

ALLERGY MANAGEMENT & SAFETY PROCEDURE

INTRODUCTION

The allergy management and safety procedure is to ensure safe identification, recording, communication of learners, EKC staff and visitors who have allergies to prevent harm.

PROCEDURE TO SUPPORT A LEARNER

Learners will be asked to complete a pre-enrolment form. Here they will declare they have an allergy, what the allergen(s) are and if they have been prescribed an Adrenaline Auto Injector.

An Allergy Management and Safety Policy fact sheet is made available to all learners on the EKC public website.



Principal and Deputy/ Assistant Principal in each college and the Health & Safety team will receive a weekly report of all learners to have answered positivity to the allergy questions.



Principal and Deputy/ Assistant Principal in each college will inform Head of Department or Head of Junior College learner details.



Head of Department or Head of Junior College to complete relevant field in ProMonitor to highlight learner as having allergy / anaphylaxis. Learner will receive an orange badge on their electronic profile. To then contact learner, and parent / carer / guardian (if appropriate) to discuss Allergy Action Plan. Head of Department or Head of Junior College to advise that a copy of the Allergy Action Plan created by prescribing health care professional must be provided by learner / parent / carer / guardian before commencing course. For learners with **additional needs**, or **all learners attending Junior College**, a Personal Needs Plan for Allergies / Anaphylaxis will be created.

Head of Department or Head of Junior College to save copy of Allergy Action Plan On ProMonitor.



Deputy / Head of Department to share Allergy Action Plan with all members of staff working [with the learner] / [within the department the learner will be accessing].



It is the responsibility of all staff to ensure they access the mandatory allergy and anaphylaxis training annually and remain compliant during their employment.
Junior College Designated Allergy Lead to undergo additional training.



If there are any changes to the learners Allergy Action Plan, new allergens / triggers identified or changes to medication, Head of Department or Head of Junior College to be updated by learner or parent / carer / guardian. Updated copy of Allergy Action Plan to be obtained by Head of Department or Head of Junior College. Details of Allergy Action Plan shared with Head of Department for dissemination.



If a learner (with or without a diagnosis of anaphylaxis) is observed to experience any of the signs of anaphylaxis, Adrenaline Auto-Injector to be administered and First Aider to be called immediately, state **"ANAPHYLAXIS"**.
Member of staff to call 999 and state **"ANAPHYLAXIS"**.



First Aider to ensure Allergy Action Plan is followed. First Aider to monitor learner while waiting for Paramedics to arrive. First Aider to complete Incident Form (as per EKC procedure) following event.

Member of staff supporting learner at time of incident should record details on ProMonitor.

INVOLVEMENT OF LEARNER

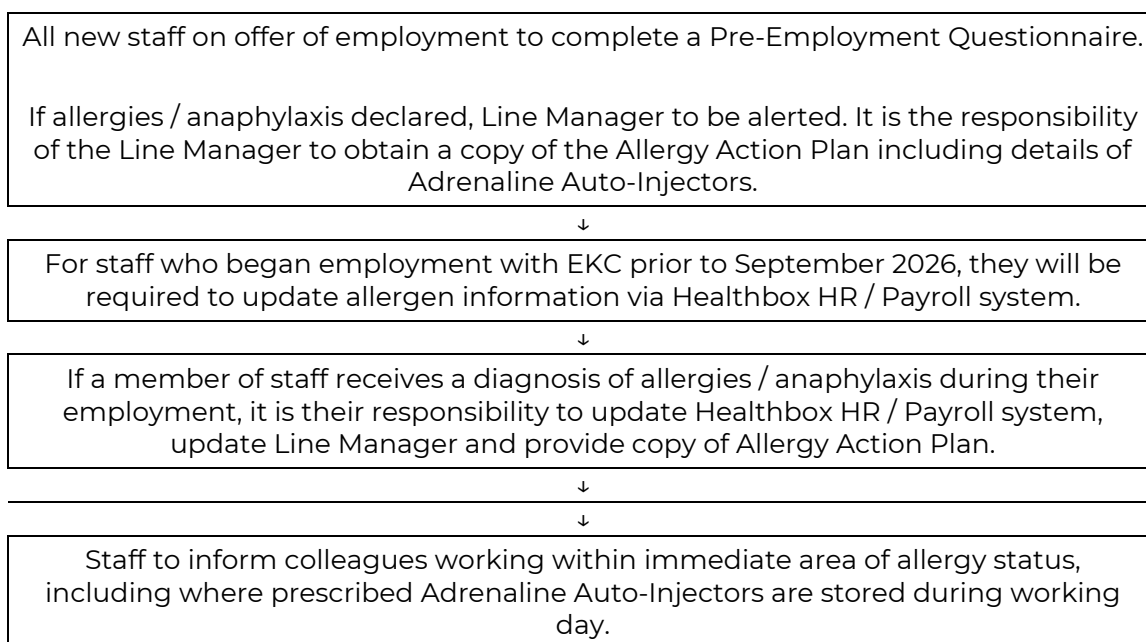
Where appropriate, and depending on the learner's level of understanding, learners should be encouraged to participate in the discussion of allergy and anaphylaxis management. If a learner experiences / is at risk of experiencing anaphylaxis, they will be required to carry 2 x Adrenaline Auto-Injectors on their person at all times. By including the learner in the discussions regarding their health needs, we are able to understand that they:

- Are aware of their health condition and what the consequences of coming into contact with allergens could be.

- Their understanding of allergens and how they minimise their exposure to triggers.
- The consequences of not managing their allergy and the life-threatening effects this may have.

PROCEDURE TO SUPPORT AN EMPLOYEE

This procedure relates to all persons working within EKC Group.



VISITOR ALLERGIES AND ANAPHYLAXIS PROCEDURE

All visitors to any EKC site are required to sign in on arrival. From September 2026, the sign-in process will include the option for visitors to declare any allergies or risk of anaphylaxis verbally or digitally.

If a visitor identifies that they have allergies:

- Reception staff to ask all visitors on arrival if they have any known allergies or anaphylaxis.

- Reception staff must notify the member of staff the visitor is meeting.
- The staff member should discuss the individual's needs with them directly, including:
 - The specific allergen(s) or trigger(s)
 - Whether they require an Adrenaline Auto-Injector
 - Whether they have their AAI with them

This information enables staff to:

- Minimise potential exposure to allergens within the meeting environment
- Provide appropriate support in the event of an allergic reaction or anaphylaxis while the visitor is on EKC premises

RECORD KEEPING

All learners with known allergies or at risk of anaphylaxis must have an alert recorded on ProMonitor at the point of enrolment. For learners already enrolled, this must be added as soon as a diagnosis or relevant information is identified. This is the responsibility of the Head of Department or Head of Junior College.

Copies of the learners Allergy Action Plan to be saved in ProMonitor, uploaded documents (not safeguarding documents) by Head of Department or Head of Junior College.

This documentation must clearly outline:

- Known allergens or triggers
- Nature of the reaction
- Severity of the condition
- Agreed treatment plan

If a learner experiences an allergic reaction or anaphylaxis while on College premises, the member of staff supporting them is responsible for recording the incident on ProMonitor. The record must include:

- Date and time of the incident
- Suspected allergen or trigger
- Signs and symptoms displayed by the learner
- Treatment administered
- Any follow-up actions taken

INCIDENT REPORTING

If a learner or staff member shows signs of anaphylaxis and / or an Adrenaline Auto-Injector is administered, a qualified First Aider must be called immediately.

For all learners under the age of 18 years old, parent / carer / guardian must be notified at time of incident.

Following the incident, it is the responsibility of the First Aider to complete an incident report using the online reporting system. This must be submitted within 24 hours to ensure effective monitoring and enable the Deputy Director of Estates or College Safety Officer to determine whether a formal investigation is required.

APPENDICES

Allergy Management & Safety – Information for Learners & Parents

EKC Group – Accident, Incident & Near Miss Procedure

[Accident_incident_near_miss_procedure_updated_August_2025.pdf](#)

EKC Group – Accident Incident & Near Miss Reporting Form [EKC Group - Accident, Incident & Near Miss Reporting Form](#)

PNP for Allergies [PNP Allergies.docx](#)

PNP for Anaphylaxis [PNP Anaphylaxis.docx](#)

Training for all staff; Allergy & Anaphylaxis Training for Schools [Free Allergy Training For Schools | City & Guilds Assured](#)

Training for Designated Allergy Leads; [Designated Allergy Lead training | The Allergy Team](#)

ASSOCIATED POLICIES AND PROCEDURES

Administration of Medication

Admissions

Allergy Management & Safety Policy

Student Health & Wellbeing

Health and Safety

Procedure to implement Personal Needs Plan

Risk Management

Safeguarding Policy and Procedure

Staff recruitment

Induction training for new staff

EKC Group Accident, Incident & Near Miss Procedure

Environmental risk assessment