



Allergy and Anaphylaxis

Coast Tuition

September 2026

Contents

Introduction.....	1
Scope of the policy.....	2
Definitions	3
Roles and responsibilities.....	4
Identification of learners with allergies	5
Risk reduction measures	6
Giving medication	7
Recognition of allergic reactions	8
Emergency response procedure	9
Incident reporting.....	10
Monitoring and Audit	11

Revision History

Date	Version	Edit and Agreed	Staff
2026	1	Y	MM/LK

Introduction

Coast Tuition is committed to providing a safe, inclusive and supportive environment for all learners, staff and visitors with allergies, including those at risk of anaphylaxis. We recognise that allergies can be life-threatening and that anaphylaxis is a medical emergency requiring immediate action.

Coast Tuition will:

- Promote awareness of allergies and how to manage them among all staff.
- Reduce exposure to allergens where reasonably practicable.
- Ensure prompt recognition and treatment of allergic reactions, whether a session is in person or online.
- Maintain clear procedures for prevention, response, recording and review.
- Meet its duties under the Equality Act 2010, the Health and Safety at Work, Management of Health and Safety at Work Act 1974 and UK GDPR and follow current government and NHS allergy guidance as good practice.

Scope of the policy

This policy applies to:

- All learners aged 4 to 25, in one-to-one and group sessions
- All tutors and staff
- Volunteers and contractors
- Parents and carers
- Visitors to our premises
- Any trips or activities outside our premises

Definitions

- Allergy- An immune system reaction to a normally harmless substance.
- Allergic reaction. A reaction ranging from mild symptoms to severe, life-threatening symptoms.
- Anaphylaxis. A severe, rapidly developing allergic reaction that may be fatal without prompt treatment.
- AAI (adrenaline auto-injector). Emergency medication used to treat anaphylaxis. Examples include EpiPen and Jext. EURneffy nasal adrenaline spray is a needle-free alternative where prescribed. Learners must use the device they have been prescribed, with the training they have received for it.

Roles and responsibilities

Director

- Ensures this policy is implemented and reviewed.
- Appoints an Allergy Lead (see below).

Allergy and Anaphylaxis Policy - Coast Tuiton Page 2

- Ensures all staff complete allergy training every year including Benedict's Law Training 2026.
- Ensures the Allergy Register and emergency information are kept up to date and stored securely.

Allergy Lead

- Maintains the Allergy Register.
- Coordinates allergy action plans and Individual Healthcare Plans (IHPs).
- Monitors training completion.
- Carries out allergy risk assessments for sessions and activities.
- Reviews incidents and lessons learned.
- Liaises with parents/carers, learners and healthcare professionals.

The Allergy Lead is Helen Elcoate. The deputy is: Marisa Mayes.

Tutors and staff

- Complete allergy awareness training every year, specifically Benedict's Law Training, 2026.
- Understand the signs of allergic reactions and anaphylaxis.
- Know the emergency procedure for in-person and online sessions.
- Know which of their learners have allergies and read their plans before the first session.
- Report concerns and incidents to the Allergy Lead promptly.

Parents, carers and learners

- Tell us about all allergies and medical conditions at enrolment, and about any change.
- Provide up-to-date allergy action plans and details of prescribed medication.
- For in-person sessions, make sure the learner brings their own in-date medication

- Adult learners (18 and over) are responsible for their own medication and for telling us how they want to be helped in an emergency.

Identification of learners with allergies

Coast Tuition will keep an up-to-date Allergy Register containing:

- Learner name and age
- Allergens
- Severity of allergy and previous reactions
- Medication details and where it is kept
- Emergency contact details
- For online learners, the address where they will usually be during sessions

Information is collected at registration, updated at least once a year and after any change in condition. It is shared only with staff who need it and handled in line with UK GDPR.

Individual Healthcare Plans (IHPs)

Every learner at risk of anaphylaxis will have an allergy action plan from their doctor or specialist and an IHP

agreed with the parent/carer (or the learner, if an adult). The IHP will include:

- Confirmed allergens and symptoms of a reaction
- Medication requirements and where medication is kept
- Emergency response steps, including for online sessions
- Emergency contact details
- Any arrangements for activities away from our premises

Plans are reviewed every year, after any allergic reaction and after any medical update.

Risk reduction measures

Coast Tuition takes an allergen-aware approach. We do not claim to be allergen-free.

Food

Coast Tuition does not provide food or drink in sessions unless the Allergy Lead has approved it and checked allergens for everyone attending.

Coast Tuition is a nut free site and therefore no nuts should be brought on to the premises.

Learners bring their own food and drink and do not share or swap it.

Hands are washed before and after eating, and tables are cleaned after food. Learners with food allergies do not eat food when its ingredients are unknown.

Activities and materials

The Allergy Lead risk-assesses any activity involving food, science experiments, craft or art materials (including latex and nuts), sensory activities and animals.

Group sessions and events

The tutor checks the Allergy Register before any group session or event, and food is not part of a group activity unless it has been risk-assessed. Visitors or guests who bring food or activities must follow this policy.

Medication

Prescribed medication

For in-person sessions, learners at risk of anaphylaxis must bring:

- Their own in-date prescribed AAI (two, if prescribed), labelled with their name
- Any other prescribed allergy medication, such as antihistamines
- An up-to-date action plan

Coast Tuition hold spare AAIs. If a learner at risk of anaphylaxis arrives without their AAI, the Director or Allergy Lead will decide whether the session can go ahead and will contact the parent/carer. Parents/carers of children under 18 are responsible for checking expiry dates and replacing medication.

Giving medication

In a life-threatening emergency, anyone may give a person's own prescribed adrenaline. Staff give other medicines only with written permission from a parent/carer (or the adult learner) and clear instructions from a healthcare professional.

Storage of medication

- Medication is kept with the learner, or in an agreed place that everyone in the session knows.
- It is never locked away during a session.
- It is kept at room temperature, away from direct heat and sunlight.
- It goes with the learner on any trip or activity.
- All staff know where a learner's emergency medication is kept.

Coast Tuition will store their own epi pens in a secure box, readily available for staff to access.

Recognition of allergic reactions

Mild to moderate symptoms

May include itching, rash, hives, swelling of lips or face, tummy pain, nausea or vomiting. The tutor stays with the learner, tells the parent/carer or emergency contact, and follows the learner's action plan. Watch closely for any change.

Severe symptoms (anaphylaxis)

Signs may be Airway (swollen tongue or throat, difficulty swallowing, hoarse voice), Breathing (difficulty breathing, wheezing, persistent cough) or Circulation (dizziness, feeling faint, pale or floppy, collapse, loss of consciousness). Symptoms can develop within minutes, and a reaction can be severe even if it starts with mild signs.

Emergency response procedure

Suspected anaphylaxis in person

1. Use the learner's AAI immediately, following the device instructions. Note the time.
2. Call 999 and say "anaphylaxis", giving the learner's age and our address. Send someone to meet the ambulance.
3. Lie the learner flat with legs raised. If they are struggling to breathe, let them sit up. Do not let them stand or walk.
4. If there is no improvement after 5 minutes, give a second AAI if one is available.
5. Stay with the learner and monitor their airway, breathing and circulation.
6. Contact the parent/carer or emergency contact.
7. Give the ambulance crew the used device and the time it was given. Someone goes to hospital with the learner if the parent/carer is not present.

Suspected anaphylaxis during an online session

1. Tell the learner (and the adult with them) to use their AAI immediately.
2. Call 999 or make sure an adult does. If the learner is alone or cannot call, the tutor calls 999 with the address held on the Allergy Register.
3. Stay on the call and keep the learner in view until help arrives, if it is safe to do so.
4. Contact the emergency contact, then tell the Allergy Lead and Director.

Important principle

If in doubt, use adrenaline and call 999. Delay in giving adrenaline increases risk and using it when it turns out not to be needed is far safer than waiting.

[Trips and activities away from our premises](#)

No learner is excluded from a trip or activity solely because of an allergy. Risk assessments cover food arrangements, access to medication, emergency services, staff training and travel. At least one trained adult is responsible for allergy management on every trip, and the learner's medication and plan go with them.

Coast Tuition staff will carry 2 Epi pens on every visit/ trip.

[Training](#)

All staff receive allergy training every year in line with Benedict's Law 2026, covering allergy awareness, recognising allergic reactions and anaphylaxis, using AAI's, emergency procedures (in person and online), prevention, and IHPs. Additional practical training is given to the Allergy Lead and their deputy. New staff are trained before they teach. Training records are kept.

[Communication](#)

Coast Tuition communicates with parents/carers, learners, staff and any external activity providers about allergies as needed. Information is shared only with people who need it, in line with UK GDPR and our safeguarding procedures.

[Incident reporting](#)

All allergy incidents, including near misses, are recorded. Reports include:

- Date and time
- Circumstances and what triggered the reaction
- Actions taken and medication given
- Outcome
- Lessons learned and any changes to plans or procedures

The Allergy Lead reviews every incident, tells the Director, and informs the parent/carer. Serious incidents are reported to our insurer where required.

[Monitoring and audit](#)

The Director and Allergy Lead carry out an annual allergy audit covering staff training completion, Allergy Register accuracy, IHP reviews, incident trends and compliance with this policy.

[This policy will be reviewed annually.](#)