



CFCC ALLERGY SAFETY POLICY

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1. Introduction and Core Principles

Castle Farm Countryside Classroom Ltd (CFCC) is committed to providing a safe, inclusive and welcoming environment for children and young people, staff, volunteers and visitors with allergies. This policy sets out measures to reduce exposure to known allergens and clear arrangements for responding to allergic reactions and anaphylaxis.

Allergy is a spectrum of conditions. Food allergy, asthma, eczema and seasonal rhinitis may occur together. Coeliac disease and food intolerance require appropriate dietary management but are not, in themselves, conditions that cause anaphylaxis.

The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- insect stings (e.g. bee, wasp);
- medication (e.g. antibiotics, pain medicines such as ibuprofen);
- latex (e.g. rubber gloves, balloons, swimming caps).

CFCC will manage known allergies through individual information, risk assessments, appropriate healthcare or allergy action plans, staff awareness and emergency arrangements.

2. Emergency Treatment and Management of Anaphylaxis / What to Look For

Allergic reactions can develop quickly. Mild to moderate symptoms may include a raised or itchy rash, tingling or itching in the mouth, swelling of the lips, face or eyes, stomach pain or vomiting, mild throat tightness or a sudden change in behaviour. More serious symptoms may involve the airway, breathing or circulation.

- Where anaphylaxis is suspected, administer adrenaline without delay in accordance with the individual's healthcare/allergy action plan and the instructions for the prescribed device.
- Call 999 and clearly state that anaphylaxis is suspected.
- Keep the individual with the responding adult and do not leave them unattended.
- Follow the individual's emergency plan and position them appropriately; do not allow unnecessary standing or walking.
- Where a second device is available, follow the individual's plan and current emergency guidance regarding a second dose.
- Inform the parent/carer and ensure the individual receives appropriate medical assessment.

3. Minimising Risk and Exposure to Allergens

CFCC will take reasonable and proportionate steps to minimise exposure to known allergens. Allergy will be considered within relevant site, activity and off-site risk assessments.

- Known allergy information will be communicated to relevant staff on a need-to-know basis.
- Individual risk assessments and healthcare/allergy action plans will be followed.
- Staff, learners and visitors will be encouraged not to share food, utensils or food containers.
- Food preparation and handling will follow appropriate hygiene and cross-contamination controls.
- Allergy risks will be considered before external activities and trips.
- Any allergy incident or near miss will be reviewed and may lead to changes to risk assessments or individual plans.

4. Food Provision

CFCC is a nut-free provision. Nuts must not knowingly be brought onto or used at CFCC sites. However, CFCC cannot guarantee that food, ingredients, packaged products or products brought onto the premises are completely free from traces of nuts. Products carrying precautionary allergen labelling such as 'may contain nuts' or 'may contain traces of nuts' will therefore be treated as potentially containing the allergen.

- Known allergy information will be available to staff who need it before a learner attends.
- Food labels will be checked where food is provided or used in activities.
- Where there is uncertainty about a food or ingredient, it will not be given to a learner with a relevant allergy until the position has been clarified.
- Learners will be taught, where appropriate, not to share or trade food.
- Cross-contamination will be minimised through cleaning, hand hygiene, utensils, preparation areas and storage.
- Parents/carers will be contacted where there is uncertainty about dietary requirements.

5. Medication and Adrenaline Auto-Injectors

Young people prescribed adrenaline auto-injectors (AAIs) should have two in-date devices available in accordance with their individual healthcare or allergy action plan.

CFCC operates two sites: Castle Farm in Burgh Castle and the St Olaves site. CFCC will maintain two spare, in-date adrenaline auto-injectors at each site. The spare devices will be kept in a clearly labelled emergency anaphylaxis box in a known, readily accessible location.

The nominated responsible person will check spare devices regularly, including expiry dates and condition, and arrange replacement before expiry. Storage will follow the manufacturer's instructions.

Where a learner has prescribed AAls, their own two prescribed devices remain their personal medication and should be clearly identified and available in accordance with their individual healthcare or allergy action plan.

Off-Site and Outdoor Learning Medication Arrangements

Because of the nature of CFCC's alternative provision, learners regularly undertake outdoor learning, land-based activities and off-site visits. For off-site activities, only learners who have their own two prescribed adrenaline auto-injectors available will carry their personal adrenaline medication. Their own two devices must accompany them and remain immediately accessible to the learner or named supporting adult, as appropriate to the learner's age, understanding and healthcare plan.

The two spare AAls stored at Castle Farm and the two spare AAls stored at St Olaves are site-based emergency resources. Before any off-site activity, the responsible adult will check the relevant learner's medication and the activity risk assessment. If the required personal medication is not available, the learner will not participate in that off-site activity unless an alternative arrangement has been specifically assessed and approved.

6. In the Event of an Anaphylactic Reaction

- Administer adrenaline without delay where indicated by the individual's emergency plan.
- Call 999 and state 'anaphylaxis'.
- Do not leave the learner unattended.
- Keep the learner in an appropriate position and do not allow unnecessary standing or walking.
- If a second device is required and available, follow the individual plan and current emergency guidance.
- Inform the parent/carers and placing school or authority as appropriate.
- Record the incident and review the learner's risk assessment and healthcare arrangements.

7. Learner Self-Management

Where appropriate to the learner's age, understanding and competence, CFCC will encourage learners to understand their allergy and take increasing responsibility for their own medication. Staff remain responsible for acting promptly where a learner cannot manage medication independently.

Learners prescribed two AAls will be expected to have both devices available when attending CFCC and participating in off-site activities.

8. Staff Training and Emergency Response

All staff will receive allergy awareness and emergency response training as part of induction and through ongoing training.

- Allergy and anaphylaxis awareness.
- Recognition of mild, moderate and severe allergic reactions.
- Emergency management of anaphylaxis.
- The location and safe use of spare AAIs.
- How to follow an Individual Healthcare Plan or Allergy Action Plan.
- How to report allergic reactions, incidents and near misses.
- Responsibilities for reducing allergen exposure.
- The impact of allergy on learner wellbeing and inclusion.

9. Emergency Preparedness

CFCC will ensure staff know how to identify learners with known allergies, where spare AAIs are located and how to respond in an emergency. Emergency arrangements will be considered during fire drills, evacuations, lockdowns and other emergency planning.

The emergency AAI boxes at Castle Farm and St Olaves will be clearly labelled and accessible to staff. Their locations will be communicated during staff induction and refresher training.

10. CFCC Roles and Responsibilities

Directors

- Ensure this policy is implemented and reviewed.
- Ensure arrangements reduce exposure to known allergens.
- Ensure appropriate emergency response arrangements are maintained.
- Monitor allergy safety as part of health, safety and safeguarding oversight.

Operational Director / Management

- Collect allergy information during admissions and ensure relevant staff are informed.
- Maintain an appropriate register of learners with known allergies and medication arrangements.
- Ensure healthcare and allergy plans are obtained and communicated appropriately.
- Ensure staff training is maintained.
- Ensure spare AAI stocks are checked and replaced before expiry.

All Staff

- Understand and follow this policy and individual healthcare arrangements.
- Recognise allergic reactions and act swiftly.
- Reduce avoidable allergen exposure.
- Know where the site's emergency AAI box is located.

- Report incidents and near misses promptly.

Parents/Carers

- Provide accurate and current allergy information.
- Provide two in-date prescribed AAIs where the learner has been prescribed them.
- Provide updated healthcare/allergy action plans and inform CFCC of changes.
- Inform CFCC of significant reactions or changes in allergy management.

11. Identification of Individuals with Allergies

CFCC will collect relevant medical information before admission through referral and admission information. Allergy information will be shared securely with staff who need the information to keep the learner safe.

Where required, CFCC will work with parents/carers, placing schools or authorities and healthcare professionals to develop or implement an Individual Healthcare Plan. Allergy Action Plans and relevant medical advice will be incorporated into the learner's arrangements.

12. External Activities, Off-Site Learning and Trips

CFCC's alternative provision includes regular outdoor learning and off-site activities. Learners with allergies will be supported to participate wherever this can be achieved safely.

- A risk assessment will consider allergen exposure, emergency medication, transport, staffing and access to emergency medical assistance.
- The named supporting adult will check that learners have their required personal medication before departure.
- Learners prescribed two AAIs must have both of their own devices available for off-site activities.
- The personal AAIs will remain immediately accessible throughout the activity.
- Where the required personal medication is not available, the learner will not attend the off-site activity unless an alternative safe arrangement has been specifically assessed and approved.
- The activity leader will know the learner's emergency arrangements and how to access emergency help.

13. Serious Incidents and Near Misses

CFCC will record allergic reactions, medication errors and near misses, including accidental exposure without a reaction or food-labelling errors. Incidents will be reviewed to identify lessons and determine whether changes are required to the learner's healthcare plan, risk assessment, staff training or procedures.

Parents/carers and the placing school or authority will be informed as appropriate.

14. Safeguarding

CFCC recognises that failure to provide or manage essential allergy medication may place a learner at risk. Concerns about repeated failure to provide essential medication, deliberate withholding of medication, or other circumstances that may place a learner at significant risk will be considered under CFCC safeguarding procedures.

15. Unacceptable Practice

- Preventing a learner from accessing prescribed medication in line with their healthcare arrangements.
- Assuming all learners with the same condition require identical support.
- Assuming an older learner no longer requires support.
- Ignoring the views of the learner or parent/carer.
- Ignoring relevant medical evidence or healthcare advice.
- Assuming a learner does not have an allergy simply because diagnosis is not yet confirmed.
- Creating unnecessary barriers to participation in activities or trips where safe inclusion can reasonably be achieved.

16. Policy Review and Publication

This policy will be reviewed at least annually and sooner where there is a relevant change in legislation, statutory guidance, premises, operational arrangements, commissioning requirements, medication arrangements, or following a significant incident or near miss.

The current policy will be made available to staff and relevant stakeholders. Individual allergy arrangements will be communicated directly to those who need the information to support the learner safely.

17. Further Reading and Guidance

- Department for Education – Allergy Safety in Schools statutory guidance, July 2026, where applicable.
- Department for Education – guidance on the use of adrenaline auto-injectors in educational settings.
- Anaphylaxis UK – allergy and anaphylaxis education and guidance.
- Allergy UK – information on allergies and allergy management.
- Relevant current guidance from healthcare professionals and NHS services.
- CFCC Health and Safety Policy and relevant Individual Healthcare Plans / Allergy Action Plans.