



*Creative  
Education  
Trust*

# CET Allergy Policy

## 2026-27

|                                                  |                  |
|--------------------------------------------------|------------------|
| <b>Policy Owner</b>                              | Head of SEND     |
| <b>Reviewed by CEO</b>                           | Date August 2026 |
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## Contents

| <b>Section</b>                                                 | <b>Page</b> |
|----------------------------------------------------------------|-------------|
| Purpose and Vision                                             | Page 3      |
| Related Documents                                              | Page 5      |
| Definitions                                                    | Page 6      |
| Roles and Responsibilities                                     | Page 8      |
| Provision                                                      | Page 10     |
| Transitions and Transfer Arrangements                          | Page 14     |
| Monitoring, review and accountability                          | Page 14     |
| Complaints                                                     | Page 14     |
| Appendix A – Useful Links                                      | Page 15     |
| Appendix B – School Checklist                                  | Page 16     |
| Appendix C - Emergency Treatment and Management of Anaphylaxis | Page 17     |



## Purpose and Vision

### Purpose

This Allergy Safety Policy sets out how Creative Education Trust (CET) schools will create and maintain a safe, inclusive and supportive environment for students with allergies. The policy outlines the arrangements for identifying and supporting students with allergic conditions, reducing the risk of exposure to allergens, responding effectively to allergic reactions and anaphylaxis, and ensuring that students with allergies can participate fully in all aspects of school life.

This policy is aligned with the Department for Education's *Allergy Safety in Schools Statutory Guidance* (July 2026). It will be published on the school website and made available in alternative formats or hard copy on request.

### Vision

#### **AMBITION • EQUITY • OPPORTUNITY**

As a trust, we are committed to creating truly inclusive schools that are both ambitious and equitable. We strive to remove barriers to learning so that every student can participate fully in school life, feel a genuine sense of belonging, and achieve their full potential. This includes ensuring that students with allergies are safe, supported and able to access all aspects of education and enrichment opportunities.

#### **Core Principles and Commitments:**

- Complying with all relevant legislation, regulations and statutory requirements relating to health and safety, food information, allergy management and equality.
- Promoting a culture of proactive risk management to help keep students safe and reduce the risk of exposure to known allergens.
- Ensuring that students from diverse backgrounds, ethnicities and cultural heritages are not disadvantaged in relation to allergy management, food provision or food labelling practices.
- Identifying allergies and medical needs at the earliest opportunity and ensuring timely support, appropriate care arrangements and reasonable adjustments are put in place.
- Working closely with catering providers and catering staff to maintain robust procedures for menu planning, allergen identification, food labelling, food storage, stock ordering and the prevention of cross-contamination.
- Delivering effective staff training and awareness programmes to ensure staff understand food allergies and intolerances, can recognise the signs and symptoms of allergic reactions and anaphylaxis, and know how to respond appropriately in an emergency.
- Developing student awareness of allergies, food safety and inclusion through PSHE and other relevant curriculum areas, helping students understand how they can contribute to a safe and supportive environment.
- Fostering strong partnerships between students, parents and carers, school staff, healthcare professionals and external agencies to ensure coordinated support and positive outcomes.
- Prioritising student wellbeing, dignity, belonging, independence and reasonable adjustments, thus ensuring students with allergies feel safe, respected, included and confident to participate fully in all aspects of school life.



- Continually reviewing our practices and procedures to promote best practice in allergy awareness, prevention and response.



## **Related Documents**

### **Related national documents**

- Special Educational Needs and Disability Code of Practice 0 to 25 years (2015)
- The Equality Act (2010)
- Supporting Students with Medical Conditions at School (2015)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2026)

### **Related school and trust documents**

- Equal Opportunities Policy
- Safeguarding Policy
- Accessibility Plan
- Supporting Students with Medical Conditions Policy
- School SEND Information Report (published and updated annually on school websites) and associated SEND framework.



## Definitions

- **Allergy**

An allergy is an immune system response to a substance (allergen) that is normally harmless. Allergic reactions can range from mild symptoms, such as itching or rash, to severe and potentially life-threatening reactions.

- **Allergen**

An allergen is a substance that can trigger an allergic reaction. Common allergens include certain foods (such as peanuts, tree nuts, milk and eggs), insect stings, medicines, latex and environmental allergens such as pollen.

- **Allergic Reaction**

An allergic reaction occurs when the body's immune system reacts to an allergen. Symptoms can vary from mild to severe and may affect the skin, digestive system, respiratory system or circulation.

- **Anaphylaxis**

Anaphylaxis is a severe, potentially life-threatening allergic reaction which affects the airway, breathing and/or circulation. It requires immediate emergency treatment with adrenaline and urgent medical assistance.

- **Adrenaline Auto-Injector (AAI)**

An adrenaline auto-injector is a prescribed emergency medical device used to administer adrenaline in cases of anaphylaxis. Common brands include EpiPen®, Jext® and Emerade®.

- **Individual Healthcare Plan (IHP)**

An Individual Healthcare Plan (IHP) is a document that sets out a student's medical needs, the support required in school, arrangements for managing risks, emergency procedures and the roles and responsibilities of those involved in the student's care.

- **Allergy Action Plan (AAP)**

An Allergy Action Plan is a clinically informed document that provides clear instructions on recognising and managing an allergic reaction, including when and how to administer medication such as adrenaline auto-injectors.

- **Near Miss**

A near miss is an incident that could have resulted in exposure to an allergen or an allergic reaction but did not cause harm. Near misses should be recorded and reviewed to improve safety arrangements.

- **Reasonable Adjustments**

Reasonable adjustments are changes to policies, practices, procedures or environments that help ensure students with allergies can access education, activities and opportunities safely and equitably alongside their peers.



- **Allergy Lead**

The Allergy Lead is the designated member of staff and member of the Senior Leadership Team responsible for overseeing allergy management within the school, including policy implementation, staff training, healthcare plans, communication and monitoring arrangements.

- **Parent/Carer**

For the purposes of this policy, parent/carers refers to anyone with parental responsibility, including carers.

- **Medical Conditions Register**

The Medical Conditions Register is the school's record of students with identified medical conditions, including allergies, and contains information necessary to support their safety and wellbeing while in school.



## **Roles and Responsibilities**

All trust schools recognise that supporting students with allergies is a whole-school responsibility, and effective provision relies on all staff working together as a coordinated team.

The following individuals, however, are recognised as the key players in leading, coordinating and delivering allergy provision across our schools.

### **Senior Leadership Team (SLT)**

- Ensure a member of the SLT acts as the school's Designated Allergy Lead.
- Ensure the organisation has an up-to-date Allergy Policy.
- Promote a culture of allergy awareness and inclusion.
- Ensure reasonable adjustments are made to support individuals with allergies.
- Ensure staff receive appropriate allergy and anaphylaxis training.
- Allocate sufficient resources to implement the policy effectively.
- Review allergy-related incidents and implement lessons learned.
- Ensure emergency medication is accessible and staff know how to find it.

### **Designated Allergy Lead (in consultation with the SENDCo)**

- Maintain a register of individuals with allergies.
- Ensure Individual Healthcare Plans (IHPs) are completed for students with allergies and reviewed regularly.
- Act as the main point of contact for parents, carers, healthcare professionals, and staff.
- Monitor allergy management procedures across the setting.
- Coordinate staff training and awareness activities.
- Ensure emergency medication is in date and stored appropriately.

### **All Staff**

- Reading and following the Allergy Policy and relevant Individual Healthcare Plans.
- Being aware of children or individuals with allergies in their care.
- Attending required allergy and anaphylaxis training.
- Taking reasonable steps to reduce exposure to known allergens.
- Recognising the signs and symptoms of allergic reactions and anaphylaxis.
- Responding promptly to allergy incidents and following emergency procedures.
- Reporting concerns, incidents, and near misses to management.

### **Parents and Carers**

- Inform the setting of any diagnosed allergies or medical conditions.
- Provide accurate and up-to-date medical information.
- Supply prescribed medication, including adrenaline auto-injectors where required.
- Ensure medication remains in date and is replaced before expiry.
- Participate in the development and review of Individual Healthcare Plans.
- Inform the setting of any changes to their child's medical needs.



### **Students (where age-appropriate)**

- Understand their allergies and associated risks.
- Avoid sharing food, drinks, or medication.
- Inform a member of staff if they feel unwell or think they have been exposed to an allergen.
- Follow agreed allergy management measures, including being encouraged and supported to carry their own medication and to respond to incidents independently.

### **Catering Staff and Food Providers**

- Maintain accurate allergen information for all foods provided.
- Follow food safety and allergen management procedures.
- Prevent cross-contamination during food preparation and service.
- Communicate clearly with staff regarding allergen content.
- Support safe meal provision for individuals with allergies.

### **Governors/Trustees**

- Monitor the implementation and effectiveness of the Allergy Policy.
- Ensure legal duties relating to health, safety, equality, and safeguarding are met.
- Review policy compliance and significant incidents.
- Support continuous improvement in allergy management practices.



## Provision

### Identification, Record Keeping and Individual Healthcare Plans

Each school in the trust will nominate a named member of the Senior Leadership Team with overall responsibility for allergy safety, implementation of this policy, oversight of training, incident review and policy compliance. This will be the *Allergy Lead*.

The Allergy Lead will maintain an accurate and up-to-date register of all students with known allergies, including details of allergens, prescribed medication, emergency contacts, Individual Healthcare Plans (IHPs)<sup>1</sup> and Allergy Action Plans. Information will be obtained from parents/carers, the SENDCo, healthcare professionals and previous settings where appropriate.

All students with a diagnosed allergy that requires additional support, reasonable adjustments or emergency treatment will have an Individual Healthcare Plan (IHP). Where a healthcare professional has issued an Allergy Action Plan, this will form part of, or be attached to, the student's IHP. The Allergy Action Plan provides clear information regarding allergens, symptoms, medication requirements, emergency procedures and parental consent for the administration of prescribed and, where applicable, spare Adrenaline Auto-Injectors (AAIs).

The Allergy Lead will ensure that relevant staff understand each student's healthcare arrangements and know how to access and follow the Allergy Action Plan in an emergency. Whenever a revised Action Plan is received, the student's records and support arrangements will be reviewed and updated accordingly.

The Allergy Register will be available to relevant staff with student photos where appropriate. Briefings for cover staff, supply teachers and volunteers will be held in addition to the usual staff briefings. Alerts will be placed on Arbor.

Reasonable measures will also always be taken to support staff, contractors, volunteers and visitors with known allergies whilst on site.

### Supply, Storage and Care of Medication

The Allergy Lead will ensure that students prescribed emergency medication have rapid access to it throughout the school day. Older students may carry their own medication where this has been agreed through the Individual Healthcare Plan. Younger students, or those unable to self-manage, will have medication stored in an agreed location that is readily accessible to staff and never locked away.

Each student's allergy kit will normally contain:

- Two prescribed AAIs
- An up-to-date Allergy Action Plan
- Prescribed antihistamine medication
- Prescribed asthma inhaler, where applicable

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<sup>1</sup> [Individual\\_Healthcare\\_Plan\\_template\\_4\\_July\\_2026.docx](#)



- Any additional medication identified within the Healthcare Plan

Medication must:

- Be clearly labelled with the student's name.
- Be stored at room temperature.
- Be protected from sunlight and temperature extremes.
- Always remain easily accessible.

Parents/carers are responsible for ensuring medication remains in date and replacing expired medication promptly. However, the designated Allergy Lead will undertake scheduled checks of medication and inform families when replacement medication is required.

Used AAls must be disposed of as clinical sharps in accordance with local disposal arrangements.

### **Spare Adrenaline Auto-Injectors (AAls)**

The school will hold spare AAls in accordance with national legislation and guidance. Spare AAls provide an additional layer of protection where a student's prescribed medication is unavailable, has malfunctioned, has expired, or where anaphylaxis occurs unexpectedly.

Spare AAls will:

- Be clearly marked and easily identifiable.
- Be stored in pairs.
- Be readily accessible and not locked away.
- Be located so that staff can access and administer them within five minutes.
- Be checked regularly for expiry dates and condition.
- Be replaced promptly after use or expiry.

Consideration will be given to maintaining multiple emergency anaphylaxis kits on large or split-site campuses to ensure rapid access in all areas of the school. Wherever possible, written parental consent for the use of spare AAls will be recorded within the student's healthcare documentation.

### **Staff Training and Awareness**

All staff who may supervise students, including teaching staff, support staff, catering staff, lunchtime supervisors, regular volunteers, supply staff and club providers, will receive annual allergy awareness and emergency response training. New staff will receive training as part of their induction process.

Training will include:

- Understanding allergy, food allergy, asthma, eczema and related conditions.
- Understanding the difference between allergy, food intolerance and coeliac disease.
- Recognising common allergens and triggers.
- Recognising allergic reactions and anaphylaxis.



- Administering AAls and other emergency medication.
- Use of prescribed and spare AAls.
- Understanding Allergy Action Plans and Individual Healthcare Plans.
- Procedures for contacting emergency services and parents.
- Reducing allergen exposure and preventing cross-contamination.
- Staff responsibilities for allergy safety.
- Reporting allergy incidents and near misses.
- Supporting student wellbeing and inclusion.

### **Inclusion, Wellbeing, Safeguarding and Allergy Awareness**

All schools in the Trust are committed to ensuring that students with allergies are fully included in all aspects of school life and can participate safely in learning, social activities, visits, clubs and enrichment opportunities. Student wellbeing, dignity and belonging will be promoted through effective support arrangements and a culture of understanding and inclusion.

The school will:

- Consider allergy-related needs within safeguarding procedures, especially as it can be a source of anxiety for impacted students.
- Address and prevent bullying, teasing, discrimination or exclusion related to allergies.
- Promote allergy awareness through PSHE, assemblies and curriculum opportunities.
- Encourage students to understand allergy safety and seek help in an emergency.
- Foster a whole-school culture of shared responsibility and respect for medical needs.

The school will also recognise that no environment can be guaranteed to be completely allergen-free and therefore focus on education, awareness, risk reduction and effective management rather than blanket allergen bans. Where appropriate and agreed by the student and parent/carer, peers may receive age-appropriate training to support understanding of allergy safety and how to seek help in an emergency.

### **Catering and Food Management**

The school and its catering providers will comply with Food Information Regulations and ensure information relating to the 14 recognised allergens is available for food provided on site.

The school will:

- Maintain robust allergen management procedures.
- Share allergen information with students and parents/carers.
- Ensure catering staff are aware of students with food allergies.
- Minimise the risk of cross-contamination during food preparation and service.
- Ensure staff understand food labelling requirements.
- Risk assess food-related activities, celebrations and curriculum experiences.

Parents/carers will be encouraged to liaise directly with the catering team regarding individual dietary requirements.



Schools will assess and manage risks associated with food brought onto site by students, staff, parents or visitors. Parents will be informed of any restrictions or precautions relating to food-based activities, celebrations and events.

### **Educational Visits and Risk Assessment**

The school will ensure students with allergies can participate safely in educational visits, sporting events, residential experiences and extra-curricular activities. Allergy needs will be considered during planning and risk assessments, and emergency medication will always accompany students.

Visit leaders will:

- Review Allergy Action Plans before visits.
- Ensure medication is carried and accessible.
- Ensure appropriately trained staff are present.
- Liaise with venues and external providers regarding allergen management.
- Consider catering arrangements and emergency procedures.
- Implement reasonable adjustments to support full participation.

In addition, the school will complete individual allergy risk assessments, as required. Risk assessments will cover classroom activities, food provision, practical lessons, enrichment activities, trips, transport arrangements, emergency procedures and safeguarding considerations. They will be reviewed annually and after any incident or near miss.



## **Transitions, Transfer Arrangements and Information Sharing**

The trust recognises that transitions are important points in any student's educational journey and that this can be especially true of students who have an allergy.

The Allergy Lead will coordinate enhanced transition programmes, information transfer and visits to receiving settings, as appropriate.

Information relating to students' allergies will be shared on a need-to-know basis with relevant staff. Schools will process and store medical information in accordance with the Trust GDPR and Data Protection policies, ensuring information is shared appropriately to safeguard students whilst respecting privacy and dignity.

## **Monitoring, Review and Accountability**

All allergy incidents, episodes of anaphylaxis and near misses will be recorded on Arbor, reviewed and used to inform future practice. Parents/carers and relevant professionals will be able to report concerns or incidents, including those identified after a student has left the school site. Lessons learned from incidents and near misses will inform policy reviews and improvements.

The policy is reviewed annually by the Head of SEND in consultation with the Estates Team. It will be updated as required and / or as statutory guidance changes.

Trustees approve the Allergy Policy via the Safeguarding Committee's initial scrutiny followed by sign-off via the Board of Trustees.

The Allergy Lead, in consultation with the SENDCo, will maintain the allergy records, complete quality assurance checks and report on incidents and any near misses at the termly Academy Improvement Board (AIB).

## **Complaints about Allergy Provision**

Parents/Carers are urged to raise concerns promptly with the school in order that a solution can be agreed quickly.

Initial complaints should be raised with the Allergy Lead.

If unresolved, complaints should follow the trust's formal Complaints Policy.



## Appendix A - Useful Links

Anafylaxis UK - <https://www.anaphylaxis.org.uk/>

Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>

Allergy Wise for Schools online training -  
<https://www.allergywise.org.uk/p/allergywise-for-schools1>

Allergy UK - <https://www.allergyuk.org>

Whole school allergy and awareness management -  
<https://www.allergyuk.org/schools/whole-school-allergy-awareness-andmanagement>

BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting students at school with medical conditions -  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-students-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-students-at-school-with-medical-conditions.pdf)

Department of Health Guidance on the use of adrenaline auto-injectors in schools -  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline auto injectors in schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) -  
<https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) - <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>



## Appendix B - School Checklist

| Area                                                                                              | Yes/No | Notes/Details                                                   |
|---------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------|
| Named Allergy Lead identified                                                                     | Yes    | Amy Fuller – Vice Principal<br>Sarah Bearder – Lead First Aider |
| Individual Healthcare Plans in place                                                              | Yes    |                                                                 |
| Spare AAIs available (where applicable)                                                           | Yes    |                                                                 |
| Staff trained in allergy and anaphylaxis                                                          | Yes    |                                                                 |
| Medication storage arrangements documented                                                        | Yes    |                                                                 |
| AAI expiry date checks in place                                                                   | Yes    |                                                                 |
| Catering and food allergen procedures covered                                                     | Yes    |                                                                 |
| Extra-curricular visits/other activities risks assessed, as required                              | Yes    |                                                                 |
| Safeguarding and anti-bullying measures in place                                                  | Yes    |                                                                 |
| Recording system in place (Arbor), including for Near-miss data                                   | Yes    |                                                                 |
| Paperwork checked and audited (termly in line with AIB)                                           | Yes    |                                                                 |
| Medical information shared appropriately with staff, including Cover Teachers and volunteers etc. | Yes    |                                                                 |
| Allergy information/policy published on school website                                            | Yes    |                                                                 |



## **Appendix C - Emergency Treatment and Management of Anaphylaxis**

Allergic reactions can occur rapidly following exposure to an allergen. Staff must be able to identify the signs and symptoms of both mild to moderate allergic reactions and anaphylaxis and respond without delay. Annual training will ensure all staff can recognise allergic reactions and know how to access emergency support and medication.

### **Mild to Moderate Symptoms**

- Raised red rash (hives/urticaria)
- Itching or tingling in the mouth
- Swelling of the lips, face or eyes
- Stomach pain, nausea or vomiting

### **Signs of Anaphylaxis (ABC Symptoms)**

#### **Airway**

- Swelling of the throat, tongue or upper airway
- Difficulty swallowing
- Hoarse voice

#### **Breathing**

- Wheezing
- Difficulty breathing
- Noisy breathing

#### **Circulation**

- Dizziness or feeling faint
- Pale, clammy skin
- Confusion
- Sudden drowsiness
- Loss of consciousness

Anaphylaxis is a life-threatening medical emergency. Adrenaline is the first-line treatment and should be administered as soon as anaphylaxis is suspected. Schools should ensure that students who require AAIs can always access them within five minutes, including during lunch, breaktimes, sports activities and educational visits.

### **Emergency Response Procedure**

#### **If anaphylaxis is suspected:**

- Stay with the student and call for assistance.
- Keep the student lying flat with their legs raised where possible. If breathing is difficult, they may sit upright for the shortest time necessary.
- Administer the AAI immediately and record the time given.
- Call 999 and state "ANAPHYLAXIS".
- Administer a second AAI after five minutes if symptoms do not improve.
- Commence CPR if there are no signs of life.



- Inform parents/carers as soon as possible.

All students treated with adrenaline must be transported to hospital for assessment and observation, even if symptoms improve.