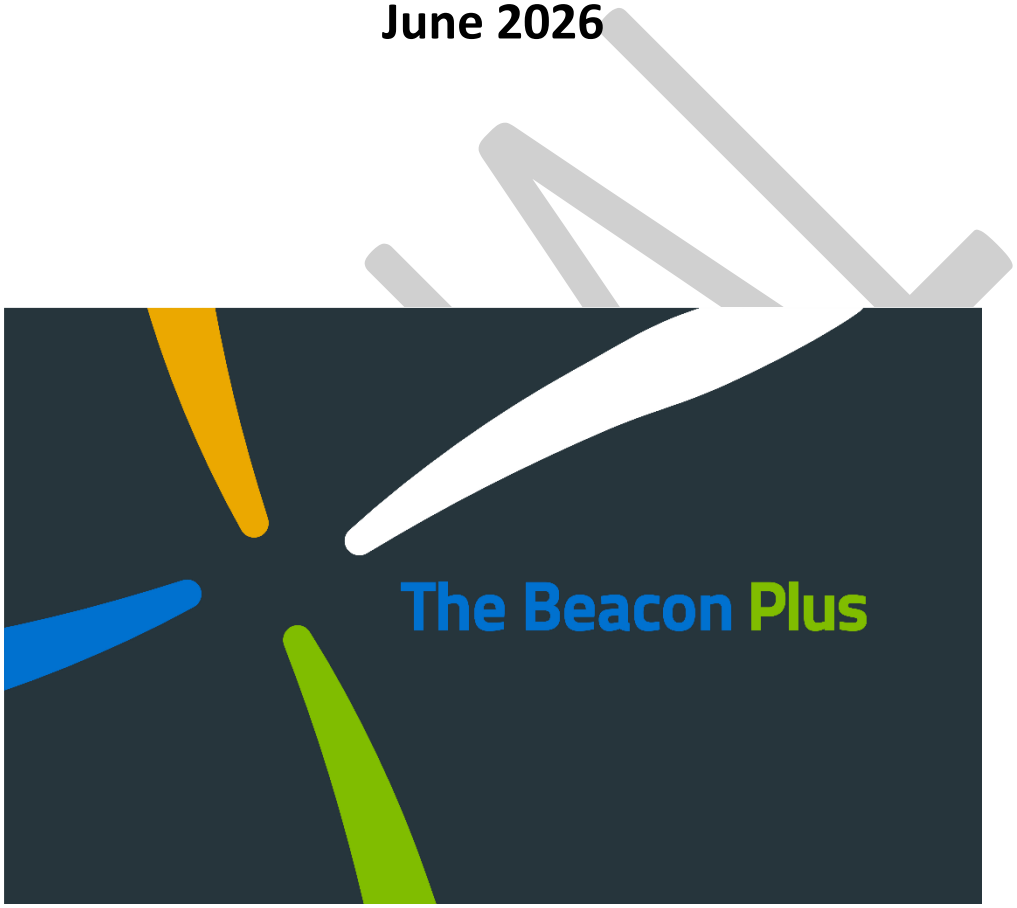
Allergy Policy

June 2026



Contents

Statement of Intent	p3
Equalities Statement	p3
Context	p3
Principles	p4
Practical Steps	p4
Supply, storage and care of medication	p8
Catering	p9
Allergy awareness and nut bans	p10
Risk assessment	p10
Training	p10
Allergies and bullying	p10

Appendix I - First Aid for Anaphylaxis poster

Appendix II - Epipen AAI and Jext AAI Instructions

Appendix III - Flowchart for Allergic Reaction without use of Adrenaline Auto-Injector

Appendix IV - Flowchart for Allergic Reaction with use of Adrenaline Auto-Injector

Appendix V - Information on Allergies

Appendix VI - Other Support and Resources

Appendix VII - Top 14 Allergens poster

FINAL

Statement of intent

This College is committed to promoting a whole college approach to health care, welfare and wellbeing and the safe management of those members of our college community who live with specific allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. By our actions we will work proactively to:

- minimise the risk of exposure within the college setting
- encourage self-responsibility
- learn avoidance strategies
- have robust plans for an effective response to possible emergencies
- ensure inclusivity for all learners

Equalities statement

Our college is clear about the need to actively support learners with medical conditions to participate in college life.
The college will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely in all aspects of college life.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents and any relevant healthcare professionals will be consulted.

Context

Food allergies are increasing in both developed and developing countries, especially in learners and the severity and complexity of food allergy is also increasing. Food allergy can be fatal and an appropriate diagnosis is essential in parallel with the need for clear food labelling worldwide.

Learners with an allergy are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of severe allergic reactions to food happen whilst a learner is at college and these reactions can occur in learners with no prior history of food allergy. It is essential that staff recognise the signs of an allergic reaction, symptoms and are able to manage it safely and effectively.

Colleges have a legal duty to support learners with medical conditions, including allergy.

FINAL

Principles

- To comply with all relevant environmental legislation, regulations and requirements.
- To encourage proactive steps to keep learners safe.
- To ensure learners from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies and food labelling.
- To work with the catering team to establish a robust process and documentation for menu planning, food labelling, storing, avoidance of cross-contamination, stock ordering of food/drink used at the college.
- To provide an effective staff awareness programme on food allergies and intolerances, possible symptoms (anaphylaxis) recognition and actions to take.
- To develop learner awareness programme through PFA and other curriculum areas.

Practical Steps - In order to put these principles into practice we will:

Governors / Trustees

- Ensure the college has a strategic vision for the management of allergy risk assessment and emergency procedures
- Delegate the day-to-day responsibility for the effective delivery of this Policy to the Principal
- Ensure the college's arrangements to identify and safeguard the wellbeing of learners, because of their own or someone else's allergy, are robust and effective
- Ensure that the college provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management. It is good practice to log all training and attendees.
- Ensure adequate resources for managing allergies are available
- Ensure appropriate material is available on the college website for parent/carers highlighting how the college is managing learners with allergies
- Monitor the effectiveness of this Policy to ensure it remains fit for purpose

Principal

- Provide, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of college life and are not subject to bullying because of their condition
- Ensure all visitors, volunteers, work experience students, sub-contractors are made aware of the college's commitment to allergy management as part of Safeguarding
- Ensure the curriculum contains age-appropriate content so all learners can learn about allergies and how everyone can support those who have them
- Create links at strategic level with Healthcare professionals and Catering providers and ensure at operational level that links are robust

FINAL

- Ensure that up-to-date allergy information for learners is accessible to catering teams.
- Ensure there is a workable College Emergency Plan in place that is known by all staff
- Seek updated medical information at the commencement of each calendar year and for any learner joining in year
- Where the learner has an Individual Healthcare Plan (IHP) for an allergy, ensure the involvement of healthcare and welfare professionals, teaching and catering staff, and the learner in establishing IHPs.
- Encourage learners/parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the college support the learner.
- Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the college premises
- Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures
- Ensure an adequate risk assessment is undertaken prior to any college trips, excursions or off-site extra curricula activities for learners who have allergies
- Ensure records of learners medically prescribed an AAI and its use are kept correctly
- Ensure learner documentation and in date medication is kept correctly and safely
- Ensure best practice in the labelling of foodstuffs and their contents
- Report to the Board of Governors/Trustees regarding the management of allergies within the college

Member(s) of Staff responsible for medical needs

- Follow all legal requirements, recommended best practice and whole college procedures pertaining to allergies within the college context
- Report to the Head/Principal regarding learners/student with allergies
- Lead on the training of staff regarding allergy medical needs and their identification and management
- Work closely with in-house and sub-contracted Café lead in assisting in the support of learners with known allergies (including meeting with parents/carers where requested and approved by learners) to discuss any special requirements
- Monitor where home baked items are brought into college
- Work with learners with known declared allergies to produce a risk assessment for their learner that includes sharing of information, allergy management, risk minimisation and emergency actions.

FINAL

- Wherever possible use an AAP for learners with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.
- If an additional written IHP is not required, ensure that the AAP is viewed and treated with the same level of seriousness.
- Ensure all copies of the AAP/IHP located around the college and/or on IT systems are identical if an updated version is received.
- Where an AAP has not been received for a learner with recognised allergies, or if the medication information is not clear, liaise with GP to obtain an up to date copy and/ or clarification.
- Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the learner's IHP and/or AAP
- Ensure that any other staff involved with those learners requiring the use of an AAI are also adequately trained and competent
- Ensure all college trips, excursions or off-site extra curricula activities for learners are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for learners with allergies
- Ensure the college has an audited spare supply of in date AAIs that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location
- Monitor the use of all AAIs to ensure they are within the expiry date including those brought into the college by learners or external sources and are of the correct dosage
- Arrange for the correct disposal of out-of-date AAIs
- Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate
- Record all emergency uses of AAIs or reports of suspected emergencies
- Ensure that, if a learner notifies college that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable).

All Staff

- Follow as directed all the requirements of the college, including all legal requirements, recommended best practice and whole college procedures pertaining to allergies within the college context
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency
- Raise awareness about allergies and anaphylaxis amongst their learners in the classroom and around college, especially in dining areas

- Encourage self-responsibility and learned avoidance strategies amongst learners living with allergies
- Help all learners understand which foods are safe for those with allergies and how they can support other learners with specific dietary needs to stay safe
- Highlight the need for anti-bullying of learners with the condition
- Be aware of the learners in their care (including regular cover classes) who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes
- Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food
- Any staff leading on a college trip must check that all learners with medical conditions, including allergies, are carrying their medication (those unable to produce their required medication would not be able to attend the excursion)
- Staff leading a college trip, excursion or off-site extra curricula activity must ensure they carry all relevant emergency supplies with them

Learners (possibly with support of Parents/Carers)

- Notify the college of the learner's allergies
- Inform the college of any changes as soon as known
- Talk with your learner about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction.
- Provide an AAP completed by a healthcare professional that can be kept with their medication and help the college support the learner
- Contribute to the provision of an IHP in partnership with the college, and relevant healthcare professional, where required.
- Provide any other written medical documentation, instructions and medications as directed by a health professional.
- If you require it, meet with the Café Lead to discuss any specific requirements relating to your learner's allergy (information from these meetings will be recorded by the Catering/Chef Manager)
- Be aware of the college Allergy Policy and any arrangements for managing learners with allergies and at risk of anaphylaxis
- Communicate regularly with the college to support our ability to keep our learners safe and act immediately in the event of an allergic reaction
- Provide appropriate in date medication (two AAIs) of the correct dosage and register their AAIs on the manufacturer's websites to receive text alerts for expiry dates
- Providing appropriate foods to be consumed by the learner if necessary
- Replace medications after use or upon expiry

FINAL

Learners with allergies

- Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe
- Be proactive in the care and management of their food allergies and reactions and medication
- Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction
- Read food labelling but, if unsure, avoid the food
- Avoid eating anything with unknown ingredients
- Know where their medication is kept in their bag and be confident to administer their own auto-injectors take responsibility for carrying AAIs on their person at all times
- As soon as they suspect they are experiencing signs of allergic reaction, tell a member of staff.

Supply, storage and care of medication

Depending on their level of understanding and competence, learners will be encouraged to take responsibility for and to carry their own two AAIs on them at all times (in a suitable bag/container).

For those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept safely, not locked away and accessible to all staff.

Medication should be stored in a suitable container and clearly labelled with the learner's name. The learner's medication storage container should contain:

- Two AAIs i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the learner with support of parents/carers to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the College admin staff will check medication kept at college on a termly basis and send a reminder to learners/parents if medication is approaching expiry.

Learers/parents can subscribe to expiry alerts for the relevant AAIs that is prescribed, to make sure they can get replacement devices in good time.

Learners and medication

Learners should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on very suddenly, so college staff need to be prepared to administer medication if the learner cannot.

FINAL

Storage

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor/specialist collection service/ local authority (delete as appropriate).

The sharps bin is kept in the following room: Main Office

Catering

All food businesses (including college café must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The College Administration team will inform the Café Lead of learners with food allergies.

The college adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by learners with food allergies should be clearly labelled with the name of the learner for whom they are intended.
- If food is purchased from the college cafe learners should check the appropriateness of foods by speaking directly to the Café Lead.
- The learner should be taught to also check with cafe staff, before purchasing food or selecting their lunch choice.
- Where food is provided by the college, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for learners with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.
- Use of food in crafts, cooking classes and special events (e.g. cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular learners.

FINAL

Allergy awareness and nut bans

The College supports the approach advocated by many allergy charities towards nut bans/nut free colleges. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in colleges. This is because nuts are only one of many allergens that could affect learners, and no college could guarantee a truly allergen free environment for a learner living with food allergy. They advocate instead for colleges to adopt a culture of allergy awareness and education.

A 'whole college awareness of allergies' is a much better approach, as it ensures learners and all other staff are aware of what allergies are, the importance of avoiding the learners' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

Risk assessment

The College will conduct a detailed individual risk assessment for all new joining learners with allergies and any learners newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic learners safe.

Training

Allergy training should include a practical session (trainer AAIs are available to order through the manufacturer's website.) Training should include a basic understanding of allergic disease and its risks which include:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis - knowing how and when to administer the medication/device
- Measures to reduce the risk of a learner having an allergic reaction e.g. allergen avoidance
- Knowing who is responsible for what
- Associated conditions e.g. asthma

Allergies and bullying

Colleges must, under Section 100 of the Learners and Families Act 2014, aim to ensure that all learners with medical conditions, in terms of both physical and mental health, are properly supported in college so that they can play a full and active role in college life, remain healthy and achieve their academic potential.
Allergy Action Plans and ensuring these are up to date

FINAL

Appendix I - First Aid for Anaphylaxis poster

FIRST AID FOR ANAPHYLAXIS

Recognise the Signs of Anaphylaxis...

A Airways
- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B Breathing
- Difficult or noisy breathing
- Wheeze or persistent cough

C Circulation
- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

An allergic reaction can escalate to anaphylaxis which is potentially life-threatening.
Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

ANAPHYLAXIS: ACTIONS TO TAKE

If any one or more of the above ABC symptoms are present, take these steps.

1. **Administer an Adrenaline Auto Injector (AAI) without delay**

Inject the AAI into the top of the outer thigh. If you're in doubt that it is anaphylaxis but one or more ABC symptoms are present, **give the AAI, it will not harm them.**

2. **Dial 999 and say anaphylaxis ('ana-fill-axis')**

Stay with the person until the ambulance arrives. **DO NOT let them stand up and walk around.**

3. **The person should lie down immediately**

If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.

4. **Inject a second AAI into the outer thigh if there are no signs of improvement after 5 minutes**

If there is no sign of life, start CPR immediately until help arrives.

Please learn these steps. This is life-saving information.
You never know when you will need to act in an anaphylaxis emergency.

Natasha Allergy Research Foundation
The UK's Food Allergy Charity

Empower • Include • Protect
AllergySchool.org.uk

Registered charity England & Wales (1180498) Scotland (SC051610). Based on BSACI and 2023 MHRA guidance.

Appendix II - Epipen AAI and Jext AAI Instructions

ANAPHYLAXIS

HOW TO USE EPIPEN AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Remove the blue safety cap

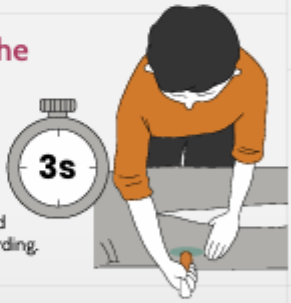
Grasp the EpiPen in your dominant hand and remove the blue safety cap by pulling straight up. **Remember: Blue to the Sky, Orange to the Thigh!**

2. Position the orange tip

Hold the EpiPen at 90°, approximately 10cm away from the leg, with the orange tip pointing towards the outer thigh.

3. Administer the EpiPen AAI

Jab the EpiPen firmly into the outer thigh at a right angle. Hold firmly for 3 seconds, before removing and safely discarding.



4. Once the EpiPen AAI has been administered call 999

Ask for an ambulance and say **"ana-fill-axis".**

5. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, **with legs raised if possible.**

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side .

6. If there are no signs of improvement after 5 minutes, use a second EpiPen AAI

The person should remain still and lying down until the ambulance arrives. **Don't try to get up, even if you start to feel better.**

7. Start CPR

If there are no signs of life, **start CPR immediately** until help arrives.

For more information on EpiPen AAIs >>

Sign up to the free expiry alert service and receive reminders by text or email when your EpiPen is about to expire >>

Natasha Allergy Research Foundation
The UK's Food Allergy Charity

Empower • Include • Protect
AllergySchool.org.uk

Registered charity England & Wales (1181098) Scotland (SC051610). Based on BSACI and 2023 MHRA guidance. Source: EpiPen.

Appendix II - Epipen AAI and Jext AAI Instructions

ANAPHYLAXIS

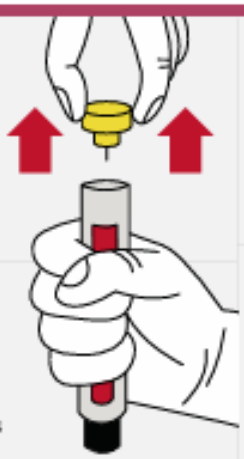
HOW TO USE JEXT AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Hold the Jext AAI in the hand you write with

Hold with your thumb closest to the yellow cap. **Pull off the yellow cap with your other hand.**



2. Place the black injector tip against the outer thigh

Hold the injector **at a right angles (approx. 90°) to the thigh.**

3. Push the black tip as hard as you can into the outer thigh

Wait until you **hear a 'click'** confirming the injection has started, then keep it pushed in. Hold the injector firmly in place against the thigh for **10 seconds (a slow count to 10)** then remove. The black tip will extend automatically and hide the needle.

4. Massage the injection area for 10 seconds

5. Once the Jext AAI has been administered call 999

Ask for an ambulance and say **"ana-fill-axis".**

6. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, **with legs raised if possible.**

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.

7. If there are no signs of improvement after 5 minutes, use a second Jext AAI

The person should remain still and lying down until the ambulance arrives. **Don't try to get up, even if you start to feel better.**

8. Start CPR

If there are no signs of life, **start CPR immediately** until help arrives.

For more information on Jext AAIs >>

Sign up to the free expiry alert service and receive reminders by text or email when your Jext AAi is about to expire >>

Natasha Allergy Research Foundation
The UK's Food Allergy Charity

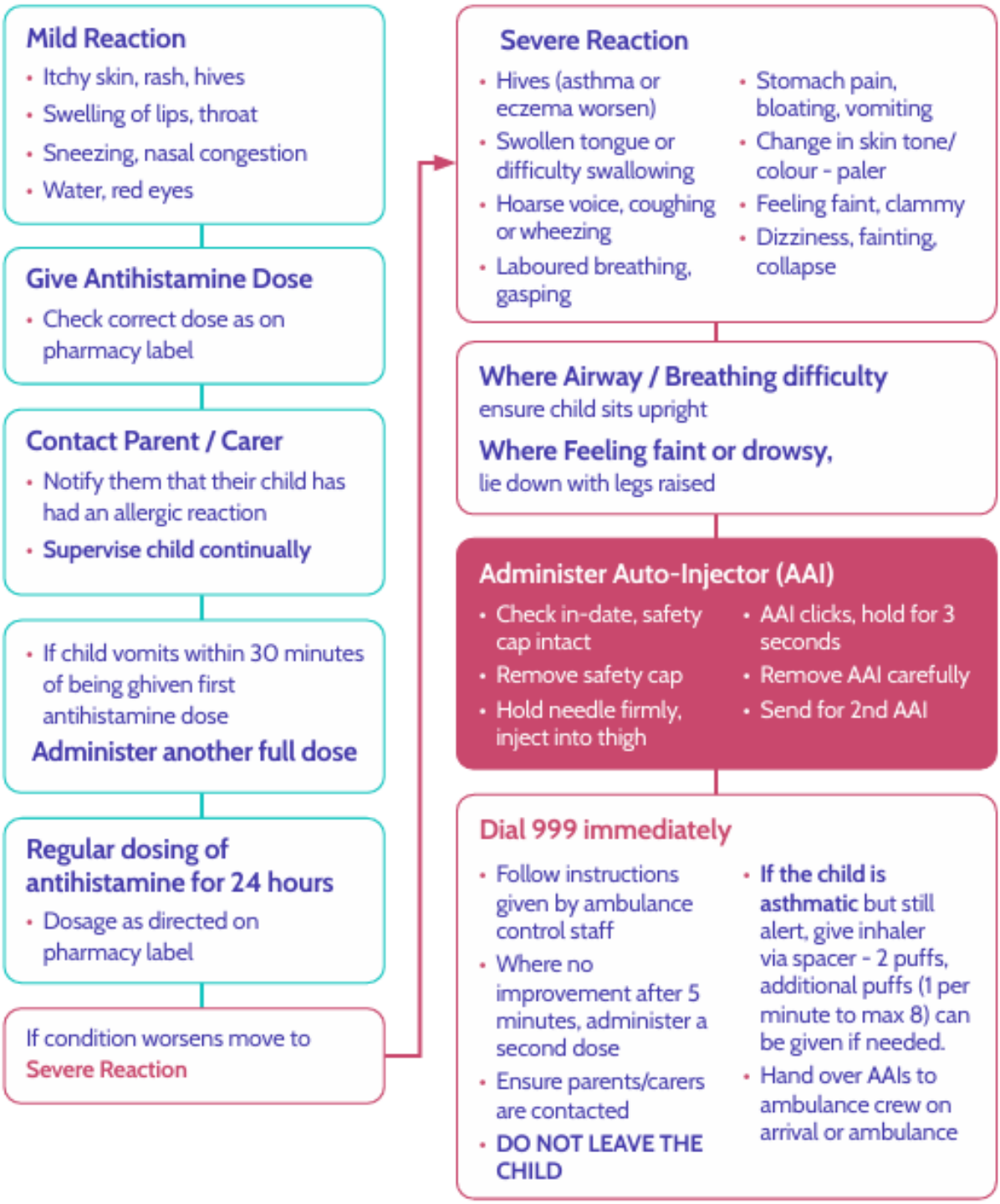
Empower • Include • Protect
AllergySchool.org.uk

Registered charity England & Wales (1181098) Scotland (SC059610). Based on BSACI and 2023 MHRA guidance. Source: Jext.

Appendix IV

Flowchart for Allergic Reaction with use of Adrenaline Auto-Injector.

Refer to the child's BSACI Allergy Action Plan if they have one and call for other staff help if needed



Appendix V

Information on allergies

The most common causes of food allergies relevant to this Policy are the fourteen food allergens:

- Cereals containing Gluten
- Celery
- Crustaceans
- Eggs
- Fish
- Soya
- Milk
- Nuts
- Peanuts
- Mustard
- Sesame Seeds
- Sulphur dioxide/Sulphites
- Lupin
- Molluscs

However, it is possible that any food has the potential to cause an allergic reaction. Contact with any food or materials containing a learner's allergen has the potential to cause an allergic reaction for that learner.

Latex, chemicals, medicines, grasses, pollen, weeds, trees, pets, insect venom and animal dander (shedded flakes of skin) can also cause allergic reactions.

Symptoms

Mild to moderate symptoms include:

- Swelling of the eyes, face and lips
- Runny or congested nose
- Raised itchy rash (hives), eczema flare, skin flushing
- Itchy mouth
- Stomach cramps, nausea, vomiting, diarrhoea

Severe symptoms include:

- Swollen tongue, hoarse voice or cry, difficulty swallowing and talking
- Chest tightness
- Breathing difficulties, persistent cough, wheeze
- Low blood pressure, feeling faint, collapse

Appendix VI

Other support and resources

- Allergy UK Helpline: providing support, advice and information for those living with allergic disease tel. weekdays 9am-5pm 01322 619898 - www.allergyuk.org
- Food Standards Agency food allergy and intolerance online training - Home | FSA Food Allergy Training
- FSA reporting tool for allergies - https://www.gov.uk/government/news/fsa-launches-allergy-and-intolerance-reporting-tool

Appendix VII - Top 14 Al

Update Schedule

Version	Reviewed	Reason for Update	Next review date	Agreed by
1	June 2026	New	June 2027	