



GODALMING
COLLEGE

ALLERGY SAFETY POLICY

**Learning together
for success and progression**

Allergy Safety Policy

Nominated Lead Member of Staff:	Assistant Principal, Safeguarding and Support
Status and Review Cycle:	Annual
Current Review:	July 2026
Next Review Date:	July 2027

Introduction

Godalming College is committed to providing a safe, inclusive and supportive environment for all students, staff and visitors. We recognise that allergies can have a significant impact on an individual's health, wellbeing and participation in College life and that, in some cases, allergic reactions may be severe or life-threatening.

This policy sets out the College's approach to identifying, managing and responding to allergies. It outlines requirements to minimise risks, support individuals with allergies, and ensure that appropriate procedures are followed in the event of an allergic reaction or anaphylaxis. The College aims to promote safety, inclusion and equal access to all aspects of College life.

Aims

- Minimise the risk of exposure to known allergens.
- Support students to participate fully in College life.
- Ensure all staff can recognise and respond to allergic reactions and anaphylaxis.
- Maintain appropriate emergency medication arrangements.
- Work closely with parents, carers, healthcare professionals and catering providers.
- Promote awareness and understanding of allergies throughout the College community.

Scope

This policy applies to all members of the College community, including students, staff, trustees, volunteers, contractors and visitors. It covers all activities undertaken on behalf of the College, whether on-site or off-site, including educational visits, residential trips, sporting fixtures, enrichment activities, work experience placements and College-organised events.

Supporting procedures will be maintained by the Director of Estates and Health and Safety Lead, the Health and Wellbeing Manager, and the Catering Manager. These procedures outline the operational arrangements for identifying, managing and responding to allergies and allergic reactions and support the implementation of this policy.

Legislation

This policy is informed by the Children and Families Act 2014, the Equality Act 2010, the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999. It also reflects recognised good practice, including the principles set out in Allergy Safety in Schools Guidance 2026. Through this legislative framework, the College recognises its responsibilities to support students with allergies, make reasonable adjustments where required, assess and manage risks, provide appropriate staff training, and implement effective arrangements to prevent and respond to allergic reactions and anaphylaxis.

Definitions and Terminology

Allergy: An immune system response to a substance (allergen) that is normally harmless to most people. Allergic reactions can range from mild symptoms to severe, life-threatening anaphylaxis.

Allergen: A substance capable of triggering an allergic reaction. Common allergens include foods (such as peanuts, tree nuts, milk, eggs, fish, shellfish, soya and wheat), insect stings, medications and latex.

Allergic Reaction: A physical response to exposure to an allergen. Symptoms may include itching, hives, swelling, stomach pain, vomiting, breathing difficulties or, in severe cases, anaphylaxis.

Anaphylaxis: A severe and potentially life-threatening allergic reaction that requires immediate medical treatment. Symptoms may include airway swelling, breathing difficulties, collapse, loss of consciousness and circulatory shock.

Adrenaline Auto-Injector (AAI): A prescribed emergency medication device used to deliver adrenaline (epinephrine) for the treatment of anaphylaxis. Spare AAIs are held by the College for emergency use in accordance with national guidance and College procedures, in addition to any medication prescribed to individual students.

Individual Healthcare Plan (IHP): A document that sets out a student's medical needs, known allergens, symptoms, medication requirements, emergency procedures and arrangements for participation in College activities.

Near Miss: An incident in which a student is exposed, or nearly exposed, to an allergen but does not experience a significant allergic reaction. Near misses should be recorded and reviewed to identify learning and reduce future risks.

Reasonable Adjustments: Adaptations or measures implemented by the College to support students with allergies, enabling them to access education safely and participate fully in College life.

Roles and Responsibilities

Trustees - The Board of Trustees receives assurance that appropriate arrangements are in place to support students with allergies and fulfil the College's legal duties relating to health and safety, equality and medical needs.

Principal - The Principal has overall responsibility for the approval and implementation of this policy and for ensuring that allergy safety is embedded within the College's safeguarding, health and safety, and catering arrangements. The Principal will ensure that sufficient resources are available to support students with allergies and that the College meets all statutory requirements.

Assistant Principal, Safeguarding & Support & Assistant Principal, Finance and Resources - The Assistant Principals will provide strategic oversight of allergy safety across the College and ensure that allergy management arrangements align with safeguarding, health and safety and catering practices. They will monitor compliance with this policy, support the Director of Estates and Health and Safety Lead, Health and Wellbeing Manager and Catering Manager in implementing effective procedures. They will also oversee the review of serious incidents and near misses, and report as appropriate to senior leaders on allergy-related matters.

Director of Estates and Health and Safety Lead - The Director of Estates and Health and Safety Lead will ensure that appropriate allergy-related risk management arrangements are in place across the College. They will oversee the implementation of relevant health and safety procedures, support the investigation of serious incidents and near misses, and ensure that allergy-related risks are considered within the College's wider health and safety framework.

Catering Manager - The Catering Manager will ensure that catering services operate in accordance with food allergen legislation and College procedures. They will maintain accurate allergen information, implement measures to reduce the risk of cross-contamination, ensure catering staff receive appropriate training, and work with the Health and Wellbeing Manager to support students and staff with identified food allergies.

Health and Wellbeing Manager - The Health and Wellbeing Manager will act as the operational lead for allergy management within the College. They will coordinate the development and review of Individual Healthcare Plans (IHPs), ensure prescribed medication and spare adrenaline auto-injectors (AAIs) are appropriately stored, checked and monitored, and liaise with students, parents/carers, healthcare professionals and relevant staff. The Health and Wellbeing Manager will also coordinate allergy-related training, maintain records of incidents and near misses, and support the review of procedures following any allergy-related event.

All Staff - All staff have a responsibility to be aware of students with allergies and to follow the procedures outlined in this policy. Staff must complete required training, take reasonable steps to minimise allergy risks, recognise the signs and symptoms of allergic reactions and anaphylaxis, and respond promptly in accordance with a student's IHP and the College's emergency procedures. The HR department will monitor compliance and completion of required training. Staff must also immediately report any allergy-related concerns, incidents or near misses to the Health and Wellbeing Manager.

Students - Students are encouraged to take an active role in managing their allergies. This includes following agreed medical advice, carrying prescribed medication where authorised, informing staff if they feel unwell or believe they have been exposed to an allergen, and helping to maintain a safe and inclusive environment for others with allergies. Students are also expected to comply with any risk-reduction measures identified in their IHP or communicated by the College.

Parents and Carers - Parents and carers are responsible for informing the College of any allergy or medical condition affecting their student and for providing accurate and up-to-date medical information. They must ensure that prescribed medication is supplied and replaced before its expiry date, participate in the development and review of IHPs, and notify the College promptly of any changes to their student's condition, treatment or emergency care requirements.

Policy Arrangements

Minimising Risk

The College recognises its duty to take reasonable steps to safeguard students, staff and visitors with allergies and will implement appropriate controls to minimise the risk of exposure to food allergens. The College will:

- Maintain accurate records of students and staff with diagnosed food allergies and ensure relevant information is shared with those who need to know.
- Ensure catering providers comply with food allergen legislation and provide accurate allergen information for all food and drink served.
- Make allergen information available at the point of service and ensure staff can provide clear information regarding ingredients.

- Implement procedures to reduce the risk of cross-contamination during food storage, preparation, handling and serving.
- Clearly label pre-packed and pre-packed for direct sale (PPDS) foods in accordance with legal requirements.
- Ensure catering staff receive appropriate allergy-awareness and allergen-management training.
- Consider alternative menu options and reasonable adjustments for individuals with allergies where required.
- Review ingredient changes, menu substitutions and supplier changes to ensure that allergen information remains accurate and up to date.
- Conduct individual risk assessments where a student or member of staff has a severe or life-threatening food allergy.

The College does not operate blanket bans on specific foods unless an individual risk assessment identifies this as a necessary and proportionate control measure. For students and staff with known allergies to airborne or contact allergens, the College will take reasonable and proportionate measures to reduce the risk of exposure. All measures will be proportionate, based upon clinical evidence, medical advice and the assessed level of risk.

Allergy Awareness training

Staff are trained in allergy awareness and emergency response at least annually, using either the Health and Wellbeing Manager's update during INSET or Allergy and Anaphylaxis e-learning modules. It is the responsibility of HR and the Health and Wellbeing Manager to monitor compliance and completion of the training modules. Training is integrated into the induction arrangements for new staff. Allergy awareness training should ensure all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how they can be managed
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, notifying College First Aiders by contacting Student Reception (ex 206)
- Know how to check whether a student has a known allergy and can access their IHP

Individual Healthcare Plans (IHPs)

The College will ensure that students with allergies receive appropriate support to enable them to participate safely in College life. Where a student's allergy requires specific medical, safety or support arrangements, the College may develop an Individual Healthcare Plan (IHP) to document and coordinate those arrangements. An IHP will normally be considered where a student:

- Has a significant allergy that may affect their participation in learning, College activities or wider student life.
- Is at risk of a serious allergic reaction, including anaphylaxis.
- Requires specific support arrangements, reasonable adjustments or risk-control measures.
- Has prescribed emergency medication or an Allergy Action Plan provided by a healthcare professional.

The purpose of an IHP is to clearly record the student's medical needs, known allergens, prescribed medication, emergency procedures, reasonable adjustments and any other arrangements required to support their health, safety and wellbeing whilst attending College or participating in College activities. IHPs will be developed in partnership with the student and, where appropriate, their parent or carer, relevant College staff and healthcare professionals.

IHPs will be reviewed at least annually and whenever there is a significant change in the student's medical needs, allergy diagnosis, treatment or support arrangements. Relevant staff will be informed of any changes required to ensure the continued safe management of the student's allergy.

Students Requiring Reasonable Adjustments

The College recognises that some students with allergies may require flexibility, reasonable adjustments or individual arrangements to enable them to participate safely and fully in College life. These may include adjustments relating to food provision, practical lessons, educational visits, residential accommodation, work experience, examinations, enrichment activities or the management of airborne and contact allergens. Where such arrangements are required, they will be documented within the Individual Healthcare Plan, communicated to relevant staff and reviewed regularly to ensure they remain effective and proportionate.

Emergency Use of Adrenaline

Where a student is experiencing symptoms consistent with anaphylaxis, staff must follow the student's Allergy Action Plan and the College's emergency procedures without delay. This includes summoning appropriate first aid support, administering an adrenaline auto-injector (AAI) where indicated, and contacting emergency services immediately. Any administration of adrenaline, whether from a prescribed or spare AAI, will be recorded and reported in accordance with the College's incident reporting procedures. The College will maintain a supply of spare AAIs and will ensure that they are stored in clearly identified and accessible locations. Spare AAIs may be used when a student is experiencing anaphylaxis and their prescribed device is unavailable, inaccessible, out of date, has already been administered, or where a second dose of adrenaline is required.

The College recognises that prompt administration of adrenaline is critical where anaphylaxis is suspected. Students' prescribed AAIs and spare AAIs will therefore be located and managed to enable rapid access in an emergency. The availability, suitability and location of AAIs will be reviewed regularly as part of the College's health and safety and risk management arrangements. Spare AAIs are located in clearly identified and readily accessible locations across the College site (stored in orange allergy kits):

- Main Reception (100s)
- Outside the Health and Wellbeing Manager's office (320)
- Performing Arts Centre office (800s)
- Sports Centre (500s)

The College will maintain a register of all spare AAIs and emergency asthma inhalers held on site. The Health and Wellbeing Manager will undertake regular checks to ensure that:

- All spare AAIs and emergency inhalers remain within their expiry dates.
- Devices are present in their designated locations.
- Packaging and devices remain in good condition.
- The correct dosages are available for the students attending the College.
- Any equipment used or removed is promptly replaced.
- Spare AAIs are removed and replaced once used

Educational Visits, Trips and Off-Site Activities

The College is committed to ensuring that students with allergies are able to participate fully, safely and as independently as possible in educational visits, work placements, enrichment activities, residential trips and all other off-site activities. Students will not be excluded from a visit solely because they have an allergy where reasonable adjustments and appropriate risk management measures can be implemented.

All educational visits and off-site activities will be planned in accordance with the College Visits Procedure and the individual needs of participating students. As part of the College's established procedures, all off-site visits and trips are reviewed by the Health and Wellbeing Manager prior to approval.

Students who normally carry their own medication will be expected to do so during off-site activities. Prior to departure, the College will remind students to bring any prescribed emergency medication, including AAls, inhalers and antihistamines, where applicable.

Serious Incidents and Near Misses

The College is committed to learning from incidents and near misses involving allergies to improve student safety, reduce future risks and ensure that appropriate support arrangements remain effective. Serious allergy-related incidents, suspected allergic reactions and near misses will be taken seriously and reviewed through the College's health and safety procedures to identify learning and reduce future risk.

Record Keeping

The College will maintain an accurate and confidential record of individuals known to have allergies. The College will take reasonable steps to ensure allergy information remains current and will use enrolment checks, annual reviews and routine communication processes to verify information and update records as necessary. A register of students with Individual Healthcare Plans will be maintained by the Health and Wellbeing Manager. Copies of current IHPs will be securely stored and made accessible to relevant staff on a need-to-know basis, in accordance with data protection requirements and College procedures.

Confidentiality

The College will share information about students with allergies where it is necessary to protect their health, safety and wellbeing while ensuring that personal information is handled lawfully, sensitively and in accordance with UK General Data Protection Regulation (UK GDPR) and Data Protection Act requirements. Health information relating to allergies is classified as special category personal data and will be treated as highly confidential. Access to such information will be limited to those who need it to carry out their responsibilities and provide appropriate support.

The College will seek to balance safety with the student's right to privacy and dignity. Students will be involved, wherever appropriate, in decisions about how their allergy information is shared. The College will avoid unnecessary disclosure of personal health information and will ensure that students with allergies are not unnecessarily singled out or made to feel different from their peers.

The College recognises that many students are legally adults. Where a student is aged 18 or over, decisions relating to the sharing of medical information, including allergy information, will normally be made with the student's consent. The College will encourage students to involve parents, carers or other appropriate individuals in their support arrangements where this is considered beneficial. However, information may be shared without consent where there is a lawful basis to do so, including where it is necessary to protect the vital interests, health, safety or wellbeing of the student or others, or where safeguarding concerns are identified.