

# Allergy Awareness Policy

March 2026



Pride  
Passion  
Partnership  
Professionalism  
Positivity

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# Allergy Awareness Policy

## 1. Purpose

This policy aims to create a safe and inclusive environment for individuals with allergies—particularly those at risk of severe allergic reactions. It outlines responsibilities, prevention strategies, and response procedures to reduce exposure to allergens and ensure timely action in an emergency.

## 2. Scope

This policy applies to all staff, volunteers, visitors, and participants within the organisation's premises or during any organised activities.

## 3. Key Principles

- Promote awareness and understanding of allergies.
- Reduce the risk of accidental exposure to known allergens.
- Ensure staff and participants know how to recognise and respond to allergic reactions.
- Support individuals in managing their allergies safely and confidently.

## 4. Responsibilities

### 4.1 Organisation

- Maintain an up-to-date record of individuals with known allergies.
- Provide training for staff on recognising allergic reactions and using emergency medication (e.g., adrenaline auto-injectors).
- Display clear signage where allergen risks may be present.
- Ensure first aid kits include appropriate equipment and that emergency medication is easily accessible.

### 4.2 Staff and Volunteers

- Follow all prevention and hygiene procedures.
- Be aware of individuals with allergies and their specific triggers.
- Respond promptly and appropriately to signs of an allergic reaction.
- Report any incidents or near misses to management.

### 4.3 Individuals and Families (if applicable)

- Provide accurate and up-to-date medical information.
- Supply necessary medication (e.g., EpiPens) and ensure it is in date.
- Communicate any changes in allergy status or treatment plans.

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## 5. Allergen Management and Prevention

### 5.1 Identification of Allergens

Common allergens include:

- Peanuts and tree nuts
- Milk, eggs, wheat, soy
- Fish and shellfish
- Latex
- Insect stings
- Kiwi
- Certain medications

The organisation will maintain a list of allergens relevant to its environment.

### 5.2 Food Safety Measures

- Avoid bringing high-risk allergens onto the premises where possible.
- Clearly label all food provided by the organisation.
- Encourage participants to avoid sharing food, drinks, or utensils.
- Maintain strict cleaning routines for food preparation and eating areas.

### 5.3 Environmental Controls

- Use allergen-safe cleaning products where required.
- Ensure handwashing facilities are available and used regularly.
- Reduce exposure to non-food allergens (e.g., latex gloves replaced with non-latex alternatives).

## 6. Recognising an Allergic Reaction

Staff should be familiar with common symptoms, which may include:

- Hives, rash, or swelling
- Difficulty breathing or swallowing
- Wheezing or coughing
- Dizziness or fainting
- Abdominal pain, vomiting, or diarrhoea
- Sudden anxiety or sense of impending doom

Any suspected reaction must be treated seriously.

## 7. Emergency Response Procedure

1. **Administer prescribed medication immediately** (e.g., adrenaline auto-injector) if symptoms indicate anaphylaxis.
2. **Call emergency services** without delay.

3. **Stay with the individual**, monitor their breathing, and keep them lying down unless they are struggling to breathe.
4. **Administer a second dose** of adrenaline if symptoms do not improve after 5 minutes and a second auto-injector is available.
5. **Inform family or emergency contacts** as soon as possible.
6. **Record the incident** and review procedures to prevent future occurrences.

## 8. Training and Awareness

- Staff will receive regular training on allergy awareness and emergency response.
- Awareness materials will be displayed in relevant areas.
- Annual policy reviews will ensure information remains accurate and effective.

## 9. Policy Review

This policy will be reviewed annually or sooner if:

- New medical guidance is issued
- An incident occurs
- The organisation's activities or environment change

**Policy Owner and Contact Details**

Amanda Fewkes

Next Review Date: March 2027