ALLERGY MANAGEMENT POLICY

VERSION CONTROL

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Written by: Denise Bryan-Williams
Responsible Person: Kim Everton
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INTRODUCTION

- An allergy is a reaction of the body's immune system to substances that are usually harmless. Allergic reactions can cause mild symptoms such as itching, sneezing or skin rashes; however, in some cases they may result in **anaphylaxis**, a severe and potentially life-threatening reaction.

- Anaphylaxis is at the extreme end of the allergic spectrum and can affect the whole body, often within minutes of exposure to an allergen, though in some cases symptoms may be delayed. Common triggers include foods, insect stings, medicines and latex. Most healthcare professionals recognise anaphylaxis where symptoms affect **airway, breathing or circulation (ABC symptoms)**.

- People may be allergic to any substance containing protein, although most reactions are caused by a relatively small number of allergens. Common UK allergens include (but are not limited to): peanuts, tree nuts, sesame, milk, egg, fish, latex, insect venom, pollen and animal dander.

- This policy outlines **The Hive College's** approach to allergy management, including how the whole-college community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if someone does. It also sets out how the college supports students with allergies to ensure their wellbeing and inclusion.

- The policy applies to all staff, students, parents and visitors to the college and should be read alongside:

-Administration of Medication Policy
-Safeguarding Policy

1. LEGAL DUTY

- Under Section 100 of the Children and Families Act 2014, colleges must help support students with medical conditions. This includes ensuring that staff are trained and supported to administer care safely.
- This policy should be read in conjunction with:

-Allergy Safety in Colleges statutory guidance (DFE July 2026)
-Children's Wellbeing & College Act Part 2 Section 34 2026
-Supporting Pupils at College with Medical Conditions statutory guidance (DFE 2015 updated version due 2026)

-The Administration of Medicines in Colleges and Settings: A Supplemental Guidance Document (Birmingham City Council and Birmingham Community Healthcare NHS Foundation Trust-February 2018 updated version due 2026)

2. DEFINITIONS

- **ANAPHYLAXIS:** Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

- **ALLERGEN:** A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex and wasp and bee stings are less common allergens.
- Most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which includes nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia etc), sesame, fish, shellfish, soya and wheat.
- There are 14 allergens required by law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide), and sesame.

- **ADRENALINE AUTO-INJECTOR:** Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAIs, adrenaline pens or by the brand name EpiPen. There are two brands licensed for use in the UK-EpiPen & Jext. For the purposes of this Policy, we will refer to them as adrenaline auto-injectors or AAI's.
- **SPARE AAI's:** From 2017 colleges have been able to purchase spare adrenaline auto-injectors. Spare adrenaline auto-injectors (AAIs) should be held as a back-up in case a student's prescribed adrenaline auto-injectors are unavailable. They should be clearly labelled as 'Spare AAIs', stored in pairs, and kept in a location that is readily accessible so they can be retrieved and administered within five minutes. Keeping two devices together ensures that a second dose can be administered promptly if required.
- A spare AAI may also be used to treat students experiencing anaphylaxis who has not been prescribed their own adrenaline auto-injector, in accordance with current legislation and the college's emergency procedures.
- Spare AAIs are kept in the college main reception office on top of the first cupboard in a container marked 'Spare AAIs'.

- **NASAL ADRENALINE**
  EURneffy® is a nasal adrenaline spray medication used for the emergency treatment of allergic reactions (anaphylaxis). EURneffy® is given into one nostril at the first sign of a severe allergic reaction.

- **INDIVIDUAL HEALTHCARE PLAN**
  Students should have an Individual Healthcare Plan (IHP) completed by college if:
  - they have an allergy which has a functional impact on them in college,
  -they are at risk of harm as a result of their allergy, and
  -they require arrangements which are additional to or different from those made generally.
  The IHP will set out the additional and/or different arrangements that will be in place in college for supporting the student with their medical condition or allergy, including in emergency situations and set out how students with allergies who require specific support arrangements will have them documented through an Individual Healthcare Plan. This includes students whose allergies require flexibility and "reasonable adjustments", as well as those who require medication (either proactively or in an emergency situation). Where students have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should attach it. Whenever an updated Action Plan becomes available, the student's Individual Healthcare Plan should be reviewed to incorporate it. See appendix 2.

- **RISK ASSESSMENT:** A detailed document outlining an activity, the risks it poses, and any actions taken to mitigate that risk. The allergy should be included on all risk assessments for events on and off the college site.

3. KEY ROLES AND RESPONSIBILITIES

3.1 The Board of Trustees

The Board of Trustees is responsible for:

- The overall implementation and oversight of this policy
- Ensuring the policy complies with equality and safeguarding legislation, including the Equality Act 2010
- Ensuring that students with allergies can participate fully in all aspects of college life
- Ensuring appropriate insurance is in place to reflect the level of risk

- Ensuring complaints relating to allergy management are handled in accordance with the Complaints Policy
- Ensuring appropriate training is made available to staff who support students with allergies

3.2 The College Leadership Team

The Executive Principal and Senior Leadership Team are responsible for:

- Ensuring that there is a Designated Allergy Lead within college that reports to the Executive Principal and liaises closely with the college nurses. They are the central point of contact for all staff, students and parents regarding concerns about allergy management.
- Ensuring this allergy management policy is implemented consistently across the college.
- Ensuring that there is a clear method to capture allergy information or special dietary information of all prospective and incoming students.
- Ensuring that any admissions information is properly communicated to relevant parties which include but are not exclusive to the college nurses, catering team, lunchtime supervisors and class staff.
- Making reasonable adjustments to support students with allergies.
- Ensuring staff receive appropriate training and guidance that is regularly reviewed and updated bi-annually.
- Ensuring that allergy management practices are monitored and reviewed.

3.3 College Nurses

College nurses are responsible for:

- Developing and maintaining Allergy Action Plans in consultation with parents/carers and healthcare professionals
- Keeping a register of students prescribed adrenaline auto-injectors (AAIs)
- Ensuring emergency medication held in college is accessible, stored correctly, and in date. They are report this to the college Site Manager.
- Liaising with parents/carers when medication is approaching expiry
- Providing training and competency assessments for staff
- Maintaining accurate records of any emergency treatment administered
- Conducting annual medication audits
- Liaising with site and office staff regarding the purchase and monitoring of emergency AAIs

3.4 Parent /Carers

Parents/carers are responsible for:

- Informing the college of any allergies during admissions and when changes occur
- Providing detailed information regarding previous allergic reactions and prescribed medication
- Supplying in-date medication (preferably two sets) and replacing them as required
- Providing a current Allergy Action Plan
- Working in partnership with the college to manage their son/daughter's allergy safely
- Supporting their son/daughter to understand their allergy and advocate for themselves in taking steps to reduce the risk of an allergic reaction where the student is competent to do so.

3.5 Staff

All staff are responsible for:

- Completing required anaphylaxis and allergy awareness training twice a year: full in September and refresher in April
- Familiarising themselves with students in their care who have known allergies.
- Preventing and responding to allergy-related bullying, in line with the college's Anti-bullying policy.
- Producing a student risk assessment which outlines the student's specific allergy
- Producing a risk assessment which outlines the allergy when going out on educational visits or work placements
- Carrying the student's Allergy Action plan and required medication when on educational visits
- Acting promptly and confidently in the event of an allergic reaction
- Ensuring appropriate precautions are taken during lessons, activities, and visits

1.6 Students

Students are encouraged to:

- Develop an age-appropriate understanding of their allergy
- Inform staff immediately if they feel unwell or suspect an allergic reaction
- Carry their prescribed medication where they are competent to do so

4. ALLERGY ACTION PLANS

- All students with diagnosed allergies must have an up-to-date Allergy Action Plan which is stored with their medication.
- Plans provide consent for medication administration, including the use of spare AAIs.
- Plans are completed by a healthcare professional (such as college nurse and/or GP) in liaison with parents and the student.
- Action plans differ dependent on whether the student is prescribed an AAI and its different brands as well as students with a known allergy who do not have a prescribed AAI.
- Action Plans are reviewed annually or sooner if medical circumstances change.
- Action Plans form part of, or are linked to, the student's EHCP.

5. EMERGENCY TREATMENT AND MANAGEMENT OF ANAPHYLAXIS

When anaphylaxis is suspected, **adrenaline must be administered immediately**.

- A trained member of staff will remain with the student
- Another member of staff will call 999 and collect the AAI
- A second AAI may be administered after 5 minutes if symptoms do not improve
- CPR will be commenced if there are no signs of life
- Parents/carers will be informed as soon as possible
- The student must be transferred to hospital for observation following an anaphylactic reaction
- The student must not stand or walk whilst awaiting emergency services.

6. SUPPLY, STORAGE AND CARE OF MEDICATION

- Students are encouraged to carry two AAIs on their person where they are competent to do so.
- Where this is not appropriate, their medication will be stored in with the college nurses in the nurses' room.
- In the event of an emergency, two AAIs are stored in the college main reception office on top of the first tall cabinet. They are stored in a container clearly labelled, 'Spare AAIs'.

- Medication must be in date, labelled, and stored according to manufacturers' guidance. This is checked by college nurses and college Site Manager on a regular basis and information stored on a central database.
- Parents/carers remain responsible for supplying replacement medication
- College nurses will conduct regular checks on this and issue reminders to parents/carers when expiry dates are upcoming.
- Used AAIs are to only be disposed of in the sharps bin in the medical room.

5. 'SPARE' ADRENALINE AUTO-INJECTORS IN COLLEGE

- The college holds spare AAIs for emergency use when a student's device is unavailable or not working
- Spare AAIs are stored in the main college reception office on top of the first filing cabinet. They are never locked away
- Monthly expiry checks are undertaken by the college nurse and reported to the site manager
- Spare AAIs may be used following guidance from emergency services for undiagnosed individuals

6. MEDICINES

- AAIs and antihistamines must be supplied in original containers with clear instructions
- Non-prescription medicines will only be given with written parental consent

7. STAFF TRAINING

The college is committed to ensuring staff are confident and competent in allergy management.

- All staff receive regular anaphylaxis training: full training in September and refresher training in April.
- Any staff absent for those training events will catch up on an ad hoc basis.
- Training includes:
  -understanding the different allergens,
  -recognising symptoms,
  -reducing and preventing exposure,
  -knowing and being competent in the emergency procedures and
  -administering AAIs.

8. I8. INCLUSION AND SAFEGUARDING

The Hive College is committed to ensuring students, staff and visitors to the college with allergies are fully included and safeguarded

- The college adopts a whole-college allergy awareness approach to assist students in managing their allergy in real-life situations
- Blanket allergen bans are not generally adopted; instead, risk-aware practices are used to encourage independence and awareness.
- Staff will consider allergies when planning all activities and include it in risk assessments. These will include crafts using food packaging, ingredients in craft materials, cooking lessons, animals in college, treats and decorations for special occasions.
- On arrival at the college site, visitors will be asked whether they have any allergies or carry allergy medication. This information will be communicated to the member of staff responsible for overseeing their visit to ensure appropriate support can be provided.

9. CATERING

- Catering staff comply with Food Information Regulations (2014)
- The college menu is available for parents to view in weekly/fortnightly/monthly advance with all ingredients listed and allergens highlighted via the Parent Pay portal
- Class staff will inform the Kitchen Assistants and Lunchtime Supervisors (LTS) of students with food allergies
- The college will have a system in place to ensure Kitchen staff and LTS can identify students with allergies. The students will have the names of the students recorded on the Share Point system and Eating & Drinking mats with details of their allergens and their photographs are to be used at every meal sitting
- Parents/carers will meet with the classroom staff and college nurses to discuss their child's needs. This information will then be disseminated to LTS and Kitchen Assistants
- The college adheres to the Department of Health guidance recommendations
- Staff are trained to prevent cross-contamination
- If food is purchased from Parent Pay or tuck shop, parents should check the appropriateness of foods by speaking directly to the classroom staff. If food is cooked during Cooking Lessons in the Training Kitchen, parents should also check the appropriateness of foods by speaking directly to the classroom staff.
- 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.

- Use of food in crafts, cooking classes and special events (e.g. fetes, cultural events) will need to be risk assessed depending on the allergies of particular students and their ability to keep themselves safe.

10. EDUCATIONAL VISITS

- Student allergies are considered during planning and risk assessment. All allergy action plans are taken on educational visits
- Students must take required medication and allergy action plans on visits
- Parents/carers are consulted prior to overnight visits
- Educational visit venue staff are informed of any students with an allergy
- A trained member of staff accompanies students at all times

11. MONITORING AND REVIEW

- The Executive Principal is responsible for monitoring implementation of this policy and reporting annually to the Board of Trustees. The policy will be reviewed annually or sooner if required.