



# The Castle Partnership Trust

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## Epi Pen Statement

**Date: June 2022**

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Due for review: Summer Term 2024

**At The Castle Partnership Trust, we have due regard for our duties under the Equality Act 2010. This Epi-pen document reflects our duties to: eliminate discrimination, advance equality of opportunity and foster good relations.**

## **1. Statement**

The Castle Partnership Trust seeks to provide a safe environment for all 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.

This Epi-pen document has been drafted in light of recommendations from the Department for Education about the additional purchase of school-based Epi-pens and the administration of the Epi-pen in an emergency.

The schools will have their own emergency Epi Pens which will be stored in appropriate places within the schools. They are to be used only in an emergency when a pupil suffers a potential allergic reaction and does not have an Epi- pen to hand.

Parents will be made aware of the school-based Epi-pens and each school will have a register list of those who have given consent for them to be used in the event of an emergency.

Anaphylaxis is a severe systemic allergic reaction. At the extreme end of the allergic spectrum, the whole body is affected usually within minutes of exposure to the allergen. It can take seconds or several hours.

Anaphylaxis involves one or both of two features:

a) Respiratory difficulty (swelling of the airway or asthma) b) Hypotension (fainting, collapse or unconsciousness).

### ***The symptoms are:***

- Swelling of the mouth or throat,
- Difficulty in swallowing or speaking,
- Alterations in the heart rate,
- Hives anywhere on the body,
- Abdominal cramps and nausea,
- Sudden feeling of weakness,
- Difficulty in breathing, collapse and unconsciousness.

## **3. Procedure**

- The medical histories of all new pupils are carefully searched to identify possible cases of allergy sufferers. Any medical questionnaires not returned will be vigorously pursued. Staff are aware of pupils who may require an Epi-pen and their photo and medical information is published on the medical information sheet. The staff and schools' first aiders are all aware of these pupils.

- We ensure that the presence in school of a susceptible pupil is made aware to all those who need to know. All details of pupils with medical conditions are entered on our SIMS system under “Medical”. At TCS and CFS, this is also flagged under pupil information on ClassCharts.
- If a particular allergen is identified, eg peanuts, catering staff and staff delivering cookery lessons will be informed. Parents and carers are advised that it is their responsibility to complete the school Health Care form and give details of the allergy so that the caterers can make an assessment and, in some cases, liaise with the parents and carers.
- Adrenaline in the form of Epi-pens is stored in the appropriate orange boxes.
- A written protocol for treatment of anaphylaxis is kept at each Epi-pen location.
- Parents and carers are responsible for checking the Epi-pen expiry dates regularly of their children. This is followed up on a termly basis by the schools.
- Children who have been prescribed an Epi-pen know where to access them at all times. The schools have their own spare Epi-pens.

#### **4. Use of Epi-pens in School**

We recognise that adrenaline (Epi-pen) should only be administered to children for whom it has been prescribed. This should be by a person who has received training and feels competent to use the device. In the event of an emergency, another member of staff may administer the Epi-pen under the guidance of 999 support.

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

Staff receive Anaphylaxis Training led by the appropriately trained member of the School Team.

# **PROTOCOL FOR EMERGENCY TREATMENT FOR AN ALLERGIC REACTION**

## **ASSESS THE SITUATION – ACT PROMPTLY**

### **MILD REACTION**

**Itching eyes/swelling eyelids**

**Itching lips, mouth, throat**

**Burning sensation in mouth**

**Give antihistamine.**

**CONTACT PARENTS.**

### **SEVERE REACTION**

**Wheezy, difficulty breathing, coughing, choking**

**Difficulty speaking**

**Pale, sweaty, floppy**

**A rash may also be present**

**The child may collapse/become unconscious**

**Get someone to CALL 999 FOR AN AMBULANCE stating possible anaphylactic shock**

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### **ADMINISTER EPI-PEN (reference [www.epipen.co.uk](http://www.epipen.co.uk))**

- Grasp Epi-pen in dominant hand with thumb closest to blue safety cap
- With other hand, pull off the blue safety cap
- Hold Epi-pen approximately 10cm away from the outer thigh
- Orange tip should point to outer thigh
- Jab firmly into outer thigh so the Epi-pen is at a right angle to outer thigh, through clothing
- Hold in place for 10 seconds.
- Epi-pen should be removed and handed to person taking over management of patient.
- Massage injection area for 10 seconds
- Patient must go to A&E as relapse can occur within a few hours and/or further management may be required.
- If conscious, lay child on the floor with legs elevated
- If unconscious, place in recovery position to maintain airway
- Stay with child until further help arrives.

### **IF CONDITION DETERIORATES AND THE CHILD STOPS BREATHING BEGIN RESUSCITATION (CPR)**

## The Castle Partnership Trust Guide to Using an Epi-pen® and Trainer Pen - Simple Steps

1. Using an Epi-pen® is easy, especially if you practise using the Trainer Pen. Staff should familiarise themselves with these simple steps so that they are clear about what to do in an emergency.
2. There is no need to remove clothing to use an Epi-pen®, but make sure the orange end will not hit buckles, zips, buttons or thick seams on an individual's clothes.
3. To remove Epi-pen® from the carry case. Flip open the lid on the carry case. Tip the carry case and slide the Epi-pen® out of the carry case.
4. Lie the individual down with the legs slightly elevated to keep the blood flowing or sit the individual up if breathing is difficult.



5. Each Epi-pen® can only be used once. If symptoms don't improve, you can administer a second Epi-pen® after 5-15 minutes.
6. Ensure the individual stays lying down or seated and have someone stay with the individual until they have been assessed by a paramedic.
7. Unconscious patients should be placed in the Recovery Position.

### To reset the Epi-pen® Trainer Pen

1. Replace the blue safety cap.
2. Place the orange tip on a hard surface, squeeze the sides of the orange tip and push down.

## Points to Note in the Event of an Emergency

“*You Must call **999**, ask for an ambulance and state ‘**anaphylaxis**’.*”