Cornwall Education Learning Trust

Allergy Safety Policy

Safeguarding Policy Suite

Cornwall Education Learning Trust Policies
Cornwall Education Learning Trust (CELT), Atlantic Centre, Trenance Leisure Park, Newquay, Cornwall TR7 2LZ

Our Mission

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience.** One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.



Our Values

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

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1. Policy Overview

1.1 Safeguarding commitment

"It could happen here." We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to. The purpose of this policy is to provide staff, volunteers and governors with the framework they need in order to keep children safe and secure at Cornwall Education Learning Trust (CELT). The policy also informs parents and carers how we will safeguard their children whilst they are in our care.
children whilst they are in our care.

At Cornwall Education Learning Trust (CELT) we are committed to safeguarding and promoting the welfare of children and we expect all trustees, community champions, staff and volunteers to share this commitment. This policy is part of the following suite of annually updated safeguarding policies.

1.2 Policy Approval and Review

Policy Version Number:	1
Approved By:	Trustees
Approved On (Date):	10th September 2026
Review Period:	Annually by end of September 2027

1.3 Policy Version History

Policy Version	Date Issued	Summary of Changes
1	08.08.2026	First Issue – No Changes

2. Policy Introduction and Framework

2.1 Introduction

Cornwall Education Learning Trust (CELT) is committed to providing a safe, inclusive environment in which learners with allergies are supported to participate fully in education and wider school life.

Allergy can significantly affect a learner's physical health, emotional wellbeing and access to education. Allergic reactions can range from mild symptoms to anaphylaxis, which is a potentially life-threatening medical emergency. CELT therefore takes a whole-school approach to allergy safety, combining effective identification, risk reduction, staff awareness, individual planning and a clear emergency response.

This policy sets out the Trust's arrangements for:

- identifying and supporting learners with known allergies;
- reducing the risk of exposure to known allergens;
- ensuring appropriate individual planning and reasonable adjustments;
- ensuring staff understand allergy and can respond effectively to an allergic reaction or anaphylaxis;
- ensuring rapid access to emergency medication;
- supporting learners to participate safely in all aspects of school life; and
- learning from allergic reactions, serious incidents and near misses.

The policy applies to all CELT schools and should be read alongside the CELT Supporting Learners with Medical Conditions Policy, First Aid arrangements, Educational Visits procedures and relevant safeguarding, health and safety, catering and data protection policies.

2.2 Legislation and Statutory Framework

This policy has been developed in accordance with:

- the Children's Wellbeing and Schools Act 2026;
- the Department for Education's Allergy Safety in Schools statutory guidance;
- the Children and Families Act 2014;
- the Equality Act 2010;
- Supporting pupils at school with medical conditions statutory guidance; and
- relevant medicines, food safety, health and safety and data protection requirements.

CELT recognises its statutory responsibility to have an allergy safety policy and to have regard to the Department for Education's statutory guidance when making arrangements to support learners with allergies.

The policy will be published on school websites, made available to parents and carers and reviewed at least annually.

3. Roles and Responsibilities

3.1 Trust Board

The Trust Board has overall responsibility for ensuring that appropriate arrangements are in place to support learners with allergies and that allergy-related risks are appropriately identified, monitored and managed.

The Trust will provide a common framework for allergy safety across CELT schools and assure itself that schools are implementing the requirements of this policy.

3.2 Headteachers

The Headteacher is responsible for ensuring that this policy is implemented effectively within their school and that appropriate arrangements are in place to identify, assess and manage allergy-related risks.

The Headteacher will ensure that sufficient trained staff, appropriate emergency arrangements and suitable systems for communicating information about allergies are in place throughout the school day and during school activities.

3.3 Senior Allergy Safety Lead

Each CELT school will identify a named senior leader with responsibility for allergy safety.

The Allergy Safety Lead will oversee implementation of this policy at school level, including:

- ensuring allergy information and records are accurate and current;
- overseeing appropriate risk-management arrangements;
- ensuring Individual Healthcare Plans (IHCPs) and Allergy Action Plans are in place where required;
- ensuring prescribed and spare emergency medication is appropriately managed;
- coordinating staff awareness and training;
- reviewing allergy-related incidents and near misses; and
- contributing to the annual review of allergy safety arrangements.

Responsibility for allergy safety will not rest solely with catering or first aid staff.

3.4 All Staff

All staff are responsible for understanding and following the school's allergy safety arrangements, taking reasonable steps to minimise exposure to known allergens and responding immediately where an allergic reaction or anaphylaxis is suspected.

4. Allergy Safety Culture and Awareness

CELT will promote a whole-school culture in which allergy safety is understood as a shared responsibility and learners with allergies feel safe, included and confident to participate fully in school life.

Schools will raise awareness of allergy safety among staff and learners in an age-appropriate and proportionate way. This will include promoting understanding of allergies, the risks they may present, how exposure can be reduced and the importance of seeking adult help immediately where an allergic reaction is suspected.

All staff will be aware of the school's Allergy Safety Policy and their responsibility for supporting its implementation. Allergy awareness will form part of annual staff training and appropriate induction and briefing arrangements for new, temporary, supply and other relevant staff.

CELT recognises that living with an allergy, particularly where there is a risk of anaphylaxis, can affect a learner's emotional wellbeing, confidence and participation in school life. Schools will listen to learners and families, make appropriate reasonable adjustments and seek to avoid unnecessary restriction, isolation or stigma.

Bullying, harassment, deliberate exposure to a known allergen or behaviour that places a learner with an allergy at risk will be taken seriously and addressed through the school's behaviour and safeguarding arrangements.

Where appropriate, and with consideration for the learner's wishes and privacy, peers may be helped to understand a learner's allergy and how to seek adult help in an emergency. Learner awareness will support, and never replace, the responsibility of trained adults to respond to an allergic reaction or anaphylaxis.

5. Identifying and Supporting Learners with Allergies

Parents and carers must provide the school with accurate and up-to-date information about any known or suspected allergy, including known allergens, symptoms, medication, emergency arrangements and relevant healthcare advice.

Schools will maintain an up-to-date record of learners with known allergies, their allergens, medication and whether they have an Allergy Action Plan and/or Individual Healthcare Plan.

Information will be reviewed at least annually and whenever the school is informed that a learner's allergy, treatment or medication has changed.

Learners will be involved in discussions about their allergy and the support they require in a manner appropriate to their age, maturity and understanding.

6. Individual Healthcare Plans and Allergy Action Plans

A learner will have an Individual Healthcare Plan (IHCP) (appendix 1) when their allergy:

- has a functional impact on them within school;
- places them at risk of harm; and
- requires arrangements that are additional to or different from those made generally for learners.

The IHCP will identify the learner's individual needs, known allergens, measures required to minimise exposure, reasonable adjustments, medication arrangements and the action to take in an emergency.

Where a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, this will be attached to or referenced within the learner's IHCP. (Appendix 2)

Where an updated Action Plan is received, the learner's arrangements will be reviewed and updated as necessary.

Further requirements for developing and reviewing IHCPs are set out in CELT's Supporting Learners with Medical Conditions Policy.

7. Minimising the Risk of Allergen Exposure

CELT recognises that it is not possible to create an entirely allergen-free environment. Schools will instead take reasonable and proportionate steps to minimise the risk of learners with known allergies being exposed to their allergens.

Risk-management arrangements will take account of:

- food provided by the school or its catering provider;
- food brought onto the school site by learners, families, staff or visitors;
- airborne and contact allergens;
- classroom and curriculum activities, including science, food technology, art and craft activities;
- animals and plants;
- celebrations, fundraising and special events;
- breakfast, after-school and wraparound provision;
- educational visits, residentials and sporting activities; and
- any other activity where exposure to a known allergen is reasonably foreseeable.

Staff planning activities will consider known allergies and make appropriate adjustments before the activity takes place.

CELT schools operate as nut-free environments and nuts or products containing nuts should not knowingly be brought onto or provided within school premises. We recognise, however, that a nut-free environment cannot guarantee the complete absence of nuts or prevent accidental exposure. This measure therefore forms only one part of our approach to allergy safety and does not replace individual risk assessment, Allergy Action Plans, staff training, appropriate supervision, effective allergen management or access to emergency medication.

Where restrictions relating to other allergens are required in response to an identified risk, these will be considered on an individual basis, proportionate to the risk and clearly communicated to the school community.

8. Food and Catering

Schools and catering providers will have arrangements to identify and manage allergens within food provided at school and to provide accurate allergen information in accordance with food information legislation.

Relevant allergy information will be communicated appropriately to catering staff and other staff involved in providing or supervising food.

Schools will establish proportionate arrangements to reduce cross-contact and accidental exposure and will consider the needs of individual learners when organising meals, snacks, celebrations, curriculum activities and other occasions involving food.

Learners with food allergies will be supported to participate safely and inclusively in school life and should not be unnecessarily isolated or excluded from activities involving food.

9. Staff Training and Allergy Awareness

All staff present when learners are scheduled to be on site will receive allergy awareness and emergency response training at least annually. This includes permanent, temporary and supply staff, agency workers, peripatetic staff, regular volunteers, catering staff and relevant staff working in breakfast, after-school and wraparound provision.

Appropriate arrangements will be made for the induction of new staff and to ensure that temporary, supply and cover staff understand the school's allergy arrangements.

Training will ensure that staff understand:

- what allergy is and the risks it can present;
- common causes and symptoms of allergic reactions;
- the difference between allergy, food intolerance and coeliac disease;
- how to recognise anaphylaxis;
- how to locate and use Allergy Action Plans;
- how to reduce the risk of exposure to known allergens;
- how to respond immediately to an allergic reaction;

- how to locate and administer adrenaline auto-injectors;
- when and how to contact emergency services;
- the relationship between allergy and asthma;
- the potential impact of allergy on a learner's wellbeing; and
- how to report an allergic reaction, serious incident or near miss.

Training records will be maintained and reviewed to ensure appropriate coverage across each school.

10. Adrenaline Auto-Injectors and Emergency Medication

Learners prescribed adrenaline auto-injectors (AAIs) must have rapid access to their medication at all times, including in classrooms, dining areas, playgrounds, sports facilities and during educational visits and off-site activities.

AAIs must not be locked away or stored in a location that could delay their use in an emergency. Arrangements will ensure that adrenaline can be brought to a person experiencing anaphylaxis as quickly as possible and within five minutes.

Where a learner has been prescribed two AAIs, both devices should normally be available in accordance with their Allergy Action Plan.

Parents and carers remain responsible for providing the school with the learner's prescribed medication and ensuring replacement medication is provided when required. Schools will have arrangements for checking that medication held on site remains in date (See supporting pupils with medical conditions policy).

Schools will maintain appropriate records of learners who have been prescribed AAIs and their associated Allergy Action Plans.

11. Spare Adrenaline Auto-Injectors

CELT schools will hold spare adrenaline auto-injectors for emergency use in accordance with statutory guidance and applicable medicines requirements.

Spare AAIs will:

- be stored in pairs;
- be clearly identified as emergency/spare devices;
- be readily accessible and not locked away;
- be stored in appropriate locations so that they can be accessed within five minutes;
- be available in appropriate doses;
- be routinely checked to ensure that they remain in date; and

- be replaced following use or before expiry.

Schools operating across large or multiple sites will consider the number and location of spare devices required to ensure rapid access throughout the site.

Spare AAIs may be used in accordance with the applicable legal requirements and CELT's emergency procedures.

12. Responding to Anaphylaxis

Anaphylaxis is a medical emergency. Where anaphylaxis is suspected, staff will act immediately and follow the learner's Allergy Action Plan and emergency procedures where these are available.

Staff will:

- administer adrenaline without delay where indicated;
- call 999 and state that anaphylaxis is suspected;
- follow instructions from the emergency services;
- administer a second dose of adrenaline where required in accordance with emergency guidance;
- ensure the learner is appropriately supervised and monitored;
- inform parents or carers as soon as practicable; and
- ensure that an appropriate member of staff accompanies the learner to hospital or remains with them until their parent or carer takes responsibility.

Emergency action must not be delayed while attempting to contact parents or carers.

13. Educational Visits, Off-Site Activities and Sport

Learners with allergies will be supported to participate fully and safely in educational visits, residential experiences, sporting activities and other off-site activities.

The learner's allergy will be considered as part of the visit risk assessment and appropriate arrangements and reasonable adjustments will be identified before the activity takes place.

Learners at risk of anaphylaxis must have access to their prescribed AAIs throughout the activity. Relevant staff will understand the learner's Allergy Action Plan, know where emergency medication is located and be able to respond appropriately in an emergency.

Where appropriate, an allergy-specific risk assessment will be completed.

14. Serious Incidents and Near Misses

Allergic reactions requiring intervention, suspected or confirmed anaphylaxis, administration of adrenaline and significant allergy-related near misses will be recorded in accordance with CELT's incident-reporting arrangements.

Where the effects of exposure to an allergen during the school day or a school activity only become apparent after the learner has returned home, the learner, their parents or carers, or relevant healthcare professionals should inform the school as soon as possible so that the incident can be recorded, reviewed and any necessary action taken.

Following a serious allergic reaction or significant near miss, the school will review the circumstances to identify any learning or changes required. This may include reviewing:

- the learner's IHCP or Allergy Action Plan;
- risk assessments;
- staff training;
- communication and information sharing;
- catering or food-management arrangements;
- the location or availability of emergency medication; and
- wider school procedures.

Learning from incidents and near misses will inform the school's ongoing management of allergy risk and the review of this policy.

15. Information Sharing and Confidentiality

Information about a learner's allergy will be shared with staff who need it to keep the learner safe and provide appropriate support.

Health information will be handled sensitively and in accordance with CELT's data protection and information-sharing arrangements. Information will be shared proportionately and with respect for the learner's privacy and dignity.

Allergy Action Plans, IHCPs and relevant emergency information will be readily accessible to staff who may need them, including temporary, supply and relevant off-site staff.

16. Monitoring and Review

Each school will monitor the implementation of this policy through its named Allergy Safety Lead. Allergy-related risks will be appropriately reflected within school risk-management arrangements and significant issues escalated in accordance with CELT's governance and assurance arrangements.

This policy will be reviewed at least annually and earlier where:

- there is a serious allergic reaction or significant near miss;
- learning identifies a weakness in existing arrangements;
- statutory guidance or legislation changes; or
- other evidence indicates that the policy requires amendment.

The review will take account of incidents and near misses and, where appropriate, the views and experiences of learners with allergies and their parents or carers.

The policy will be published on school websites and made readily accessible to staff, learners, parents and carers.

Appendix 1 – Individual Healthcare plan – Allergy

Cornwall Education Learning Trust

Individual Healthcare Plan for allergy

Name:	Current photo
Date of birth:	
Year / class:	
Emergency contacts:	
Staff who need to be aware:	

Allergy:

Note what allergy the child or young person has, any known allergens, whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.

How the allergy is managed:

Note any care or action plans or prescribed medication issued by healthcare professionals. If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here. Note the extent to which the child or young person is able to take responsibility for managing their allergy.

Impact on education:

Indicate the potential harm which might come to the child or young person if their allergy is not managed properly. Indicate how the allergy may impact on learner's learning or emotional wellbeing. If relevant, note any interaction between allergy and SEN.

Arrangements for support: *Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit. Outline measures to reduce the risk of contact with known allergens. Give details of the specific support or adaptations to manage food allergy at meal and snack times. Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.*
Visits and trips: *Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.* *Note any requirement for a risk assessment and prompts for specific issues which should be considered.*
Emergency response: *Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached. Otherwise summarise the signs or symptoms which would indicate an emergency. Set out what to do in an emergency, including whom to contact. If relevant, note where "spare" adrenaline devices are located.*

Last discussed with parents/carers:	**Date**
Issued by:	**Date**:
Next planned review:	**Date**:

Cornwall Education Learning Trust	**Medication Plan for allergy management**
Name:	
Non-prescription medication: *Record any non-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting. Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access. Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Parental consent:	**Date**:
Prescription medication: *Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Prescribed by:	**Date**:
Parental consent:	**Date**:
Use of "spare" adrenaline devices: *Note whether parental consent has been given to administer adrenaline (e.g. using "spare" adrenaline devices) in an emergency.*	
Parental consent:	**Date**:
Use of "spare" salbutamol inhaler: *If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a "spare" salbutamol reliever inhaler.*	
Parental consent:	**Date**:

Appendix 2 – Individual Healthcare plan – Allergy Action Plan issued by healthcare professionals

<table>
<tr><td colspan="2">
Individual Healthcare Plan for allergy when allergy action plan issued by healthcare professionals</td></tr>
<tr><td colspan="2">Name:</td></tr>
<tr><td colspan="2">Allergy / Asthma Action Plan:
Attach any Action Plan to the IHP for use in an emergency.
Note which healthcare professional issued the plan, their role and the date issued.</td></tr>
<tr><td>Issued by:</td><td>Date issued:</td></tr>
<tr><td>Role</td><td></td></tr>
<tr><td colspan="2">Care Plan:
Note where any relevant care plan can be found.
Note what staff are responsible for delivering / supporting delivery of the care plan.
Note which healthcare professional issued the plan, their role and the date issued.</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td>Issued by:</td><td>Date:</td></tr>
</table>