



# **Allergy Safety Policy**

**August 2026**

## Document Quality Control

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# 1. Introduction

Cardiff Sixth Form College Cambridge (the College) is committed to providing a safe, inclusive and supportive environment for all students, staff and visitors with allergies.

Allergies can range from mild conditions to severe and potentially life-threatening reactions, including anaphylaxis. The College recognises that allergic reactions can occur unexpectedly and that effective allergy management requires a whole-College approach encompassing prevention, awareness, individual support, emergency response and learning from incidents.

This policy has been developed with regard to:

- the Children and Families Act 2014;
- the Children's Wellbeing and Schools Act 2026;
- the Department for Education *Allergy Safety in Schools: Statutory Guidance* (2026);
- the Department for Education *Supporting Pupils with Medical Conditions at School* statutory guidance;
- the Human Medicines Regulations 2012, as amended;
- the Education (Independent School Standards) Regulations 2014;
- the Equality Act 2010;
- the Health and Safety at Work etc. Act 1974;
- the Food Information Regulations 2014 and relevant food allergen legislation;
- *Keeping Children Safe in Education*;
- relevant guidance issued by the Department for Education, Department of Health and Social Care, Food Standards Agency and Anaphylaxis UK.

The College will take reasonable steps to identify, assess and manage allergy-related risks and to respond promptly and appropriately to allergic reactions.

This policy should be read alongside the First Aid and Medical Care Policy, Safeguarding and Child Protection Policy, Health and Safety Policy, Educational Visits Policy, Boarding Policies, Data Protection Policy, Anti-Bullying Policy and relevant catering and food safety procedures.

# 2. Scope

This policy applies to all students attending the College, including boarding and day students, and to all staff involved in their education, supervision and care.

The principles of this policy will also be applied, where appropriate, to visitors, contractors and other individuals using College premises.

The policy applies throughout the College day and to College-organised activities, including:

- lessons and supervised study;
- break and lunchtime arrangements;
- boarding provision;
- College events and activities;
- sporting and recreational activities;
- educational visits, residential trips and off-site activities; and
- College-provided transport and other activities for which the College has responsibility.

### 3. Leadership and Responsibility

The College will nominate a member of the Senior Leadership Team as the **Allergy Safety Lead** (Clair Curtis-Dyke, Vice Principal Pastoral and Boarding) with responsibility for overseeing the implementation and review of this policy.

The Allergy Safety Lead will work with relevant staff, including boarding, pastoral, first-aid, nurses, administrative and catering staff, to ensure that appropriate allergy safety arrangements are in place.

The College's leadership will ensure that:

- appropriate systems are in place to identify students with known allergies;
- relevant staff have access to the information required to support those students safely;
- appropriate Individual Healthcare Plans (IHPs) are established where required;
- appropriate allergy awareness and emergency response training is provided;
- prescribed medication is accessible when required;
- arrangements for emergency adrenaline auto-injectors are appropriately managed;
- allergy risks are considered in College activities and educational visits;

- serious incidents and near misses are recorded, reviewed and acted upon; and
- this policy is reviewed at least annually and following any significant allergy-related incident or near miss.

The allergy safety named Governor is Paul Ludlow who will support and advise the allergy safety lead.

## 4. Identifying Students with Allergies

Parents or carers and students are expected to provide the College with accurate and up-to-date information regarding known allergies before admission and whenever there is a change in diagnosis, treatment or medication.

Given the age and increasing independence of the College's students, students are also expected to take an active role in communicating and managing their allergies in accordance with their age, understanding and medical advice.

The College will maintain an appropriate record of students with known allergies. This will include, where relevant:

- the allergen or known trigger;
- the nature and severity of previous reactions;
- whether the student is at risk of anaphylaxis;
- medication prescribed;
- whether the student carries an adrenaline auto-injector (AAI);
- the location of any additional medication;
- the existence of an Individual Healthcare Plan;
- an Allergy Action Plan and/or Asthma Action Plan where applicable; and
- relevant emergency contact information.

Information will be shared with staff on a need-to-know basis to enable them to keep students safe.

## 5. Individual Healthcare Plans

A student will have an Individual Healthcare Plan where their allergy:

- has a functional impact on them at College;
- places them at risk of harm; and

- requires arrangements which are additional to or different from those ordinarily available.

An IHP may also be appropriate where a student requires medication, reasonable adjustments or specific emergency arrangements.

The IHP will be developed in consultation with the student, parents or carers where appropriate, relevant College staff and, where necessary, healthcare professionals.

Where an Allergy Action Plan and/or Asthma Action Plan has been provided by a healthcare professional, this will be incorporated into or attached to the IHP.

IHPs will be reviewed at least annually and sooner where there is a change in the student's condition, treatment, medication or circumstances.

## 6. Student Independence and Self-Management

The College recognises that most students are aged 16 or over and should be encouraged to develop appropriate independence in managing their medical needs.

Students who have been assessed as able to manage their own allergy medication will normally be expected to carry their prescribed medication, including their AAI where applicable.

However, student independence does not remove the College's duty to make appropriate arrangements for allergy safety or emergency response.

Students prescribed an AAI should:

- carry it with them at all times unless alternative arrangements have been agreed;
- know how and when to use it;
- inform the College immediately if it has been used;
- ensure that replacement devices are obtained following use or expiry; and
- inform staff if they believe they are experiencing an allergic reaction.

Where appropriate, additional prescribed medication may be held in an agreed and readily accessible location.

The College will work with students and parents or carers, where appropriate, where there are concerns about a student's ability or willingness to manage their medication safely.

## 7. Allergy Awareness and Staff Training

All staff who are present when students are scheduled to be on site will receive appropriate allergy awareness and emergency response training at least annually.

This will include, as appropriate:

- an understanding of allergies and how allergic reactions can occur;
- awareness of common allergens and triggers;
- understanding the distinction between allergy, food intolerance and coeliac disease;
- recognition of the signs and symptoms of an allergic reaction;
- recognition of anaphylaxis;
- understanding that anaphylaxis can occur without previous warning;
- how to respond to an allergic reaction;
- when and how to administer an AAI;
- how to summon emergency medical assistance;
- the location and use of emergency medication;
- the College's procedures for students with known allergies;
- the use of Allergy Action Plans and IHPs;
- responsibilities for reducing exposure to known allergens; and
- the reporting of incidents and near misses.

Training will form part of the induction arrangements for new staff. Appropriate arrangements will also be made for temporary, supply, agency, peripatetic, catering and other relevant staff.

Training records will be maintained by the College.

## 8. Minimising Exposure to Allergens

The College will take reasonable and proportionate steps to minimise the risk of students being exposed to their known allergens.

Risk reduction measures may include:

- appropriate communication of known allergy risks to relevant staff;
- appropriate arrangements with catering providers;

- safe food preparation, handling and serving procedures;
- measures to reduce cross-contact with allergens;
- consideration of food brought onto College premises;
- appropriate cleaning procedures;
- consideration of allergens when planning College events and activities;
- consideration of contact or airborne allergens where these present an identified risk; and
- individual risk assessments where appropriate.

The College does not operate a blanket "allergen-free" or "nut-free" environment unless a specific risk assessment determines that particular restrictions are necessary. The College recognises that it is not possible to guarantee that an environment is completely free from a particular allergen.

Instead, the College promotes an allergy-aware culture in which identified risks are actively assessed and managed.

The College does not currently provide practical food preparation lessons. Should activities involving food be planned as part of another College activity, staff must consider allergy risks before the activity takes place.

## 9. Catering and Food Provision

The College will work with its catering provider to ensure that appropriate systems are in place for managing food allergens.

Catering arrangements will include:

- compliance with applicable food information and allergen legislation;
- access to accurate allergen information;
- procedures to minimise cross-contact during storage, preparation and service;
- processes for communicating students' medically identified dietary requirements;
- appropriate training for catering staff; and
- arrangements for managing substitutions or changes to ingredients.

Students with food allergies will be encouraged to communicate their requirements clearly to catering staff and to ask for allergen information where necessary.

Students must not be placed under pressure to eat food where there is uncertainty about its ingredients or allergen status.

Food provided during College events, celebrations, boarding activities or educational visits must be considered as part of the College's allergy risk management arrangements.

## 10. Food Brought into College

Students and staff should be mindful that food brought onto College premises may pose a risk to individuals with allergies.

Where a particular student has a significant allergy risk, proportionate restrictions or additional controls may be introduced following an individual risk assessment.

Students should not share food where doing so could create an allergy risk.

Any specific restrictions relating to food brought into College will be communicated clearly to students, parents, staff and, where relevant, visitors.

## 11. Adrenaline Auto-Injectors

Students who have been prescribed an AAI should have rapid access to it at all times.

Where a student is able to carry and manage their own AAI, they will normally be expected to do so.

The College will establish arrangements for emergency or "spare" AAIs in accordance with applicable legislation and DfE guidance.

Emergency AAIs will:

- be stored in clearly identified and readily accessible locations;
- not be locked away in a manner that would delay access during an emergency;
- be clearly distinguished from devices prescribed to individual students;
- be stored in pairs where required;
- be checked regularly to ensure they remain in date and suitable for use; and
- be replaced promptly following use or expiry.

The College will ensure that emergency arrangements enable an AAI to be obtained rapidly in the event of suspected anaphylaxis.

Where the College operates across more than one building or site, the location and number of emergency AAls will be determined with regard to the need for rapid access.

## 12. Responding to Suspected Anaphylaxis

Anaphylaxis is a medical emergency.

Where anaphylaxis is suspected, staff must act immediately.

Staff should:

1. **Administer adrenaline without delay** in accordance with the student's Allergy Action Plan, instructions on the AAI and their training.
2. **Call 999 immediately** and state that anaphylaxis is suspected.
3. Keep the student appropriately positioned and supervised in accordance with emergency training.
4. Administer a second dose of adrenaline after the appropriate interval if symptoms have not improved or have returned and a second device is available, in accordance with current emergency guidance.
5. Ensure that the student's parents or carers are informed as soon as practicable.
6. Continue to monitor and support the student until emergency medical assistance arrives.

Where there is uncertainty about whether a severe reaction is anaphylaxis, staff should follow their training and the applicable emergency guidance. Adrenaline should not be delayed while waiting for parental consent or for a healthcare professional to arrive.

Any student who has received adrenaline must be assessed by emergency medical services.

An allergy-related emergency will subsequently be recorded and reviewed in accordance with this policy.

## 13. Emergency or Spare AAls

The College will maintain appropriate emergency AAI provision in accordance with the applicable legal framework and current DfE guidance.

The College's arrangements will specify:

- the number and dosage of devices held;
- where devices are located;
- responsibility for checking expiry dates;
- responsibility for replacement following use or expiry;
- procedures for safe disposal;
- circumstances in which an emergency AAI may be administered; and
- recording requirements following use.

Staff must follow current College procedures and their training when using an emergency AAI.

## 14. Boarding

The College recognises that boarding creates additional allergy-management considerations because students may be under College care outside the normal teaching day and may eat, socialise and participate in activities in a wider range of environments.

Boarding arrangements for students with significant allergies will therefore be considered as part of their IHP and/or individual risk assessment.

This may include consideration of:

- access to prescribed medication at all times;
- availability of emergency medication within boarding provision;
- food storage, preparation and consumption;
- takeaway and food delivery arrangements;
- communal kitchens and shared food;
- cleaning and cross-contact risks;
- boarding trips and activities;
- communication between academic, pastoral, medical, catering and boarding staff; and
- arrangements for responding to an allergic reaction during evenings, overnight and at weekends.

Boarding staff will receive appropriate allergy awareness and emergency response training.

Students will be supported to develop independence in managing their allergy while recognising that College staff retain responsibilities for ensuring appropriate arrangements are in place while students are in the College's care.

## 15. Educational Visits and Off-Site Activities

Students with allergies will not be excluded from educational visits, residential trips, sporting activities or other College activities solely because of their allergy.

The College will make reasonable adjustments and undertake appropriate risk assessments to enable students to participate safely.

For a student at risk of anaphylaxis, planning will consider:

- the nature and location of the activity;
- access to the student's prescribed AAI;
- whether additional AAIs are required;
- access to emergency medical assistance;
- food provision and allergen information;
- travel arrangements;
- the availability of appropriately trained staff;
- communication with external providers; and
- arrangements for overnight or overseas visits.

The student's own prescribed AAI must accompany them on any trip or activity where it may be required.

## 16. Wellbeing, Inclusion and Anti-Bullying

The College recognises that living with an allergy, particularly a severe allergy or risk of anaphylaxis, can affect a young person's emotional wellbeing, confidence and participation in College life.

Students with allergies should be able to participate fully in College life wherever this can be achieved safely through reasonable adjustments.

The College will seek to avoid unnecessary restrictions, stigma or isolation.

Bullying, harassment, intimidation or deliberate exposure of another person to a known allergen will not be tolerated.

Any behaviour involving the deliberate misuse of an allergen, interference with another student's medication, or intentionally placing a student with an allergy at risk will be treated seriously under the College's Good Behaviour and Sanctions Policy and may also constitute a safeguarding matter.

Appropriate pastoral support will be provided where allergy-related anxiety or other wellbeing concerns are identified.

## 17. Information Sharing and Confidentiality

Information about a student's allergy is health information and constitutes special category personal data.

The College will process and share such information in accordance with its Data Protection Policy and applicable data protection legislation.

Relevant information will be shared with staff where this is necessary to protect the student and enable staff to fulfil their responsibilities.

Information will be handled sensitively and proportionately, taking account of the student's age, privacy and dignity.

Students and parents or carers are expected to inform the College promptly of any changes to allergies, medication, treatment or emergency arrangements.

## 18. Serious Incidents and Near Misses

All significant allergic reactions, incidents involving the administration of adrenaline, and allergy-related near misses must be recorded.

A near miss may include an event in which a student could have been exposed to a known allergen or placed at significant risk but where serious harm did not occur.

Following a serious incident or near miss, the College will:

- ensure that the student receives appropriate immediate and ongoing support;
- inform parents or carers where appropriate;
- record the circumstances of the incident;
- identify contributing factors;
- consider whether external reporting is required;
- review the student's IHP and risk assessment where relevant;
- review relevant College procedures;

- identify and implement lessons learned; and
- consider whether this policy requires amendment.

Significant incidents and relevant learning will be reported to the appropriate College leadership and governance arrangements.

## 19. Responsibilities of Students

Students are expected, according to their age and understanding, to take reasonable responsibility for managing their allergy.

This includes:

- informing the College of their allergy;
- following their IHP or Allergy Action Plan;
- carrying prescribed emergency medication where this has been agreed;
- not deliberately consuming or exposing themselves to a known allergen;
- checking allergen information and asking for assistance where uncertain;
- not sharing medication;
- informing staff immediately if they experience symptoms of an allergic reaction;
- informing the College of changes to their condition or medication; and
- treating the allergies and medical needs of others with respect.

## 20. Responsibilities of Parents and Carers

Where appropriate, parents and carers are expected to:

- provide accurate and current information regarding their child's allergy;
- provide relevant medical documentation and Action Plans;
- provide prescribed medication in its original packaging and ensure that it is in date;
- replace medication following use or expiry;
- notify the College promptly of changes in diagnosis, treatment or medication;
- participate in the development and review of IHPs; and
- work in partnership with the College to support safe allergy management.

For students aged 18 or over, the College will normally liaise directly with the student unless the student has consented to parental involvement or there is another lawful basis for sharing information.

## 21. Responsibilities of Staff

All staff are responsible for:

- completing required allergy awareness and emergency response training;
- familiarising themselves with this policy;
- knowing how to access relevant information regarding students with allergies;
- taking reasonable steps to minimise identified allergy risks;
- recognising the signs of an allergic reaction and anaphylaxis;
- knowing how to summon emergency assistance;
- knowing where emergency medication is located;
- responding promptly in an emergency;
- following students' IHPs and Action Plans where relevant; and
- reporting allergy-related incidents and near misses.

Staff must not assume that another member of staff will respond to an emergency where immediate action is required.

## 22. Visitors, Contractors and External Providers

Where a visitor, contractor or external provider has responsibility for students or provides food or activities which may create an allergy risk, the College will provide relevant information and establish appropriate arrangements.

External providers involved in trips, catering, residential activities or other activities will be expected to provide sufficient information to enable allergy risks to be assessed and managed.

## 23. Complaints

Concerns regarding the implementation of this policy should initially be raised with the relevant member of staff or the Allergy Safety Lead.

Formal complaints will be considered in accordance with the College's Complaints Policy.

## 24. Policy Awareness

This policy will be made available to staff, students and parents and published in accordance with the College's policy publication arrangements.

All staff will be made aware of the policy through induction, training and periodic updates.

The College will promote an allergy-aware culture amongst students through appropriate pastoral education, communications and guidance.

## 25. Monitoring and Review

The Allergy Safety Lead will oversee the implementation of this policy.

The policy will be reviewed **at least annually**, and earlier where:

- there is a significant allergic reaction or anaphylaxis incident;
- an allergy-related near miss identifies weaknesses in existing arrangements;
- relevant legislation or statutory guidance changes;
- College facilities or catering arrangements change materially; or
- monitoring identifies an area requiring improvement.

The College will use information from incidents, near misses, student and parent feedback, staff training and risk assessments to inform ongoing improvements to allergy safety. The policy will be reviewed in conjunction with the nursing team.