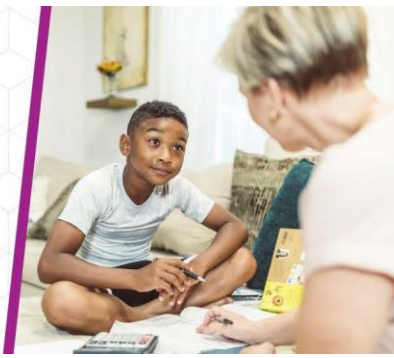


lexia
Education Services
Changing the lives of young people



Allergy Awareness and Management Policy

Lexia Education Services Ltd

61D High Street

Nailsea Bristol

BS48 1AW

Date of Implementation: 6th July 2026
Date of Review: 2nd September 2026 (reviewed annually)
Date of Next Review: 2nd September 2027

Policy Statement

Lexia is committed to safeguarding the health, safety and wellbeing of all students, tutors, employees and visitors. We recognise that allergies can range from mild sensitivities to life-threatening conditions such as anaphylaxis and are committed to taking reasonable steps to minimise risks while providing a safe learning environment.

As tuition often takes place in students' homes, schools, libraries, community venues or online, the responsibility for allergy management is shared between the agency, tutors, parents/carers

Whilst every reasonable precaution will be taken, the agency cannot guarantee an allergen-free environment.

Related Legislation

This policy has been developed with reference to:

- Health and Safety at Work etc. Act 1974
- Children Act 1989 and 2004
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Working Together to Safeguard Children (latest edition)

- Relevant first aid and safeguarding guidance

Scope

This policy applies to:

- Agency employees
- Self-employed tutors engaged by the agency
- Students
- Parents and carers

Responsibilities

The Agency will:

- Obtain relevant medical and allergy information before tuition begins via the Parental Consent Form.
- Share necessary allergy information with tutors on a need-to-know basis.
- Handle medical information confidentially in accordance with UK GDPR.
- Promote allergy awareness among tutors.
- Maintain procedures for reporting allergy-related incidents.
- Review this policy annually.

Tutors will:

- Read any allergy information provided before commencing tuition.
- Take reasonable steps to avoid exposing students to known allergens.
- Never provide food, drinks, sweets, medication or rewards containing food unless this has been agreed in advance by the parent or carer.
- Follow any agreed care or emergency plans supplied by parents or carers.
- Contact emergency services immediately if a severe allergic reaction is suspected.
- Inform the agency promptly of any allergy-related incident or concern.
- Complete any allergy awareness or safeguarding training required by the agency.

Tutors are not healthcare professionals and are not expected to diagnose medical conditions or administer medication unless they have received appropriate training, have agreed to do so, and it is lawful and safe in the circumstances.

Parents and Carers will:

- Inform the agency of all known allergies before tuition starts.
- Notify the agency immediately of any changes.
- Provide written details of allergies, symptoms and emergency procedures where appropriate.
- Ensure any prescribed emergency medication is available and in date when tuition takes place.
- Inform tutors of any environmental risks within the tuition location.

Risk Assessment

Where a student has a significant allergy, the agency may carry out a simple risk assessment considering:

- The tutoring location.
- Known allergens.
- Activities planned.
- Availability of emergency medication.
- Emergency contact details.

Reasonable adjustments will be considered where required under the Equality Act 2010.

Food and Drinks

As a general rule:

- Tutors should avoid bringing food into tutoring sessions where possible.
- Food should not be used as a reward.
- Tutors must not share food or drinks with students.
- If learning activities involve food, parents or carers must approve this beforehand.
- Good hand hygiene should be encouraged before and after handling food.

Animals

Where tuition takes place in a home containing pets, parents or carers should notify the agency if animal allergies are relevant.

Tutors should also inform the agency if they have allergies that may affect their ability to work safely in certain environments.

Recognising an Allergic Reaction

Symptoms may include:

- Skin rash or hives
- Swelling of the lips, face or tongue
- Difficulty swallowing
- Wheezing or difficulty breathing
- Persistent coughing
- Dizziness or collapse
- Loss of consciousness

These symptoms may indicate anaphylaxis, which is a medical emergency**.**

Emergency Procedure

If anaphylaxis is suspected:

1. Dial **999** immediately and request an ambulance.
2. State that the person is suffering a suspected anaphylactic reaction.
3. Follow the student's emergency care plan where one has been provided.
4. Assist with the student's prescribed adrenaline auto-injector (such as an EpiPen®, Jext® or Emerade®) only if you have been appropriately trained, have agreed to do so, and it is safe and lawful.
5. Contact the student's parent or carer as soon as possible.
6. Inform the agency immediately after the incident.
7. Complete an incident report following the event.

Tutors should never delay calling 999 while attempting to contact parents.

Confidentiality

Medical information is classed as special category personal data.

The agency will:

- Store information securely.
- Limit access to those who need the information.
- Process data in accordance with the Data Protection Act 2018 and UK GDPR.
- Retain information only for as long as necessary.

Incident Reporting

All allergy-related incidents, including near misses, should be reported to the agency as soon as practicable.

The agency will:

- Record the incident.
- Review whether additional controls are required.
- Update risk assessments where necessary.

Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- National guidance changes.
- A significant incident occurs.

By following this Allergy and Management Policy, Lexia Education Services aims to provide a safe and conducive environment for effective and productive 1-1 tutoring sessions in the homes of children