Allergy Safety Policy – Tuition

Company name:	Vision for Education
Document	Allergy Safety Policy – Tuition
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1. Purpose

This policy sets out how Vision for Education manages allergies and anaphylaxis during tuition bookings. It explains how allergy information is collected and shared, how risks are reduced across different tuition settings, and how staff and tutors must respond in an emergency. The aim is to safeguard students, tutors and others individuals, while promoting an inclusive learning environment where students with allergies are supported without discrimination.

2. Scope

This policy applies to all tuition activity arranged by Vision for Education, including:

- tutors and internal staff;
- students, including adult learners where relevant;
- parents and carers;
- home tuition, school-based tuition, online tuition, public venues, educational trips and visits.

3. Delegation of Tasks: Roles and Responsibilities

Director of Safeguarding & Designated Safeguarding Lead (DSL)

- Manages safeguarding-related health and safety concerns
- Oversees referral information and risk mitigation

Tutors

- Responsible for delivering sessions safely
- Familiarise themselves with student allergy information before sessions and reduce allergy risks wherever possible.
- Ensure allergy safety training is complete and up to date
- Know emergency procedures.
- Report all incidents immediately.

Tuition Branch Manager
- Oversee the running of tuition service, manage quality assurance processes and review policies

Vision for Education Consultant
- Ensures full student information is gathered and shared securely with tutors before tuition begins, supports tutors with risk planning.
- Maintains student records, monitors policy compliance, and supports with tutor onboarding and training

Commissioner
- Provide accurate and up-to-date information about the student as part of the referral process, providing Allergy Action Plans and Individual Healthcare Plans where required.
- Where tuition takes place on a school site, the school should make tutors aware of relevant school procedures, including where spare adrenaline auto-injectors can be accessed.
- Notify Vision for Education of any changes.

Parents and Carers
- Inform Vision for Education/tutor of all allergies.
- Provide up-to-date medical information.
- Ensure students have access to in-date prescribed medication where required.
- Notify Vision for Education of any changes.

4. Allergy Information and Individual Plans

Before tuition begins, the agency should be provided with relevant allergy information, including:
- Known allergies
- Known allergens
- Whether the child carries medication (AAI, inhaler)
- Whether the child has an Allergy Action Plan or Individual Healthcare Plan

This information will be recorded and provided to tutors in advance of the placement.

Tutors must review the information before each placement and must raise any uncertainty with the agency before tuition starts.

4.1 Individual Healthcare Plans and Allergy Action Plans

Where a student's allergy affects participation, creates a risk of harm or requires specific arrangements, an Individual Healthcare Plan (IHP) must be provided to the agency and shared with the tutor before tuition begins.

Tutors must follow the IHP and keep a copy accessible during sessions.

If the student has an Allergy Action Plan or Asthma Action Plan, tutors must use it as the primary emergency reference.

4.2 Emergency Medication and Adrenaline Auto-Injectors (AAI)
For face-to-face tuition, Vision for Education requires:

- Parents to ensure the student's AAI is present for every face to face session
- Tutors to be aware of where the AAI is stored during the lesson
- Tutors to know how to administer the device
- Tutors to call emergency services immediately in the case of anaphylaxis or suspected anaphylaxis

Adrenaline must be administered without delay where anaphylaxis is suspected, and emergency services must be contacted immediately.

5. Reducing Allergy Risk Across Tuition Settings

Tutors work in a range of environments, so risk reduction must be adapted to the setting. In all cases, tutors must consider allergy risks before the session and take reasonable steps to reduce exposure to known allergens.

In Homes:

- A responsible adult must be present in the home and able to overhear and oversee the lesson.
- Parents should remove known allergens from the tuition area where reasonably practicable and make the tutor aware of where the AAI is stored.
- Tutors should avoid bringing food and/or allergen-containing craft materials unless agreed in advance. Tutors should be mindful of any triggers they may introduce into the home, e.g. perfume on a worn item, and take appropriate preventative measures.

In Schools:

- Tutors must follow the school's allergy policy and coordinate with school staff.
- Tutors should avoid bringing food and/or allergen-containing craft materials unless agreed in advance. Tutors should be mindful of any triggers they may introduce into the school environment, e.g. perfume on a worn item, and take appropriate preventative measures.

In Libraries/Community Venues:

- Tutors should choose seating away from food-service areas, avoid shared materials that may contain allergens, and complete a brief risk check on arrival.
- Tutors must follow venue safety policies.

- Students have access to in-date prescribed medication where required.

- Tutors should avoid bringing food and/or allergen-containing craft materials unless agreed in advance. Tutors should be mindful of any triggers they may introduce into the venue, e.g. perfume on a worn item, and take appropriate preventative measures.

Online:
- A responsible adult should be aware of the session and nearby in the home
- Parents/carers must ensure the student's AAI is accessible

Education Trips & Visits:
- A trip-specific risk assessment must be completed before any educational trip or visit takes place, taking account of known allergies, allergens, medication arrangements and emergency procedures.
- Parent or carer consent must be obtained in advance for the student to take part in the trip or visit.
- Where the trip or visit is arranged in connection with a school placement, school permission must be obtained in advance.
- Students have access to in-date prescribed medication where required.

6. Allergy Awareness Training

All tutors and relevant staff must complete allergy awareness training annually. Training must cover:
- common allergies and known triggers;
- recognition of allergic reactions and anaphylaxis;
- emergency procedures, including when to call 999;
- use of adrenaline auto-injectors;
- risk reduction in tuition settings;
- incident and near-miss reporting.

7. Emergency Procedure

If a severe allergic reaction or anaphylaxis is suspected, the tutor must:
1. Stay with the student and keep them under observation.
2. Follow the student's Allergy Action Plan or Individual Healthcare Plan.
3. Administer prescribed medication or adrenaline if trained and authorised, or where emergency action is required to save life.
4. Call 999 immediately if anaphylaxis is suspected.
5. Contact the parent, carer or emergency contact where appropriate.
6. Inform Vision for Education Consultant as soon as possible.
7. Complete an Allergy Incident Report after the emergency has been managed and submit to dsl@edwin.group

The student must be monitored until emergency services, or an appropriate responsible adult takes over.

8. Incident Reporting and Learning

All allergy incidents, suspected exposures and near misses must be reported to the Vision for Education within 24 hours and recorded using the Allergy Incident Form.

Reports should include:

- Date and time
- Location
- Individuals involved
- Trigger (if known)
- Action taken
- Outcome
- Recommendations

Tutors can contact Vision for Education to log incidents via phone, and a consultant can complete the Allergy Incident Form verbally, or this can be completed by the Tutor within the 24 hour period. All completed Allergy Incident Form must be submitted via email to dsl@edwin.group

Our DSL Team hold a central record of all incidents. Incidents and near misses will be reviewed to identify lessons learned, update risk controls and improve future practice.

All responses to any incident or emergency must be immediate.

9. Information Sharing and Confidentiality

Allergy and medical information will be treated as confidential health information. It will be:

- stored securely;
- shared only on a need-to-know basis with staff or tutors who require it to keep the student safe;
- managed in accordance with UK GDPR and the Data Protection Act 2018.

10. Awareness, Monitoring and Review

This policy will be made available to tutors and relevant staff. The policy will be reviewed:

- Annually
- Following any serious allergy incident
- Following changes to legislation or guidance
- Following significant organisational changes

Vision for Education will also monitor updates to statutory guidance and sector best practice to ensure this policy remains current and effective.

11. Related Documents

Health and Safety Policy – Tuition
Safeguarding & Child Protection Policy
Medical Conditions Policy
Data Protection Policy
Risk Assessment
Allergy Incident Form

You can find a template for the IHP and further information regarding allergy safety on the government website: https://www.gov.uk/government/publications/allergy-safety-in-schools