



Allergy Safety Policy

Approved by: Lauren Meston

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Introduction:

At Future Pathways we are committed to safeguarding, inclusion and the well-being of all young people who attend our alternative provision. We recognise that allergies can range from mild reactions to severe, life-threatening anaphylaxis and that effective allergy management is a whole-setting responsibility.

This policy sets out how Future Pathways will identify and support young people with allergies, reduce avoidable exposure to allergens, maintain appropriate emergency arrangements and ensure staff are able to recognise and respond to an allergic reaction. It applies to activity on site and to activities undertaken away from the Future Pathways premises under our supervision.

Future Pathways will support young people with allergies to access education, enrichment, vocational activity and social opportunities safely and without unnecessary restriction.

Legal and statutory framework:

This policy has been developed with regard to current legislation and national guidance, including:

- Children's Wellbeing and Schools Act 2026, including the new allergy safety duties applying from September 2026 where the statutory provisions apply to the setting
- Department for Education: Allergy safety in schools - statutory guidance (published July 2026)
- Department for Education: Allergy safety policy template
- Department for Education: Supporting pupils at school with medical conditions
- Keeping Children Safe in Education 2026
- Children and Families Act 2014, including section 100 where applicable
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Human Medicines Regulations 2012 and the provisions relating to emergency adrenaline auto-injectors
- UK GDPR and the Data Protection Act 2018

Future Pathways will review this policy if legislation or statutory guidance changes. Where the precise statutory status of the setting affects how a particular duty applies, Future Pathways will nevertheless follow the allergy-safety principles in the Department for Education guidance as good practice.

Scope:

This policy applies to all young people attending Future Pathways and to staff, agency workers, tutors, instructors, regular volunteers, catering or food-handling staff and other adults who supervise young people as part of the provision.

It covers classroom learning, vocational and practical sessions, catering and food preparation, salon and beauty activities, art, physical activity and boxing, outdoor and outward-bound activity, educational visits, community-based learning, transport where Future Pathways has responsibility, work-related learning and activity delivered with partner providers.

Responsibilities:

Managing Director - Lauren Meston

The Managing Director has overall responsibility for allergy safety at Future Pathways and will ensure that:

- this policy is implemented, published where required and reviewed at least annually
- responsibilities for allergy safety are clearly allocated
- staff receive appropriate allergy-awareness and emergency-response training
- young people with known allergies are identified promptly and appropriate records are maintained
- Individual Healthcare Plans and Allergy Action Plans are obtained or developed where appropriate
- emergency medication arrangements are suitable and medication can be accessed rapidly
- spare adrenaline auto-injectors are obtained, stored, checked and replaced where appropriate and legally permitted
- allergy-related incidents and near misses are recorded, reviewed and used to improve practice

Individual duties may be delegated to appropriately trained staff, but overall organisational responsibility remains with the Managing Director and the relevant proprietor or governance arrangements.

All staff

All staff have a responsibility to contribute to allergy safety. Staff must:

- complete required allergy-awareness and emergency-response training
- know how to access relevant allergy information for the young people they supervise
- know where emergency medication and spare adrenaline auto-injectors are kept
- follow Individual Healthcare Plans, Allergy Action Plans and agreed risk-control measures
- consider allergy risks when planning lessons, practical activities, food activities and trips
- report allergic reactions, medication administration, incidents and near misses promptly
- never deliberately expose a young person to a known allergen

Parents and carers

Parents and carers are expected to provide accurate and current information about known or suspected allergies, prescribed medication and changes in treatment. They should provide prescribed devices where required and ensure medication supplied to Future Pathways is in date and appropriately labelled.

Young people

Young people will be supported, according to their age, understanding and individual circumstances, to understand their allergy, recognise symptoms, avoid known allergens where reasonably possible and tell an adult immediately if they believe they are experiencing an allergic reaction. A young person will not be expected to take sole responsibility for managing a potentially life-threatening allergy.

Identifying young people with allergies:

Future Pathways will seek allergy and medical information as part of referral, admission and induction. Information may be obtained from the young person, parent/carers, commissioning school, local authority or referring organisation, previous education setting, healthcare

professionals, an Education, Health and Care Plan, an Allergy Action Plan or an Asthma Action Plan.

A central record of known allergies will be maintained. Where relevant, records should identify:

- the young person and their diagnosed or suspected allergy
- known allergens and likely symptoms
- whether they are considered at risk of anaphylaxis
- prescribed medication and where it is kept
- whether the young person carries their own medication
- whether an Allergy Action Plan or Individual Healthcare Plan is in place
- relevant emergency contacts and reasonable adjustments

Information will be shared with staff on a need-to-know basis, with appropriate regard to privacy and data protection.

Individual Healthcare Plans:

An Individual Healthcare Plan (IHP) will be considered where an allergy has a significant impact on a young person's participation in education, where there is a risk of harm, or where arrangements are needed that are additional to or different from those ordinarily available.

Where appropriate, the IHP will be developed with the young person, parent/carer and relevant healthcare professionals. It may include allergens and triggers, symptoms, risk of anaphylaxis, medication, emergency procedures, reasonable adjustments, food arrangements, practical and vocational activity arrangements, off-site arrangements and emergency contacts.

IHPs will be reviewed at least annually and sooner following a significant reaction, near miss, medication change, updated clinical advice or substantial change to the young person's timetable or provision.

Allergy awareness and staff training:

All staff present while young people are scheduled to be on site will receive allergy-awareness training at least annually, in line with Department for Education statutory guidance. First aid training alone is not treated as sufficient allergy-awareness training.

Training will cover, as appropriate:

- what allergy is and how allergic reactions can occur
- the distinction between food allergy, coeliac disease and food intolerance
- common allergens and how to locate information about individual triggers
- recognition of allergic reactions and anaphylaxis
- the relationship between asthma and anaphylaxis
- how to call emergency services and contact parents/carers
- where emergency medication is located and how to use an adrenaline auto-injector
- the arrangements for prescribed and spare AAls
- the impact that allergy can have on wellbeing, confidence and inclusion
- Future Pathways procedures for incident and near-miss reporting

Training records will be retained. New, temporary, agency and cover staff will receive appropriate allergy-safety information before they take responsibility for young people.

Minimising exposure to allergens:

Future Pathways will take reasonable and proportionate steps to reduce the risk of exposure to known allergens. Risk management will be individualised and based on the young person, the allergen and the activity.

- appropriate handwashing and cleaning of surfaces and equipment
- checking food labels and allergen information
- appropriate food storage and preparation and prevention of cross-contamination
- avoiding food sharing where this forms part of an identified control measure
- considering allergens when purchasing materials, products or ingredients
- adjusting practical activities or seating/eating arrangements where necessary
- individual risk assessment where a foreseeable allergy risk cannot be managed through routine controls

Future Pathways will not describe the setting as completely “allergen free” or “nut free”, because the total absence of an allergen cannot be guaranteed. Where a specific restriction is necessary, it will be proportionate and linked to an identified individual risk.

Food and catering:

Where Future Pathways provides, prepares, teaches with or otherwise handles food, staff must take appropriate steps to manage allergen risk. Food labels and ingredient information must be checked and staff must not rely on memory. Ingredient substitutions must also be checked.

Cross-contamination risks must be considered, preparation surfaces and utensils appropriately cleaned, and individual arrangements followed. Food brought into the setting by staff or young people must also be considered where it creates a foreseeable risk to a young person with a known allergy.

Practical, vocational and physical activities:

Allergy safety must be considered when planning activities involving food, cosmetics, beauty products, latex, cleaning products, art materials, plants, animals, exercise, outdoor activity or other substances capable of causing allergic or contact reactions.

The member of staff leading the activity must check whether participating young people have relevant allergies and must make reasonable adjustments or complete a specific risk assessment where necessary.

Prescribed adrenaline auto-injectors:

Young people prescribed adrenaline auto-injectors (AAIs) must have rapid access to them. Prescribed AAIs will be stored in accordance with manufacturer instructions, clearly identified and protected from inappropriate access without creating avoidable delay in an emergency.

Where appropriate and agreed, a young person may carry their own AAI. Future Pathways will consider whether an additional device should also be held centrally. Emergency medication must accompany the young person during relevant off-site activities.

Spare adrenaline auto-injectors:

Future Pathways will maintain spare adrenaline auto-injectors where this is appropriate and legally permitted. Spare AAIs will be purchased from an authorised pharmaceutical supplier

and used in accordance with current legislation, national guidance and manufacturer instructions.

Spare AAIs will:

- be clearly identified as emergency/spare devices
- be stored in pairs where required by current guidance
- be readily accessible and not locked away where this would delay emergency treatment
- be stored under the conditions specified by the manufacturer
- be routinely checked for condition and expiry date
- be replaced before expiry and promptly after use
- be disposed of safely through an appropriate pharmacy or clinical-waste route

The location of spare AAIs will be known to staff. Future Pathways will organise storage so that emergency adrenaline can be brought to a person experiencing suspected anaphylaxis as quickly as possible and in line with current Department for Education guidance.

Use of a spare AAI:

A spare AAI will only be used in accordance with applicable legislation and current national guidance. Where a young person is known to be at risk of anaphylaxis, consent and emergency arrangements will normally be recorded in advance as part of their medical information and healthcare planning.

In a life-threatening emergency, staff will act in accordance with current emergency guidance and their training. Emergency treatment must not be delayed while attempting to contact a parent or carer.

Recognising anaphylaxis:

Anaphylaxis is a potentially life-threatening allergic reaction. Staff should be alert to sudden problems involving Airway, Breathing or Circulation.

Airway symptoms may include swelling of the tongue or throat, difficulty swallowing, throat tightness, hoarse voice or noisy breathing.

Breathing symptoms may include difficulty breathing, wheeze, persistent cough, rapid breathing or severe shortness of breath.

Circulation symptoms may include dizziness, faintness, collapse, confusion, pale or clammy skin or loss of consciousness. Anaphylaxis can occur without a skin rash.

Where anaphylaxis is suspected, it must be treated as a medical emergency.

Emergency response to suspected anaphylaxis:

1. Administer an adrenaline auto-injector immediately in accordance with the young person's Allergy Action Plan, device instructions and staff training.
2. Call 999 immediately and state "anaphylaxis".
3. Give the ambulance service the Future Pathways location, the young person's details where available, symptoms, known or suspected allergen and the time adrenaline was administered.
4. Position the young person safely. In general, keep them lying flat with legs raised. If breathing is difficult they may sit up slowly. If unconscious but breathing, place them in the recovery position. Do not allow them to stand or walk.

5. If symptoms do not improve or return, administer a second AAI after five minutes if available and in accordance with current emergency guidance.
6. Arrange for someone to meet the ambulance and contact the parent/carer.
7. A young person who has received adrenaline must be assessed in hospital, even if they appear to have recovered.

A young person experiencing suspected anaphylaxis must not be left alone.

Asthma and allergy:

Future Pathways recognises that asthma and allergy may occur together. Where a young person has both conditions, their Asthma Action Plan and Allergy Action Plan should be considered together. Breathing difficulty following exposure to a known allergen must be assessed for possible anaphylaxis rather than being assumed to be asthma alone.

Educational visits and off-site provision:

Young people with allergies should have the same opportunity to participate in visits and off-site activities wherever reasonably practicable. An individual risk assessment will be completed where a young person is at risk of anaphylaxis.

Planning will consider known allergens, food arrangements, emergency medication, trained staff, access to emergency medical support, transport, mobile telephone access, external providers, eating venues and activity-specific exposure risks.

A young person at risk of anaphylaxis must not knowingly be taken off site without access to their agreed emergency medication.

External and partner providers:

Where Future Pathways uses an external venue or partner provider, relevant allergy information will be shared on a need-to-know basis. Future Pathways will seek reasonable assurance that the provider understands the identified risks, can implement agreed control measures and knows the emergency arrangements.

Wellbeing, inclusion and bullying:

Future Pathways recognises that living with a serious allergy can affect anxiety, confidence, attendance, eating around others, participation in activities and emotional wellbeing. Staff will listen to young people's concerns and make reasonable adjustments without unnecessarily isolating or singling them out.

Bullying, intimidation, deliberate exposure or threatening a young person with a known allergen will be treated seriously and may constitute a safeguarding concern. Such incidents will be dealt with under Future Pathways safeguarding and behaviour procedures.

Information sharing and confidentiality:

Allergy information is health information and must be handled appropriately. Future Pathways will share information where there is a lawful basis and where it is necessary to protect the young person, support their education, implement their healthcare arrangements, reduce allergy risk or respond to an emergency.

Relevant staff must have sufficient information to act safely. Information will not be displayed or shared more widely than necessary in a way that unnecessarily compromises a young person's privacy or dignity.

Recording medication administration:

Whenever an AAI or other emergency allergy medication is administered, a written record will be completed as soon as practicable. The record should include the young person's name, date and time, symptoms observed, suspected allergen if known, medication and dose/device used, the person administering it, contact with emergency services and parents/carers, and the outcome.

Serious incidents and near misses:

Future Pathways will record and review significant allergy incidents and near misses, including:

- anaphylaxis or significant allergic reactions
- use of an AAI
- accidental exposure to a known allergen
- failure of agreed control measures
- inability to access emergency medication promptly
- medication errors, expired medication or unavailable emergency stock
- near misses where harm could reasonably have occurred

Following a serious incident or significant near miss, the Managing Director or delegated senior leader will undertake a proportionate review. The review will consider healthcare plans, risk assessments, staff information, medication access, training, communication, environmental factors and any changes required to prevent recurrence.

Young people with an undiagnosed allergy:

A young person may experience their first severe allergic reaction while attending Future Pathways. Staff must respond to the symptoms presented rather than relying solely on whether an allergy is already recorded. Suspected anaphylaxis must be treated as a medical emergency and 999 contacted immediately.

Transition and referral between settings:

Because Future Pathways is an alternative provision and receives young people through referral or transfer, allergy information must be obtained as early as possible. Future Pathways will not assume that relevant allergy information has automatically transferred from the commissioning or previous setting.

Where significant allergy information or documentation is missing, staff will seek clarification as a priority. When a young person moves to another provision, relevant information will be transferred securely and promptly in accordance with data-protection requirements.

Emergency medication checks:

A nominated member of staff will undertake routine checks of emergency allergy medication. Checks will include the correct young person where individually prescribed, correct device and dose, expiry date, packaging condition, storage conditions, accessibility and whether replacement stock is required.

An expiry-date monitoring system will be maintained. Parents/carers will be reminded in reasonable time where individually prescribed medication needs replacing. Future Pathways is responsible for monitoring its own spare AAI stock.

Unacceptable practice:

Future Pathways considers the following practices unacceptable:

- excluding a young person from education or activities solely because of an allergy where reasonable adjustments can make participation safe
- storing emergency medication where it cannot be accessed rapidly
- delaying emergency treatment while trying to contact a parent/carer
- ignoring the young person's symptoms, views or concerns
- forcing a young person to eat food they believe may contain an allergen
- knowingly exposing a young person to an identified allergen
- excluding a young person from trips without first considering reasonable adjustments
- assuming all allergic reactions will present in the same way

Complaints and concerns:

Parents, carers and young people who have concerns about allergy safety should raise them with Future Pathways as soon as possible. Concerns may initially be raised with Lauren Meston, Managing Director. Where a concern cannot be resolved informally, the Future Pathways complaints procedure will apply. Immediate safeguarding concerns will be dealt with under safeguarding procedures.

Monitoring and review:

This policy will be reviewed at least annually and sooner following a serious allergy incident, significant near miss, change in legislation or statutory guidance, significant change to Future Pathways premises or provision, or where monitoring identifies a weakness in existing arrangements.

The review will consider feedback from young people, parents/carers, staff, commissioning schools or local authorities, healthcare professionals where relevant, and learning from incidents and near misses.

Publication and awareness:

This policy will be made available to staff, young people and parents/carers and published on the Future Pathways website where required. It will form part of staff induction and will be reinforced through regular allergy-awareness training.

Related Future Pathways policies and documents:

- Safeguarding and Child Protection Policy
- Supporting Young People with Medical Conditions / Medication Policy
- First Aid Policy
- Health and Safety Policy
- SEND Policy
- Equality Policy
- Behaviour and Anti-Bullying Policies
- Educational Visits Policy
- Food Safety and Catering procedures
- Data Protection Policy
- Risk Assessments
- Individual Healthcare Plans, Allergy Action Plans and Asthma Action Plans

Appendix 1 - Emergency anaphylaxis quick guide:

Suspect anaphylaxis where there is a sudden problem involving Airway, Breathing or Circulation.

1. Give adrenaline immediately.
2. Call 999 and say "ANAPHYLAXIS".
3. Keep the young person lying flat with legs raised unless breathing difficulty requires them to sit up slowly. Do not allow them to stand or walk.
4. If there is no improvement after five minutes, give a second adrenaline auto-injector if available and in accordance with current guidance.
5. Contact the parent/carer.
6. The young person must be transferred to hospital by ambulance after adrenaline has been administered.

Emergency treatment must not be delayed while waiting for parental contact or an ambulance.

Appendix 2 - Allergy information checklist for new young people:

- ☐ Does the young person have any known or suspected allergy?
- ☐ What is/are the allergen(s)?
- ☐ What reaction has occurred previously?
- ☐ Are they considered at risk of anaphylaxis?
- ☐ Is an AAI prescribed and what device/dose is prescribed?
- ☐ Does the young person carry their own AAI?
- ☐ Is an Allergy Action Plan available?
- ☐ Is an Asthma Action Plan available?
- ☐ Is an Individual Healthcare Plan required?
- ☐ Have parent/carer and emergency contact details been confirmed?
- ☐ Has information been obtained from the referring school/provider?
- ☐ Have staff who need to know been informed?
- ☐ Have practical, vocational and off-site activities been considered?
- ☐ Has the emergency medication location and expiry date been recorded?

Appendix 3 - Allergy incident / near-miss record:

Young person:

Date and time:

Location and activity:

Known allergy/allergen:

What happened:

Symptoms observed:

Suspected allergen:

Medication administered:

AAI administered and time:

Second AAI administered and time (if applicable):

999 contacted and time:

Parent/carer contacted and time:

Outcome: _____

Staff involved:

Immediate action taken:

Further review required:

Reviewed by and date:

Appendix 4 - Spare adrenaline auto-injector check:

The nominated member of staff should record the date of check, kit location, brand, dosage, number of devices, expiry dates, packaging condition, storage conditions, accessibility, presence of instructions, whether replacement is required and the name/signature of the person completing the check.

Any expired, used or damaged AAI must be removed from active stock and replaced promptly in accordance with pharmacy and clinical-waste arrangements.

Approval:

Signed: *Lauren Meston*

Lauren Meston - Managing Director, Future Pathways

Date: 16/08/2026

Next review due: 31/08/2027