



ALLERGY SAFETY POLICY
(Including the Principles of Benedict's Law)
2026 – 2027

Document Title	Allergy Safety Policy
Policy Owner	Deputy Head (Pastoral)
Responsible Officer	Deputy Head (Pastoral)
Approved by	Head and Governing Body
Applicable to	Whole College (Day and Boarding Students)
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Policy Statement

St Andrew's College Cambridge is committed to providing a safe, inclusive and supportive environment for all pupils with allergies. The College recognises that allergies can significantly affect a young person's health, wellbeing and ability to participate fully in education and boarding life. For some pupils, exposure to an allergen may result in anaphylaxis, a potentially life-threatening medical emergency requiring an immediate and coordinated response.

The College is committed to ensuring that every pupil with an allergy is able to participate confidently in all aspects of College life, including teaching, boarding, meals, educational visits, sport, enrichment activities and overseas travel, without being disadvantaged because of their medical condition.

This policy establishes the College's arrangements for identifying and supporting pupils with allergies, reducing the risk of allergen exposure, responding effectively to allergic reactions and ensuring that staff are appropriately trained and confident in carrying out their responsibilities.

The College adopts a whole-school approach to allergy management, recognising that effective support requires close collaboration between pupils, parents, healthcare professionals, teaching staff, boarding staff, catering teams, the Medical Centre, senior leaders and Governors.

The College is committed to continuous improvement through regular monitoring, training, audit and review, ensuring that allergy management reflects current legislation, recognised good practice and the latest government guidance, including the principles established through **Benedict's Law**.



1. Scope

This policy applies to:

- all pupils, including day pupils and boarders;
- all members of staff;
- volunteers and agency staff;
- governors;
- contractors working on behalf of the College;
- visiting professionals;
- all College premises;
- boarding accommodation;
- educational visits and residential trips;
- sporting fixtures and extracurricular activities;
- overseas visits organised by the College.

The policy applies whenever the College has responsibility for the care or supervision of pupils.

2. Legislative and Regulatory Framework

This policy has been developed to reflect current legislation, statutory guidance and recognised best practice relating to the management of allergies and medical conditions in schools.

Although St Andrew's College is an independent school, the College is committed to meeting or exceeding the standards expected within the maintained sector where these represent recognised good practice and enhance pupil safety.

This policy should be read alongside the following legislation and guidance:

Legislation

- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Human Medicines Regulations 2012 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, where applicable



- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018

Independent School Regulatory Framework

- Education (Independent School Standards) Regulations 2014 (as amended)
- National Minimum Standards for Boarding Schools
- Keeping Children Safe in Education (current edition)

Department for Education Guidance

- *Supporting Pupils at School with Medical Conditions*
- *Guidance on the Use of Emergency Adrenaline Auto-Injectors in Schools*
- *Allergy Safety in Schools* (including the principles introduced through Benedict's Law)

Professional Guidance

The College also has regard to recognised professional guidance and best practice published by organisations including:

- Boarding Schools' Association (BSA)
- Medical Officers of Schools Association (MOSA)
- Resuscitation Council UK
- NHS England
- Allergy UK
- Anaphylaxis UK

Where legislation, statutory guidance or recognised best practice is updated, the College will review this policy and amend its procedures where necessary to ensure that arrangements remain effective, proportionate and centred on the safety and wellbeing of pupils.

Related College Policies

This policy should be read in conjunction with the following College policies and procedures:

- Medical Conditions Policy
- Administration of Medicines Policy
- First Aid Policy
- Infection Prevention and Control Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Boarding Handbook
- Risk Assessment Policy
- Emergency Planning and Critical Incident Management Policy



3. Guiding Principles

The College is committed to providing an environment in which pupils with allergies are safe, supported and able to participate fully in all aspects of College life. Allergy management is based upon the following principles.

3.1 Pupil-Centred Approach

The College recognises that every pupil's allergy is different. Support will be tailored to the individual, taking account of medical advice, the pupil's age and understanding, and the nature of the allergy.

The College will seek to balance effective risk management with enabling pupils to develop confidence, independence and personal responsibility appropriate to their age and maturity.

3.2 Inclusion

No pupil will be excluded from any aspect of education or boarding solely because they have an allergy, unless a risk assessment concludes that participation cannot be made safe despite reasonable adjustments.

Where adjustments are required, these will be proportionate, practical and regularly reviewed.

3.3 Shared Responsibility

Effective allergy management relies upon partnership between:

- pupils;
- parents and carers;
- the Medical Centre;
- boarding staff;
- teaching staff;
- catering staff;
- senior leaders;
- Governors; and
- external healthcare professionals.

Every member of the College community has a responsibility to contribute to maintaining a safe environment.

3.4 Prevention First



The College's priority is to reduce the likelihood of allergic reactions through effective planning and sensible risk reduction measures.

This includes:

- maintaining accurate medical information;
- appropriate staff training;
- careful communication;
- safe catering practices;
- robust risk assessments;
- readily accessible emergency medication.

The College recognises that risk cannot be eliminated entirely. Procedures are therefore designed both to minimise the likelihood of exposure and to ensure a prompt and effective response should an allergic reaction occur.

3.5 Timely Emergency Response

Where anaphylaxis is suspected, staff will act immediately.

The College adopts the principle that **prompt administration of adrenaline saves lives**, and staff will always be supported in acting in good faith in accordance with their training and the pupil's Individual Healthcare Plan.

3.6 Developing Independence

As a sixth form college, St Andrew's encourages pupils to become increasingly confident in managing their own health.

Where clinically appropriate, pupils will be supported to:

- understand their allergies;
- recognise symptoms;
- carry and use prescribed emergency medication;
- make informed choices;
- communicate their needs appropriately; and
- prepare for independent living beyond school.

Support will always be proportionate to the pupil's age, maturity and medical needs.

3.7 Continuous Improvement

The College is committed to regularly reviewing its allergy management arrangements.

All significant allergy incidents, near misses and lessons learned will be reviewed to identify opportunities to improve practice, training and procedures.



The effectiveness of this policy will be monitored through:

- annual policy review;
- staff training records;
- audit of Individual Healthcare Plans;
- emergency medication audits;
- incident reporting;
- governor oversight.

4. Definitions

For the purposes of this policy:

Allergy

An immune system response to a substance (allergen) that is normally harmless to most people.

Allergen

A substance capable of triggering an allergic reaction. Common allergens include certain foods, medications, insect venom, latex and environmental allergens.

Anaphylaxis

A severe, rapidly developing allergic reaction that can be life-threatening and requires immediate emergency treatment.

Adrenaline Auto-Injector (AAI)

A prescribed emergency medical device used to administer adrenaline for the treatment of anaphylaxis.

Individual Healthcare Plan (IHP)

A written document setting out the support, medication, emergency arrangements and reasonable adjustments required to meet a pupil's individual health needs.

Reasonable Adjustments

Measures taken by the College to enable pupils with allergies to participate safely and fully in education and boarding in accordance with the Equality Act 2010.

5. Governance and Accountability

5.1 Governance

The Governing Body recognises that effective allergy management is an essential element of safeguarding, health and safety, and pupil welfare. It is committed to ensuring that the



College has appropriate leadership, resources, policies and systems in place to protect pupils with allergies and to support their full participation in College life.

Responsibility for allergy management extends across the whole College. Whilst specialist clinical advice is provided by the Medical Centre, every member of staff has a responsibility to contribute to a safe environment and to respond appropriately in the event of an allergic reaction.

The College adopts a whole-school approach to allergy management, ensuring effective collaboration between education, boarding, pastoral, medical and catering teams.

5.2 The Governing Body

The Governing Body has strategic responsibility for ensuring that appropriate arrangements are in place to safeguard pupils with allergies.

The Governing Body will:

- approve and review this policy;
- appoint a **Link Governor for Health, Medical Welfare and Safeguarding** to provide strategic oversight;
- seek assurance that appropriate systems, staffing and resources are in place;
- receive an annual report on allergy management, training, incidents and compliance;
- satisfy itself that lessons identified from incidents are acted upon appropriately.

The Governing Body does not become involved in the operational management of individual pupils.

The named Governor responsible for Health, Medical Welfare and Safeguarding is **Paul Ludlow**

5.3 Link Governor

The Link Governor will provide constructive challenge and assurance regarding the College's allergy management arrangements.

The Link Governor will:

- meet periodically with the Deputy Head (Pastoral) and Clinical Lead;
- review the annual Allergy Safety Audit;
- monitor staff training compliance;
- review significant incidents and the actions taken (whilst maintaining confidentiality);
- report to the Governing Body on the effectiveness of the College's arrangements.

5.4 Head



The Head, Annette Poulain, has overall accountability for ensuring that the College meets its legal and regulatory responsibilities in relation to pupil health, safety and welfare.

The Head will ensure that:

- appropriate leadership responsibilities are delegated;
- sufficient resources are available to implement this policy;
- allergy management forms part of the College's wider safeguarding and risk management arrangements;
- serious incidents are reviewed and appropriate action taken.

5.5 Senior Responsible Person (Allergy Lead)

The Deputy Head (Pastoral) is the College's Senior Responsible Person for Allergy Safety. **Helen Walker** is the Deputy Head Pastoral.

The Allergy Lead will:

- oversee implementation of this policy;
- ensure effective communication between departments;
- coordinate the annual review of the policy;
- monitor compliance across the College;
- oversee the annual allergy audit;
- ensure appropriate risk assessments are completed;
- oversee the investigation of significant incidents;
- ensure actions arising from incident reviews are implemented;
- provide the annual report to Governors.
- boarding staff understand the needs of pupils with allergies;
- emergency medication is readily accessible at all times;
- overnight supervision arrangements are appropriate;
- boarding routines support pupils in managing their allergies safely;
- educational visits and overnight activities are appropriately risk assessed.

5.6 Clinical Lead

The Medical Centre Manager, Laura Dobson, is responsible for the clinical management of pupils with allergies.

The Clinical Lead will:

- maintain the College Allergy Register;
- prepare, review and update Individual Healthcare Plans;



- liaise with parents, GPs and specialist clinicians;
- ensure emergency medication is appropriately stored and monitored;
- monitor medication expiry dates;
- coordinate clinical training for staff;
- provide professional advice to College staff;
- maintain appropriate medical records.

5.8 Catering Manager

The Catering Manager, Phil Nash, is responsible for ensuring that catering practices support pupils with food allergies.

This includes:

- maintaining accurate allergen information;
- implementing procedures to reduce the risk of cross-contamination;
- ensuring catering staff receive appropriate training;
- working closely with the Medical Centre regarding individual dietary requirements;
- reviewing catering procedures regularly.

5.9 Staff

Every member of staff has a duty to contribute to maintaining a safe environment for pupils with allergies.

All staff are expected to:

- be familiar with this policy;
- understand the needs of pupils for whom they are responsible;
- know how to access Individual Healthcare Plans where appropriate;
- complete mandatory allergy awareness training;
- know how to recognise the signs of an allergic reaction and anaphylaxis;
- respond promptly in accordance with College procedures;
- report concerns, incidents and near misses without delay.

No member of staff will be expected to undertake tasks for which they have not received appropriate training or instruction.

5.10 Pupils

The College encourages pupils to take increasing responsibility for managing their own allergies, appropriate to their age, maturity and medical needs.

Pupils are expected to:

- follow medical advice;



- carry prescribed emergency medication where agreed;
- inform staff if they believe they have been exposed to an allergen or feel unwell;
- attend medical reviews as required;
- avoid behaviour that could place themselves or others at unnecessary risk.

5.11 Parents and Carers

Parents and carers play a vital role in supporting effective allergy management.

They are expected to:

- provide accurate and up-to-date medical information;
- inform the College promptly of any changes to their child's allergy or treatment;
- supply prescribed medication in date and in its original packaging;
- attend review meetings where appropriate;
- support their child in developing age-appropriate independence in managing their allergy.

6. Identification, Assessment and Planning

The effective management of allergies depends upon accurate information, careful planning and regular communication. The College will work in partnership with pupils, parents and healthcare professionals to ensure that appropriate support is in place before a pupil joins the College and throughout their time at St Andrew's.

6.1 Identification of Allergies

Parents and carers are required to inform the College of any diagnosed allergy, suspected allergy or history of anaphylaxis as part of the admissions process and whenever there is a change in a pupil's medical circumstances.

Where appropriate, the College may request additional information, including:

- medical reports or clinic letters;
- an Allergy Action Plan;
- details of prescribed medication;
- confirmation of any dietary requirements;
- advice from the pupil's GP or specialist clinician.

Where a pupil develops an allergy after admission, arrangements will be reviewed without delay.

6.2 Pre-Admission Planning



Where a pupil has a significant allergy, the College will normally complete a pre-admission planning process to ensure that appropriate support is in place before the pupil attends.

This may include:

- a meeting with parents and the pupil;
- consultation with the Medical Centre;
- liaison with boarding staff, catering staff and relevant teaching staff;
- consideration of any reasonable adjustments;
- completion of an initial risk assessment.

The College reserves the right to seek additional clinical advice where this is necessary to ensure that appropriate support can be provided safely.

6.3 Individual Healthcare Plans (IHPs)

All pupils who are at risk of anaphylaxis, or whose allergy requires ongoing support in school or boarding, will have an Individual Healthcare Plan (IHP).

The IHP will normally include:

- the pupil's diagnosed allergy or allergies;
- known allergens and potential triggers;
- signs and symptoms of an allergic reaction;
- prescribed medication and dosage;
- emergency procedures;
- arrangements for carrying and storing medication;
- reasonable adjustments required;
- boarding arrangements, where applicable;
- educational visits and residential visit considerations;
- emergency contact details;
- review date.

Individual Healthcare Plans will be developed by the Clinical Lead in consultation with parents, the pupil (where appropriate) and relevant healthcare professionals.

Copies of the plan will be shared with staff on a need-to-know basis, having regard to confidentiality and data protection.

6.4 Allergy Register

The Medical Centre will maintain a secure and up-to-date Allergy Register.

The register will identify pupils who have:

- food allergies;



- medication allergies;
- insect venom allergies;
- latex allergies;
- environmental allergies;
- a history of anaphylaxis;
- prescribed emergency medication.

The register will be reviewed regularly and updated whenever new information is received.

Relevant information will be made available to those members of staff who require it to carry out their responsibilities safely.

6.5 Review of Arrangements

The College recognises that a pupil's medical needs may change over time.

Individual Healthcare Plans and associated risk assessments will therefore be reviewed:

- at least annually;
- following any significant allergic reaction;
- following a hospital admission;
- where medication changes;
- where clinical advice changes;
- following any significant change to the pupil's educational or boarding arrangements.

Parents are expected to notify the College promptly of any changes to their child's allergy management or treatment.

6.6 Confidentiality and Information Sharing

Information relating to a pupil's allergy will be treated as confidential and managed in accordance with the College's Data Protection Policy.

Relevant information will be shared with staff only where it is necessary to safeguard the pupil or enable them to fulfil their professional responsibilities.

Where appropriate, pupils will be involved in decisions about how their medical information is shared, recognising their age, maturity and legal rights.

7. Prevention and Risk Reduction

St Andrew's College recognises that it is not possible to eliminate all allergens from the College environment. The College therefore adopts a proportionate, risk-based approach



that seeks to minimise the risk of accidental exposure whilst maintaining an inclusive environment for all pupils.

Risk reduction measures will be tailored to individual pupils, informed by their Individual Healthcare Plan and supported by appropriate communication, staff training and sensible day-to-day practices.

7.1 Whole-College Approach

All members of the College community contribute to maintaining a safe environment for pupils with allergies.

The College will:

- promote awareness and understanding of allergies across the College community;
- encourage a culture of shared responsibility and respect;
- ensure appropriate communication between departments;
- maintain clear procedures for managing allergy risks;
- regularly review arrangements in light of experience, incidents and emerging best practice.

7.2 Risk Assessment

Where a pupil has a significant allergy, the College will undertake an individual risk assessment to identify appropriate control measures.

Risk assessments will consider, where relevant:

- classrooms and teaching environments;
- practical subjects, including Science, Art and Food & Nutrition;
- boarding accommodation;
- dining facilities;
- sports and recreational activities;
- educational visits and residential trips;
- overseas travel;
- work experience placements;
- transport arrangements;
- external providers using College facilities.

Risk assessments will be reviewed whenever there is a significant change to the pupil's medical needs or College activities.

7.3 Reasonable Adjustments



Where appropriate, the College will make reasonable adjustments to enable pupils with allergies to participate safely and fully in College life.

Adjustments may include:

- adapted seating arrangements where appropriate;
- alternative food provision;
- modified practical activities;
- additional supervision during higher-risk activities;
- enhanced planning for educational visits;
- arrangements for examinations or assessments where required.

Any adjustments will be proportionate, evidence-based and regularly reviewed.

7.4 Safe Learning Environments

Staff planning lessons and activities will consider whether allergens may be present and take reasonable steps to reduce avoidable risks.

Particular consideration should be given to activities involving:

- food preparation or tasting;
- science experiments;
- art and craft materials;
- gardening and outdoor learning;
- animal handling;
- fundraising events involving food.

Where necessary, alternative materials or activities will be provided to ensure pupils can participate safely.

7.5 Personal Responsibility

As appropriate to their age and maturity, pupils will be encouraged to:

- understand their allergy and how to manage it;
- carry prescribed emergency medication where agreed;
- check food choices carefully;
- avoid sharing food, drinks or medication;
- inform staff immediately if they feel unwell or believe they have been exposed to an allergen;
- treat the medical needs of others with respect.

The College recognises that developing independence is an important aspect of preparing pupils for adulthood, particularly within a sixth form environment.



7.6 Visitors, Contractors and External Providers

Where visitors, contractors or external organisations are responsible for activities involving pupils, the College will ensure that relevant allergy information is shared where necessary to safeguard pupils.

External providers delivering catering or activities on behalf of the College will be expected to comply with appropriate food safety and allergy management requirements.

7.7 Unacceptable Behaviour

Behaviour that deliberately or recklessly places another person at risk because of an allergy will be treated as a serious disciplinary matter.

Examples include, but are not limited to:

- deliberately exposing another pupil to a known allergen;
- threatening another pupil using an allergen;
- interfering with or hiding prescribed emergency medication;
- making false claims regarding allergies or anaphylaxis;
- preventing or discouraging a pupil from accessing emergency medication.

Such behaviour may also be considered a safeguarding concern and will be managed in accordance with the College's Behaviour Policy and Safeguarding and Child Protection Policy.

7.8 Continuous Review

The College will review its risk reduction measures regularly to ensure they remain effective, proportionate and aligned with current guidance.

Where an allergic reaction or near miss occurs, the College will consider whether additional preventative measures are required and will update risk assessments, Healthcare Plans and procedures accordingly.

8. Catering and Food Safety

The College recognises that the safe provision of food is fundamental to the effective management of food allergies. The Catering Department plays a key role in reducing the risk of accidental allergen exposure whilst ensuring that pupils with allergies can enjoy nutritious, varied and inclusive meals.

The College does not operate an "allergen-free" kitchen and cannot guarantee that any food is completely free from traces of allergens. Instead, the College adopts a robust risk



management approach based on accurate information, effective communication, safe working practices and informed decision-making.

8.1 Responsibilities of the Catering Department

The Catering Manager is responsible for ensuring that appropriate systems are in place to support pupils with food allergies.

This includes:

- maintaining accurate allergen information for all meals provided by the College;
- implementing procedures to reduce the risk of cross-contamination;
- ensuring catering staff receive appropriate allergy awareness training;
- maintaining effective communication with the Medical Centre regarding pupils with significant allergies;
- reviewing menus and recipes where appropriate to support individual pupils;
- ensuring temporary or agency catering staff are aware of relevant procedures.

8.2 Communication

Effective communication between the Medical Centre, Catering Department, boarding staff and pupils is essential.

The College will ensure that:

- pupils with significant food allergies are identified to appropriate catering staff;
- dietary requirements are communicated promptly and accurately;
- changes to a pupil's allergy information are shared without unnecessary delay;
- pupils know how to seek advice from catering staff before selecting food.

8.3 Allergen Information

The College will provide clear allergen information in accordance with current food information legislation.

Pupils should be able to obtain accurate information regarding the presence of known allergens before making food choices.

Where there is any uncertainty, pupils will be encouraged to seek advice from a member of the Catering Team before consuming food.

8.4 Cross-Contamination

Whilst it is not always possible to eliminate the risk of cross-contamination, the Catering Department will implement reasonable measures to reduce the likelihood of accidental allergen transfer.



These measures include:

- safe food preparation procedures;
- appropriate cleaning practices;
- separation of ingredients where practicable;
- staff awareness and training;
- effective supervision of food preparation.

8.5 Individual Dietary Arrangements

Where a pupil has a diagnosed food allergy, the College will work with the pupil, their parents and the Medical Centre to determine whether additional arrangements are required.

These may include:

- identifying suitable menu choices;
- adapting recipes where appropriate;
- providing alternative meals;
- agreeing safe methods of food service;
- supporting pupils to make informed food choices.

The College will seek to provide reasonable adjustments whilst recognising that some limitations may arise from the operational nature of a busy catering environment.

8.6 Boarding

For boarders, allergy management extends beyond formal meal times.

Boarding staff will work closely with the Catering Department and Medical Centre to ensure that:

- pupils understand safe food choices;
- suitable arrangements are in place for evening and weekend catering;
- food provided during boarding activities is appropriate;
- pupils have access to emergency medication during meals and boarding activities where required.

8.7 Special Events

Allergy risks will be considered when organising:

- celebrations;
- themed events;
- cultural evenings;
- fundraising activities;



- external catering;
- hospitality events;
- residential activities.

Reasonable steps will be taken to ensure that pupils with allergies are able to participate safely wherever possible.

8.8 Food Brought onto Site

Pupils, staff and visitors should be mindful that food brought onto College premises may present a risk to others.

Where a significant risk has been identified through an Individual Healthcare Plan or risk assessment, the College may introduce proportionate measures to reduce that risk.

The College will avoid imposing blanket food bans unless supported by an evidence-based risk assessment and considered necessary to protect the health and safety of pupils.

8.9 Monitoring and Review

The Catering Manager will work with the Clinical Lead and Deputy Head (Pastoral) to review catering arrangements regularly.

This will include consideration of:

- feedback from pupils;
- allergy incidents or near misses;
- menu changes;
- staff training;
- emerging best practice.

Where improvements are identified, these will be incorporated into catering procedures and staff training.

9. Boarding Arrangements

The College recognises that boarders with allergies require consistent support throughout the day and overnight. Effective communication between the Medical Centre, boarding staff, catering staff and pupils is essential to ensure that allergies are managed safely whilst promoting independence and preparing pupils for adult life.

Boarding staff will work closely with the Medical Centre to ensure that appropriate arrangements are in place for each pupil in accordance with their Individual Healthcare Plan.

9.1 Individual Support



Boarders with allergies will receive support appropriate to their age, maturity and medical needs.

Arrangements may include:

- agreed medication management;
- safe storage of emergency medication;
- access to appropriate food and snacks;
- support during evening and weekend activities;
- additional supervision where identified through risk assessment.

Support will be regularly reviewed as pupils develop greater confidence in managing their own health.

9.2 Emergency Medication

Emergency medication must be readily accessible at all times.

Where a pupil has been assessed as competent to carry their own medication, they will normally be encouraged to do so.

Where medication is stored by the College, boarding staff must know:

- where it is kept;
- how it is accessed;
- when it should be administered;
- who should be contacted in an emergency.

Spare emergency AAI's are located:

Main reception 15 Station Road, Cambridge

Medical Centre 3 Glisson Road

Kite House, Adam and Eve Street

Scholars House, Mill Road

39 Tenison Road

34 Cherry Hinton Road

71 Coleridge Road

Emergency medication must accompany pupils during overnight stays, residential visits and College activities away from the boarding house.

An emergency AAI is kept in the Trips Medical bag and in the sports bag.



9.3 Developing Independence

As a sixth form boarding college, St Andrew's is committed to preparing pupils for independent living beyond school.

Boarders will be supported, where appropriate, to:

- understand their allergy and associated risks;
- manage their prescribed medication responsibly;
- make informed food choices;
- communicate their medical needs confidently;
- seek medical advice when required;
- plan for university, employment and independent living.

The level of independence expected will always reflect the pupil's age, maturity, clinical advice and Individual Healthcare Plan.

9.4 Overnight and Weekend Arrangements

The College will ensure that appropriate allergy management arrangements remain in place outside the normal College day.

This includes:

- availability of trained staff;
- access to emergency medication;
- communication between boarding and medical staff;
- appropriate handover arrangements;
- procedures for accessing emergency medical assistance.

9.5 Visitors and Leave

Where pupils are granted overnight leave or participate in activities away from the College, parents, guardians, host families and supervising adults should be informed of any significant allergy risks where appropriate and with due regard to confidentiality.

The College will ensure that relevant information is shared where it is necessary to safeguard the pupil.

9.6 Educational Visits and Residential Activities

All educational visits, residential trips and overseas visits involving boarders will take account of pupils' Individual Healthcare Plans and associated risk assessments.

Trip leaders must ensure that:

- allergy risks are considered during planning;



- emergency medication accompanies the pupil;
- supervising staff understand emergency procedures;
- access to emergency medical care has been considered;
- suitable catering arrangements have been planned where appropriate.

No pupil will be excluded from participating solely because they have an allergy unless a suitable risk assessment concludes that participation cannot be made safe despite reasonable adjustments.

9.7 International Pupils

The College recognises that many pupils join St Andrew's from overseas and may have different healthcare experiences, languages or levels of understanding regarding allergy management.

Where appropriate, the College will:

- ensure medical information is obtained before admission;
- communicate clearly with parents or guardians;
- explain College procedures and expectations;
- support pupils in understanding how healthcare is accessed in the UK;
- encourage increasing confidence in managing their own medical needs.

9.8 Boarding Culture

Boarding staff will promote a culture of respect, inclusion and shared responsibility.

Pupils will be encouraged to support one another by:

- respecting individual dietary requirements;
- avoiding behaviour that places others at risk;
- reporting concerns promptly;
- recognising that allergies are serious medical conditions and not matters for humour or practical jokes.

Any deliberate behaviour that places another pupil at risk because of an allergy will be managed in accordance with the Behaviour Policy and may also be treated as a safeguarding concern.



10. Continuity of Care Beyond the College Campus

The College is committed to ensuring that pupils with allergies receive appropriate support whenever they are participating in activities organised or supervised by the College, whether on or off the College site.

The planning and management of off-site activities will reflect the individual needs of pupils, enabling them to participate safely and confidently whilst maintaining appropriate standards of supervision and risk management.

10.1 Planning

All College activities taking place away from the main College site will consider the needs of pupils with allergies during the planning stage.

This includes, where appropriate:

- educational visits;
- residential visits;
- overseas travel;
- sporting fixtures;
- Dukes Young Leaders / Dukes Crown activities;
- work experience placements;
- cultural visits;
- enrichment activities;
- transport arranged by the College.

The Trip Leader, in consultation with the Medical Centre where necessary, is responsible for ensuring that allergy risks have been appropriately considered.

10.2 Risk Assessment

Where a pupil with a significant allergy is participating in an off-site activity, the risk assessment will take account of:

- the nature of the allergy;
- the planned activities;
- catering arrangements;
- access to emergency medication;
- the availability of emergency medical services;
- travel times;
- supervision arrangements;
- environmental risks;
- overnight accommodation where applicable.



Control measures should be proportionate to the identified risks and should support participation wherever reasonably possible.

10.3 Emergency Medication

Emergency medication must accompany the pupil throughout the activity.

The Trip Leader must ensure that:

- medication is readily accessible at all times;
- medication is not left unattended or locked away where it cannot be accessed quickly;
- expiry dates have been checked before departure;
- supervising staff know where medication is located;
- staff understand the pupil's Individual Healthcare Plan and emergency procedures.

Where a pupil normally carries their own medication, this arrangement should continue unless an individual risk assessment determines otherwise.

10.4 Staffing

At least one member of staff accompanying the visit must:

- be familiar with the pupil's Individual Healthcare Plan;
- know how to recognise the signs and symptoms of an allergic reaction;
- understand the College's emergency procedures;
- know how to administer an Adrenaline Auto-Injector, where required;
- know how to obtain emergency medical assistance.

The Trip Leader is responsible for ensuring that all accompanying staff understand their respective responsibilities.

10.5 Catering and Food During Visits

Where food is provided during College activities, reasonable steps will be taken to ensure that pupils have access to suitable food choices and accurate allergen information.

Where this cannot be assured, alternative arrangements may be agreed with the pupil, parents or carers and the Medical Centre.

Pupils will be encouraged to seek advice before consuming unfamiliar foods, particularly during overseas visits.

10.6 Overseas Visits

Additional planning will be undertaken for overseas travel, taking account of:

- local healthcare arrangements;



- emergency medical services;
- travel insurance requirements;
- language considerations;
- the availability of prescribed medication;
- transportation of medication across international borders;
- food labelling requirements in the destination country.

Where appropriate, pupils may be advised to carry translated medical information or emergency instructions.

10.7 Work Experience and External Placements

Where the College arranges or approves work experience or external placements, reasonable steps will be taken to ensure that relevant information regarding a pupil's allergy is shared with the placement provider where this is necessary to safeguard the pupil and with appropriate consent.

The College will work collaboratively with placement providers to ensure that suitable arrangements are in place before the placement begins.

10.8 Participation

The College believes that pupils with allergies should be able to participate fully in educational opportunities beyond the classroom.

A pupil will not be excluded from an activity solely because they have an allergy unless a suitable risk assessment concludes that the risk cannot be reduced to an acceptable level through reasonable adjustments.

Where concerns arise, the College will work with parents, healthcare professionals and the pupil to identify appropriate control measures that enable participation wherever possible.

II. Responding to Allergic Reactions and Medical Emergencies

The College is committed to ensuring that all allergic reactions are recognised promptly and managed appropriately. Early recognition, timely intervention and effective communication are essential in reducing the risk of serious harm.

All staff are expected to respond calmly, promptly and in accordance with their training, the pupil's Individual Healthcare Plan and the College's emergency procedures.

Detailed emergency instructions are provided in **Appendix C – Anaphylaxis Emergency Action Plan**.

11.1 Recognising an Allergic Reaction



Staff should be aware that allergic reactions may vary in severity and presentation. Symptoms may develop rapidly or progressively and can range from mild discomfort to a life-threatening medical emergency.

Staff must take all reported or observed allergic reactions seriously.

Where there is any doubt about the severity of a reaction, staff should seek immediate assistance and follow the College's emergency procedures.

11.2 Emergency Response

Where a pupil is experiencing a suspected severe allergic reaction or anaphylaxis, staff must act immediately.

The College's response will be based upon the following principles:

- prompt recognition of symptoms;
- immediate access to emergency medication;
- early administration of prescribed Adrenaline Auto-Injectors where indicated;
- immediate request for emergency medical assistance;
- continuous supervision of the pupil until care is transferred to healthcare professionals.

Staff must never delay emergency treatment whilst attempting to contact parents or seeking further advice.

11.3 Emergency Medication

Pupils prescribed emergency medication should have prompt access to it at all times.

Where a pupil has been assessed as competent to carry their own medication, they will normally be encouraged to do so.

Where medication is stored by the College, arrangements must ensure that it remains:

- clearly identified;
- readily accessible;
- securely stored;
- available whenever the pupil is participating in College activities.

Medication expiry dates will be monitored by the Medical Centre, and parents will be informed when replacement medication is required.

11.4 Contacting Emergency Services

Where emergency medical assistance is required, staff will contact the emergency services without delay.



Parents or carers will be informed as soon as reasonably practicable once emergency treatment has been initiated and the pupil's immediate safety has been secured.

Where appropriate, the Principal, Deputy Head (Pastoral), Head of Boarding and Medical Centre will also be informed.

11.5 Transfer to Hospital

Any pupil who receives adrenaline for a suspected anaphylactic reaction must be assessed in hospital, even if symptoms improve following treatment.

Where a pupil is transferred to hospital, appropriate arrangements will be made to:

- accompany the pupil where necessary;
- ensure emergency contact information is available;
- provide relevant medical information to healthcare professionals;
- maintain communication with parents or carers.

11.6 Recording and Reporting

All significant allergic reactions, including those requiring emergency treatment, will be recorded in accordance with the College's medical recording procedures.

Records will normally include:

- the circumstances leading to the reaction;
- symptoms observed;
- treatment provided;
- medication administered;
- emergency services involvement;
- communication with parents;
- actions taken following the incident.

Where appropriate, incidents will also be reported in accordance with statutory reporting requirements and the College's Health and Safety procedures.

11.7 Post-Incident Review

Following any significant allergic reaction, the College will undertake a review to identify any lessons that may improve future practice.

This review may include consideration of:

- whether Individual Healthcare Plans require amendment;
- whether risk assessments remain appropriate;
- whether additional staff training is required;
- whether communication arrangements were effective;



- whether any changes to College procedures are necessary.

Where appropriate, parents, the pupil and relevant healthcare professionals will be involved in the review.

The findings of significant reviews will be reported to the Deputy Head (Pastoral) and, where appropriate, the Link Governor for Health, Medical Welfare and Safeguarding.

11.8 Supporting the Pupil Following an Incident

Following an allergic reaction, the College will work with the pupil and their parents to support a safe return to normal College life.

This may include:

- reviewing confidence and wellbeing;
- replacing emergency medication;
- updating Healthcare Plans;
- briefing relevant staff;
- implementing any revised risk management measures.

The College recognises that a significant allergic reaction can have an emotional impact on both the pupil and those involved in responding to the incident. Appropriate pastoral support will be offered where required.

12. Training and Competence

The College is committed to ensuring that all staff have the knowledge, skills and confidence to support pupils with allergies and to respond effectively in the event of an allergic reaction or anaphylaxis.

Training will be proportionate to each member of staff's role and responsibilities and will be reviewed regularly to ensure that it remains current and effective.

12.1 Mandatory Training

All staff will receive allergy awareness training as part of their induction and will complete regular refresher training thereafter.

Training will be appropriate to the role of the individual and will include, where relevant:

- understanding common allergies and anaphylaxis;
- recognising the signs and symptoms of an allergic reaction;
- responding to a suspected allergic reaction;
- the College's emergency procedures;



- the safe use of Adrenaline Auto-Injectors (AAIs);
- understanding Individual Healthcare Plans;
- reporting incidents and near misses.

Staff must familiarise themselves with the Individual Healthcare Plans of pupils for whom they have direct responsibility.

12.2 Role-Specific Training

Additional training will be provided for the medical centre staff whose responsibilities require a greater level of knowledge or competence.

12.3 Competence

The College recognises that effective allergy management depends not only upon training but also upon staff confidence and competence.

Where appropriate, staff will have opportunities to:

- practise emergency procedures;
- become familiar with the use of training Adrenaline Auto-Injectors;
- participate in scenario-based discussions or practical exercises;
- ask questions and seek further guidance from the Medical Centre.

Staff will be encouraged to seek advice whenever they are uncertain about any aspect of allergy management.

12.4 New, Temporary and Agency Staff

Appropriate information regarding pupils with allergies and the College's emergency procedures will be provided to:

- newly appointed staff;
- temporary staff;
- supply teachers;
- agency workers;
- volunteers.

Managers are responsible for ensuring that individuals understand any allergy-related responsibilities before supervising pupils.

12.5 Record Keeping

The Medical Centre, in partnership with the Deputy Head (Pastoral) and Human Resources (HR), will maintain appropriate records of allergy-related training.



Training records will include:

- training completed;
- dates of attendance;
- refresher training due dates;
- any role-specific training undertaken.

Training compliance will be monitored as part of the College's annual audit arrangements.

12.6 Continuous Professional Development

The College is committed to maintaining high standards of practice.

Where guidance, legislation or recognised best practice changes, additional training will be provided as appropriate.

Lessons learned from incidents, audits and reviews will be incorporated into future training programmes to promote continuous improvement across the College.

13. Monitoring, Audit and Quality Assurance

The College is committed to the regular review and continuous improvement of its allergy management arrangements. Monitoring and audit provide assurance that this policy is being implemented effectively, that pupils remain appropriately supported and that any lessons identified are used to strengthen practice.

The Deputy Head (Pastoral), supported by the Clinical Lead, has overall responsibility for monitoring compliance with this policy and reporting on its effectiveness.

13.1 Monitoring

The College will monitor the implementation of this policy through regular review of:

- Individual Healthcare Plans;
- the College Allergy Register;
- medication storage and accessibility;
- emergency medication expiry dates;
- staff training and competency;
- allergy-related incidents and near misses;
- educational visit planning;
- boarding arrangements;
- catering procedures and communication;
- feedback from pupils, parents and staff where appropriate.



Monitoring activities will be proportionate to the level of risk and will be used to identify opportunities for improvement.

13.2 Audit

A formal Allergy Safety Audit will be undertaken at least annually.

The audit will consider:

- compliance with this policy;
- completion and review of Individual Healthcare Plans;
- the effectiveness of risk assessments;
- staff training records;
- availability and condition of emergency medication;
- implementation of recommendations arising from previous audits;
- compliance with relevant legislation and guidance;
- overall effectiveness of allergy management across the College.

The findings of the audit will inform the College's action planning and policy review.

13.3 Incident Review and Learning

All significant allergic reactions, episodes of anaphylaxis and relevant near misses will be reviewed to determine whether improvements to practice are required.

The purpose of incident review is to:

- understand the circumstances of the incident;
- identify any contributory factors;
- evaluate the effectiveness of the response;
- identify lessons learned;
- implement appropriate improvements.

Where appropriate, this may result in revisions to:

- Individual Healthcare Plans;
- risk assessments;
- staff training;
- operational procedures;
- this policy.

The College seeks to promote a culture of openness and continuous learning rather than blame.

13.4 Annual Report to Governors



The Deputy Head (Pastoral), supported by the Clinical Lead, will provide an annual report to the Governing Body, or the appropriate Governor Committee, on the effectiveness of the College's allergy management arrangements.

The report will normally include:

- the number of pupils with diagnosed allergies;
- the number of pupils prescribed Adrenaline Auto-Injectors;
- staff training compliance;
- findings of the annual Allergy Safety Audit;
- significant incidents and lessons learned;
- progress against any previous action plans;
- any recommended changes to policy, procedures or resources.

The report will enable Governors to fulfil their strategic oversight responsibilities and provide assurance that appropriate arrangements are in place.

13.5 Policy Review

This policy will be reviewed:

- annually;
- following significant changes in legislation or statutory guidance;
- following a serious allergy-related incident;
- where monitoring or audit identifies that revisions are required.

Minor operational amendments may be approved by the Head between formal review dates where these improve the effectiveness of the College's arrangements or reflect changes to operational practice.

13.6 Continuous Improvement

The College is committed to developing and maintaining high standards of allergy management.

The College will:

- keep abreast of developments in legislation and recognised best practice;
- encourage feedback from pupils, parents and staff;
- review procedures following incidents and near misses;
- promote a culture of shared responsibility, learning and continuous improvement.



The effectiveness of this policy will be judged not only by compliance with regulatory requirements, but by the extent to which it contributes to a safe, inclusive and supportive environment for all pupils.

14. Related Policies, Procedures and Appendices

14.1 Related Policies

This policy forms part of the College's wider framework for safeguarding, health, safety and pupil welfare and should be read alongside the following policies and procedures:

- Administration of Medicines Policy
- Behaviour Policy
- Educational Visits Policy
- Emergency Planning and Critical Incident Management Policy
- First Aid Policy
- Health and Safety Policy
- Infection Prevention and Control Policy
- Medical Conditions Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Boarding Handbook and Boarding Procedures

Where there is any inconsistency between this policy and statutory requirements, current legislation and statutory guidance will take precedence.

14.2 Supporting Procedures

The following operational procedures support the implementation of this policy and provide detailed guidance for staff:

- Allergy Management Procedure
- Medication Administration Procedure
- Medical Emergency Procedures
- Educational Visit Planning Procedures
- Catering Allergen Management Procedures
- Boarding Medical Procedures
- Individual Healthcare Plans (IHPs)
- Allergy Risk Assessments

These procedures should be read and implemented by the relevant members of staff alongside this policy.



14.3 Appendices

The appendices form part of this policy and provide the practical tools, templates and guidance required to support its implementation.

The College maintains the following appendices:

Appendix A – Allergy Management Procedure

Appendix B – Individual Allergy Healthcare Plan (IHP)

Appendix C – Anaphylaxis Emergency Action Plan

Appendix D – Allergy Risk Assessment Template

Appendix E – Educational Visits Allergy Checklist

Appendix F – Catering Allergy Management Checklist

Appendix G – Boarding Allergy Management Checklist

Appendix H – Annual Allergy Compliance Audit

Appendix I – Staff Training Record

Appendix J – Annual Governor Assurance Report

The Deputy Head (Pastoral) is responsible for ensuring that these documents remain current and are reviewed alongside this policy.

14.4 Equality, Inclusion and Review

The College is committed to ensuring that pupils with allergies are treated with dignity, respect and fairness.

In implementing this policy, the College will:

- promote equality of opportunity;
- make reasonable adjustments where appropriate;
- support pupils to participate fully in College life;
- encourage increasing independence as pupils prepare for adult life;
- foster a culture of understanding, respect and shared responsibility.

This policy will be reviewed in accordance with the College's policy review schedule, or sooner if required following changes in legislation, statutory guidance, significant incidents or identified areas for improvement.