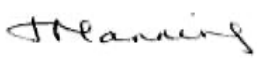
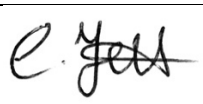
Allergy Policy

Policy Ref: TMP98v2

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		Oct 2026
	Caroline Fell	Director of Learner Support		Oct 2026
Approved by	Martin Heaton	CEO		Oct 2026

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**

Allergy Policy

Policy Ref: TMP98v2

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2026	Initial issue	JM/CF
v2	Oct 2026	Revised, following new guidance issued in Sep 2026	JM/CF

Board of Governors Approval History

Version	Approved by	Signature	Date

Date of Next Policy Review: July 2027

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Purpose

TMP College is committed to providing a safe, inclusive and supportive environment for all students, including those living with allergies.

Allergic reactions can range from mild symptoms to a severe, potentially life-threatening reaction known as anaphylaxis. The College recognises its responsibility to take reasonable and appropriate steps to reduce the risk of students being exposed to known allergens and to ensure that staff are prepared to respond appropriately to an allergic reaction.

This policy sets out the College's arrangements for identifying, managing and responding to allergies and anaphylaxis. It is designed for a further education/post-16 college environment and should be read alongside the College's other relevant policies and individual student healthcare arrangements.

Scope

This policy applies to:

- All students attending TMP College.
- All College staff, including teaching, support, administrative, catering, cleaning, premises, temporary, agency and supply staff.
- Contractors and visitors where relevant to their activities on College premises.
- College activities taking place away from the College site, including trips, visits, work placements, residential activities and other off-site learning.
- Food and catering arrangements operated by or on behalf of the College.

Where a student is under 18, parents/carers will be involved as appropriate. Where a student is aged 18 or over, the College will normally work directly with the student, subject to consent, capacity and any agreed support arrangements.

Policy Objectives

The objectives of this policy are to:

- Identify students with known allergies as early as possible.
- Ensure relevant allergy information is recorded accurately and kept up to date.
- Identify students who require an Individual Healthcare Plan (IHP), Allergy Action Plan or other appropriate healthcare arrangement.
- Reduce the risk of accidental exposure to known allergens.

- Ensure prescribed emergency medication is available, accessible and managed appropriately.
- Where the College holds spare adrenaline auto-injectors (AAIs), ensure they are managed safely and can be accessed promptly in an emergency.
- Ensure relevant staff receive appropriate allergy awareness and emergency response training.
- Ensure staff know what action to take if a student experiences an allergic reaction or suspected anaphylaxis.
- Support students to develop appropriate independence and self-management skills.
- Promote the emotional wellbeing, equality and inclusion of students with allergies.
- Ensure students can participate safely in education, practical activities, trips and work-related learning.
- Record, review and learn from allergic reactions, medication errors, incidents and near misses.

Legal and Guidance Framework

This policy will have regard to all legislation and guidance applicable to the College, including, where relevant:

- Health and Safety at Work etc. Act 1974.
- Equality Act 2010.
- Food Safety Act 1990 and applicable food safety and hygiene regulations.
- Food Information Regulations 2014 and the applicable requirements for allergen information.
- The Food Information (Amendment) (England) Regulations 2019, commonly referred to as Natasha's Law, where applicable to food supplied by the College or its catering arrangements.
- Department for Education, Allergy safety in schools statutory guidance (2026). This guidance is statutory for specified school settings but is identified by the Department for Education as potentially useful for FE colleges and other post-16 institutions. TMP College uses the relevant principles as a good-practice framework for allergy safety.
- Current NHS and Medicines and Healthcare products Regulatory Agency (MHRA) advice relating to anaphylaxis and adrenaline auto-injectors.
- Any other current guidance, regulations, contractual requirements or funding/inspection requirements applicable to TMP College.

This policy will be implemented in conjunction with:

- Health and Safety Policy.
- Whole College Food Policy.
- Administering Medication Policy.
- First Aid Policy.

- Educational Visits and College Trips Policy.
- Equality, Diversity and Inclusion Policy.
- Animals in College Policy.
- Allergen and Anaphylaxis Risk Assessment.
- Relevant student Individual Healthcare Plans and Allergy Action Plans.

Allergies and Anaphylaxis

Common symptoms of an allergic reaction

Possible symptoms include:

- Hives.
- Generalised flushing of the skin.
- Itching or tingling of the skin.
- Tingling in or around the mouth.
- Swelling of the throat, mouth or face.
- Wheezing.
- Abdominal pain.
- Anxiety or a sudden feeling of distress.
- Nausea and vomiting.
- Changes in heart rate.
- Feeling weak, dizzy or faint.

Anaphylaxis

Anaphylaxis is a sudden, severe and potentially life-threatening allergic reaction and requires immediate emergency treatment.

Possible signs include:

- Persistent cough.
- Throat tightness.
- A change in voice, such as hoarseness or croakiness.
- Wheeze.
- Difficulty swallowing.
- Swollen tongue.
- Difficulty or noisy breathing.
- Chest tightness.
- Feeling dizzy or faint.
- Becoming unusually sleepy, unconscious or collapsing.

Anaphylaxis may develop rapidly and symptoms may not all be present. Staff should not wait for every symptom to appear before taking action where anaphylaxis is suspected.

The 14 Regulated Food Allergens

The College recognises the 14 regulated food allergens:

1. Cereals containing gluten, including wheat, rye, barley and oats where applicable.
2. Crustaceans, such as crabs, prawns and lobsters.
3. Eggs.
4. Fish.
5. Peanuts.
6. Soybeans.
7. Milk.
8. Nuts, including almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios and macadamia nuts.
9. Celery.
10. Mustard.
11. Sesame.
12. Sulphur dioxide and sulphites at the applicable regulated threshold.
13. Lupin.
14. Molluscs, such as mussels, oysters, squid and snails.

Food information must be managed in accordance with the applicable legal requirements. Staff must not rely on assumptions about whether a food is safe.

Identification and Recording of Allergies

At enrolment, induction and whenever relevant information changes, students and/or parents/carers where appropriate should provide information about known allergies.

Where appropriate, the College will record:

- Student name and date of birth.
- Known allergen(s).
- Type and severity of allergy, where known.
- Known symptoms and previous reactions.
- Prescribed emergency medication.
- Where prescribed medication is stored.
- Whether the student has an MCP, Allergy Action Plan or other relevant healthcare plan.
- Relevant medical advice or written instructions.
- Emergency contact details.
- Any reasonable adjustments or additional support required.
- Any agreed self-management arrangements, including whether the student is able to carry and self-administer medication.

Students, parents/carers and relevant healthcare professionals should inform the College of changes to allergy, medication or treatment arrangements.

Allergy information is confidential personal information and must only be shared with staff who need the information to safely support the student. Information must be communicated in a proportionate and accessible way to relevant staff, including temporary or agency staff where necessary.

Medical Care Plans and Allergy Action Plans

Not every student with an allergy will require an IHP. The College will identify, in discussion with the student and, where appropriate, their parent/carer and relevant healthcare professionals, whether an IHP, Allergy Action Plan or other documented healthcare arrangement is required.

Where an individual plan is required, it should set out, as appropriate:

- The student's allergy/allergen(s).
- Previous reaction history and known symptoms.
- Known triggers and relevant risk-reduction measures.
- Prescribed medication and instructions for use.
- Whether the student carries their own AAI(s).
- Where medication is stored.
- Whether the student can self-administer.
- When staff should assist or administer medication.
- Emergency response instructions.
- Emergency contact details.
- Reasonable adjustments and participation arrangements.
- Arrangements for trips, work placements and off-site activities.
- Review arrangements.

Plans should be reviewed when there is a significant change in the student's medical needs, following a significant reaction or incident, and at least annually where the College has an ongoing healthcare plan.

Key Policy Requirements

The College will:

- Maintain a named senior lead with responsibility for allergy safety and policy implementation.
- Maintain appropriate records of students with allergies and their healthcare arrangements.
- Ensure relevant staff receive allergy awareness and emergency response training.
- Ensure prescribed emergency medication is available and accessible in accordance with the student's healthcare arrangements and the College's medication procedures.

- Where the College holds spare AAIs, maintain a clear written protocol for their procurement, storage, checking, use, recording, replacement and disposal.
- Review allergy safety arrangements at least annually and following significant incidents or changes in relevant guidance.
- Consider allergy risks in food provision, practical activities, trips, events, work placements and other relevant activities.
- Promote student independence and self-management while ensuring appropriate support is available.

Reducing Risk

The College will take reasonable and proportionate steps to reduce the risk of students being exposed to known allergens.

Measures may include:

- Making relevant staff aware of students' known allergies and emergency arrangements.
- Maintaining accurate allergy and medication records.
- Considering allergens when planning practical lessons, cooking, catering, science, vocational activities, enrichment and events.
- Ensuring food ingredients and allergen information are appropriately checked and communicated.
- Taking account of allergies when providing, purchasing or distributing food.
- Considering risks associated with food brought into college.
- Maintaining appropriate hygiene and cleaning procedures.
- Considering cross-contamination and cross-contact risks where food is prepared, stored, transported or handled.
- Considering the risks of shared equipment, utensils and work surfaces.
- Ensuring relevant allergy information and medication accompany students where required during off-site activities.
- Considering reasonable adjustments needed to enable safe participation.

The College cannot guarantee an allergen-free environment. The focus will therefore be on appropriate risk assessment, awareness, prevention, communication and emergency preparedness.

Food and Catering

Where food is provided or prepared by the College or on its behalf, appropriate procedures must be followed to identify and manage allergens.

Staff involved in preparing, serving or supervising food must:

- Follow the College's food and allergen procedures.
- Know how to access current ingredient and allergen information.

- Never guess whether a food contains an allergen.
- Confirm ingredients where there is uncertainty.
- Prevent food containing a student's known allergen being provided to that student.
- Consider cross-contact during preparation and service.
- Follow agreed cleaning, storage and utensil controls.
- Report changes in ingredients, recipes or suppliers that could affect allergen information.
- Ensure allergen information remains accurate when menus or products change.

Where the College produces prepacked for direct sale (PPDS) food, the College/catering provider will comply with applicable labelling requirements, including the requirement for the food name and a full ingredients list with regulated allergens emphasised.

Where food is not PPDS, the College will provide allergen information in accordance with the applicable legal requirements.

Food brought into college by students, staff or others must be considered within the College's risk assessment and event arrangements. Students should not share or exchange food where this could create an allergy risk.

Emergency Medication

Prescribed emergency medication, including adrenaline auto-injectors (AAIs), must be available and accessible in accordance with the student's healthcare/allergy plan and the College's Administering Medication Policy.

Students who are able to safely carry and self-administer their prescribed medication should be supported to do so where this is consistent with their healthcare arrangements and the College's procedures.

Prescribed medication should be accompanied by appropriate instructions and must be checked and managed in accordance with the College's medication procedures.

Emergency medication must accompany students during relevant off-site activities.

The College's designated medication/first aid locations are:

- Caroline Street, Wigan – Medication/ First aid room
- Pemberton – Reception
- Swan Meadow – SM3 office

The College will ensure that relevant staff know:

- Which students have emergency medication.
- Where the medication is stored.
- How to access it.
- How to follow the student's Allergy Action Plan/IHP.
- Who is authorised/trained to administer medication.

Spare Adrenaline and Auto-Injectors (AAIs)

Purpose

Where TMP College chooses to hold spare AAIs, they are emergency backup devices. They do not replace a student's own prescribed medication.

The College's arrangements for spare AAIs will be reviewed against current medicines guidance and the College's clinical/medicines governance arrangements.

Storage and accessibility

Spare AAIs must:

- Be stored in a safe, central and readily accessible location.
- Not be locked away or kept somewhere where access is unnecessarily restricted.
- Be stored at room temperature and in accordance with the manufacturer's instructions.
- Be protected from direct sunlight and extremes of temperature.
- Be clearly identifiable as emergency adrenaline devices.
- Be kept with or near the relevant emergency instructions and, where appropriate, a register of students known to be at risk of anaphylaxis.

Each site/building must have a clearly identified location for spare AAIs:

- Caroline Street, Wigan – Medication/ First aid room
- Pemberton – Reception
- Swan Meadow – SM3 office

Checking and maintenance

The Named Allergy/Medical Lead, or another named person, will ensure that:

- Spare AAIs are checked at least monthly.
- The devices are present, in date and undamaged.
- Expiry dates are recorded.
- Replacement devices are ordered in sufficient time before expiry.
- Any device that has been used, damaged, expired or otherwise becomes unsuitable is removed and replaced.
- Checks are recorded on the College's AAI/emergency medication log.

Who may use a spare AAI

A spare AAI should only be used by a staff member who has received the relevant training and is authorised/competent under College procedures, unless a different lawful arrangement applies.

The College will ensure that the written protocol and staff training clearly explain:

- When a spare AAI may be considered.

- How to identify suspected anaphylaxis.
- How to administer the device safely.
- How to call 999 and request an ambulance for suspected anaphylaxis.
- When a second dose may be required.
- How to record and report use.
- How to notify the student and, where appropriate, their parent/carer or emergency contact.

Circumstances for use

A spare AAI may be considered in an emergency where:

- Anaphylaxis is suspected; and
- The student's prescribed AAI is not immediately available, cannot be used, has misfired, is damaged or is otherwise unavailable; or
- The emergency circumstances otherwise meet the College's approved AAI protocol.

Where there is uncertainty, staff should follow the student's emergency plan and the College's emergency medicines protocol and seek emergency medical assistance without delay.

The College will not delay emergency treatment while attempting to establish whether a device is prescribed, where its approved emergency protocol permits use of a spare AAI.

After use

Whenever a spare AAI is used:

- 999 must be called for suspected anaphylaxis.
- The incident must be recorded in accordance with college procedures.
- The used device must be handed to ambulance clinicians where appropriate or disposed of safely in accordance with medicines and sharps-disposal arrangements.
- The College must arrange prompt replacement of the spare device.
- The student, and parent/carer or emergency contact where appropriate, must be informed.
- The incident must be reviewed to identify any lessons or changes required to the student's healthcare arrangements or College procedures.
- Any required reporting to external bodies or the College's insurer/risk management arrangements must be completed.

Recognising and Responding to Suspected Anaphylaxis

A suspected anaphylactic reaction is a medical emergency.

Staff should:

1. Recognise possible signs of anaphylaxis and act without delay.
2. Follow the student's Allergy Action Plan/IHP where available.
3. Administer the student's prescribed adrenaline auto-injector immediately where indicated and where the staff member is trained/authorised to do so.

4. If a spare AAI is held by the College and the circumstances meet the College's approved spare AAI protocol, use it without unnecessary delay.
5. Call 999 and state that anaphylaxis is suspected.
6. Keep the student with the responder and monitor their condition.
7. Follow the emergency service operator's instructions.
8. If symptoms have not improved after 5 minutes and a second AAI is available, administer the second device in accordance with the emergency plan/protocol and trained practice.
9. Do not allow the student to stand or walk unnecessarily.
10. If the student becomes unconscious and is not breathing normally, follow CPR/AED procedures and the emergency operator's instructions.
11. Ensure the ambulance service is told what medication has been given and when.

Emergency treatment must not be delayed while staff attempt to identify the exact allergen or obtain additional information.

Staff Training and Awareness

The College will provide appropriate allergy awareness and emergency response training.

Training should cover, as appropriate:

- What an allergy is and what anaphylaxis is.
- Common signs and symptoms.
- How to recognise suspected anaphylaxis.
- Preventative measures and allergen risk reduction.
- Relevant student healthcare arrangements.
- The use of prescribed AAIs.
- The College's spare AAI protocol, where spare devices are held.
- Emergency response and calling 999.
- Food allergen awareness and cross-contact risks for relevant staff.
- Reporting and learning from incidents and near misses.
- Confidentiality and appropriate handling of medical information.

Relevant staff will receive refresher training at intervals determined by the College's risk assessment, training arrangements and current guidance, with annual allergy awareness and emergency response training used as the College standard.

The College will maintain training records and monitor when refresher training is required.

All staff who may be expected to administer AAIs must receive practical training appropriate to their role.

Defibrillator training is managed under the College's First Aid/AED arrangements and is not part of this allergy policy.

Trips, Visits, Work Placements and Off-Site Activities

Students with allergies should be supported to participate in college trips, visits, work experience, placements, residential activities and other off-site learning wherever reasonably possible.

Before an activity, staff should consider:

- The student's allergy and known triggers.
- Availability and accessibility of emergency medication.
- Whether the student carries their own medication.
- Availability of appropriately trained staff.
- Food arrangements and allergen controls.
- Transport arrangements.
- Location and accessibility of emergency medical services.
- Risks associated with the activity or environment.
- The student's IHP/Allergy Action Plan.
- Any additional reasonable adjustments.
- Whether a spare AAI should accompany the activity, where the College holds one and the risk assessment/protocol supports this.

Emergency medication must accompany the student where required.

Relevant staff must know how to access the student's allergy information and emergency medication before the activity begins.

Incidents, Serious Reactions and Near Misses

Any allergic reaction, suspected anaphylactic reaction, medication error, use of a prescribed or spare AAI, significant exposure to a known allergen, or significant near miss must be reported in accordance with College procedures.

Following a significant incident, the College will:

- Ensure the student receives appropriate medical attention.
- Record the incident accurately and promptly.
- Notify the student and, where appropriate, their parent/carer/emergency contact.
- Review the student's healthcare arrangements.
- Review relevant risk assessments.
- Review whether staff training or communication was adequate.
- Consider food, environmental or activity-related contributing factors.
- Identify and implement lessons learned.
- Make any required external notifications.

Serious incidents and near misses will be used to identify opportunities to improve allergy safety and staff practice.

Roles and Responsibilities

Governing Board

- Ensuring appropriate policies, plans and procedures are in place to support students with allergies and those at risk of anaphylaxis.
- Ensuring the College's approach accounts for the needs of individual students.
- Ensuring appropriate resources are available for allergy safety, training and emergency preparedness.
- Monitoring the effectiveness of this policy.
- Ensuring the policy is reviewed at least annually.
- Ensuring lessons from significant incidents are considered.

Senior Leadership Team / Managers

- Developing, implementing and monitoring this policy and related policies.
- Ensuring students and, where appropriate, parents/carers are informed of their responsibilities in relation to allergies.
- Ensuring relevant risk assessments are completed and control measures implemented.
- Ensuring appropriate staff are trained in allergy awareness, anaphylaxis and AAI use.
- Ensuring catering staff are aware of relevant allergies and follow College food and hygiene procedures.
- Ensuring effective processes are in place for medical information to be regularly updated and communicated to relevant staff, including temporary and agency staff.
- Ensuring spare AAIs, where held, are managed in accordance with the College's approved protocol.
- Ensuring incidents and near misses are reviewed and lessons acted upon.

Named Allergy/Medical Lead

- Maintaining oversight of allergy information.
- Coordinating IHPs, Allergy Action Plans and other healthcare arrangements.
- Supporting staff training and allergy awareness.
- Ensuring relevant records are maintained.
- Coordinating checks of spare AAIs, where held.
- Coordinating reviews following allergic reactions, incidents or changes in medical needs.
- Liaising with relevant students, parents/carers and healthcare professionals as appropriate.
- Monitoring implementation of this policy.

All Staff Members

- Attending relevant allergy and anaphylaxis training.
- Being familiar with relevant student healthcare plans and emergency procedures.
- Responding immediately and appropriately in a medical emergency.
- Reinforcing effective hygiene practices.
- Following College food and allergen procedures where relevant.
- Ensuring students do not share or exchange food where this could create an allergy risk.
- Knowing how to access relevant allergy information and emergency medication where their role requires it.
- Maintaining confidentiality when handling medical information.
- Reporting allergic reactions, medication errors, incidents and near misses.

Kitchen Manager

- Monitoring the food allergen log and allergen tracking information for completeness.
- Ensuring kitchen staff comply with applicable food allergen information and labelling requirements.
- Reporting non-conforming food labelling to suppliers where necessary.
- Ensuring allergen-related training is reviewed and updated.
- Recording incidents of non-conformity relating to allergen labelling, ingredients or safe practice.
- Acting on entries in the allergen incident log and ensuring the risk of recurrence is minimised.
- Ensuring menu or recipe changes trigger an appropriate review of allergen information.

Kitchen Staff

- Knowing whether food served contains any of the regulated allergens relevant to the legal requirements.
- Ensuring allergen information is readily available.
- Ensuring required food labelling is complete, correct and clearly legible.
- Following safe food preparation, storage, cleaning and cross-contact controls.
- Reporting any food labelling or ingredient concern to the Kitchen Manager.
- Never guessing whether a food is safe for a student with an allergy.

Students

- Providing accurate information about their allergies and medication.
- Carrying prescribed medication where this forms part of their agreed self-management arrangements.
- Following their healthcare plan and emergency instructions.
- Not sharing or exchanging food where this could create an allergy risk.
- Avoiding known allergens and food containing unknown ingredients where advised.

- Informing a member of staff immediately if they believe they are experiencing an allergic reaction or have been exposed to an allergen.
- Informing the College of changes to their allergy or medical needs.

The College recognises that the level of responsibility and independence expected from a student will depend on age, maturity, capacity, medical advice and individual circumstances.

Parents/Carers

- Notifying the College of the student's allergies and relevant medical needs.
- Providing accurate and up-to-date information.
- Providing prescribed medication where required under the College's medication arrangements.
- Ensuring prescribed medication supplied to the College is in date.
- Informing the College of changes to medication, treatment or medical advice.
- Providing written medical documentation and instructions where required.
- Providing consent where consent is required for relevant healthcare arrangements.
- Working with the College to develop and review appropriate healthcare arrangements.
- Raising concerns regarding allergy management with the appropriate member of College staff.

For students aged 18 or over, these responsibilities will normally be undertaken by the student unless the student has requested or requires support from a parent/carer or another appropriate person.

Student Inclusion, Equality and Independence

The College will seek to avoid unnecessary restrictions on students with allergies.

Reasonable adjustments and individual arrangements will be considered to enable students to participate safely and meaningfully in learning, social activities, practical work, trips and work-related learning.

Students will be supported to develop age-appropriate independence and confidence in managing their allergies, including understanding triggers, recognising symptoms, carrying medication where appropriate and seeking help promptly.

The College will consider the emotional and social impact of allergies and will avoid unnecessary stigmatisation or exclusion.

Monitoring and Review

This policy will be:

- Reviewed at least annually.
- Reviewed following a significant allergic reaction, serious incident or significant near miss.
- Reviewed following any relevant change in legislation, regulation or guidance.
- Reviewed where College practice, buildings, catering arrangements or emergency medication arrangements change.

The College will use incident records, near misses, training records, medication checks, risk assessments and feedback from students, staff and families where appropriate to monitor the effectiveness of the policy.

Policy Administration

The College will maintain:

- A current version of this policy.
- A record of approval and review dates.
- Records of relevant staff training.
- Allergy and healthcare records in accordance with applicable data protection and confidentiality requirements.
- A record of spare AAI checks, where spare AAIs are held.
- Records of incidents, reactions, AAI use and near misses.
- Relevant food allergen records and procedures.

APPENDIX 1 – Emergency Response Quick Guide

SUSPECTED ANAPHYLAXIS – ACT IMMEDIATELY

1. Recognise possible anaphylaxis.

2. Follow the student's Allergy Action Plan/IHP if available.

3. Give the student's prescribed adrenaline auto-injector immediately where indicated and where trained/authorised.

4. If the College's spare AAI protocol applies and the student's own device is unavailable or cannot be used, administer a spare AAI without unnecessary delay.

5. Call 999 – state “ANAPHYLAXIS”.

6. Keep the student with the responder and monitor them.

7. Follow the emergency operator's instructions.

8. If symptoms have not improved after 5 minutes and a second AAI is available, administer it in accordance with the emergency plan/protocol.

9. Do not allow the student to stand or walk unnecessarily.

10. If the student becomes unconscious and is not breathing normally, follow CPR/AED procedures and the emergency operator's instructions.

11. Tell ambulance clinicians what medication was given and when.

12. Report and record the incident afterwards.

This quick guide does not replace a student's individual Allergy Action Plan, emergency healthcare plan, the College's medication procedures or emergency service instructions.

APPENDIX 2 – Spare AAI Check Record

Each College site holding spare AAIs should maintain a check record including:

• Date of check.

• Location.

• Number of devices.

• Device type.

• Expiry date.

• Condition of device.

• Temperature/storage concerns, if any.

• Replacement required.

• Action taken.

• Name/signature of person completing the check.

Checks should take place at least monthly and whenever a device is used or moved.

APPENDIX 3 – Key Contacts

Named Allergy/Medical Lead: Joanne Blackledge

First Aid Lead: Allen Lennox

College Medical/Medication Lead: Joanne Blackledge

Kitchen Manager: Rachel Naylor

Safeguarding Lead: Kim Pulman

Spare AAI location – Site 1: Wigan Campus - Medication/first aid room

Spare AAI location – Site 2: Pemberton Campus - Medication/first aid room

Spare AAI location – Site 3: Swan Meadow Campus - Medication/first aid room

APPENDIX 4 – References and Guidance

The College should ensure the current versions of relevant official guidance are checked when this policy is reviewed, including:

- Department for Education – Allergy safety in schools' statutory guidance, published 6 July 2026.
  https://www.gov.uk/government/publications/allergy-safety-in-schools

- Department for Education – School food standards: allergy guide, published September 2026.
  https://www.gov.uk/government/publications/school-food-standards-allergy-guide

- Food Standards Agency – Prepacked for direct sale (PPDS) allergen labelling changes for schools, colleges and nurseries.
  https://www.gov.uk/government/publications/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-schools-colleges-and-nurseries

- NHS – current information on allergies and anaphylaxis.
  https://www.nhs.uk/conditions/allergies/
  https://www.nhs.uk/conditions/anaphylaxis/

- MHRA – current advice and resources concerning adrenaline auto-injectors.
  https://www.gov.uk/drug-safety-update/adrenaline-auto-injectors-aais-new-guidance-and-resources-for-safe-use

  https://www.hweclinicalguidance.nhs.uk/all-clinical-areas-documents/download?cid=3371&checksum=285da2198b2b496c9d447cc4ac6b0734

  https://anaphylaxis.org.uk/mhra-issues-new-guidance-on-the-use-of-adrenaline-auto-injectors/