Evolve Academy

Allergy, Anaphylaxis & Medication Policy

Last Reviewed: October 2026

Next Review: October 2027

Contents Page

All policies are reviewed annually by the Director of Evolve Academy. Please contact admin for any queries or concerns.

Allergy, Anaphylaxis & Medication

At Evolve Academy, the health, safety and wellbeing of our students, staff, volunteers and visitors is a top priority. We are committed to providing an inclusive, welcoming and supportive environment for all students, including those living with allergies, medical conditions or requiring medication.

The following policy outlines how Evolve Academy manages allergy and medical information, supports students with healthcare needs, responds to medical emergencies and approaches the administration of medication. It also explains the responsibilities of parents/carers and the limits of medication support that Evolve Academy staff can safely provide.

All members of the Evolve Academy community are expected to read, understand and follow this policy where applicable.

Allergy, Anaphylaxis & Medication Policy Pg. 3 – 13

Evolve Academy

Allergy, Anaphylaxis & Medication Policy

Last Reviewed: October 2026

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Policy Statement

Evolve Academy is committed to providing a safe, inclusive and welcoming environment for all students, staff, volunteers, parents, guardians and visitors.

The health, safety and wellbeing of every child remains our highest priority. We recognise that students may attend Evolve Academy with allergies, medical conditions, prescribed medication or additional healthcare needs.

Evolve Academy is an inclusive performing arts academy and will make reasonable and practical arrangements wherever possible to support students with medical needs and enable them to participate safely in academy activities.

At the same time, Evolve Academy recognises the limits of staff training, competence and authorisation. The Academy will not expect staff to undertake medical tasks for which they are not appropriately trained or authorised.

All students are required to complete the Evolve Academy enrolment form, including details of allergies, medical conditions and medication. Parents and guardians are responsible for ensuring that information provided to the Academy remains accurate and up to date.

Where a student requires specific medical support, parents and guardians must provide an appropriate Care Plan, Individual Healthcare Plan, Allergy Management Plan or other relevant medical information where required.

Evolve Academy has qualified first aiders on site. However, being a qualified first aider does not automatically mean that a member of staff is trained or authorised to administer medication.

Evolve Academy does not routinely administer medication to students.

Where medication administration or other medical support is requested, Evolve Academy may decline responsibility where staff do not have the appropriate training, competence, confidence, authorisation or facilities to safely provide that support.

This is not intended to exclude or disadvantage any student. It is a safety measure designed to protect the student, their family, other students and Evolve Academy staff.

All staff, volunteers, parents, guardians and students are expected to support and follow the procedures outlined within this policy.

Purpose

This policy aims to:

- Protect students, staff, volunteers, parents, guardians and visitors from avoidable allergy and medication-related risks.
- Promote an inclusive environment for students with allergies and medical conditions.
- Ensure accurate medical and allergy information is collected during enrolment.
- Ensure parents and guardians understand their responsibilities regarding medical information.
- Ensure appropriate Care Plans or healthcare information are provided where required.
- Provide clear guidance regarding the administration and management of medication.
- Ensure staff understand the limits of their training, competence and authorisation.
- Ensure qualified first aiders provide assistance within the scope of their training.
- Ensure suspected serious allergic reactions and medical emergencies are responded to promptly.
- Ensure emergency services are contacted where necessary.
- Support students with prescribed emergency medication where appropriate arrangements have been agreed.
- Reduce avoidable exposure to known allergens where reasonably practicable.
- Promote effective communication between Evolve Academy, parents, guardians and relevant professionals.
- Ensure medical information is handled sensitively and appropriately.
- Support reasonable adjustments for students with allergies, medical conditions or additional needs.
- Ensure decisions regarding medical support are based on safety, competence and the individual needs of the student.
- Maintain appropriate records of significant medical incidents and allergic reactions.

Scope

This policy applies to:

- All students.
- All staff, instructors and volunteers.
- Guest teachers and workshop leaders.
- Parents and guardians.
- Prospective students and their families where relevant.
- Visitors.
- Contractors where relevant.
- All Evolve Academy classes.
- Workshops.
- Rehearsals.
- Performances.
- Holiday activities.
- Open days.
- Academy events.
- Any other activity organised or delivered by Evolve Academy.

Enrolment & Medical Information

All students must complete an Evolve Academy enrolment form before attending academy activities.

Parents and guardians must provide accurate information regarding:

- Allergies.
- Food allergies and intolerances.
- Medical conditions.
- Prescribed medication.
- Emergency medication.
- Previous anaphylactic reactions.
- Asthma or respiratory conditions.
- Epilepsy or seizure conditions.
- Any condition which may affect participation.
- Emergency contact information.
- Any other relevant healthcare information.

Parents and guardians must notify Evolve Academy as soon as reasonably practicable if a student's medical circumstances change.

Evolve Academy relies on parents and guardians to provide complete and accurate information.

Care Plans & Individual Healthcare Plans

Where a student has a significant allergy, medical condition or healthcare requirement, Evolve Academy may require a Care Plan, Individual Healthcare Plan, Allergy Management Plan or other appropriate medical documentation.

Where required, the plan should provide information regarding:

- The student's medical condition or allergy.
- Known triggers.
- Symptoms and warning signs.
- Emergency procedures.
- Medication required.
- Medication storage arrangements.
- Who is authorised and trained to administer medication.
- Emergency contact arrangements.
- When emergency medical assistance should be requested.
- Any reasonable adjustments required.
- Any relevant restrictions or precautions.

Parents and guardians are responsible for providing and updating relevant plans.

A student requiring specific medical arrangements may not be able to participate fully until appropriate arrangements have been discussed and agreed.

Medication Administration

Evolve Academy does **not routinely administer medication** to students.

Staff will not administer prescription or non-prescription medication unless appropriate training has been completed and the Academy has agreed that the staff member is authorised to provide that specific support.

Being a qualified first aider does not, by itself, mean that a member of staff is trained or authorised to administer medication.

Qualified first aiders will provide first aid within the scope of their qualification and training.

Evolve Academy staff cannot be required to administer medication where they do not have the appropriate training, competence, authorisation or confidence to do so.

The Academy will always seek to act in the best interests of the student whilst recognising its responsibilities towards staff and other students.

Declining Medication Administration

Evolve Academy is committed to inclusion. However, the Academy cannot safely undertake every medical task that may be requested by a parent or guardian.

Evolve Academy may decline responsibility for administering medication where:

- Staff have not received appropriate training.
- Staff do not feel competent or confident to administer the medication.
- Appropriate written instructions have not been provided.
- A Care Plan or healthcare information is required but has not been supplied.
- The medication requires specialist medical knowledge or equipment.
- Appropriate staffing or facilities are not available.
- The requested support falls outside the reasonable responsibilities of the Academy.
- There is uncertainty regarding the medication, dosage or administration procedure.
- Accepting responsibility could place the student, staff or other students at unnecessary risk.

Any decision to decline medication administration will be made respectfully and without discrimination.

Where possible, Evolve Academy will work with the parent or guardian to identify a safe and practical alternative.

Student-Carried Medication

Where appropriate, students may need to carry or have immediate access to their own prescribed medication.

This may include medication such as:

- Asthma inhalers.
- Adrenaline auto-injectors.
- Other prescribed emergency medication.

Parents and guardians must inform Evolve Academy if a student is expected to carry medication independently.

For younger students, or students who cannot safely self-manage their medication, arrangements must be agreed in advance.

Evolve Academy will not assume responsibility for medication simply because it has been brought onto Academy premises.

Students must never share medication with another student.

Allergies & Anaphylaxis

Evolve Academy takes allergies and the risk of anaphylaxis seriously.

Parents and guardians must declare all known allergies during enrolment.

Where a student has a known severe allergy, parents and guardians must provide clear information regarding:

- The allergen.
- Known symptoms.
- Previous reactions.
- Emergency medication.
- The student's emergency plan.
- Any relevant Care Plan or medical instructions.

Relevant staff will be made aware of medical information on a need-to-know basis.

Medical information will be treated sensitively and confidentially.

Emergency Medical Situations

If a student experiences a serious or potentially life-threatening medical emergency, Evolve Academy will act promptly.

Staff will:

- Assess the immediate situation.
- Call **999** where emergency medical assistance is required.
- Provide appropriate first aid within their training and competence.
- Follow any relevant Care Plan or emergency healthcare instructions available.
- Support the student while awaiting emergency medical assistance.
- Contact the student's parent or guardian as soon as reasonably practicable.
- Provide relevant information to emergency medical professionals.
- Record the incident appropriately.

Evolve Academy staff will not delay contacting emergency services while waiting for a parent or guardian to arrive.

Where prescribed emergency medication is involved, staff will follow the agreed arrangements and their own training and authorisation.

Adrenaline Auto-Injectors

Where a student has been prescribed an adrenaline auto-injector, parents and guardians must inform Evolve Academy and provide relevant emergency information.

Any medication supplied to Evolve Academy should be:

- In date.
- Clearly labelled.
- Appropriate for the student.
- Supplied with clear instructions.
- Replaced before expiry.
- Replaced following use where necessary.

Where Evolve Academy has specifically agreed to hold medication, appropriate arrangements will be made for its storage and accessibility.

Staff will not be expected to administer an adrenaline auto-injector unless they have received appropriate training and the Academy has authorised them to do so.

In a suspected life-threatening emergency, **999 will be called without delay**.

Food & Allergens

Evolve Academy does not operate as a school dining facility and does not routinely provide meals to students.

Where food or refreshments are provided during classes, workshops, rehearsals or events, reasonable precautions will be taken to reduce avoidable allergy risks.

Parents and guardians must inform Evolve Academy of food allergies or dietary requirements.

Parents and guardians should not assume that food provided by Evolve Academy is suitable for a student with a serious allergy unless this has been specifically confirmed.

Where there is uncertainty regarding ingredients or cross-contamination, Evolve Academy may decide not to provide the food to the affected student.

Staff Awareness & Training

Relevant staff will be made aware of students' declared allergies and medical needs on a need-to-know basis.

Evolve Academy encourages relevant staff to understand:

- Common signs of allergic reactions.
- Signs of anaphylaxis.
- The importance of acting promptly.
- When to call 999.
- The location of relevant emergency information.
- The limitations of their own training.
- The importance of following an individual student's Care Plan.

Where Evolve Academy requires a staff member to administer a specific medication, appropriate training must be completed before that responsibility is undertaken.

First Aid

Evolve Academy has qualified first aiders available within its staffing arrangements.

First aiders will provide assistance within the scope of their qualification and training.

First aid qualification does not automatically include medication administration.

Evolve Academy will maintain appropriate first aid arrangements for its activities and ensure emergency medical assistance can be requested when required.

Confidentiality & Information Sharing

Medical and allergy information is sensitive personal information.

Evolve Academy will handle this information appropriately and will only share relevant information with staff or professionals where there is a legitimate need to know.

Information may be shared with emergency services where necessary during an emergency.

Parents and guardians are responsible for ensuring that Evolve Academy has current and accurate information.

Parents & Guardians

Parents and guardians will:

- Complete the Evolve Academy enrolment form accurately.
- Declare all allergies and medical conditions.
- Provide details of medication where relevant.
- Provide a Care Plan where required.
- Provide prescribed emergency medication where appropriate.
- Ensure medication remains in date.
- Update Evolve Academy when circumstances change.
- Follow the Academy's procedures.
- Discuss medical support requirements with the Principal where necessary.

Parents and guardians should never assume that a member of Evolve Academy staff is trained or authorised to administer medication unless this has been explicitly agreed.

Students

Students will be encouraged, where appropriate to their age and ability, to understand their own medical needs.

Students should tell a member of staff immediately if they:

- Feel unwell.
- Experience symptoms of an allergic reaction.
- Believe they have been exposed to an allergen.

- Cannot access their medication.
- Need help during a medical emergency.

Students must never share medication with another student.

Medical Incidents & Near Misses

Any significant medical incident, allergic reaction, medication incident or relevant near miss will be recorded appropriately.

Following an incident, Evolve Academy may review:

- The circumstances of the incident.
- Existing risk assessments.
- The student's Care Plan.
- Staff awareness.
- Academy procedures.
- Communication with parents and guardians.
- Emergency arrangements.

Parents and guardians will be informed of significant incidents involving their child.

Inclusion & Reasonable Adjustments

Evolve Academy is committed to inclusion and will make reasonable and practical adjustments wherever possible.

Adjustments may include:

- Changes to activities.
- Additional communication with parents and guardians.
- Changes to seating or positioning.
- Avoidance of known allergens where reasonably practicable.
- Additional supervision.
- Appropriate access to prescribed medication.
- Adjustments to performance or workshop activities.
- Additional support where appropriate.

Adjustments must remain safe, proportionate and achievable within the Academy's resources, staffing and competence.

Where Evolve Academy Cannot Safely Meet a Medical Need

Evolve Academy will always seek to understand and support a student's needs.

However, there may be circumstances where the Academy cannot safely provide the level of medical support required.

Where this occurs, the Principal will discuss the situation with the parent or guardian and explain the reason clearly.

The Academy will seek to identify whether reasonable adjustments or alternative arrangements can be made.

Any decision will be based on safety, competence, available resources and the individual needs of the student.

Responsibilities

The Principal will:

- Ensure this policy is implemented effectively.
- Ensure appropriate medical information is collected.
- Ensure relevant staff are made aware of significant allergies and medical needs.
- Ensure appropriate first aid arrangements are maintained.
- Review medical and allergy procedures regularly.
- Liaise with parents and guardians regarding significant medical needs.
- Review significant medical incidents where appropriate.
- Ensure appropriate records are maintained.
- Ensure the Academy's approach remains inclusive whilst prioritising safety.

Staff, Instructors & Volunteers will:

- Follow this policy at all times.
- Maintain appropriate awareness of student medical needs.
- Follow relevant Care Plans where applicable.
- Provide first aid within the scope of their training.
- Call emergency services when necessary.
- Report medical incidents promptly.
- Maintain confidentiality regarding student medical information.
- Never undertake medical tasks beyond their training or authorisation.

Parents & Guardians will:

- Provide accurate medical and allergy information.
- Provide Care Plans where required.
- Provide prescribed emergency medication where appropriate.
- Ensure medication is in date.
- Inform Evolve Academy of changes to medical circumstances.
- Follow the Academy's medical procedures.
- Discuss any concerns with the Principal.

Students will:

- Follow reasonable instructions relating to their own safety.
- Tell staff if they feel unwell.
- Tell staff if they experience symptoms of an allergic reaction.
- Never share medication.
- Follow their agreed medical arrangements where appropriate.

Record Keeping

Where appropriate, Evolve Academy will maintain records relating to allergies, medication and medical incidents.

These may include:

- Enrolment forms.
- Medical and allergy information.
- Care Plans.
- Individual Healthcare Plans.
- Medication information.
- Emergency contact information.
- Medical Incident Reports.
- Allergy or anaphylaxis incident records.
- Communication with parents and guardians.
- Staff training records where applicable.

Records will be stored securely and managed in accordance with Evolve Academy's **Privacy & Data Protection Policy**.

Related Policies

This policy should be read alongside the:

- Safeguarding & Child Protection Policy.
- Safeguarding Procedures Policy.
- Health & Safety Policy.
- First Aid Policy.
- Fire & Evacuation Policy.
- Risk Assessment & Equipment Policy.
- Emergency Contact & Communication Policy.
- Privacy & Data Protection Policy.
- Equality & Diversity Policy.
- Staff Code of Conduct.

Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Government guidance changes.
- Allergy or medical guidance changes.
- Evolve Academy's medical arrangements change.
- Staffing or training arrangements change.
- Following a significant medical incident.
- A significant change occurs to the needs of a student.

Commitment to Inclusion & Safeguarding

Evolve Academy believes that every child should have the opportunity to participate in performing arts in a safe, inclusive and supportive environment.

We recognise that allergies, medical conditions and medication requirements can create additional considerations for students and their families.

Our approach is therefore centred around communication, preparation, reasonable adjustments and clear boundaries regarding staff responsibilities.

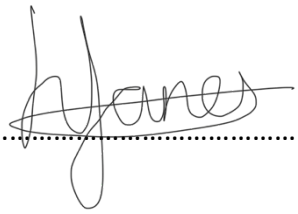
We will always seek to support students wherever it is safe and reasonably practicable to do so.

At the same time, Evolve Academy will not ask staff to undertake medical responsibilities beyond their training, competence or authorisation.

The safety and wellbeing of our students will always remain our highest priority.

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)