



Policy/Procedure Name:	Student allergy policy for families		
Policy/Procedure Number:	CG016PR01		
Date of Approval:	12 th March 2026		
Effective Date:	September 2025		
Revised Date:	NA		
Review by Date:	September 2027		
Policy/Procedure Author:	Head of Healthcare and Nursing; The Allergy Group.		
Policy/Procedure Owner:	Principal/CEO		
Management Committee Approved By:	Clinical Governance		
Governor /Trustee Committee Approved By (where appropriate):	Not applicable		
For Action By:	Families of students with allergies		
For Information to:	All staff		
Approval requested to upload on the Treloar Website:	Yes ✓ (tick if requested)		
Who is carrying out EIA? <small>(see details of EIA in appendix)</small>	Lorna Woodcroft	Date of EIA?	2 nd Feb 2026

Policy Aim

The aim of this policy is to ensure that all students with allergies are supported to stay safe and fully included in every aspect of life at Treloar's.

Policy Details

We take all allergies seriously and aim to keep every student safe. We work to:

- Ensure inclusion for all students
- Minimise exposure to allergens
- Promote safe practices and self-responsibility
- Respond quickly to emergencies

How We Manage Allergies

Students and families must:

- Inform the Health Centre team of suspected or confirmed allergies – please speak to the Health Centre administration or nursing team, and follow this up with an email to Health Centre Admin HCAAdmin@treloar.org.uk
- Provide medical confirmation
- Provide in-date medication (two AAls if prescribed)
- Update the Health Centre team about changes.

Students are encouraged to:

- Learn about their allergy
- Avoid sharing food
- Check labels with support.

Food and Allergens

- We are not a nut-free site but strongly discourage bringing nuts
- Our catering service follows allergen law
- Food from home will be labelled
- Agreement of food being brought in from home will be risk assessed by a Treloar's dietitian

Recognising and Responding to Allergic Reactions

- Staff are asked to alert a nurse if a student has been in contact with a substance, they are known to be allergic to
- Staff are trained to monitor for symptoms of allergic reaction
- Training includes response to anaphylaxis as per the UK Resuscitation Guidelines:

If anaphylaxis is suspected:

1. Administer adrenaline auto injectors (AAI) immediately
2. Call 999
3. Contact onsite nurses
4. Give second AAI after 5 minutes if no improvement (if prescribed).

Trips and Off-Site Activities

- Trip organisers ensure medicines and care plans are taken
- The trip organiser ensures the accompanying staff have the correct skill set
- If the student is in contact with a substance, they are known to be allergic to, they are advised to call 999 as per our internal policy.

Medicines and Storage

Students keep their AAIs with them, not locked away
Other medications are stored safely but accessible.

Implications of Policy

Training Requirements

- All staff receive allergy awareness training
- Where a student has an AAI, allocated staff also attend practical skills station for this administration. However, anyone can use an AAI, as per UK Resuscitation Guidelines.

Communication Requirements

This policy is for families, and will be on the website.

Inclusive communications

If you require this document in an alternative format, such as large print, audio description or a colour background, please contact quality@treloar.org.uk

Other Implementation Requirements

Monitoring and Review

We require staff to report any incidents related to allergens, whether or not the student has any symptoms.

We regularly review allergy information and any incidents to improve practice. These are reported through our Clinical Governance Committee.

Links to other related policies, procedures or documents (internal)

- CG016 Student Allergy Policy
- CG024 Resuscitation
- CG001 Medicines
- CG002 Self-administration of medicines
- SMT020 Safeguarding
- SMT041 Student off site activities.

References

Allergy School (2025) available at <https://www.allergyschool.org.uk/home-with-extra-section-2025/> accessed 19/01/26

Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

Date	Page/para No.	Brief description of the change(s)	Change made by
		New	

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Equality Impact Assessment (EIA) - Stage 1

Name of Policy / Function/Decision	Policy CG016PR01 - Allergy policy for families				
Name of Assessor / Author /Lead	Lorna Woodcroft				
Start Date	2 nd Feb 2026				
This EIA is being undertaken because it is:	<ul style="list-style-type: none"> • A result of new policy 				
Screening					
Does the policy affect employees, students or other stakeholder groups? Could the impact be significant to that group of people?					N
Is it a major policy with a significant effect on how our core business is delivered?					N
Does it involve a significant commitment of resources?					N
Does it relate to an area where there are known inequalities (e.g. gender pay gap, hate crime, accessibility of IT)					N
If the answer to any of these questions is 'YES' then continue to complete Equality impact assessment. If you are unsure about the answer to any of these questions please contact EDI Co-ordinator or Head of Quality for further support.					
Has the screening identified the policy as having relevance to the any of the following groups?					
Age	N	Disability	N	Sexual Orientation	N
Race	N	Sex/Gender	N	Religion or Belief	N
Gender Reassignment	N	Pregnancy or Maternity	N	Marriage or civil partnership	N
Have we shown due regard for the 9 protected characteristics within the policy/procedure/decision?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all opportunities to promote equality taken within the policy/procedure/decision?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have we stated how we will monitor the implementation and impact of this policy/decision?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of Screening					26 th Feb 2026
Approval by EDI					Lorna Woodcroft
Refer Policy/Procedure to EDI Co-ordinator for further Stage 2 Assessment (if required)				Yes <input type="checkbox"/>	No <input type="checkbox"/>

