



School Allergy and Emergency Adrenaline Auto-Injector (AAI) Policy

Document control	
Document title	School Allergy and Emergency Adrenaline Auto-Injector (AAI) Policy
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Document status	Approved by Claire Gilding-Brant
Effective date	March 2026
Version	V.1
Date of next review	March 2027
Location	School Network

Version	Date	Changes
V.1	March 2026	New Policy

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1. Purpose

This policy outlines the procedures for the safe purchase, storage, administration, and record-keeping of spare Adrenaline Auto-Injectors (AAIs) within the school. It ensures compliance with **Regulation 238 of the Human Medicines Regulations 2012**, which permits schools to obtain and administer AAIs in an emergency, including to individuals without a prior diagnosis of allergy.

2. Legal Basis

Under Regulation 238:

Anyone, including school staff, may administer adrenaline in a life-threatening emergency, even without formal medical training. Schools may legally purchase spare AAIs without a prescription for emergency use.

Spare AAIs may be used:

- **For known allergy sufferers with medical plans and parental consent**, and
- **In exceptional emergencies for individuals (child or adult) showing signs of severe anaphylaxis without a prior diagnosis or known allergy**

3. Scope of Policy

This policy applies to:

- All pupils and staff with known severe allergies
- Any individual (child or adult) on school premises who experiences suspected anaphylaxis
- All staff members authorised and trained to administer AAIs

4. Responsibilities

Lead Nurse and Senior Leadership Team:

- Oversees implementation of this policy
- Ensures medical records and emergency plans are up to date
- Oversees AAI stock management (expiry, storage and replacement)

School Leadership:

- Ensures the School complies with statutory guidance
- Supports training and risk management

All Staff:

- Must familiarise themselves with anaphylaxis symptoms and emergency procedures
- Must act promptly in an emergency and call 999

5. Recognising Anaphylaxis

Staff should treat symptoms **immediately** if any of the following occur (especially if rapid onset):

- Difficulty breathing / wheezing / throat tightness
- Swelling of face, lips, or tongue
- Widespread hives or rash
- Sudden drop in blood pressure (pale, floppy, confused, fainting)
- Collapse or loss of consciousness

If in doubt, administer a spare AAI and call 999

6. Use of Spare AAIs

For pupils with known allergies:

- Use their prescribed device first if available.
- If unavailable, expired, misfired, or a second dose is required, a **spare school AAI** may be used

For undiagnosed individuals, a spare AAI may be used in **exceptional circumstances**, including:

- Severe symptoms consistent with anaphylaxis
- No known allergy but rapid deterioration

This follows the updated clarification allowing emergency use beyond known allergy cases.

7. Storage and Access

Spare AAIs will be stored in the **emergency cupboard in Reception**, in a clearly labelled and easily accessible location.

Storage areas must be:

- Out of reach of young children
- Known to all staff
- Monitored for temperature and safety

The emergency cupboard will contain:

- Two spare AAIs (EpiPen, Jext, or Emerade depending on supply)
- Instructions for use
- The emergency protocol

8. Training

Training in the recognition of anaphylaxis and the use of AAIs will be included as part of the **mandatory First Aid training** that **all staff attend**. This First Aid training is organised by **Human Resources (HR)**.

Training includes:

- Recognising signs of allergic reactions
- How to administer each type of AAI
- Emergency procedures and calling **999**
- Use of spare AAIs for undiagnosed individuals

Attendance records must be kept.

9. Emergency Procedure

1. **Administer AAI immediately** into the outer thigh
2. **Call 999** and state “Anaphylaxis – adrenaline given”
3. Lie the person flat (except if breathing is difficult – allow sitting up)
4. If no improvement after 5 minutes, **administer a second AAI**
5. Inform parents/carers (if a pupil)
6. Record the incident and restock AAIs used

10. Record Keeping

For any AAI administration:

- Date & time of incident
- Name of pupil / adult
- Symptoms noted
- AAI type and dose given
- Time 999 was called
- Staff involved

Incident forms must be completed and reviewed by the Lead Nurse.

11. Stock Management

The Lead Nurse will check AAI stock **monthly**, monitoring:

- Expiry dates
- Device condition
- Quantity

Expired devices will be disposed of appropriately and replacement stock will be ordered in advance.

12. Communication with Parents

For pupils with known allergies:

- Parents must provide *two* in-date AAI's for school
- Parents will be notified immediately after any emergency involving their child

13. Review of Policy

This policy will be reviewed **annually** or after any significant incident, legislation update, or change in school practice.