



Allergies Policy

Spare Adrenaline Auto Injector Policy (Epipen Policy)

Adopted by the Local Governing Body of
New Road Primary and Nursery School
on 30th June 2026

Policy reference:

This policy is to be reviewed:

Annually

The next review date is:

June 2027

Review is the responsibility of:

Governing Body

Review History

Review ratified:

30th June 2026

Review ratified:

Review ratified:

Authorised by: Local Governing Body

1. Policy Statement

We recognise that Anaphylaxis is a serious and potentially life-threatening allergic reaction that requires immediate medical treatment.

The school is committed to safeguarding the health and wellbeing of students, staff and visitors by ensuring appropriate procedures are in place for recognising and responding to severe allergic reactions.

This policy outlines how the school manages students, staff and visitors with severe allergies and how adrenaline auto-injectors (AAIs) are stored and used within school.

This policy follows guidance from the Department of Education regarding supporting students with medical conditions in school.

2. Scope

This policy applies to:

- All students that are attending the school.
- All members of staff.
- Visitors and contractors on school premises
- All school activities including educational visits and off-site activities.

3. Understanding Anaphylaxis

Anaphylaxis is a severe allergic reaction which can occur rapidly and be life threatening. Common triggers include (but not restricted) to:

- Nuts and peanuts
- Dairy products
- Eggs
- Shellfish
- Insect stings
- Latex
- Certain medications

Symptoms may include:

Airway

- Swelling of the throat
- Difficulty swallowing
- Persistent Cough

Breathing

- Wheezing
- Shortness of Breath

- Persistent Cough

Circulation

- Dizziness
- Pale or clammy skin
- Collapse or unconsciousness

Skin

- Hives or a rash
- Swelling of the lips, face or eyes.

Immediate treatment with Adrenaline if anaphylaxis is suspected.

4. Students, Staff and Visitors prescribed Adrenaline Auto Injectors

Students, staff and visitors who have been prescribed adrenaline auto injectors must have their medication available to them at all times whilst on the school premises.

Visitors are responsible for sharing with the school that they have an Adrenaline Auto Injector on their person and their allergy trigger.

Students and staff diagnosed with severe allergies are required to have two prescribed auto injectors in school during the school day to ensure immediate access in the event of an allergic reaction.

These devices are stored in clearly labelled individual medical boxes named for the student or staff member in the first aid cabinet situated in the first aid room.

Parents and carers are responsible for ensuring that:

- Medication supplied to the school is within its expiry date.
- Replacement medication is provided before the expiry date.

The school is informed of any changes to the student's medical condition or treatment

5. Schools spare Adrenaline Auto Injectors

From September 2026 the school will maintain 2 spare adrenaline auto injectors purchased by the school for emergency use. These devices are intended as emergency back-up devices and not to replace students prescribed medication.

The spare device may be used if:

- A student's prescribed injector is not immediately available.
- A student's injector has already been used.
- A device malfunctions

- A severe allergic reaction occurs in a person who does not have their own injector available.

Storage of Adrenaline Auto Injectors

Adrenaline Auto Injectors must be stored in locations which are easily accessible in an emergency. From September 2026, the school will maintain two spare adrenaline auto injectors purchased by the school. These will be stored in the First Aid room.

Storage arrangements ensure that:

- Devices are kept in clearly labelled medical cabinets
- Cabinets are not locked
- Medication is not directly accessible to students
- Devices can be accessed by staff quickly in an emergency.

Parent supplied spare injectors stored in school will continue to be stored in the Medical/First Aid room in individually labelled student boxes.

6. Training for Staff

The school will ensure that all 2-day and 3-day first aid staff are trained to recognise and respond to allergic reactions and anaphylaxis.

Whole Staff Awareness Training

All school staff will receive annual allergy and anaphylaxis awareness training.

Training will include

- Recognising allergic reactions
- Recognising symptoms of anaphylaxis
- Understanding emergency procedures
- The location of the adrenaline auto-injectors within the school

7. Emergency Procedure

If anaphylaxis is suspected:

- Call for assistance immediately
- Dial 999 and state “Anaphylaxis Adrenaline Administered”.
- Administer the adrenaline auto injector without delay
- Record the time it was administered
- If symptoms do not improve and a second injector is available, administer another dose after approximately 5 minutes in the opposite thigh.
- Keep the individual comfortable and monitor until emergency services arrive.

- Ensure parents and carers are informed as soon as possible following an incident.

8. Educational Visits and School Trips

When students with severe allergies attend off site activities or school trips:

- Students must take their prescribed injectors with them.
- Staff accompanying the visit will be aware of the students medical needs.
- At least one trained member of staff will be present wherever possible.

9. Monitoring and Maintenance

The school first aid lead will ensure that:

- Expiry dates of school owned injects are checked regularly
- Replacement devices are obtained before expiry
- A record of all auto-injectors held within school is maintained.

10. Record Keeping

Following any administration of adrenaline:

- An incident report will be completed
- Parents or carers will be informed.
- The used injector will be handed to emergency services
- The incident will be reviewed by the school

11. Policy Review

This policy will be reviewed:

- Annually
- Following any serious allergy incident
- When national guidance is updated.

12. References

- Department for education – supporting student with medical needs at school
- Resuscitation Council UK – Guidance on recognition of Anaphylaxis and use of adrenaline auto injectors
- NHS/Anaphylaxis Campaign – practical guidance on storage, use and emergency procedures.
- Human Medicines Regulations – confirms who is legally allowed to administer adrenaline in emergencies