



Trinity's Children Academy

Epinephrine Policy & Procedure

Epi Pen Policy

If a child has been prescribed an EPIPEN, the parent/carer will provide a care plan for the individual child and a clearly named box containing 2 EPIPENS and any other medication to be kept in the setting.

The medication should be prescribed for the child by a doctor with documentation for TCA records and be clearly labelled.

It is the parent's responsibility to ensure that the EPIPENS are within expiry date.

The care plan **provided by the parent** will provide a thorough guide to the use of the EPIPEN for that individual child and should be followed accordingly.

Only staff within the Academy that have received current training in the use of an EPIPEN will administer the EPIPEN. However, staff that have not received the training may witness the administration of the EPIPEN and assist with the necessary procedures and paperwork.

Staff will be **required** to attend yearly EPIPEN trainings such as Medication Administration.

In the event of a child showing signs of allergic reaction or anaphylaxis, the child's INDIVIDUAL CARE PLAN should be followed. If EPIPEN or PIRITON is administered, all necessary paperwork must be completed and signatures obtained as soon as possible.

Whenever an Epi Pen has been administered emergency services will be called.

An Incident Form will be completed and taped to the Epi Pen.

Once an Epi Pen has been administered, the time of administration and the type of Epi Pen should be clearly written so as to be visual to all Doctor's and Paramedics. If EPIPEN has been used, a child **MUST NOT** return to school until EPIPEN medication has been replaced and there are 2 EPIPENS for the child on site.

We are unable to accept children who have been prescribed Epi Pens onto the premises without their medication. Children who have out-of-date Epi Pens will also be unable to attend until we have been provided with two in-date Epi Pen. Although we will endeavor to remind parents when their child's Epi Pen expires, it is the **responsibility of the parents** to ensure that their child's Epi Pen is in-date.

Preventative measures to avoid anaphylaxis or allergic reactions are taken in the school including –

- Staff and other families should be made clearly aware.
- All food should be checked for possible allergens and avoided.
- Food alternatives should be adapted accordingly to avoid the allergens.
- Other items such as other children's lunches, sun creams etc should be clearly labelled and kept away from the child if they could contain the allergen.
- Red allergy plates and cutlery are to be used for children with allergies, to avoid any cross contamination and to act as a reminder to all staff.

EPIPENS marked with child's name and photograph will be kept in the First Aid cupboard located in the office. All necessary paperwork, medication and telephone/emergency numbers should be taken on any occasion when leaving the school.

A second EPI Pen will be placed in a transferrable box with the child's photo, name and allergy clearly marked on it and with the child's care plan in place. This box will always go with the child where ever the child goes.

Staff/Administration will call parents **immediately** after usage of the Epi-Pen. Parents **must** come and pick up the child **immediately**.