

Allergies Policy

2026-2027

Reviewed by Graham Almond: 17 August 2026

Authorised by Steve Boyes: 1 September 2026

Approved by the CSC: 1 September 2026

Next review: August 2027

1 Aims and objectives

This policy sets out MPW's approach to allergy safety and is designed to reflect the Department for Education's *Allergy safety in schools* statutory guidance, together with related guidance on supporting pupils with medical conditions, school food and allergen management. Although the July 2026 allergy safety guidance is not currently a statutory requirement for independent schools and colleges, MPW has adopted its core expectations as a matter of good practice and in anticipation of possible future changes to the relevant regulatory standards.

This policy outlines how the whole-college community works to reduce the risk of an allergic reaction occurring, and the procedures in place to respond effectively if one does. It also sets out how the college supports its students with allergies to ensure their wellbeing and inclusion, as well as demonstrating the college's commitment to being an allergy-aware institution.

The policy will be reviewed at least annually, published on the college's website and brought to the attention of students, parents/guardians and all people working at the college at least once each academic year. It will also be reviewed following any serious allergic reaction, relevant near miss or significant change in law, guidance or college arrangements.

2 What is an allergy?

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction. While most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency. People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.

An allergy is different to an intolerance. While an intolerance may cause uncomfortable symptoms it does not involve the immune system.

3 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.

The most severe allergic reactions to food are caused by just nine foods: 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 UK food information law to be highlighted on pre-packed food. These are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites or sulphur dioxide, and sesame. The college recognises that students may also have serious allergies to foods or substances outside the main 14 and will take those allergies into account where they are notified to the college.

Adrenaline auto-injector (AAI): 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 brand names such as EpiPen or Jext. For the purposes of this policy, references to AAIs include any adrenaline device approved for use in the UK.

Allergy action plan: A document completed by a healthcare professional setting out a student's allergy, symptoms, medication and emergency treatment plan.

Asthma: Asthma is a common, long-term condition which affects the lungs. People with asthma have airways that are more sensitive and can become inflamed and narrow on exposure to certain triggers. This can lead to difficulty in breathing.

Asthma Action Plan: A document filled out by a healthcare professional, detailing a person's asthma, information about triggers, symptoms, medicines to be used if they have asthma symptoms, and when to seek emergency help when they have an asthma attack.

Designated Allergy Lead: The member of staff responsible for overseeing allergy and asthma management across the college and acting as the main point of contact for students, parents/guardians and staff.

Emergency Response Plan: Outlines a college's procedure for managing an emergency and should be fit for purpose to manage a serious allergic reaction (anaphylaxis).

EURNeffy: EURNeffy (also known as Neffy) is a nasal spray which delivers adrenaline. It is a needle-free alternative to an adrenaline auto-injector.

Individual Healthcare Plan (IHP): A detailed document outlining an individual student's medical conditions, history, treatment, risks and action plan. It is created by the college nurse in collaboration with parents/guardians and, where appropriate, students. All students with an allergy that requires active management should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

Risk Assessment: A detailed document outlining an activity, the risks it poses and any actions taken or to be taken to mitigate those risks. Allergy should be included in all risk assessments for events on and off the college site.

Spare Adrenaline Devices: Schools and colleges are able to purchase spare adrenaline devices for emergency use. These are held primarily as a back-up for students who have been prescribed adrenaline, where their own device is unavailable, faulty, out of date or has already been used. In a life-threatening emergency, where anaphylaxis is suspected, staff should administer adrenaline without delay in accordance with their training and current emergency guidance.

4 Roles and responsibilities

MPW takes a whole-college approach to allergy management.

4.1 Named Allergy Governor

The Named Allergy Governor is Steve Boyes. He works in partnership with Graham Almond, the Designated Allergy Lead, to ensure allergy safety is overseen at Board level. He is responsible for:

- Ensuring allergy-related risks are included on the college's risk register and actively managed by the governing body;
- Providing strategic oversight of the college's Allergy Safety Policy, ensuring it is reviewed at least annually and published on the college's website;
- Acting as the governing body's named point of contact for allergy-related matters;
- Satisfying themselves that the college's allergy management arrangements meet legal and statutory requirements and reflect best practice;
- Receiving regular updates from the Designated Allergy Lead and ensuring the governing body is appropriately sighted on allergy compliance; and

- Reviewing records of allergic reaction incidents and near-misses and ensuring the college acts on any lessons learnt to reduce the risk of future incidents.

4.2 Designated Allergy Lead

The Designated Allergy Lead is Graham Almond. He reports to Steve Boyes, the member of the governing body with oversight responsibility for this policy. He is responsible for:

- Leading the publication and implementation of a college-wide Allergy Safety Policy;
- Ensuring the safety, inclusion and wellbeing of students, staff and visitors with an allergy;
- Taking decisions on allergy management across the college;
- Championing and practising allergy and asthma awareness across the college;
- Being the overarching point of contact for staff, students and parents/guardians with concerns or questions about allergy management;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff;
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, students and parents/guardians have a good awareness of this policy and related procedures;
- Reviewing the college's stock of spare adrenaline devices, including the number, dose, brand, location, expiry dates, accessibility and signage, and ensuring that staff know where devices are held and how to access them in an emergency;
- Keeping a record of any allergic reactions or near-misses, reporting these to the governing body and appropriate authority, including under RIDDOR where necessary, investigating incidents and ensuring that the findings of investigations are used to update relevant policies and procedures;
- Regularly reviewing and updating this policy; and
- Ensuring there is an anaphylaxis drill at least once a year and that lessons learned are used to update the allergy safety policy and college procedures as appropriate.

The Designated Allergy Lead will monitor implementation of this policy, review procedures at regular intervals and report to the senior leadership team and Named Allergy Governor as appropriate.

4.3 College nurse

The college nurse is responsible for:

- Collecting and coordinating Allergy Action Plans, Asthma Action Plans, Individual Healthcare Plans and other relevant medical information so that arrangements are in place before the student starts, or as soon as reasonably practicable for a mid-year admission;
- Working with the admissions team, personal tutors, parents/guardians and, where appropriate, students to ensure that allergy information is accurate, current and appropriately shared with staff who need to know;
- Working with HR to keep an updated record of staff with allergies and ensuring that appropriate arrangements are in place to support them;
- Supporting the Designated Allergy Lead with communicating relevant allergy information to college staff, including catering staff, boarding staff, occasional staff and those responsible for clubs, trips and events;
- Ensuring that information from families is reviewed at least annually and whenever there is a material change in the student's condition, medication or risk profile;
- Keeping an adrenaline device register covering student-prescribed devices and the college's spare devices, including brand, dose, location and expiry date;

- Checking regularly that spare adrenaline devices are in date, accessible, stored appropriately and clearly signposted;
- Arranging replacement of spare adrenaline devices when required; and
- Supporting adrenaline device training, refresher training and trip-specific briefings where required.

4.4 Admissions team

The admissions team is likely to be the first to learn of a student's allergy. They should work with the Designated Allergy Lead and college nursing team/medical lead to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity;
- There is a clear structure in place to communicate this information to the relevant parties (i.e. college nursing team, catering team);
- Parents/guardians and applicants are informed of catering arrangements during admission events;
- Plans are made for emergency medication if the student is to be living independently without parental supervision; and
- There is liaison with the student's previous school, or future school to ensure a smooth transition between settings.

4.5 Personal tutors

Personal tutors are a key day-to-day point of contact for students and parents/guardians and support the implementation of allergy arrangements for students in their care by:

- Checking that they are aware of students in their care who have allergies and that relevant Allergy Action Plans and Individual Healthcare Plans are in place;
- Encouraging students and parents/guardians to notify the college promptly of any change in allergy, medication, symptoms or emergency arrangements;
- Sharing relevant updates with the college nurse and Designated Allergy Lead without delay;
- Supporting students with allergies to participate safely and fully in college life; and
- Ensuring that allergy-related wellbeing or bullying concerns are addressed in accordance with the college's pastoral and anti-bullying procedures.

4.6 All staff

All college staff, including teaching staff, support staff and occasional staff are responsible for:

- Championing and practising allergy and asthma awareness across the college;
- Reading, understanding and putting into practice this policy and related procedures, and asking for support if needed;
- Being aware of students (and staff, when necessary) with allergies and what they are allergic to;
- Considering the risk to students with allergies posed by any activities and assessing whether the use of any allergen in an activity is necessary and/or appropriate;
- Ensuring students always have access to their medication, including carrying it on their behalf if necessary;
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis drills as required (at least once a year). While it is the college's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;

- Considering the safety, inclusion and wellbeing of students with allergies at all times, and preventing and responding to allergy-related bullying in line with the college's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents/guardians regarding allergens to the student's Personal tutor; and
- Ensuring that students have their medication and Individual Healthcare Plan with them when leaving the college site for a match or trip.

4.7 All parents/guardians

All parents/guardians (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the college's Allergy Safety Policy and considering the safety, inclusion, and wellbeing of students with allergies;
- Providing the college with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the college of any related conditions, for example asthma, hay fever, rhinitis or eczema;
- Considering and adhering to any food restrictions or guidance the college has in place when providing food, for example in packed lunches, as snacks or for fundraising events;
- Refraining from telling the college their child has an allergy or intolerance if this is a preference or dietary choice; and
- Encouraging their child to be allergy aware.

4.8 Parents/guardians of children with allergies

In addition to paragraph 4.7, the parents/guardians of children with allergies should:

- Work with the college to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- If applicable, provide the college or their child with two labelled adrenaline devices and any other medication, for example antihistamine with a dispenser, such as a spoon or syringe, inhalers or creams;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including two adrenaline devices, if prescribed, on the journey to and from college;
- Update the college with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Provide the college with an up-to-date photograph of their child and sign the associated permission for it to be shared appropriately as part of their allergy management; and
- Support their child to understand their allergy diagnosis, advocate for themselves, and take reasonable steps to reduce the risk of an allergic reaction occurring, for example by not eating the food to which they are allergic.

4.9 All students

All students at the college should:

- be allergy aware;
- understand the risks that allergens might pose to their peers and respect measures to support them;
- learn how they can support the wellbeing of their peers and be alert to allergy-related bullying; and
- learn how to recognise an allergic reaction and support their peers and staff in case of an emergency.

4.10 Students with allergies

In addition to paragraph 4.9, students with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk;
- Avoiding their allergen as best as they can;
- Understanding the importance of following the college-specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- Always carrying two adrenaline auto-injectors (and/or other prescribed medication such as inhalers or antihistamine) with them;
- Understanding how and when to use their adrenaline auto-injector and only using them for their intended purpose;
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any college processes or systems related to their allergy;
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;
- If not in the college buildings during the day, knowing what to do if they have an allergic reaction off the college premises including how to treat themselves and how to raise the alarm to get help; and
- Ensuring they have their medication with them on the journey to and from college.

5 Information and documentation

5.1 Register of students and staff with an allergy

The college has a register of students and record of staff who have a diagnosed allergy. This includes students and staff who have a history of anaphylaxis or have been prescribed adrenaline devices, as well as students and staff with an allergy where no adrenaline devices have been prescribed.

5.2 Individual Healthcare Plans

Each student with an allergy requiring active management by the college has an Individual Healthcare Plan. The information on this plan includes:

- Known allergens, risk factors for allergic reactions and any adaptations needed;
- A history of their allergic reactions;
- If the student has asthma and any other medical conditions and necessary detail;
- Details of the medication that the student has been prescribed, including their dose, this should include adrenaline devices, antihistamine etc;
- A copy of parental consent to administer medication, including the use of spare adrenaline devices in case of suspected anaphylaxis, and asthma inhalers;
- An indication of how the child's condition may impact on their learning or wellbeing;
- If the child is able to take responsibility for their condition including in an emergency;
- A photograph of each student and emergency contact details; and
- A copy of their Allergy Action Plan and/or Asthma Action Plan.

Individual Healthcare Plans will be prepared in consultation with parents/guardians and, where appropriate, the student. They will be reviewed at least annually, whenever there is a significant change in the student's allergy, medication or risk profile, and following any serious allergic reaction or relevant near miss. The college nurse will coordinate the review process and ensure that updated information is shared with staff who need to know.

6 Assessing risk

Allergens may arise in unexpected contexts. Staff, including visiting and occasional staff, will consider allergy risks when planning activities and will include relevant control measures in risk assessments. Examples include:

- Classroom activities, for example science experiments where allergens are present;
- Bringing animals into the college, for example a dog could pose a risk;
- Running activities where they might hand out snacks or food “treats”. Ensure safe food is provided or consider an alternative non-food treat for all students; and
- Planning special events, such as cultural days and celebrations.

Inclusion of students with allergies must be considered alongside safety and they should not be excluded. If necessary, staff should adapt the activity. The college will ensure compliance with the Equality Act 2010.

See Appendix 1 for more information on specific risks and procedures.

7 Inclusion and mental health

Allergies can have a significant impact on mental health and wellbeing. Students may experience anxiety and depression and are more susceptible to bullying.

- Staff are alert to the possibility of allergy-related bullying and are proactive in safeguarding the wellbeing and inclusion of students with allergies;
- No child should be excluded from taking part in a college activity, whether on the college premises or a college trip because of their allergies;
- Students with allergies may require additional pastoral support including regular check-ins from their personal tutor;
- Affected students will be given consideration in advance of wider college discussions about allergy and college Allergy Awareness initiatives; and
- Bullying related to allergy will be treated in line with the college’s anti-bullying policy.

8 Training

The college is committed to ensuring that all staff receive regular (at least annual) allergy awareness training. This training should cover all staff, including teaching staff, support staff, catering staff, site staff and others who may oversee students.

This training will cover:

- Understanding what an allergy is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis;
- How to treat an asthma attack using a reliever inhaler;
- How the college manages allergy, for example understanding the college’s Allergy Safety Policy, emergency response, documentation, communication etc;
- How to check who has an allergy, and how to use an IHP and Allergy or Asthma Action Plan;
- Where adrenaline devices are kept (both prescribed devices and spare devices) and how to access them;
- The importance of inclusion of students with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;

- Understanding food labelling;
- How to report an allergic reaction or near miss; and
- Taking part in an anaphylaxis drill.

The college will carry out an anaphylaxis drill once a year. This involves an exercise simulating an event where a student or member of staff has an allergic reaction and testing the whole college response.

The Designated Allergy Lead will ensure that training records are kept, monitored and reviewed. New staff, temporary staff, catering staff, boarding staff and staff leading trips or activities will receive appropriate allergy safety information before taking responsibility for students. Where a staff member has not completed required training, this will be followed up promptly.

9 Consent and emergency treatment

Parents/guardians of students with allergies will be asked to provide written consent for the administration of prescribed medication and, where appropriate, for the use of the college's spare adrenaline devices in the event of suspected anaphylaxis. This consent will normally be recorded within the student's Individual Healthcare Plan. In a life-threatening emergency, staff should not delay treatment while seeking consent. Where anaphylaxis is suspected, adrenaline should be administered without delay in accordance with training and the student's Allergy Action Plan or Individual Healthcare Plan where available. Emergency services must be called and parents/guardians informed as soon as reasonably practicable.

Staff who respond to a suspected allergic reaction or anaphylaxis in good faith and in accordance with their training will be supported by the college. Emergency response and incident reviews will focus on learning, improvement and reducing future risk, rather than blame.

10 Asthma

The college understands that it is vital that students with allergies keep their asthma well controlled. Asthma can exacerbate allergic reactions and poorly managed asthma increases the severity of an allergic reaction. Staff must be aware of common asthma triggers which may include airborne allergens such as pollen, house dust mite, mould spores or pet dander and food allergens.

All students with asthma will have this fact and the appropriate emergency procedure for them recorded in their Individual Healthcare Plan. Students known to have asthma should have their own reliever inhaler at college at all times and on the journey to and from college. Where a student is able to manage their asthma themselves, they should keep their inhaler on them. If they cannot, it should be stored in a clearly labelled, easily accessible location.

For more information on how the college manages students with asthma, please see the First Aid Policy.

11 Reporting allergic reactions

The college will log all allergic reaction incidents and near misses as soon as reasonably practicable after they occur.

- Each record should include who was affected, what happened, when and where it happened, the suspected trigger, how staff and the student responded, what treatment was given, whether emergency services were called, whether adrenaline was administered, how parents were notified and how the incident concluded.
- All incident reports should be shared with the student's parents/guardians, who will be given the opportunity to discuss the incident and contribute their views to the review.

- Serious incidents and relevant near misses should be reported to the Named Allergy Governor and governing body so that they can consider lessons learned and whether policy, training or procedural changes are required.
- Incident reviews will be conducted in a constructive, no-blame manner, while recognising the need to act promptly where any urgent safeguarding, health and safety or training issue is identified.
- Any learning from an incident should be shared appropriately with staff so that they can act on it.
- Where the college operates as a food business, allergen-related food safety incidents will be reported to the local authority where required.
- Incidents arising from a work-related activity will be reported to the Health and Safety Executive under RIDDOR where the statutory reporting criteria are met.
- Following any serious incident or near miss, the college will meet with the student and their parents/guardians to review arrangements and ensure that they are confident the setting remains safe.
- The college recognises the impact of an incident or near miss on the individual, their family, staff who responded and students who witnessed it, and will offer appropriate support.

12 Other related policies

This policy applies to all staff, students, parents/guardians and visitors to the college and should be read alongside the following related policies:

- First Aid Policy
- Administration of Medicines Policy
- Health and Safety Policy
- Safeguarding Policy

Appendix 1: Specific risks

1 Food

1.1 Catering in college

The college is committed to providing safe and inclusive meals and snacks for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out when appointing catering providers, including consideration of allergen management, labelling, communication and staff training arrangements;
- All catering staff and other staff preparing or serving food will receive appropriate allergen awareness training;
- Catering staff are available to discuss the provision of safe and inclusive meals with students and parents/guardians;
- Anyone preparing food for those with allergies will follow good hygiene, food safety and allergen management procedures, including measures to reduce the risk of cross-contamination;
- The catering team will be informed of students with food allergies where this information is required to keep them safe and will use the college's allergy information systems to support safe provision;
- The catering team will endeavour to provide varied and inclusive meal options for students and staff with allergies;
- The college will identify students with food allergies through admissions information, parental updates, Individual Healthcare Plans, Allergy Action Plans and relevant communications from Personal tutors, the college nurse and the Designated Allergy Lead;
- Dishes and menus containing any of the main 14 allergens will be clearly labelled using full words, not symbols or abbreviations. Information about other ingredients will be available on request, and notified allergies outside the main 14 will be managed through individual arrangements where required;
- Allergen information will be available in a form that enables students to check it independently, with staff support where needed;
- Pre-packed food and food pre-packed for direct sale will comply with applicable food information and PPDS labelling requirements;
- Where ingredients, suppliers, menus or product substitutions change, the catering team will check allergen information before food is served and will communicate relevant changes to students with dietary needs and to staff who need to know; and
- Where the college sells or provides food outside the main catering service, the same principles of allergen information, safe handling and student inclusion will apply.

1.2 Food brought into college

Food brought into college, including packed lunches, snacks, food for events, boarders' self-purchased food, fundraising food and food taken on trips or fixtures, must be managed in a way that protects students with allergies. Students, parents/guardians and staff should not share food unless it has been agreed as part of a supervised college activity and allergen risks have been considered. Food should be clearly labelled where appropriate, and students should be reminded not to swap food or drinks.

1.3 Food restrictions and allergen-aware arrangements

The college is an allergen-aware setting. It does not claim to be allergen-free, as this could create a false sense of security, but it may introduce proportionate restrictions or local arrangements where a student's Individual

Healthcare Plan or risk assessment indicates that this is necessary. Any restrictions will be communicated clearly to students, parents/guardians and staff and will be kept under review.

2 Food hygiene for students

- The college will encourage students to wash their hands with soap and warm water when preparing food and before and after eating;
- Parents/guardians and students will be advised that water bottles and packed lunches should be clearly labelled and food should not be shared or swapped; and

3 Educational visits

- Staff leading the trip will have a register of students with allergies and details of their medication. Staff should notify the trip leader if they themselves have any allergies;
- Allergies will be considered on the trip risk assessment and appropriate catering provision put in place;
- Parents/guardians, and students where appropriate, may be consulted if considered necessary, or if the trip requires an overnight stay;
- Allergens will be clearly labelled on catered packed lunches. Where a student has an allergy outside the main 14 allergens, the trip leader will liaise with the catering team, parents/guardians and the student as appropriate to ensure that suitable food arrangements are in place;
- See Adrenaline Devices section for college trips and sports fixtures.

4 Insect stings

Those with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible keep arms and legs covered;
- Avoid wearing strong perfumes or cosmetics; and
- Keep food and drink covered.

The Site Engineer will monitor the college premises and grounds for wasp or bee nests and arrange appropriate action where a risk is identified. Students and staff should notify a member of staff if they identify a wasp or bee nest and should avoid the area until it has been assessed.

5 Animals

Animals are not routinely brought into contact with students. Where an animal is brought onto college premises or forms part of a visit or activity, allergy risks will be considered in advance.

It is usually the dander (flakes of skin), saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A student with a known animal allergy should avoid the animal to which they are allergic;
- If an animal comes on site a risk assessment will be done prior to the visit;
- Areas visited by animals will be cleaned thoroughly;
- Anyone in contact with an animal will wash their hands after contact;
- College trips that include visits to animals will be carefully risk assessed.

6 Allergic Rhinitis/Hay Fever

Students with allergic rhinitis or hay fever should carry appropriate medication where this has been advised by a healthcare professional or agreed with parents, and should follow any arrangements set out in their Individual

Healthcare Plan where one is required. The college will take reasonable steps to support students whose symptoms affect attendance, learning or wellbeing.

Appendix 2: Adrenaline devices

1 Storage of adrenaline devices

- Students prescribed adrenaline devices will have easy access to two in-date devices at all times;
- Students who are able to carry their own adrenaline devices should keep two in-date devices with them at all times. Where a student is not able to carry their devices safely, they will be stored in a clearly labelled, easily accessible location identified in the student's Individual Healthcare Plan;
- Spot checks will be made to ensure adrenaline devices are where they should be and in date;
- Adrenaline devices must not be kept locked away or in rooms with restricted access;
- Adrenaline devices should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example a radiator); and
- Used or out-of-date devices should be disposed of as sharps.

2 Spare adrenaline devices

The college will maintain an appropriate stock of spare adrenaline devices for emergency use. These will be held primarily as a back-up for students who have been prescribed adrenaline, where their own device is unavailable, faulty, out of date or has already been used. In a life-threatening emergency, where anaphylaxis is suspected, staff should administer adrenaline without delay in accordance with their training and current emergency guidance.

The number, dose, brand and location of spare devices will be determined by the Designated Allergy Lead and college nurse, taking account of the age and needs of students, the layout of the premises, boarding or off-site arrangements and current government guidance.

The locations of spare adrenaline devices will be clearly signposted and recorded on the adrenaline device register. The register will include the location, brand, dose, expiry date and person responsible for checking each device.

Locations of the spare AAls

- 3 Brookside Reception (BG.01)
- 28 Panton Street Outside XG.02

3 Responsibilities

The Designated Allergy Lead and college nurse are responsible for:

- deciding how many spare devices are required;
- deciding what dosage is required, based on the Resuscitation Council UK's age-based guidance;
- deciding which brand or brands to buy, with a single brand preferred where possible to reduce confusion;
- purchasing spare adrenaline devices; and
- arranging distribution around the college site and clear signage.

4 Adrenaline devices on off-site activities

- No student with prescribed adrenaline devices should take part in an off-site activity unless they have access to two in-date devices, unless a specific alternative arrangement has been approved through the risk assessment and Individual Healthcare Plan process. The trip leader is responsible for checking this before departure;

- Adrenaline devices will be kept close to the students at all times, eg not stored in the hold of the coach when travelling or left in changing rooms;
- Adrenaline devices will be protected from extreme temperatures;
- Staff accompanying the students will be aware of students with allergies and be trained to recognise and respond to an allergic reaction; and
- The trip risk assessment will consider whether spare adrenaline devices should be taken off site and how they will be stored, accessed and returned.

Appendix 3: Responding to allergic reactions and anaphylaxis

1 Responding to a mild to moderate allergic reaction

Allergic reactions are unpredictable and can be affected by factors such as illness or hormonal fluctuations. You cannot assume someone will react the same way twice, even to the same allergen. Reactions are not always linear. They do not always progress from mild to moderate to more serious; sometimes they are life-threatening within minutes.

Symptoms and responses to mild to moderate allergic reactions:

Mild to Moderate Allergic Reaction: Symptoms and Response	
Possible symptoms	• Swollen lips, face or eyes • Itchy or tingling mouth • Hives or itchy skin rash • Abdominal pain or vomiting • Sudden change in behaviour
Immediate response	• Stay with the student and call for help if needed. • Check the student's Allergy Action Plan and Individual Healthcare Plan. • Locate their adrenaline devices in case symptoms escalate. • Give antihistamine if this is included in the student's plan. • Contact parents/guardians or the emergency contact.
Monitor closely	• Mild to moderate symptoms can be early warning signs. Watch carefully for any airway, breathing or circulation symptoms.
Escalate immediately	• If any ABC symptoms develop (see below), treat as anaphylaxis (see below): give adrenaline without delay, call 999 and say "anaphylaxis".

2 Responding to anaphylaxis

Symptoms of Anaphylaxis: ABC	
A Airway	Swelling of the throat, tongue or upper airway; hoarse voice; difficulty swallowing.
B Breathing	Sudden wheezing, breathing difficulty, noisy breathing or persistent cough.
C Circulation	Dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, collapse or loss of consciousness.
Remember: anaphylaxis may occur without a rash. If ABC symptoms are present, treat as a medical emergency and give adrenaline without delay.	

3 Emergency Procedure

3.1 Immediately summon assistance.

- Call 999 immediately and request an ambulance. State clearly that a student is suffering from suspected anaphylaxis.
- If you cannot make the call yourself, ask Reception to call 999 immediately.
- Contact Brookside Reception via Microsoft Teams or by telephone on 01223 350158, or send another person to Reception if this is quicker.
- Clearly state: "Anaphylaxis emergency."
- Alert a qualified First Aider or the college nurse, but do not delay emergency treatment while waiting for them to arrive.

3.2 Administer adrenaline

- Bring the nearest spare adrenaline auto-injector (AAI) and emergency First Aid equipment to the location. DO NOT DELAY THE ADMINISTRATION OF ADRENALINE WHILE SEARCHING FOR THE STUDENT'S OWN DEVICE OR WAITING FOR A FIRST AIDER TO ARRIVE.
- At the same time, without delay, if the student is conscious and able to self-administer their prescribed AAI:
 - Encourage them to do so immediately and note the time and location, ie right thigh on their hand
 - Offer reassurance and assistance if requested
 - Ask whether they have a second prescribed AAI available.
- If the student is unable to self-administer because they are becoming increasingly unwell, confused, physically unable to do so or unconscious, then follow the steps below:

Procedure for using an auto-injector on another person.

1. Treat the patient where they are. Use their prescribed adrenaline device if it is immediately available. If it is unavailable, faulty, out of date, has already been used, or there is otherwise an immediate risk to life, use one of the college's spare devices. Take the medication to the patient, rather than moving them.
2. The patient should be lying down with legs raised. If they are having trouble breathing, they can sit with legs outstretched.
3. It is not necessary to remove clothing but ensure that the injection is not given through thick seams, buttons or zips.
4. Inject adrenaline into the upper outer thigh according to the manufacturer's instructions. Students may be able to do this themselves, but some will require or want adult support.
5. Make a note of the time you gave the first dose.
6. Call 999 for an ambulance (or get someone else to do this while you give adrenaline). Tell them you have given adrenaline for anaphylaxis.
7. Stay with the patient and do not let them get up or move, even if they are feeling better (this can cause cardiac arrest).
8. Call the student's emergency contact.
9. If their condition has not improved or symptoms have worsened, give a second dose of adrenaline after 5 minutes, using a second device. This must be not in the same leg that was used for the first dose but in the patient's other leg. Call 999 again and tell them you have given a second dose and to check that help is on the way.
10. Start CPR if necessary.

11. Hand over used devices to paramedics.

12. Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff should accompany them in an ambulance until a parent or guardian arrives.

Following the incident

- Every student who has received adrenaline **must be taken to hospital by ambulance**, even if symptoms improve.
- Inform the student's parent, guardian or emergency contact as soon as reasonably practicable.
- Record the incident, treatment provided and medication administered in the College's Accident and Illness Register in accordance with the Administration of Medicines Policy.
- Replace any used or expired AAI promptly.
- The college nurse and DSL will review the incident and, where appropriate, update the student's Individual Healthcare Plan (IHP), Allergy Action Plan and risk assessment.

HOW TO ADMINISTER ADRENALINE AUTO-INJECTOR

Act **FAST**.
Adrenaline
saves lives.

For severe allergic reactions (anaphylaxis)

1 RECOGNISE ANAPHYLAXIS



- Difficulty breathing or wheezing
- Swelling of the tongue or throat
- Persistent cough
- Dizziness, collapse or loss of consciousness
- Severe allergic reaction after exposure to an allergen

2 CALL FOR HELP



- Ask someone to call **999**
- State:
"Suspected anaphylaxis"

3 GIVE THE AAI IMMEDIATELY



- ✓ Remove safety cap
- ✓ Hold the device firmly
- ✓ Place against the **outer mid-thigh**
- ✓ Push firmly until it clicks
- ✓ Hold in place for the manufacturer's recommended time



4 NOTE THE TIME



- Record the time the injection was given
- Inform emergency responders

5 POSITION THE PERSON



- ✓ Lie flat with legs raised if possible
- ✓ If breathing is difficult, allow them to sit up
- ✓ Do not allow them to stand or walk

6 IF SYMPTOMS PERSIST



Give a second AAI after **5 minutes** if symptoms are not improving and a second device is available

7 MONITOR CONTINUOUSLY



- ✓ Stay with the person
- ✓ Be prepared to start CPR if they stop breathing and you are trained to do so

8 TRANSFER TO EMERGENCY CARE



Everyone treated with an AAI must be assessed by emergency medical professionals



KEY MESSAGE

Administer the AAI immediately if anaphylaxis is suspected.
Delaying adrenaline increases risk.



IMPORTANT NOTES

- Use the correct device for the person (adult or child dose as prescribed).
- Check expiry date regularly and replace if out of date.
- Know where the AAI is kept and how to use it.
- After use, the AAI cannot be reused.

AAI DEVICES MAY LOOK DIFFERENT

Always read the instructions on your specific device.



ALWAYS CARRY TWO

If prescribed, carry two AAIs. You may need a second dose before help arrives.



This information is general guidance only. Follow your training and local protocols.

In an emergency, call **999**.