

ALLERGY MANAGEMENT & SAFETY POLICY

1. Purpose of this Policy

This policy sets out the EKC Group framework for the prevention, management, and emergency response to allergies and anaphylaxis across all College settings. It aims to reduce allergy-related risks through effective identification, planning, and response arrangements.

The Group is committed to supporting the safe inclusion of all learners with allergies in all aspects of college life, including learning, enrichment, and wider activities, wherever it is safe and reasonable to do so. Reasonable adjustments will be considered and implemented, where appropriate, to ensure learners can access education without unnecessary disadvantage.

The Group will also promote allergy awareness among staff, learners, and relevant stakeholders, ensuring individuals understand their responsibilities in reducing risk, maintaining safe environments, and responding effectively to allergy-related emergencies, including anaphylaxis.

Definitions

Allergy Action Plan – Created by health care professionals, detailing signs, symptoms and treatment plan for allergies and anaphylaxis. If a learner has a Personal Needs Plan then the Allergy Action Plan will be embedded within that.

Anaphylaxis – a serious and potentially life-threatening reaction to an allergen.

Learners – any person that is currently enrolled at EKC Group including Junior Colleges.

Personal Needs Plan – A risk assessment outlining an individual's health needs and the control measures the College will implement to manage the associated risks. To be completed where a learner has identified health needs requiring ongoing support. For learners with allergies or anaphylaxis, the Allergy Action Plan should either form part of the Personal Needs Plan or where no Personal Needs Plan is required be used as a standalone document.

Risk Assessment – A general risk assessment evaluating environmental and contextual risks beyond an individual's specific health needs, with measure in

place to mitigate and minimise the overall risk. All risk assessments relating to an environment must include reference to allergens relating to that environment.

Staff and non- staff – all employees; agency workers, casual workers and volunteers across the EKC Group regardless of whether you are employed in a direct or indirect learner facing role.

Visitors – any person(s) that are not currently enrolled as a learner or a direct employee of EKC Group. This includes contractors, parents / carers / guardians and external professionals.

2. Policy Scope

This policy applies to all EKC Group College settings and is relevant to all learners, including Junior Colleges, staff, volunteers, visitors, contractors, agency staff and any other individuals who may be involved in supporting, teaching, supervising or providing services to learners. This policy does not include EKC Schools Trust or Nurseries.

The policy applies to all activities where allergy-related risks may arise, including classroom-based learning, practical curriculum activities, catering and food provision, packed lunches, break and lunch periods, enrichment activities, educational visits, off-site activities, work-related learning, events, celebrations and any other activity organised or supervised by the College. Any activities held on college premises and facilitated by an external organisation must be made aware of this policy as part of contract discussions.

This policy covers the identification, recording, assessment and management of known allergies and anaphylaxis risks. It also sets out expectations for allergy awareness, preventative controls, staff responsibilities, emergency preparedness, communication with parents/carers and relevant professionals, and the monitoring and review of allergy management arrangements. This does not extend to any unsupervised college lead activity off-site.

The policy should be read alongside the EKC Group Medication and Personal Needs Plan Policy, safeguarding procedures, health and safety arrangements, catering and food safety procedures, educational visits guidance, and any local operating procedures relating to allergy management and emergency response.

3. Legal and Regulatory Framework

3.1 DfE Statutory Guidance (2026)

- The revised DfE guidance requires all schools to follow mandatory measures covering allergy awareness, emergency response, storage of lifesaving medication, and whole-school policy expectations.
- The guidance replaces older, voluntary advice and renders certain practices legally compulsory, such as spare Adrenaline Auto-Injector (AAIs) and universal staff training in the identification of symptoms and how to respond in a situation of a potential allergic reaction.
- This guidance also aligns closely with the requirements championed through Benedict's Law and standardises expectations across all schools.

3.2 Children and Families Act 2014 – Section 100

- Schools must support pupils with medical conditions so they can access education safely and without discrimination.
- This includes removing barriers to school life for children with allergies, ensuring they can participate in all activities equitably.

3.3 School Food Standards Regulations 2014

- Schools must provide safe meal options, including accurate allergen information.
- Catering providers must demonstrate safe food-handling procedures and allergen control systems.

3.4 Curriculum areas and specialised industry feeds, resources.

Curriculum areas must ensure due consideration and allergen information is provided for the handling of specialist industry resources such as animal feeds or catering ingredients.

4. Roles & Responsibilities

4.1 Governor for Health & Safety

- Appoint a designated EKC Senior Leader as the Allergy Lead, responsible for overseeing allergy management arrangements, including risk assessments and emergency procedures across each College.
 - To ensure Appointed Designated Allergy Lead for Junior College completes additional training.

- Delegate day-to-day responsibility for implementing this policy to Principals of individual business units.
- Ensure allergy management arrangements are implemented in line with this policy, statutory guidance, and relevant Group procedures.
- Ensure allergy management is included within safeguarding, health and safety, and Local College Board reporting arrangements.
- Ensure staff have access to appropriate allergy awareness training, guidance, templates, and supporting resources.
- Ensure all staff complete mandatory annual allergy awareness training.
- Ensure arrangements are in place, through the Estates Managers/Leaders for access to spare Adrenaline Auto-Injectors, including monitoring stock levels, expiry dates, and safe storage.
- Ensure accurate and up-to-date records of learners and staff with known allergies are maintained and accessible to relevant staff, in line with confidentiality and data protection requirements.
- Monitor the effectiveness of this policy to ensure it remains fit for purpose.
- Ensure appropriate information is available on the College website for learners and parents/carers, outlining how the College supports those with allergies.

4.2 Principals

- **Operational**
 - Oversee the implementation and monitoring of allergy safety measures across all College activities, including learning, enrichment, breaks/lunchtimes, and off-site provision.
 - Ensure information about learners and staff with known allergies is accurate, current, and kept up to date. Ensure staff know how and where to access this information.
 - Inform their College Allergy Senior Leader of any in-year changes to allergy declarations.
 - Ensure appropriate arrangements are in place to share relevant allergy information with supply/agency staff, visitors, and volunteers, where necessary for safety and emergency response.
 - Promote allergy awareness within the College and ensure staff understand their responsibilities relating to prevention, reasonable adjustments, confidentiality, and emergency response.
 - Establish and maintain effective links with healthcare professionals and catering providers at both strategic and operational levels.
 - Ensure up-to-date learner allergy information is accessible to catering teams.

- Ensure there is a clear and workable College Emergency Plan in place that is understood by all staff.
- **Allergy Action Plan and Medical Information**
 - Ensure updated medical information is obtained at the start of each academic year, for any learner joining mid-year and when there has been a change pertaining to allergies / anaphylaxis; this will include an Allergy Action Plan completed by prescribing health professional.
 - Where a learner has a Personal Needs Plan for other health or behavioural needs, ensure it is developed with input from healthcare professionals, welfare staff, teaching staff, catering teams, parents/carers/guardians, and the learner.
 - Ensure effective communication of individual medical needs to all relevant staff, including how to access up-to-date information.
- **Training, Staffing & Emergency Preparedness**
 - Ensure there are sufficient trained staff to meet statutory requirements and assessed needs, including cover for staff absence.
 - Ensure appropriate arrangements are in place for the safe storage, access, and monitoring of Adrenaline Auto-Injectors.
- **Risk Management & Safety Controls**
 - Ensure risk assessments are carried out for trips, excursions, and off-site activities involving learners with allergies.
 - Ensure accurate records are kept of learners prescribed Adrenaline Auto-Injectors and any administration of medication.
 - Ensure best practice in the labelling of food and its contents.
- **Governance**
 - Report to the Board of Governors on the management of allergies within the College.

4.3 Heads / Deputy of Department/Head of Junior Colleges / Manager

- **Leadership and Compliance**
 - Ensure compliance with legal requirements, best practice guidance, and whole-College procedures relating to allergy management.
 - Ensure staff training relating to allergy awareness, including the identification and management of medical needs is in place.
- **Allergy Action Plan, Personal Needs Plans and Communication**
 - Ensure all learners attending Junior College with allergies / anaphylaxis and no other physical health needs or behaviours that challenge, will require a Personal Needs Plan (key health information) and the Allergy Action Plan section within it.

- Ensure all learners sixteen plus with allergies or anaphylaxis, the Allergy Action Plan should either form part of the Personal Needs Plan or where no Personal Needs Plan is required be used as a standalone document.
- Liaise with parents/carers of learners with known allergies to develop a risk assessment covering information sharing, risk reduction, allergy management, and emergency procedures.
- Ensure, that an Allergy Action Plan is in place for learners with diagnosed allergies and stored with their medication.
- Ensure all versions of Allergy Action Plan and Personal Needs Plan held electronically are consistent and updated when changes are made.
- Where an Allergy Action Plan is not available, or medication information is unclear, follow up with parents/carers/guardians and request clarification from a GP or relevant healthcare professional.
- Verify any notification from a learner that an allergy has resolved before updating records or Personal Needs Plan.
- **Medication & Record Management**
 - Ensure learner documentation and in-date medication are stored safely and appropriately.
 - Ensure learners who are assessed as having capacity carry their Adrenaline Auto-Injectors and medication.
- **Training & Competency**
 - Be trained and competent in the use of Adrenaline Auto-Injectors and any prescribed emergency treatment outlined in learner Allergy Action Plan (AAPs).
 - Ensure all staff supporting learners who may require an Adrenaline Auto Injector are appropriately trained and competent.
- **Risk Management**
 - Ensure all trips, excursions, and off-site activities are planned with appropriate controls in place, including provision of safe food or minimisation of exposure risks for learners with allergies.

4.4 Health and Safety Officer

- Report to the Principal on matters relating to learners with allergies, including emerging risks or concerns.
- Ensure the College maintains an audited supply of in-date spare Adrenaline Auto-Injectors, stored safely at room temperature in a location that is accessible, secure (but not locked away), and known to all staff. Check for depletion of stock and reorder when necessary.

- Support the Estates Managers/Team Leaders in monitoring all Adrenaline Auto-Injectors (including those provided by learners or external sources) to ensure they are within expiry date and of the correct prescribed dosage.
- Support the Estates Managers/Team Leaders to arrange for the safe and appropriate disposal of expired Adrenaline Auto-Injectors.
- Ensure all emergency use of Adrenaline Auto-Injectors, and any suspected anaphylaxis incidents, are accurately recorded and reported in line with College procedures.

4.5 All Staff

- **General Responsibilities**
 - Follow all College requirements relating to allergy management, including legal requirements, best practice guidance, and internal procedures.
 - Be aware of learners and colleagues with known allergies and their immediate support needs.
 - Read and follow relevant Personal Needs Plans (PNPs) and Allergy Action Plans (AAPs), including agreed management and emergency strategies.
 - Report any new or changing allergy information promptly to the relevant Allergy Lead.
- **Training and Emergency Response**
 - Complete annual anaphylaxis training and be confident in responding to an allergy emergency, including knowing how to access an Adrenaline Auto-Injector (AAI).
 - Respond promptly, calmly, and appropriately to allergy-related emergencies.
 - Where anaphylaxis is suspected in an undiagnosed individual, call emergency services immediately, clearly stating that **ANAPHYLAXIS** is suspected, and follow their advice regarding the use of a spare Adrenaline Auto-Injectors.
- **Food Safety and Prevention**
 - Follow agreed food-handling and allergen control measures within learning environments.
 - Ensure all food-related activities are properly supervised and follow best practice for storing, preparing, cooking, and serving food.
- **Supporting Learners**
 - Raise awareness of allergies and anaphylaxis among learners, particularly in classrooms and dining areas.

- Encourage learners with allergies to develop self-management and avoidance strategies, where appropriate.
- Support learners in understanding how to keep themselves and others safe, particularly in Inclusive Learning and Junior College settings.
- Promote a respectful environment and reinforce that allergy-related bullying is unacceptable.
- Always be aware of learners with allergies, including during cover lessons, as reactions can occur at any point in the day.
- **Trips & Off-Site Activities**
 - Staff responsible for organising trips and off-site activities to ensure they check all persons attending allergy / anaphylaxis status. To inform that those with anaphylaxis and Adrenaline Auto-Injectors are checked prior to leaving.
 - Ensure learners and staff with medical conditions, including allergies, carry their required medication when attending trips or off-site activities; learners without required medication must not attend.
 - Ensure all relevant emergency medication and supplies are taken on trips and are accessible at all times.
- **Staff with allergies and / or anaphylaxis**
 - On appointment; inform Line Manager via Pre Employment Questionnaire of allergies and anaphylaxis.
 - Ensure that their Line Manager has been informed of any diagnosis since starting employment, and that a copy of the Allergy Action Plan is provided for electronic record keeping.
 - Inform colleagues in immediate working area of their Adrenaline Auto-Injector, which should be carried on their person at all times during the working day for emergency use.
 - For EKC Group staff working across multiple locations, or in areas where other staff may not be present, ensure that Adrenaline Auto-Injectors and the Allergy Action Plan are kept in a clearly labelled container on their persons at all times.
 - Ensure they understand how to contact a First Aider in the event of an emergency.

4.6 Parents/Carers

- Provide accurate, up-to-date medical information and documentation, including an Allergy Action Plan completed by a healthcare professional. This should be kept with the learner and their medication during the College Day.

- Ensure their child has in-date Adrenaline Auto-Injectors and provide replacements before expiry.
- Work collaboratively with college staff to develop and review Personal Needs Plans if needed.
- Inform the College promptly of any changes to their child's allergy or medical condition.
- Be familiar with the College's allergy management policy and arrangements for responding to anaphylaxis.
- Support their child, where appropriate, to develop self-management skills, including:
 - understanding safe and unsafe foods
 - reading food labels
 - avoiding allergens
 - recognising allergy symptoms
 - knowing when and how to seek help within the College

4.7 Learners / Staff / Visitors with allergies

- Take an active role in managing their allergy, including recognising symptoms, avoiding triggers, and understanding their treatment.
- Report any known allergies at enrolment, appointment, or on arrival at college, and inform the College of any changes to their medical needs.
- Read food labels carefully and ask for advice if they are unsure whether something is safe.
- Know where their medication is kept and, where appropriate, take responsibility for always carrying their Adrenaline Auto-Injector (AAI).
- Report immediately to a member of staff if they think they are experiencing symptoms of an allergic reaction.

5. Allergy identification and risk management:

5.1 Collection of Medical Information

- Conduct comprehensive allergy data collection at admissions/enrolment.
- Identify food, insect, environmental, or medication allergies.
- Ensure consent for administering Adrenaline Auto-Injectors is obtained at enrolment.

5.2 Risk Assessments

- For every pupil with allergies, dynamic and planned risk assessments must be conducted for:
 - Classroom lessons involving potential allergens.
 - Science, arts, and food technology lessons.
 - School trips (including travel, accommodation, catering).
 - Sporting events, afterschool clubs, and enrichment activities.
 - Special events such as fairs, bake sales, and cultural celebrations.
- Risk assessments must clearly outline control measures and be reviewed regularly.

5.3 Allergy Record

- Confidential central allergy record for learners must be accessible to all staff Accessed through ProMonitor.
- Confidential central allergy record for staff must be accessible to all relevant members of staff Accessed through HR record.
- Ensure medical information is up to date and in year changes received from parents/carers/guardians are reflected in learner and employee electronic records.

5. Individual Personal Needs Plan with Allergy Action Plan

All learners and staff with allergies or anaphylaxis must have an Allergy Action Plan, completed by a healthcare professional, which is stored electronically and kept on their person at all times.

Where a learner is aged 16 years plus and has additional health or engagement / behavioural needs, Personal Needs Plan will also be required. In such cases, allergies and / or anaphylaxis must be clearly reference within the Personal Needs Plan. However, a Personal Needs Plan is not required where allergies or anaphylaxis are the sole identified needs.

For all learners attending Junior College, a Personal Needs Plan for Allergies and / or Anaphylaxis will be required.

5.1 What a Personal Needs Plan (PNP) Must Contain:

- Full list of allergens, including severity indicators.
- Baseline health information and emergency symptoms.
- Include triggers, reactions, medication locations, and emergency actions.

- Day-to-day management needs (e.g., seating plans, supervision, food alternatives).
- Step-by-step emergency instructions, including Adrenaline Auto-Injectors use.
- Location of medication and staff role responsible.
- Communication procedures for incidents, including notifying parents and emergency services.

5.2 Review of Personal Needs Plans

- Annual review or earlier if:
 - There is an allergic reaction at college.
 - Medication changes.
 - New medical guidance is issued.
- Reviews must involve healthcare professionals and parent/carer where appropriate. Benefit of parent/carer/guardian to be explained to learners 18 years+ as per Personal Needs Plan (PNP) procedure.

6. Prevention & Allergen Reduction Measures

6.1 Catering & Food Safety

- Catering services must maintain robust allergen controls, which include cross-contamination allergen controls (separate utensils, colour-coded equipment).
- Allergen free alternatives must always be available, and menus must list allergens clearly.
- Catering staff must be trained in allergen control and first response.

6.2 Packed Lunch & Snack Policies

- Learners and staff with allergies are responsible for checking foods for any known allergens. This includes foods purchased on a college campus or contained in a packed lunch.

6.3 Classroom Allergen Management

- Food-based learning activities should be planned and delivered with appropriate consideration of known allergy risks and relevant learner information.

- Alternative, non-food resources should be considered where this is necessary to reduce allergy-related risk or support safe participation.
- Learners should be supported to avoid sharing food, materials or resources where these may present an allergy risk.
- Where appropriate, allergy awareness may be promoted within learning groups in a way that supports safety, inclusion and confidentiality.
- Learning environments should be maintained in a way that reduces exposure to food residue and other relevant environmental allergy triggers.

6.4 School Events & Celebrations

- Any event involving food requires:
 - Clear signage and ingredient information.
 - Dedicated allergen-safe alternatives.

6.5 Anti-Bullying & Safeguarding

- The deliberate use, or threatened use, of allergens to intimidate, target or cause harm to a student will be regarded as a serious safeguarding concern and breach of the Disciplinary Policy.
- Allergy-related bullying, harassment or harmful behaviour should be managed in line with the College's safeguarding and anti-bullying arrangements, with Designated Safeguarding Lead involvement where appropriate.
- Staff should maintain awareness of behaviours that may place learners with allergies at risk, including covert or indirect forms of bullying linked to allergy or medical need.

8. Staff Training Requirements

8.1 Mandatory Training Components

- All staff are required to complete mandatory allergy awareness training.
- Mandatory training must include:
 - Understanding different allergy types and anaphylaxis.
 - Measures to reduce the risk of a learner / member of staff having an allergic reaction.
 - Recognising early warning signs.
 - Safe administration of Adrenaline Auto-Injectors using training devices.
 - Calling emergency services and communicating clearly.

- Managing an anaphylaxis emergency calmly under pressure.
 - Associated conditions (e.g. asthma) and how this may be impacted by an allergic reaction / anaphylaxis.
- Junior College Designated Allergy Lead to complete additional training (Designated Allergy Lead Training) 4 weeks after initial Allergy Awareness webinar, found here: [Designated Allergy Lead training | The Allergy Team](#)

8.2 Frequency of Training

- The College will ensure that all staff complete allergy awareness training on an annual basis.
- Additional refresher training should be provided, where appropriate, for higher-risk settings or cohorts, including Junior College and Inclusive Learning provisions.
- All new staff and relevant personnel, including supply staff, governors, housekeeping staff, volunteers and other individuals working within the College environment, should receive allergy awareness as part of their induction arrangements.

8.3 Training Records

- The College must maintain:
 - Attendance lists.
 - Training content records.
- Records must be available for safeguarding audits and regulatory inspection.

9. Management of Spare Adrenaline Auto-Injectors

9.1 Storage

- Where Learner has capacity to do so, they will always carry two Adrenaline Auto-Injectors and Allergy Action Plan on them. It may be appropriate they also carry liquid / tablet antihistamine and inhaler within their anaphylaxis kit if specified on the Allergy Action Plan (AAP).
- Where a learner lacks capacity or is unable to take responsibility for their own medication there needs to be an anaphylaxis kit (two Adrenaline

Auto-Injectors and Allergy Action Plan) kept safely, not locked away and accessible to staff within their environment.

- Stored in clearly marked, unlocked, easily accessible emergency cabinets (never behind keypad doors or in first-aid boxes).
- To be stored at room temperature, protected from direct sunlight and temperature extremes.

9.2 Quantity

- College must hold a sufficient number of spares decided by Allergy Lead based on:
 - Number of pupils with known allergies.
 - Size and layout of the setting.
 - Travel needs for trips and off-site activities.

9.3 Maintenance

- Weekly checks by trained staff:
 - Expiry dates.
 - Signs of leakage or damage.
 - Presence in the correct storage location.
- Logs must be maintained with signatures and dates.

9.4 Use During Activities & Trips

- Spare Adrenaline Auto-Injectors must be taken on:
 - Educational visits.
 - Off-site sporting events.
 - Residential trips.
- Trip leaders must check all medications before departure.

9.5 Disposal

Adrenaline Auto-Injectors are single use only and must be disposed of as sharps in a pre-ordered sharps bin. They can also be given to paramedics if appropriate.

Sharps bins to be obtained from and disposed of by Specialist Collection Service as organised by Estates Managers/Team Leaders.

The sharps bins are located in the following Rooms:

College	Floor & Room(s)
Ashford	First Aid Room – B2.12 (Second Floor) Hairdressing – C0.08 (Ground Floor)
Broadstairs	Horizon HG04 (Inclusive Learning) (Ground Floor) Inspire I224A (Hair & Beauty) (Second Floor)
Canterbury	Medical Room – PG03 (Ground Floor) Welfare Room K Block – KG15 (Ground Floor) Hair & Beauty – AG34A (Ground Floor) Hair & Beauty – A123A (First Floor) Inclusive Learning – HG07 (Ground Floor)
Dover	Main Reception - (Ground Floor)
Folkestone	PROGRESS BUILDING - FOL-PG10 - Explore (PMLD) - PG PC and Shower room
Sheppey	Main Reception - (Ground Floor) Junior College - (Ground Floor)

10. Monitoring & Reporting

10.1 Monitoring

- Allergy incidents must be analysed termly to identify patterns.
- Colleges must review environmental risks and respond to emerging issues (e.g., changes in lunch provision, new food projects, new pupils).

10.2 Reporting

- The Governor must receive:
 - Allergy incident data.
 - Training compliance reports.

- Policy implementation updates.

10.3 Monitoring of the process

- The College must evidence proactive allergy risk management and demonstrate a culture of vigilance.
- The Group will monitor compliance with the guidance during Safeguarding Monitoring Visits.
- Local College Boards will monitor compliance with the guidance during Governor Safeguarding Monitoring Visits.

This policy is complimented by a suite of associated documentation as follows:

Administration of Medication
Admissions
Antibullying
Equality, Diversion and Inclusion
Health and Safety
Junior College Parent Collaboration Agreement
Procedure to implement Personal Needs Plan
Risk Management
Safeguarding Policy and Procedure
Student Health & Wellbeing

Appendices

Adult Allergy Action Plans [Adult Allergy Action Plans - BSACI](#)
EKC Group – Accident Incident & Near Miss Reporting Form [EKC Group - Accident, Incident & Near Miss Reporting Form](#)
PNP for Allergies
PNP for Anaphylaxis