



# Wellington College

## Document Control

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|-------------------------|--------------------------------------------------|
| Title of Policy:        | <b>Allergy and Anaphylaxis Management Policy</b> |
| Policy/Procedure Owner: | Health Centre Manager                            |
| Date Last Reviewed:     | August 2026                                      |
| Date of Next Review:    | August 2027                                      |
| Ratified by Governors:  | n/a                                              |

## **Statement of Commitment**

Wellington College is committed to providing a safe, inclusive and supportive environment for all pupils with allergies, intolerances, and anaphylaxis. The College recognises that allergy is a medical condition and that anaphylaxis is a severe, potentially life-threatening allergic reaction requiring immediate treatment. The College seeks to minimise risk whilst enabling pupils to participate fully and confidently in academic, boarding, sporting, social and co-curricular activities. The College recognises that allergies and anaphylaxis are a College wide responsibility, and not solely the responsibility of the Catering department and Health Centre.

The College will comply with:

- Children and Families Act 2014
- Equality Act 2010
- Supporting Pupils at School with Medical Conditions (Department for Education)
- Benedict's Law
- Human Medicines (Amendment) Regulations 2017
- NICE Guidance on Anaphylaxis
- Recommendations from The Allergy Team independent review June 2026

The College recognises that, as a co-educational boarding school, it is neither practical nor desirable to attempt to eliminate all allergens from the environment. Instead, the College adopts a comprehensive risk management approach focused on education, awareness, reasonable adjustments, prevention, preparedness and rapid emergency response.

### **1. Aims**

This policy aims to:

- Support pupils with allergies and anaphylaxis to participate fully in school life.
- Reduce the risk of exposure to known allergens.
- Ensure effective communication between pupils, parents and staff.
- Promote understanding and awareness across the College community.
- Ensure rapid recognition and treatment of allergic reactions.
- Maintain robust emergency arrangements.
- Equip staff with confidence and competence to respond appropriately.
- Encourage increasing pupil independence and self-management where appropriate.

### **2. Scope**

This policy applies to:

- All pupils
- Academic staff
- Boarding staff
- Health Centre staff

- Catering staff
- Sports staff
- Security staff
- Volunteers
- Contractors
- Visitors involved in pupil activities

The policy applies during:

- The school day
- Boarding time
- Trips and visits
- Sports fixtures
- Residential visits
- Overseas travel
- Off-site educational activities

### **3. Definitions**

#### **Allergy**

An allergy is an immune system response to a normally harmless substance (allergen).

#### **Food Intolerance**

A food intolerance occurs when a person has difficulty digesting certain foods, causing unpleasant symptoms without involving the immune system.

#### **Anaphylaxis**

Anaphylaxis is a severe, life-threatening allergic reaction that affects multiple organ systems characterised by rapidly developing airway, breathing and/or circulatory problems, usually associated with skin changes/rashes.

#### **AAI**

Adrenaline Auto Injector (e.g. Epipen, Jext pen)

#### **EurNEFFY or NEFFY**

Device to deliver adrenaline via a nasal spray instead of an injection – not yet widely used in the UK but staff need to be aware how to recognise and use this device.

#### **IHCP or IHP**

Individual Health Care Plan.

#### **Common Allergens**

UK and EU food law identifies 14 food allergens. These are:

- Celery
- Peanuts
- Tree nuts
- Milk
- Eggs
- Lupin
- Fish
- Crustaceans Shellfish
- Mollusks
- Mustard

- Sesame
- Soya
- Wheat and gluten-containing cereals
- Sulphur dioxide and sulphites

However, it is possible to have an allergic reaction to any food, and all should be taken seriously.

Non-food allergens may include:

- Insect stings
- Latex
- Medication
- Environmental allergens
- Exercise-induced anaphylaxis may occur independently or in combination with food or medication triggers.

## **4. Roles and Responsibilities**

### **Governors**

Named Governor for allergies is responsible for:

- Ensuring appropriate policies are in place.
- Monitoring compliance with statutory responsibilities.
- Receiving reports relating to significant incidents and policy reviews.

### **Headmaster**

The Headmaster has overall responsibility for implementation of this policy.

### **ELT**

At Wellington College, the Deputy Head (Pastoral) is the named ELT lead and is responsible for:

- Policy Oversight
- Oversight of Compliance
- Oversight of communication and protocols
- Oversight of Incident Management
- Cross-Staff Coordination: Make sure allergy safety is embedded across all teams

### **Named Lead Allergy Nurse / Health Centre Manager**

**Responsible for:**

- Clinical oversight of allergy management.
- Maintaining allergy and AAI registers where the correct information has been made available
- Coordinating Individual Healthcare Plans (IHPs).
- Delivering practical aspects of training, for example, training on adrenaline devices
- Ensuring emergency medication systems remain effective.
- Reviewing incidents and lessons learned.

## **Boarding Staff**

Responsible for:

- Maintaining awareness of pupils with allergies.
- Ensuring emergency medication remains accessible.
- Implementation of Individual Healthcare Plans.
- Carrying out medication checks in Boarding Houses.
- Reminding and spot checking that pupils have two adrenaline devices on them at all times.

## **Catering Department**

Responsible for:

- Allergen management procedures.
- Staff allergen training.
- Provision of allergen information.
- Safe preparation and service of food.
- Supporting pupils requiring specialist diets.

## **All Staff**

All staff are responsible for:

- Understanding this policy.
- Knowing how to obtain emergency help.
- Recognising signs of allergic reactions.
- Taking immediate action in an emergency, including the administration of an adrenaline device (AAI or Neffy)
- Attending and completing statutory training annually.

## **Parents**

Parents are responsible for:

- Informing the College of allergies and medical conditions.
- Providing accurate and up-to-date information relating to allergies and medical conditions.
- Supplying prescribed medication where their child is not registered with the College GP
- Ensuring that day pupils who travel to and from College daily, have two adrenaline devices on them at all times in case of emergency
- Replacing expired medication promptly.
- Supporting the College in the implementation of this policy by ensuring that their child understands and appropriately manages their allergy, recognises the risks associated with anaphylaxis, and carries two prescribed adrenaline auto-injectors at all times where required in line their Individual Healthcare Plan and emergency treatment arrangements.

## **Pupils**

**Pupils are expected to:**

- Take responsibility for managing their medical condition in a manner appropriate to their age, maturity, and level of understanding.

- Carry two prescribed adrenaline devices at all times where this has been advised by their healthcare professional or agreed in their Individual Healthcare Plan.
- Take reasonable steps to avoid known allergens and follow strategies agreed to help minimise the risk of allergic reactions.
- Recognise potential symptoms of an allergic reaction and seek help immediately if symptoms occur.
- Through education given by the College, demonstrate consideration and awareness of the needs of pupils with allergies, supporting a safe and inclusive environment by taking reasonable measures to minimise the presence and spread of allergens in shared and communal areas, including Boarding Houses.

## **5. Identification and Assessment**

Pupils with allergies are identified through:

- Admissions medical information.
- Parent disclosure.
- Pupil self-identification and presentation to the allergy champions in the dining hall and V&A.
- Healthcare professional communication.
- Ongoing medical review.
- Annual medical updates of IHCP and Allergy Action Plans.

The College maintains:

- A register of pupils with allergies and intolerances.
- A register of adrenaline auto-injector holders.
- Alerts on ISAMS.

New pupils with allergies are invited to attend a nurse-led allergy review clinic on joining the College and annually thereafter or sooner if there has been a change in the pupil's symptoms, triggers or care plan.

## **6. Individual Healthcare Plans (IHCPs)**

All pupils with an allergy that has an impact on their day-to-day life, and those prescribed adrenaline auto-injectors shall have an Individual Healthcare Plan. Plans will include:

- Diagnosis and allergens.
- Known triggers.
- Signs and symptoms.
- Prescribed medication.
- Emergency treatment instructions.
- Storage arrangements.
- Participation in sport and educational visits.
- Emergency contacts.
- How the allergy affects their daily activities.

Healthcare Plans will be reviewed:

- Annually.
- Following any allergic reaction.
- Following a change in treatment.

Copies will be shared with the pupil, parents, House staff, and Sodexo and will be available centrally on the iSams system for all staff to access when required.

## **7. Prevention and Risk Reduction**

### **Security**

Security staff will ensure that:

- Anaphylaxis is considered a potential cause of any medical emergency they are called to attend.
- They respond to all medical emergencies by carrying emergency first aid equipment, an emergency salbutamol inhaler, and emergency adrenaline auto-injectors (AAIs), ensuring that suspected or confirmed anaphylaxis can be treated immediately. Prompt administration of adrenaline is essential, and delays can significantly increase the risk of serious harm or death.
- They provide immediate support to staff managing an anaphylactic reaction, ensure Health Centre staff are alerted without delay, and assist emergency services by directing the 999-ambulance crew to the exact location of the incident.

### **Catering Arrangements**

The College Catering provider is Sodexo. Sodexo follow their company policies and procedures which include:

- Use of authorised food suppliers.
- Conducts allergen training for staff.
- Operates allergen management procedures.
- Provides access to allergen information.
- Provides a special diets service.
- Conducts induction sessions for pupils with allergies.

Sodexo aims not to use nuts as an ingredient in food prepared on site. However, due to external manufacturing processes, the absence of nut traces cannot be guaranteed.

### **Boarding and Day Houses**

- Staff and pupils must be aware of those with allergies and take the necessary precautions to reduce risk and minimise the exposure to known allergens. Where appropriate, pupils and staff should use separate appliances e.g. specific toasters for gluten-free bread.
- Pupils may keep nut-containing products in their own rooms where permitted by the HM, unless sharing a bedroom with a person who is known to be allergic.
- Allergen awareness information is displayed in Boarding Houses.
- Emergency medication is maintained and checked regularly by staff.

- House staff to remind pupils who have adrenaline devices to carry these with them at call over points in the day.
- HM or duty House Staff must be informed if any pupil is ordering a takeaway so that staff can ensure pupils have considered allergies and food intolerances before ordering and consuming takeaway food. See Take Away policy.
- If any staff member becomes aware of an allergy, intolerance or dietary requirement not listed on iSAMs, they must inform the Health Centre team immediately so that this can be confirmed with the pupil and parents, and the list updated with the new information shared.

### **Curriculum Activities**

The Health & Safety department will ensure that risk assessments will be undertaken where allergen exposure may occur, including:

- Food technology/preparation of food in Boarding or Day Houses
- Science practicals
- Art activities
- Outdoor education

### **Sport**

Sport staff are responsible for ensuring:

- They are aware of pupils with allergies in the lesson, training session, or matches on or off the Wellington Site, have access to their care plan and allergy action plan via iSAMs.
- Pupils prescribed adrenaline devices must have their two adrenaline devices accessible to them pitch/court side.
- Pupils are not allowed to leave the Wellington Site for sport fixtures without two adrenaline devices accessible to them. These should be their own prescribed and appropriately labelled adrenaline devices.
- They are aware of exercise-induced anaphylaxis and ensure emergency medication is readily accessible during activities.
- Pupils with allergies, food intolerances and dietary requirements have access to safe meals and snacks when attending matches/tournaments off site.

### **Educational Visits and Overseas Travel**

Before visits, day trips, and residential trips, it is the responsibility of the trip leader to ensure

- Medical information is reviewed.
- Trip/Visit risk assessments completed and approved on EVOLVE.
- Completed medical risk assessment with a member of staff from the Health Centre prior to trip/visit.
- They are aware of and have access to pupils' IHCP and Allergy Action

### **Plan**

- Emergency medication arrangements confirmed.
- They ensure the pupil has the required medication with them before departure from Wellington Site.
- Appropriate dietary requirements communicated.
- Booked and collected First Aid bag
- They have completed allergy and anaphylaxis training within the last year and are confident with the administration of adrenaline devices.
- Staff accompanying trips or offsite activities are fully briefed with pupils' allergies, food intolerances and other medical conditions, and aware of what action to take in the event of an emergency.
- Pupils with allergies, food intolerances and dietary requirements have access to safe

meals and snacks throughout the trip and at the venue.

For pupils prescribed AAls:

- Two AAls should accompany the visit.
- Relevant healthcare information should be accessible to staff.
- Emergency procedures must be understood by trip leaders.

## **Events**

In-House College events are arranged and managed by Wellington College's events team. The events team needs to ensure that:

- They have access to pupils' allergies, intolerances and dietary requirements using the Health Centre as the central point of contact.
- If they come across new allergies not currently listed, they contact the Health Centre and Sodexo immediately so that this can be investigated and lists updated to reflect the new information shared.

## **8. Medication and Emergency Equipment**

The College encourages pupils at risk of anaphylaxis to carry their prescribed adrenaline auto-injector(s) at all times. In line with best practice and recommendations from The Allergy Team independent inspection June 2026, pupils should carry two adrenaline devices with them at all times. The rationale for this is that delayed treatment for anaphylaxis can be fatal, access to two adrenaline devices reduces the response time to an emergency, allows for at least one dose of adrenaline to be given in the event of a misfire, broken or faulty device, allow for a second dose of adrenaline to be given if needed after 5 minutes without delay whilst waiting for an ambulance to arrive.

### **Named Medication**

Parents of day pupils must provide any prescribed medication required by their child. Where a boarding pupil does not have a UK-based specialist leading their care and the Health Centre is unable to source prescriptions on the pupil's behalf, responsibility for providing prescribed medication also rests with the parent. Any medication supplied by parents must be dispensed by a registered pharmacy, appropriately labelled in English, and within its expiry date. The Health Centre team will ensure that boarding pupils registered with the College GP have their medication prescribed. The House staff are responsible for alerting the Health Centre to any expired or expiring medication so that new prescriptions can be requested and medication supplied.

### **Emergency Medication**

Under current legislation, Wellington College maintains emergency generic adrenaline auto injectors for use in an emergency where appropriate.

Emergency AAls are located in:

- Health Centre
- Dining Hall
- V&A
- Wellington Gym
- Security (Porter's Lodge)
- 6<sup>th</sup> Form Centre Café
- From September 2026, each Boarding/Day House has access to two emergency adrenaline devices.

All emergency medication locations must:

- Be clearly identified.
- Remain accessible, not locked away
- Be subject to expiry-date monitoring by the department/House holding the

- emergency medication
- Contain emergency guidance.

## **9. Recognition of Allergic actions**

### **Mild to Moderate Reactions**

Symptoms may include:

- Itching including itching or tingling in mouth
- Rash
- Hives
- Local swelling
- Stomach discomfort
- Nausea or vomiting

Mild to moderate symptoms can be treated with oral antihistamine. If the pupil has an IHCP, follow their care plan and Allergy Action plan. Mild-moderate reactions can develop and become anaphylaxis, so it is essential that the pupil who has required a dose of antihistamine is observed. Complete an incident form and contact the Health Centre for further assessment.

### **Severe Allergic Reaction (Anaphylaxis)**

Symptoms may include:

- Swelling of tongue or throat
- Difficulty breathing
- Difficulty swallowing
- Wheezing
- Difficulty speaking
- Sudden weakness
- Collapse
- Altered consciousness
- Significant circulatory compromise
- Respiratory arrest leading to cardiac arrest.

An individual may experience some or all of these symptoms. They can appear in any order.

## **10. Emergency Response to Anaphylaxis**

If anaphylaxis is suspected:

1. Administer adrenaline immediately. Treat the person where they are; Do NOT make them stand or walk. Send for help – 1) Security and 2) Health Centre
2. If you are alone, call security, state your location, that you suspect anaphylaxis and need the emergency AAls. Administer AAI as soon as device is available.
3. Call 999 and state "Anaphylaxis".
4. Contact Security if not already done so to inform them that an ambulance has been called and your location.
5. Contact the Health Centre.
6. Lay the person flat where possible.
7. Monitor airway, breathing and circulation. If breathing is absent or not effective, commence CPR.
8. Administer a second AAI after 5 minutes if symptoms persist or worsen.
9. Do not leave the person alone. Re-dial 999 if ambulance has not arrived after administering second dose of adrenaline.
10. Ensure transfer to hospital.
11. Complete the College incident form detailing what happened and actions taken.

All pupils who receive adrenaline must be assessed in hospital following the incident, even if

they feel well. A detailed Anaphylaxis Emergency Algorithm shall be available throughout the College and in all emergency medication locations.

## **11.Training**

### **Annual Online Training**

The College provides allergy and anaphylaxis training appropriate to all staff. Training includes:

- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Administration of AAls.
- Emergency procedures.
- Use of generic AAls.
- Individual Healthcare Plans.

The Health & Safety Department are responsible for providing and auditing the completion of annual online training to all College staff. The Health Centre team will provide opportunities for practical, in-person training regarding the recognition and treatment of minor-moderate allergies and anaphylaxis, including the administration of adrenaline devices for:

- Housemasters/Housemistresses
- Deputy/Assistant House Staff
- Matrons
- Housekeepers allocated to a Boarding or Day House
- Security staff
- Sports staff
- Teaching staff

### **Practical Training Sessions**

Practical training sessions must be undertaken annually. Training records shall be maintained. Any staff member not present for training arranged for their House or department will be responsible for ensuring they attend a practical session and will be expected to contact the Health Centre to arrange this themselves. Heads of departments and line managers are responsible for ensuring their staff complete the statutory online and practical training annually.

### **Anaphylaxis Drill**

Wellington College will perform a minimum of one anaphylaxis drill per academic year. This will be coordinated by the Health Centre, Pastoral and Health & Safety/Operations teams and recorded centrally by Health & Safety under compliance.

## **12. Recording, Reporting and Learning**

Following an allergic reaction:

- The incident will be documented.
- An investigation, where required, will be conducted by an appropriate member of staff.
- Parents will be informed.
- Medical records updated.
- Risk assessments reviewed.
- Medication replaced where required.
- A debrief will be conducted following serious incidents.

The College will use incidents as opportunities for learning and continuous improvement.

## **13. Equality, Inclusion and Safeguarding**

Wellington College recognises in rare cases where severe allergies or recurrent anaphylaxis impacts or restricts a pupil's ability to perform their normal day to day

activities, they meet the definition of a disability or being classed as disabled within the meaning of the Equality Act 2010 and will make reasonable adjustments where required.

No pupil should be excluded from activities solely because of an allergy where safe arrangements can be implemented.

The College will:

- Promote independence.
- Respect dignity and confidentiality.
- Support participation in all aspects of College life.
- Ensure safeguarding considerations are addressed when managing medical conditions.

#### **14. Monitoring and Review**

This policy shall be reviewed:

- Termly whilst embedding aspects of Benedict's Law
- Following any significant allergy-related incident.
- Following publication of new guidance or legislation.

The Lead Nurse and Health Centre Manager will coordinate the review process in consultation with Pastoral, Health & Safety and Catering teams.