



First Aid and Medication Policy
including Allergy, Asthma & Anaphylaxis Safety

Version:	V3 September 2026
Review Cycle:	Annually or sooner following a significant incident, near miss or change in guidance
Approved by:	Board of Trustees
Policy Owner:	Charity Lead and Board of Trustees
Next Review Date:	September 2027



1. Statement

Autism Angels is committed to promoting the health, safety and wellbeing of all children, young people, staff, volunteers and visitors attending our provision. We will ensure that appropriate first aid arrangements are in place and that medical emergencies are recognised and responded to promptly and safely.

Autism Angels recognises that allergies, asthma and anaphylaxis can present significant and, in some circumstances, life-threatening risks. We are committed to identifying individual needs, taking reasonable steps to minimise known risks and ensuring appropriate emergency arrangements are in place.

This policy has been reviewed alongside the Department for Education's Allergy Safety in Schools: Statutory Guidance (July 2026), Benedict's Law, alongside Keeping Children Safe in Education and other relevant safeguarding, health and safety and medical conditions guidance.

2. Medical Information and Registration

Parents/carers and commissioning schools/local authorities are required, as part of Autism Angels' registration and onboarding process, to provide accurate and up-to-date information regarding:

- medical conditions;
- allergies and known allergens or triggers;
- asthma;
- dietary requirements or intolerances;
- prescribed and emergency medication;
- emergency procedures; and
- any other health-related information which may affect a child or young person while attending Autism Angels.

Parents/carers and commissioning schools/local authorities must notify Autism Angels promptly of any changes to this information.

A diagnosis is not required before Autism Angels considers appropriate arrangements. Where a known or suspected allergy, sensitivity or trigger may present a risk to a young person's health or wellbeing, this will be considered on an individual basis.

3. Allergy Register

Information relating to identified allergies and asthma will be recorded on an Autism Angels Allergy Register. The register will be stored securely on the Autism Angels secure drive, with access limited to those who require the information for safeguarding, health, safety or operational purposes.



Relevant information will be made available to team members responsible for supporting the individual so that they understand known allergens or triggers, preventative measures, individual arrangements and the action required in an emergency.

Information will be managed in accordance with Autism Angels' GDPR and Data Protection Policy.

4. Individual Risk Assessment and Care Plan

Where a child or young person is identified as having an allergy, asthma or other medical condition which may require specific support or emergency action, Autism Angels will undertake an **Individual Risk Assessment** in consultation with the young person where appropriate, their parent/carer and commissioning school/local authority.

Where appropriate, an **Individual Care Plan** will also be developed. This may incorporate or refer to a healthcare professional's Allergy Action Plan, Asthma Action Plan or other relevant clinical advice.

The plan will identify, as applicable:

- known allergens, triggers and risks;
- signs and symptoms to be aware of;
- reasonable measures to minimise exposure;
- required medication and where it will be kept;
- whether the young person carries their own medication;
- emergency response procedures;
- when emergency services should be contacted;
- arrangements for activities, animal contact, food preparation, trips or off-site activities;
- information which needs to be shared with relevant team members; and
- any other individual support or adjustments required.

Plans will be reviewed whenever relevant information changes and following any significant incident or near miss.

5. Allergies, Asthma and Access to Emergency Medication

Any child or young person identified as being at risk of anaphylaxis and prescribed an adrenaline auto-injector (AAI) should have their prescribed device readily accessible at all times in accordance with their Individual Care Plan.

Children and young people with asthma should similarly have ready access to their prescribed reliever inhaler.



Where the individual is able to safely carry and manage their own emergency medication, they should be supported to do so. Individual arrangements will be agreed with the young person, parent/carer and, where appropriate, school and relevant healthcare professionals.

6. Storage of Emergency Medication

Where emergency medication is not carried by the child or young person, it will be stored securely in the designated locked medication locker within the Autism Angels office, unless an alternative arrangement is specified within the individual's Care Plan.

Medication must be clearly identified and readily accessible to authorised team members in an emergency. Autism Angels will ensure that storage arrangements do not unnecessarily delay access to emergency medication.

Where sessions, activities, visits or trips take place away from the immediate office area, the Individual Risk Assessment/Care Plan will consider how emergency medication will remain immediately accessible to the young person.

7. Emergency Anaphylaxis and Asthma Equipment

Autism Angels will maintain appropriate emergency allergy and asthma response equipment as part of its first aid arrangements.

An emergency Anaphylaxis Response Kit will form part of the required first aid equipment at Autism Angels and will be stored within the secure locked medication locker in the Autism Angels office. The kit will include appropriate adrenaline auto-injectors, a spacer device and an emergency salbutamol inhaler.

Any adrenaline auto-injectors, emergency inhalers or other medicines held by Autism Angels will be obtained, stored and used in accordance with applicable medicines legislation, professional guidance and individual emergency arrangements.

Equipment will be checked regularly to ensure that it is complete, appropriately stored and within its expiry date.

8. Recognising and Responding to Anaphylaxis

All Autism Angels team members must understand that anaphylaxis is a potentially life-threatening emergency.

- Signs affecting Airway, Breathing or Circulation (ABC) may include:
- swelling of the throat, tongue or upper airway;
- difficulty swallowing or a hoarse voice;
- sudden wheezing or difficulty breathing;
- persistent coughing or noisy breathing;
- dizziness or feeling faint;



- sudden sleepiness or confusion;
- pale or clammy skin; or
- loss of consciousness.

Where anaphylaxis is suspected, the individual's emergency plan must be followed and emergency adrenaline administered without delay where available and appropriate. 999 must be called immediately and the person must not be left alone.

9. Medication

Autism Angels does not administer medication unless it forms part of any agreed emergency procedures set out within an Individual Risk Assessment and Care Plan that has been completed, agreed and signed by all relevant parties before attendance at the provision.

Emergency medication can include prescribed adrenaline auto-injectors and asthma reliever inhalers.

If other routine or general medication is required during a session, arrangements can be made for a parent/carer to attend to administer. Autism Angels is not responsible for any medication brought onto the site.

10. Staff Training and Allergy Awareness

Autism Angels is committed to ensuring that team members and volunteers have the knowledge and confidence to respond appropriately in the event of an accident, illness or medical emergency.

As part of their roles and responsibilities, Autism Angels team members and volunteers undertake regular Emergency and First Aid Training appropriate to their role.

At least one appropriately trained First Aider will be present on site at all times when children and young people are attending Autism Angels.

First Aid and Emergency Training will be refreshed in accordance with the requirements of the relevant qualification and sooner where necessary following changes in guidance, identified learning or organisational need. All completed training will be recorded on the Autism Angels Single Central Register (SCR), with copies of relevant certificates retained securely on the Autism Angels secure drive.

Procedures for recognising and responding to anaphylaxis and asthma, including the administration of emergency inhalers and adrenaline auto-injectors, will also be covered and reinforced through Autism Angels' routine First Aid Training.

In addition, all core Autism Angels team members are required to complete Allergy Awareness Training. This will be refreshed at least annually, or sooner where the course or relevant guidance requires.



Completion of Allergy Awareness Training will be recorded on the Autism Angels Single Central Record, with copies of relevant training certificates retained securely on the Autism Angels secure drive.

Autism Angels will ensure that first aid and allergy awareness forms part of induction and ongoing training arrangements.

11. Minimising Exposure to Allergens

Autism Angels will take reasonable and proportionate steps to minimise exposure to known allergens while seeking to ensure that children and young people are not unnecessarily excluded from activities.

Risk assessments will consider potential exposure through:

- food and drinks;
- animals and animal feed;
- airborne allergens;
- plants and the natural environment;
- craft and learning materials;
- cleaning or other products;
- activities involving food preparation or cooking;
- trips and off-site activities; and
- any other known individual trigger.

Where an individual has a known allergy, reasonable adjustments and alternative arrangements will be considered so that they can participate safely and as fully as possible.

12. First Aid

Autism Angels will ensure that suitably stocked first aid equipment is available and that appropriately trained first aid staff or volunteers are present during sessions.

In the event of an accident, injury, sudden illness, allergic reaction or other medical emergency, trained team members will provide appropriate first aid and, where necessary, call 999 for emergency assistance.

Parents/carers will be contacted as soon as reasonably practicable following any significant incident, injury, illness or allergic reaction.

13. Medication Errors, Incidents and Near Misses

Any medication error, allergic reaction, medical incident or near miss which may impact upon the health or wellbeing of a child or young person must be reported immediately.

The following actions will be taken as appropriate:

- Immediately inform the Lead Facilitator responsible for the session.
- Contact the young person's parent/carer.
- Inform Charity Lead, Sarah Kekoa.
- Seek appropriate medical advice and/or emergency assistance.
- Record the incident, actions taken and outcome.
- Review the relevant Individual Risk Assessment, Care Plan and/or organisational procedures where appropriate.
- Where the incident involves an allergic reaction or anaphylaxis, the individual's Allergy/Healthcare Action Plan will be followed where one is in place.

Serious incidents and near misses will be reviewed to identify any learning and determine whether changes are required to individual arrangements, risk assessments, training, equipment or Autism Angels policies and procedures.

14. Emergency Consent and Responsibility

Where a parent/carer or school chooses to leave a child or young person in the care of Autism Angels during a session, they do so with the understanding and agreement that Autism Angels operates **a therapeutic and coaching-based approach** and that decisions made during a session will be guided by Autism Angels' policies, procedures, individual plans and professional judgement.

Parents/carers should remain accessible and contactable while the young person is attending.

In an emergency, or where a parent/carer cannot be contacted, Autism Angels will act in the best interests of the child or young person to safeguard and promote their safety and welfare.

This may include:

- administering appropriate first aid;
- following an agreed emergency medication procedure;
- administering emergency medication where appropriate and permitted;
- contacting emergency services;
- sharing relevant medical information with first responders; and
- taking reasonable action necessary to protect life, health and safety.

15. Emotional Wellbeing and Inclusion

Autism Angels provides therapeutic, coaching and wellbeing-based sessions which may raise emotional issues or responses. These sessions are not a substitute for medical treatment, mental health services or psychological therapy. Parents/carers and commissioning schools/local authorities remain responsible for seeking appropriate medical or therapeutic



support where required and for ensuring that ongoing medical needs are appropriately communicated to Autism Angels.

Young people will be supported sensitively and individually. Autism Angels will seek to make reasonable adjustments and manage risks in ways which enable young people with allergies or medical conditions to participate as fully as possible in activities rather than unnecessarily restricting or excluding them.

16. Record Keeping

Autism Angels will maintain appropriate records of:

- declared medical conditions and allergies;
- Allergy Register;
- Individual Risk Assessments and Care Plans;
- emergency medication arrangements;
- emergency medication administered;
- accidents, illness and first aid treatment;
- allergic reactions and asthma incidents;
- significant incidents and near misses; and
- relevant staff training.

Records will be stored securely in accordance with Autism Angels' GDPR and Data Protection Policy.

17. Related Policies and Guidance

Autism Angels Child Protection and Safeguarding Policy;
Autism Angels Health and Safety Policy and relevant risk assessments;
Autism Angels GDPR and Data Protection Policy;
Autism Angels Educational Visits Policy;
Department for Education: Allergy Safety in Schools - Statutory Guidance (July 2026);
Keeping Children Safe in Education 2026; and
All other statutory guidance, where relevant.