****

**How to support a member of staff with severe allergies**

An increasing number of people are vulnerable to severe and life threatening allergic reactions (anaphylaxis). These reactions can occur rapidly and require prompt treatment. Allergies can occur from coming into contact with certain foods, materials (such as latex) or stings from wasps or bees.

Symptoms can include airway and breathing difficulties, low blood pressure and fast pulse rate, rapid loss of consciousness, diarrhoea and / or vomiting or a rash / itchy skin.

Where a member of staff has a known allergy, the manager is responsible for working with the member of staff in putting together a local plan, with advice from Occupational Health if required. This plan may include:

* Sharing information with immediate colleagues about possible signs and symptoms and the action to take if they are identified (this will normally be calling an ambulance).
* Information regarding any mediation the member of staff carries / may take, such as an AAI (adrenaline auto-injector, often known as an EpiPen) and the location of this medication.
* If they are willing, training of colleagues on how to use an AAI in an emergency situation.
* Notification to local first aiders.
* Any avoidance measures required of the University, for example, reduction of potential exposure
* Emergency contact information.
* Agreement on information to be shared with key individuals in the work location.

Staff with allergies should take responsibility for ensuring that they carry appropriate devices or medication (eg an AAI) and if appropriate, a medical alert bracelet.

In the event that a member of staff known to have a severe allergy falls in, call 999 immediately. Also summon a first aider where there is one available.