



Allergy Policy

Spare Adrenaline Auto Injector Policy (Epipen Policy)

Adopted by the Local Governing Body of
Park Lane Primary and Nursery School
on 7th July 2026

Policy reference:

This policy is to be reviewed:

Annually

The next review date is:

June 2026

Review is the responsibility of:

The Local Governing Body of Park Lane
Primary and Nursery School

Review History

Review ratified:

7th July 2026

Review ratified:

Review ratified:

Authorised by:

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Park Lane Primary School Policy

1. Policy Statement

Park Lane Primary School recognises 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 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:

- 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 prescribed Adrenaline Auto Injectors

Students who have been prescribed adrenaline auto injectors must have their medication available to them at all times whilst on the school premises. These will primarily be stored in the pupil's classroom First Aid cupboard to ensure immediate access in the event of an allergic reaction.

In addition to the two devices stored in the classroom they may also have an additional parent supplied auto injector stored in the medical/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.

Staff prescribed Adrenaline Auto Injectors

Staff are responsible for completing a 'Staff Medical Information form' and informing the School Office of any allergies.

Staff will be responsible for ensuring that close colleagues and the School Office know where they keep their own Adrenaline Auto Injectors in case of an emergency.

5. Schools spare Adrenaline Auto Injectors.

From September 2026 the school will maintain 8 spare adrenaline auto injectors purchased by the school for emergency use. These devices are intended as emergency backup devices and not to replace students' prescribed medication.

Both Junior and adult sizes will be required in the Primary School setting due to different doses being required, dependant on weight.

In School

2x Junior Epi Pens, 2x Epi Pens

Trips

2x Junior Epi Pens, 2x Epi Pens

These spare devices may be used if:

- A student's prescribed injector is not immediately available.
- A student's prescribed 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, Park Lane Primary will maintain eight spare adrenaline auto injectors purchased by the school. These will be stored as follows:

- Two devices stored (Junior & Full size) in Nursery
- Two devices stored in South Hall (Junior & Full size)
- Two devices in the Main Hall (Junior & Full size)
- Two devices in the main First Aid Cabinet (Junior & full size)

Storage arrangements ensure that

- Devices are kept visible and clearly labelled
- 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 individual classes.

6. Training for staff

The school will ensure that staff are trained to recognise and respond to allergic reactions and anaphylaxis.

Training will be delivered internally by the school First Aid Lead, who holds an advanced qualification and is the most senior medically trained member of staff within the school.

Training will follow best practice guidance from the Resuscitation Council UK.

6.1 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.

The key sources of reference are:

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