

Allergy & Anaphylaxis Management Policy

Version 1.0

1. Policy Statement

Learn with Confidence (LwC) is committed to ensuring the safety and wellbeing of all learners, staff, visitors, and contractors, including those with allergies or anaphylaxis risk. This policy sets out how LwC manages allergies, reduces risk, and responds to allergic reactions, including anaphylaxis.

Although Benedict's Law (2023) requires *schools* to hold spare emergency adrenaline auto-injectors (AAIs), Learn with Confidence is **not a school** and is therefore **not legally required** to hold spare AAIs. However, LwC follows the *spirit* of the legislation and implements robust allergy-management procedures to ensure safe practice across all sites.

Our aim is to:

- *Provide prompt and effective first aid to anyone who becomes injured or unwell.*
- Ensure allergy risks are identified, recorded, and communicated.
- Ensure staff are trained to recognise and respond to allergic reactions.
- *Record and report all accidents, injuries, and incidents properly.*
- Maintain safe environments that minimise exposure to allergens.

2. Legal Framework

This policy is informed by:

- Health and Safety (First Aid) Regulations 1981
- Children Act 1989
- Equality Act 2010
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- UKHSA/Public Health England guidance
- Benedict's Law (2023) – applicable to schools only
- LwC First Aid Policy
- LwC Fire Safety & Evacuation Policy

3. Roles and Responsibilities

3.1 Director (Responsible Person)

The Director (Kat Perry) is responsible for:

- Ensuring allergy information is collected, recorded, and updated.
- Ensuring staff receive annual allergy and anaphylaxis training.
- Ensuring emergency procedures are in place and followed.
- Ensuring staff know how to respond to anaphylaxis.
- Ensuring PEEPs are created for learners with allergy-related evacuation needs.

3.2 Staff Responsibilities

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All staff must:

- Read and follow this policy.
- Be aware of learners with allergies and their individual needs.
- Know where AAls are stored for each learner.
- Respond immediately to signs of allergic reaction.
- Call 999 in any suspected anaphylaxis.
- Record incidents accurately.
- Attend annual allergy awareness and AAI training.

3.3 Parents/Carers

Parents/carers must:

- Provide accurate allergy information during enrolment.
- Supply prescribed AAls (Epipens, Jext, Emerade) and ensure they are in date.
- Update LwC immediately if allergy needs change.
- Provide any additional medical documentation requested.

3.4 Learners

Where appropriate, learners should:

- Carry their prescribed AAls at all times.
- Inform staff if they feel unwell or experience symptoms.
- Follow staff instructions during emergencies.

4. Allergy Identification and Recording

LwC maintains an **Allergy Register** containing:

- Learner name
- Allergen(s)
- Severity level
- Symptoms
- Prescribed medication
- Location of AAls
- Emergency plan
- Parent/carers contact details

This register is:

- Stored securely
- Accessible to relevant staff
- Reviewed termly
- Updated immediately when new information is provided

All allergy information is shared sensitively and appropriately.

5. Storage and Management of AAls

Because LwC is not a school, we are **not legally required** to hold spare AAls under Benedict's Law.

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However:

- Learners with allergies **must carry their own prescribed AAIs** at all times.
- Staff check expiry dates termly.
- AAIs must remain with the learner or in an agreed accessible location.
- AAIs must never be locked away or inaccessible.

If a learner arrives without their prescribed AAI, staff will:

- Contact the parent/carer immediately
- Assess whether it is safe for the learner to remain on site
- Record the incident

6. Preventing Exposure to Allergens

LwC takes reasonable steps to reduce allergen exposure, including:

- Clear communication of known allergens to staff
- Avoiding use of high-risk materials in activities
- Ensuring food brought on site is monitored where relevant
- Maintaining clean, hygienic environments
- Ensuring staff understand cross-contamination risks

LwC cannot guarantee an allergen-free environment, but we take all reasonable precautions.

7. Recognising Allergic Reactions

Staff are trained to recognise:

Mild to Moderate Symptoms

- Itching
- Hives
- Swelling of lips or face
- Stomach pain
- Nausea
- Sneezing or coughing

Severe Symptoms (Anaphylaxis)

- Difficulty breathing
- Wheezing
- Swelling of tongue or throat
- Collapse
- Dizziness
- Confusion
- Pale or clammy skin

Any severe symptoms must be treated as **anaphylaxis**.

8. Emergency Response Procedure

If an allergic reaction occurs:

1. **Stay calm and reassure the learner.**
2. Follow the learner's allergy plan.
3. Administer their prescribed AAI immediately.

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4. **Call 999** and state that anaphylaxis is suspected.
5. Lay the learner flat (unless breathing is difficult).
6. Do not allow the learner to stand or walk.
7. A second AAI may be administered after 5 minutes if symptoms persist.
8. Inform the parent/carer.
9. Record the incident in the Accident Book.
10. Review the incident and update the Allergy Register if needed.

9. Staff Training

All staff receive:

- Annual first aid training including
 - allergy awareness training
 - AAI administration training
 - Emergency response training
- Induction training for new staff

Training is recorded and monitored by the Director.

10. Offsite Activities

When learners attend offsite sessions:

- A qualified first aider must accompany the group where possible.
- Learners must carry their prescribed AAIs.
- Staff must know the emergency plan and nearest medical facilities.
- All incidents must be recorded and reported as per on-site procedures.

11. PEEPs for Learners with Allergy-Related Evacuation Needs

Learners whose allergies may affect evacuation (e.g., sensory triggers, medical needs) will have a

Personal Emergency Evacuation Plan (PEEP).

PEEPs include:

- Evacuation support needs
- Staff responsibilities
- Equipment required (e.g., ear defenders)
- Strategies to reduce distress
- Assembly point procedures

PEEPs are reviewed termly.

12. Monitoring and Review

This policy will be reviewed annually or sooner if:

- A learner's medical needs change
- Legislation changes
- An incident identifies a need for improvement

All allergy procedures, records, and training logs are monitored regularly.

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Version Control			
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