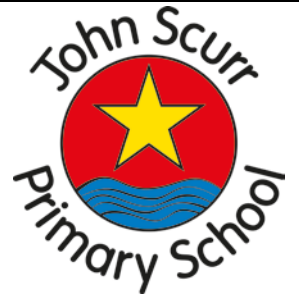



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Headteacher: Ms Maria Lewington

EPI Pen Policy

Reviewed by:	Leadership & Governing Body
Date:	
Review dates:	01/12/2023
Next Review	09/2024
Ratified by Governors:	Maria Lewington & Kevin Hinde
Governor Signature: Head Teacher Signature:	



Emergency Procedure for an allergic reaction for a pupil with AAI (epi pen)

All AAIs except EYFS AAIs (including an emergency one) are stored in Rofina's room.

EYFS AAIs are stored in the EYFS office

- 1) Ensure that the child suffering an allergic reaction remains as still as possible, and does not get up or rush around. Bring the child's AAI to the pupil, not the other way round.
- 2) Inform the paediatric trained staff member on your floor and they will bring the AAI to the child and administer the first dose.

Tina, Satnam - Top floor,

Jack, Helen, Syriah & Rofina - - Middle floor

Shokina, Alomgir, Ground floor

- 3) Dial 999, say that the person is suffering from anaphylaxis ("ANA-FIL-AX-IS"). Give clear and precise directions to the emergency operator, including the school postcode – E1 4AX
- 4) Inform SLT/Office Staff who will send someone outside to direct the ambulance paramedics when they arrive and also arrange to phone parents/carer.

Maria- Top floor,

Keeley- Middle floor

Office Staff/ Anna - Ground floor

- 5) If the child's condition does not improve in 5 to 10 minutes after the initial injection, a second dose should be given.
- 6) Tell the paramedics: if the child is known to have an allergy; what might have caused this reaction e.g. recent food; the time the epi pen was given.