylaxis
- A written protocol for treatment of anaphylaxis should be kept at each Epipen location
- The Abbey, Boarding House, Queens House & Senior School Matrons should check the Epipen expiry dates regularly
- Children with a history of anaphylaxis should be advised to discuss the need for an epipen with their own GP
- Children at the Senior School who have been prescribed an Epipen/Anapen should keep it with them at all times. A spare Epipen/Anapen will be kept with Matron. All new pupils with severe allergies will be seen individually by School Matrons before the start of term.
- The Abbey and Queens House Matrons are responsible for the safe keeping of children's Epipens/Anapens

Use of Epipens/Anapens in School

Adrenaline (Epipen/Anapen) should only be administered to children to whom it has been prescribed. This should be by a person who has received training and feels competent to use the device.

If a child is suspected of having an anaphylactic reaction for the first time the Emergency Services should be call immediately (999/112). The operator will tell you how to manage the casualty while you wait for the ambulance.

Matron should be contacted in the event of an emergency on school site and may contact school doctor if appropriate.

Table 1 – EpiPen Location in Senior School

Dining Hall (top drawer in office)	X 2
Marryott House (upstairs kitchen)	X 1
Day Matron's Surgery	X 2
School House Surgery	X 2
Minibuses x 3	X 1
Head of Boys P.E.	X 1
Head of Girls P.E.	X 1
Head of CCF	X 1

Author(s):	Dr JPW Lynch, Mrs PK Wilson RN
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Governor Agreement	

Checked by M R Streat 10/10/09