

Music for Life Allergy Safety Policy - August 2026

1. Policy Statement

Music for Life (MfL) is committed to providing a safe, inclusive and supportive environment for all students, staff, self-employed tutors, volunteers and visitors. We recognise that allergies can present a significant risk to health and wellbeing, including the potential for severe allergic reactions (anaphylaxis).

This policy sets out the procedures Music for Life will follow to identify, manage and respond to allergy-related risks across all services, including individual lessons, group activities, workshops, rehearsals, performances and events.

2. Scope

This policy applies to:

- All Music for Life employees.
- Self-employed tutors and musicians.
- Volunteers and temporary staff.
- Students and participants.
- Parents, carers and guardians.
- Visitors attending Music for Life activities.

3. Definition of an Allergy

An allergy is an immune system reaction to a substance that is normally harmless to most people. Allergic reactions can range from mild symptoms to severe and potentially life-threatening anaphylaxis.

Common allergens include, but are not limited to:

- Peanuts and tree nuts.
- Milk and dairy products.
- Eggs.
- Fish and shellfish.
- Sesame.
- Wheat and gluten.
- Soya.
- Insect stings.
- Medicines and prescribed drugs.
- Latex.

4. Identification of Allergies

4.1 Collection of Information

Music for Life will seek information regarding allergies:

- During registration and enrolment processes.
- Through parental consent forms.
- During event or ensemble registration.
- Whenever a new medical condition becomes known.

Parents, carers, adult students and staff are responsible for informing Music for Life of any known allergy, changes to medical requirements, or prescribed emergency medication.

4.2 Record Keeping

Details of allergies and emergency treatment requirements will be recorded on relevant Music for Life systems and shared only with those who need the information to keep individuals safe.

Information will be processed in accordance with Music for Life's Privacy Policy.

5. Responsibilities

Music for Life

Music for Life will:

- Maintain appropriate records of known allergies.
- Ensure relevant staff and tutors are informed of significant allergy risks.
- Take reasonable steps to minimise exposure to known allergens.
- Promote awareness of allergy management and emergency procedures.
- Review allergy arrangements for specific events and activities.

Tutors, Employees and Volunteers

All personnel delivering Music for Life services must:

- Familiarise themselves with allergy information relevant to their students.
- Take reasonable precautions to prevent exposure to known allergens.
- Act immediately if an allergic reaction is suspected.
- Follow emergency procedures outlined in this and in the relevant setting's policy (for example, school).
- Report all allergy incidents to management and within the setting (for example, school).

Parents, Carers and Adult Participants

Parents, carers and adult participants must:

- Provide accurate and up-to-date allergy information.
- Supply prescribed medication where required.
- Ensure medication is clearly labelled and within expiry dates.
- Notify Music for Life promptly of any changes in medical circumstances.

6. Risk Management

6.1 Teaching Sessions

Where Music for Life has been informed of a serious allergy, reasonable measures may include:

- Avoiding the use of allergen-containing rewards or treats.
- Ensuring materials used in activities do not contain known allergens where possible.
- Informing relevant tutors of allergy risks before lessons commence.
- Sufficiently clean whole class instruments in between sessions where necessary.

6.2 Events, Concerts and Trips

Before organised events, Music for Life will assess whether allergen risks are present and will:

- Obtain relevant medical information.
- Ensure supervising adults are aware of significant allergies.
- Make emergency contact details available.
- Consider venue-specific allergy arrangements.

7. Emergency Medication

Students and staff who have been prescribed emergency medication, including adrenaline auto-injectors (for example, EpiPens), should have it available whenever they attend Music for Life activities unless alternative arrangements have been agreed.

Music for Life staff and tutors are not medical professionals and cannot guarantee administration of medication. However, where training, confidence and circumstances permit, reasonable assistance may be provided within the limits of the individual's competence and applicable guidance.

8. Responding to an Allergic Reaction

If an allergic reaction is suspected:

1. Stay calm and remain with the individual.
2. Assess the seriousness of the symptoms.
3. Seek assistance from another responsible adult where possible.
4. Administer prescribed emergency medication if trained, authorised and able to do so.
5. Call 999 immediately if:
 - Anaphylaxis is suspected.
 - Breathing difficulties occur.
 - Symptoms are rapidly worsening.
 - An adrenaline auto-injector has been administered.
6. Contact the parent, carer or emergency contact as soon as possible.
7. Complete an incident report following the event.

9. Anaphylaxis

Possible signs of anaphylaxis include:

- Difficulty breathing.
- Wheezing.
- Persistent coughing.
- Swelling of the tongue, lips or throat.
- Difficulty speaking or swallowing.
- Collapse or loss of consciousness.
- Severe dizziness.

Any suspected anaphylactic reaction must be treated as a medical emergency.

10. Staff Awareness and Training

Music for Life will seek to ensure that relevant employees and self-employed tutors receive appropriate information regarding:

- Recognition of allergic reactions.
- Emergency procedures.
- Incident reporting requirements.
- Awareness of anaphylaxis risks.

11. Incident Reporting

All allergy incidents, reactions, near misses and emergency interventions must be reported to management and recorded in accordance with Music for Life's reporting procedures.

Significant incidents may trigger a review of risk assessments, procedures and training requirements.

12. Monitoring and Review

This policy will be reviewed:

- Annually.
- Following any serious allergy-related incident.
- Following significant legislative or operational changes.

A handwritten signature in black ink, appearing to read "Dan Gooch-Peters".

Dan Gooch-Peters
Managing Director, Music for Life
August 2026