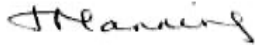
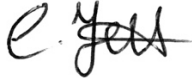




Allergy Policy

Policy Ref: TMP98v1

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		July 2026
	Caroline Fell	Director of Learner Support		July 2026
Approved by	Martin Heaton	CEO		July 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: TMP98v1

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2026	Initial issue	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.

This policy applies to:

- All students attending the College.
- All College staff, including teaching, support, administrative, catering, cleaning and premises staff.
- College activities taking place away from the College site, including trips, visits and work placements.

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.
- Reduce the risk of accidental exposure to known allergens.
- Ensure students have appropriate individual healthcare arrangements where required.
- Ensure prescribed emergency medication is available and accessible.
- 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.
- Support students to develop appropriate independence and self-management skills.
- Promote the emotional wellbeing and inclusion of students with allergies.
- Ensure students can participate safely in education, activities, trips and work-related learning.

Identification and Recording of Allergies

At enrolment and induction, students and/or their parents/carers should provide information about any known allergies.

Where appropriate, the College will record:

- The student's name and date of birth.
- The known allergen(s).
- The type and severity of the allergy, where known.
- Known symptoms and previous reactions.
- Emergency medication prescribed.
- Where medication is stored.
- The student's individual healthcare or allergy action plan.
- Any relevant medical advice provided by healthcare professionals.
- Emergency contact details.
- Any additional support or reasonable adjustments required.

Students, parents/carers and relevant healthcare professionals should inform the College of any changes to a student's allergy, medication or treatment plan.

Allergy information must be treated confidentially and shared only with staff who need the information to safely support the student.

Individual medical care plans

Where a student has a significant allergy, particularly where there is a risk of anaphylaxis, the College will have an individual allergy management plan is required.

The plan will be reviewed regularly and whenever there is a significant change in the student's medical needs.

All students with epi-pens will have an emergency one the will be carried at all times with them.

Spare AAls must not be locked away – Adrenaline must be accessible within 5 minutes from anywhere on the college site, stored at room temperature.

Spare AAls can be used without consent - This applies to an unforeseeable emergency, including for the pupil nor previously known to be at risk. Staff should not be trained to act on clinical need, not to hesitate because a consent form has not been completed.

Reducing the Risk of Exposure

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

This may include:

- Making relevant staff aware of students' known allergies.
- Maintaining accurate medication and allergy records.
- Considering allergens when planning activities, cooking, catering and practical lessons.
- Ensuring food ingredients are appropriately labelled.
- Taking account of food allergies when providing or purchasing food.
- Considering the risks associated with food brought into College. Maintaining appropriate hygiene and cleaning procedures.
- Considering cross-contamination risks where food is prepared or handled.
- Carrying relevant allergy information and medication during off-site activities.

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

Food and Catering

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

Staff involved in preparing or serving food must be aware of relevant food allergy requirements and the College's procedures.

Students with allergies should not be given food containing a known allergen.

Where there is uncertainty about whether a food contains an allergen, the food should not be provided to the student until the ingredients have been confirmed.

Students should be supported to understand their own allergies and, where appropriate, to check ingredients and make safe choices.

The Medical Lead (Joanne Blackledge) will hold termly meetings with the staff at SoundBites Café in Caroline Street at which all staff involved in the preparation and handling of food will be made aware of the College's policy and the at-risk learners.

Medication and Emergency Medication

Students may have prescribed medication to manage their allergy, including an adrenaline auto-injector.

All medication must be managed in accordance with the College's Medication Policy and the student's individual healthcare/allergy plan.

Recognising an Allergic Reaction

A severe allergic reaction is known as anaphylaxis and requires immediate treatment.

Staff should follow the student's individual allergy/emergency action plan wherever one is available.

NHS guidance states that adrenaline should be used immediately when anaphylaxis is suspected, followed by a 999 call, and that a second adrenaline auto-injector may be required if symptoms have not improved after 5 minutes.

Staff Training

The College will ensure that appropriate staff receive allergy awareness and emergency response training. New staff will also be required to undertake allergy awareness training.

Staff must only administer medication where they have completed the required training and are authorised/competent to do so in accordance with College procedures.

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

Scenario drills will be undertaken for the most at-risk learners and their regular support staff.

Trips, Visits and Off-Site Activities

Students with allergies should be supported to participate in College trips, visits, work experience and other activities wherever reasonably possible.

Before an activity, staff should consider:

- The student's allergy and known triggers.
- Availability and accessibility of emergency medication.
- Staff awareness and training.
- Food arrangements.
- Transport arrangements.
- The location and accessibility of emergency medical services.
- Risks associated with the activity or environment.
- The student's individual healthcare/allergy plan.

Emergency medication must accompany the student where required.

All relevant staff must know how to access the student's allergy information and emergency medication.

Incidents and Near Misses

Any allergic reaction, suspected anaphylactic reaction, medication error or significant near miss must be reported in accordance with College procedures.

Responsibilities

SLT

The Senior Leadership Team is responsible for ensuring that appropriate arrangements are in place for allergy management and that this policy is implemented across the College.

Named Allergy/Medical Lead

The designated member of staff will:

- Maintain oversight of allergy information.
- Coordinate individual healthcare/allergy plans.
- Monitor medication arrangements.
- Support staff training and awareness.
- Ensure relevant records are maintained.
- Coordinate reviews following incidents or changes in medical needs.

Parents/Carers

Parents/carers should:

- Provide accurate and up-to-date information about their young person's allergy.
- Provide prescribed medication where required.
- Ensure medication is in date.
- Inform the College of changes to medication or medical advice.
- Work with the College to develop and review appropriate healthcare arrangements.

Monitoring and Review

This policy will be reviewed at least annually and following any significant allergic reaction, serious incident or relevant change in legislation or guidance.

The College will use incidents and near misses to identify opportunities to improve allergy safety and staff practice.