

Allergy Safety Policy

Whilst Fareport Training Organisation Limited is not subject to the statutory requirements placed on schools and certain educational settings under Benedict's Law and associated guidance, we recognise the importance of creating a safe environment for all learners, staff, visitors and contractors who may be affected by allergies.

We are committed to adopting the principles of good practice wherever reasonably practicable. This includes promoting awareness of allergies and anaphylaxis, ensuring appropriate first aid provision, providing relevant training to designated staff, encouraging individuals to disclose severe allergies, and maintaining appropriate emergency response procedures for learners and visitors who attend our premises.

Due to the nature of our provision, where the majority of learning takes place remotely or at employer premises, we do not routinely maintain individual healthcare plans **or store prescribed medication, including adrenaline auto-injectors (AAls), on site.** Individuals who have severe allergies and carry prescribed medication are encouraged to make themselves known to staff upon arrival and ensure their medication remains readily accessible at all times.

Person responsible for this policy and implementation	Director of Operations/ DSL
Review Frequency	Annually or when an incident is experienced
Date approved	4 October 2026
Date of next review	4 October 2027
Purpose	To minimise the risk of any individual suffering an allergic reaction whilst on site at Fareport Fareham Centre. To ensure staff are properly prepared to recognise and manage allergic reactions should they arise.
Links with other policies	Safeguarding Behaviour Anti-bullying Health and Safety

Introduction and Core Principles

In line with Benedict's Law, we are committed to providing a safe, inclusive, and welcoming environment for learners, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later (i.e. allergy to Mammalian meat). Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20-30 minute window of opportunity during which steps can be taken to prevent death, therefore giving emergency adrenaline **immediately** and calling Emergency Services (999) is crucial. **Anaphylaxis always requires an emergency response.**

Anaphylaxis can occur without any other signs (such as a skin rash) being present. **Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing.** Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions, including anaphylaxis, re:

- foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- insect stings (e.g. bee, wasp);
- medication (e.g. antibiotics, pain medicines such as ibuprofen);
- latex (e.g. rubber gloves, balloons, swimming caps).

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Learners who have a skin reaction need monitoring for at least an hour.

Fareport adopts an organisation-wide approach to allergy awareness, ensuring staff are aware of allergies, the risks associated with severe allergic reactions, the signs and symptoms of anaphylaxis, and the actions required in an emergency

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerance are managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Eczema, asthma and allergies can often occur together, commonly referred to as the "atopic triad". Whilst this policy focuses specifically on allergy awareness and the management of allergic reactions, Fareport recognises the importance of supporting individuals with these associated conditions.

Due to the nature of our provision and limited learner attendance at our premises, allergy and anaphylaxis awareness training will be mandatory for designated first aiders and any other staff whose role requires such training. Allergy awareness training will also be made available to all staff as part of Fareport's commitment to health, safety and wellbeing.

As learner attendance on site is infrequent, Fareport does not routinely maintain individual healthcare or asthma care plans for learners. **Individuals with significant allergies or medical conditions are encouraged to notify an appropriate member of staff when attending our premises so that reasonable support can be provided if required.**

Fareport understands that severe allergies are included in the Equality Act 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting
- mild throat tightness
- sudden change in behaviour

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

As soon as anaphylaxis is suspected, adrenaline must be administered without delay

Action:

- Keep the individual where they are, call for help and do not leave them unattended.
- **LIE individual FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE DEVICE WITHOUT DELAY** and note the time given. AAls should be given into the muscle in the outer thigh or nasal into the nostril. Specific instructions vary by brand – always follow the instructions on the device.
- **CALL 999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second adrenaline device
- If no signs of life commence CPR.
- Contact the individual's emergency contact as soon as practicable following the incident.

Whilst you are waiting for the ambulance, keep the individual where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All individuals must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can recur after treatment.

Minimising Risk and Exposure to Allergens

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and Fareport will only eliminate a food following a risk assessment supported by medical advice when necessary. Blanket bans, especially to nuts, create a false sense of security. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

Fareport promotes allergy awareness, ensuring that staff and learners understand the risks posed by allergens, take steps to minimise exposure, and are aware of emergency response procedures.

Fareport completes a company wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Providing annual allergy awareness training for designated first aiders.

- Including allergy awareness within staff induction processes.
- Encouraging learners, staff and visitors with severe allergies to disclose them prior to or on arrival at our premises.
- Displaying appropriate signage regarding severe allergies and anaphylaxis.
- Maintaining appropriate emergency response procedures and first aid arrangements.
- Monitoring incidents and near misses to identify opportunities for improvement.
- Maintaining high standards of hygiene within all workplace and training environment

Fareport will ensure that allergy is included in all site risk assessments to identify risks and plan control measures to minimise the risk of exposure.

Food, Refreshments and Allergen Management

Fareport does not routinely provide meals, snacks or catering for learners as part of its training provision. As a result, the organisation is not responsible for the preparation, handling or serving of food to learners.

Where food is brought onto the premises by staff, learners, visitors or external organisations, the following controls will apply:

- Individuals with known food allergies are encouraged to exercise caution and remain responsible for checking the suitability of any food they choose to consume.
- Learners, visitors and staff who have a severe allergy and carry prescribed emergency medication, such as an adrenaline auto-injector (AAI), should ensure it remains accessible at all times whilst on the premises.
- [Individuals at risk of anaphylaxis are encouraged to make themselves known to a member of staff upon arrival so that appropriate support can be provided should an emergency arise.](#)
- Signage will be displayed within reception areas advising visitors and learners to inform staff of any severe allergies or medical conditions that may require an emergency response.
- Where refreshments are provided for meetings, events or staff activities, reasonable steps will be taken to obtain and make available ingredient and allergen information where practicable.
- Any food supplied by an external catering provider for meetings, events or functions will be accompanied by appropriate allergen information in accordance with relevant food safety legislation.
- Staff should not make assumptions about the ingredients contained within food prepared by others and should seek allergen information before offering food to individuals where allergies are known or suspected.
- Food sharing is discouraged where individuals have known allergies, as this may increase the risk of accidental allergen exposure.

Where external organisations hire or use our premises and intend to provide food, responsibility for compliance with food safety and allergen legislation remains with the event organiser or food provider. Fareport expects all third parties to manage allergens appropriately and provide suitable allergen information where required.

This approach helps maintain a safe environment for all premises users whilst recognising that Fareport does not routinely provide food as part of its core training delivery.

Medication and Adrenaline Devices (ADs)

People at risk of anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times.

Serious anaphylaxis is a time critical situation; delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes so adrenaline device should be carried by individuals unlocked and accessible at all times.

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

Adrenaline Auto-Injectors (AAIs) and Emergency Response

Fareport is an independent training provider and is not within the scope of the legislation that permits schools to obtain and hold spare adrenaline auto-injectors (AAIs) for emergency use. As a result, Fareport does not hold spare AAIs, including EpiPens, Jext or Emerade devices, on its premises.

Individuals who have been prescribed an AAI remain responsible for carrying their prescribed medication with them at all times whilst attending training, meetings or other activities at our premises. Where possible, individuals with a known severe allergy are encouraged to make themselves known to a member of staff on arrival and advise staff of the location of their medication.

Fareport will display notices within reception areas requesting that any learner, visitor, contractor or member of staff with a severe allergy or risk of anaphylaxis informs a member of staff when attending the premises.

Designated first aiders will receive appropriate allergy and anaphylaxis awareness training to enable them to:

- Recognise the signs and symptoms of a severe allergic reaction and anaphylaxis.
- Call the emergency services without delay.
- Support an individual to self-administer their prescribed AAI where they are able to do so.

- Assist with the administration of an individual's own prescribed AAI in accordance with their training and current first aid guidance.
- Provide appropriate first aid support until emergency medical assistance arrives.

In the event of a suspected anaphylactic reaction, staff will treat the situation as a medical emergency and immediately contact 999, providing emergency first aid support within the scope of their training until the arrival of the ambulance service.

Fareport does not maintain stocks of emergency allergy medication and cannot accept responsibility for ensuring that prescribed AAIs are available for individual learners, visitors or staff members. Individuals prescribed an AAI should ensure their device is in date and readily accessible whilst attending our premises.

In the event of anaphylactic reaction:

- Adrenaline should be administered as soon as possible, within five minutes. **Do not wait** to contact the emergency services before administering adrenaline.
- The individual should not be moved. Adrenaline devices should be brought to them.
- If the individual **has their own prescribed adrenaline devices**, these should be used in the first instance.
- If the individual has serious allergy and asthma and there is any doubt if they are presenting with anaphylaxis or having an asthma attack always administer the adrenaline first.

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for adrenaline devices to be used. In an emergency, consent can be assumed to be in place. Anyone may take reasonable action to save a life without checking whether prior consent has been given.

Learner self-management:

All learners will be encouraged to take responsibility for and to always carry their own two adrenaline devices on them in a suitable bag/container.

Individuals prescribed an adrenaline auto-injector are expected to carry their medication with them at all times. Designated first aiders may assist an individual in accessing or administering their prescribed medication in accordance with their training and current first aid guidance where required during an emergency.

Staff Training and Emergency Response

Designated first aiders will receive formal allergy and anaphylaxis awareness training. Allergy awareness information will also be made available to all staff through induction, briefings, internal communications or other appropriate learning activities.

Training will be online or face to face. The content needs to include:

- Allergy awareness, the risks it poses, how allergic reactions occur and how to manage them.
- Allergy includes multiple co-existing conditions: asthma, eczema, hay-fever.
- Understand the difference between food allergy, intolerance and coeliac disease.
- That an individual can be allergic to any food, not just the top 14 allergens.
- Know the symptoms of allergic reactions and how to treat.
- Know the symptoms of anaphylaxis and how to treat.
- How to locate and administer adrenaline or an asthma inhaler.
- How to report an allergic reaction including:
 - Mild to moderate
 - Anaphylaxis
 - Near miss/incident
- Understand their responsibilities in reducing the risk of individuals coming into contact with known allergens.
- Understand the impact that allergy can have on an individual's wellbeing.
- Understand Fareport's allergy safety policy.

Roles and Responsibilities:

The Director of Operations (or nominated senior manager) is responsible for:

- Overseeing implementation and review of this policy.
- Ensuring designated first aiders receive appropriate training.
- Reviewing allergy-related incidents and near misses.
- Ensuring suitable signage and allergy awareness information is available.
- Ensuring allergy risks are considered within organisational risk assessments.
- Promoting awareness of allergy safety across the organisation
- Including the risks pertaining to learners and staff with allergies on their risk register.

All Staff:

Responsible for:

- Understanding their role in implementing this policy, recognising signs of allergic reactions and acting swiftly in an emergency.
- Reporting allergy-related incidents, near misses and concerns.
- Supporting an inclusive and safe environment for all learners, staff and visitors

Identification of Individuals with Allergies

Admissions Data Collection: Where learners are expected to attend training on site, relevant medical information, including severe allergies that may require an emergency response, may be disclosed during the application, enrolment or onboarding process and should be reported to Fareport where it may impact an individual's safety whilst attending our premises. Individuals are encouraged to notify Fareport of any significant allergy that may impact their attendance or safety whilst on site.

Information Sharing: UK GDPR does not prevent the sharing of a learner's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff while maintaining appropriate data privacy.

Staff: pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion with the Director of Operations, or a member of the Safeguarding Team and action plan created to ensure that the member of staff has a safe working environment.

Visitors: Visitors, contractors and other attendees are encouraged to notify reception or an appropriate member of staff of any severe allergy or risk of anaphylaxis when attending Fareport premises.

Fareport approaches serious incidents and "near misses" in a "no blame" spirit, seeking to learn lessons and address any issues which the incident identified, so that learners and staff are better protected in the future.

Fareport is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

Fareport will notify the Chief Executive and/or an appropriate member of the Board of any serious allergic reaction and review any allergy-related incident or near miss to identify lessons learned and any required improvements.

Fareport will share the report with the individual involved. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. Fareport will confirm what it has learned from the incident and outline any actions it is taking as a result.

Wellbeing, Inclusion and Allergy Awareness

Fareport is committed to providing a safe, inclusive and supportive environment for learners, staff, visitors and contractors. We recognise that individuals living with allergies may experience anxiety regarding accidental exposure to allergens and the potential impact on their health and wellbeing.

Whilst learner attendance at our premises is generally limited due to online learning, we encourage individuals with known allergies or a risk of anaphylaxis to make staff aware of their condition when attending our sites so that appropriate support can be provided in the event of an emergency.

Fareport promotes allergy awareness amongst staff through relevant training and internal communications and encourages a culture of understanding, respect and inclusion for individuals with medical conditions, including allergies.

Any concerns relating to allergies, wellbeing, safety or accessibility will be taken seriously and considered on a case-by-case basis. Where reasonably practicable, appropriate adjustments will be considered to support individuals attending our premises. Fareport does not tolerate discrimination, harassment, bullying or inappropriate behaviour towards any individual as a result of a medical condition, allergy, dietary requirement or disability. Any such concerns will be addressed in accordance with the organisation's relevant policies and procedures.

Allergy awareness and health and safety information may be communicated to learners and staff through organisational communications, inductions, notices and other appropriate channels to promote a safe environment for all.

Safeguarding:

Where allergy-related concerns indicate a potential safeguarding risk to a learner, member of staff or visitor, the matter will be managed in accordance with Fareport's Safeguarding Policy and reporting procedures.

Unacceptable practice

Fareport staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur, Fareport will follow its own procedures to investigate and address the matter through its staff conduct and disciplinary processes.

Examples of unacceptable practice include (but are not limited to):

- Preventing an individual from accessing their prescribed emergency medication.
- Ignoring information that has been disclosed regarding a severe allergy.
- Failing to respond appropriately to signs of an allergic reaction or anaphylaxis.
- Failing to report allergy-related incidents or near misses.
- Making assumptions about an individual's medical condition without seeking clarification.

Policy Review and Publication

This policy is published openly on Fareport website and is reviewed at least annually, or more frequently in response to local incident trends or updated statutory guidelines.

Benedict's law:

- <https://benedictblythe.com/benedicts-law>
- <https://www.anaphylaxis.org.uk/education/benedicts-law>

Signed by

N Cahill
Chief Executive

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