



SAFE START SCHOOL

WILLPOWER-INITIATIVE-SUCCESS-EMPATHY-RESPECT

ALLERGY MANAGEMENT POLICY

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Designated Lead: Student Experience Manager / SENCO / Headteacher

Linked Policies

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Educational Visits Policy
- Risk Assessment Policy
- Food Safety and Hygiene Procedures
- Intimate Care Policy
- Equality Policy

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1. Policy Statement

Safe Start School is committed to providing a safe, inclusive and supportive environment for every pupil, member of staff and visitor who has an allergy or medical condition associated with allergies.

The school recognises that allergies may range from mild intolerance through to severe, life-threatening anaphylaxis. Allergic reactions can occur rapidly, often without warning, and require an immediate, calm and effective response from trained staff.

The safety and wellbeing of pupils with allergies is a shared responsibility involving school leaders, staff, parents/carers, healthcare professionals, catering providers and pupils themselves.

Our aim is that every pupil with an allergy can participate fully in school life without unnecessary restriction whilst ensuring appropriate measures are in place to minimise risk.

Safe Start School does not seek to eliminate all risk, as this is neither practical nor achievable. Instead, we operate a robust system of:

- identification;
- assessment;
- planning;
- communication;
- education;
- emergency preparedness;
- continual review.

The school adopts a whole-school approach to allergy awareness, recognising that everyone has a role in protecting children from avoidable exposure to allergens and responding effectively should an allergic reaction occur.

No person will be disadvantaged because of an allergy or medical condition.

2. Purpose

The purpose of this policy is to ensure that:

- pupils and staff with allergies are identified as early as possible;
- risks are appropriately assessed and controlled;
- staff understand their responsibilities;
- emergency medication is readily available;
- appropriate healthcare plans are implemented;
- reasonable adjustments are made;
- pupils remain fully included in education;
- emergency responses are consistent;
- parents/carers work in partnership with school;
- legal duties are fulfilled.

This policy also establishes clear arrangements for:

- allergy management;
- medication storage;
- emergency treatment;
- educational visits;
- catering;
- curriculum activities involving food;
- recording incidents;
- training staff;
- monitoring compliance.

3. Scope

This policy applies to:

- all pupils;
- all employees;
- agency staff;
- volunteers;
- governors and proprietor;
- contractors;
- visitors;
- supply staff;
- work experience students;
- alternative provision commissioned by Safe Start School where appropriate.

It applies:

- during the school day;
- before and after school activities;
- educational visits;
- residential visits;
- sporting activities;

- vocational placements;
- transport arranged by the school;
- community activities organised by the school.

4. Legal Framework

This policy has been developed with reference to:

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Food Information Regulations 2014
- Human Medicines (Amendment) Regulations 2017
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (where applicable)
- Independent School Standards
- Supporting Pupils with Medical Conditions at School (DfE)
- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children
- Food Standards Agency guidance
- Department of Health guidance regarding Adrenaline Auto-Injectors in schools.

The school also recognises best practice published by specialist allergy organisations and healthcare professionals in the management of severe allergies and anaphylaxis. The Natasha Allergy Research Foundation model policy has informed elements of this policy where consistent with current legislation and the needs of Safe Start School.

5. Definitions

Allergy

An abnormal immune response to a normally harmless substance known as an allergen.

Allergen

A substance capable of triggering an allergic reaction.

Examples include:

- peanuts
- tree nuts
- milk
- eggs

- fish
- shellfish
- sesame
- wheat
- soya
- celery
- mustard
- sulphites
- latex
- insect venom
- medications
- pollen
- mould
- animal dander

Anaphylaxis

A severe, rapidly progressing and potentially life-threatening allergic reaction requiring immediate emergency treatment.

Adrenaline Auto-Injector (AAI)

A prescribed emergency device used to administer adrenaline during anaphylaxis.

Examples include:

- EpiPen
- Jext
- Emerade (where clinically prescribed)

Allergy Action Plan

A document completed by an appropriate healthcare professional outlining:

- known allergens;
- symptoms;
- medication;
- emergency treatment;
- emergency contacts.

Individual Healthcare Plan (IHP)

A personalised plan developed jointly by the school, parents/carers and healthcare professionals detailing how the school will support the pupil safely.

6. Guiding Principles

Safe Start School believes effective allergy management should be based upon the following principles.

Safety

Every reasonable step will be taken to minimise foreseeable risks.

Inclusion

Children with allergies should participate fully in all aspects of school life.

Partnership

parents/carers, healthcare professionals and school staff will work together to keep children safe.

Prevention

The most effective management of allergies is prevention through awareness, planning and good practice.

Preparedness

Staff will receive appropriate training and be confident in recognising allergic reactions and administering emergency treatment.

Respect

Pupils with allergies should never experience discrimination, exclusion, embarrassment or bullying because of their medical condition.

7. Equality, Inclusion and Accessibility

Safe Start School recognises that allergies may constitute a disability under the Equality Act 2010 where they have a substantial and long-term adverse effect on normal day-to-day activities.

The school will make reasonable adjustments to enable pupils with allergies to participate fully in education.

Reasonable adjustments may include:

- adapted menus;
- alternative curriculum resources;
- additional supervision;
- modified practical lessons;
- adapted educational visits;
- alternative rewards where food is involved;
- individual seating arrangements where appropriate.

Adjustments will always be proportionate to the assessed level of risk.

No pupil will be excluded from an activity solely because they have an allergy unless participation presents an unacceptable risk that cannot reasonably be controlled.

8. Roles and Responsibilities

Proprietor

The Proprietor will:

- ensure suitable arrangements exist for managing allergies;
- approve this policy;
- monitor compliance;
- ensure sufficient resources are available;
- ensure statutory duties are fulfilled.

Headteacher

The Headteacher has overall responsibility for implementation of this policy.

The Headteacher will ensure:

- allergy management forms part of the school's safeguarding culture;
- appropriate staffing arrangements exist;
- sufficient first aid provision is available;
- staff receive annual allergy training;
- emergency procedures are effective;
- medication audits are completed;
- risk assessments are undertaken;
- incidents are investigated;
- lessons learned are implemented;
- appropriate records are maintained;
- parents/carers are consulted where necessary.

The Headteacher may delegate operational responsibilities but retains overall accountability.

Student Experience Manager (School Medical Lead) / SENCO

The designated medical lead will:

- maintain the Allergy Register;
- coordinate Individual Healthcare Plans;
- monitor expiry dates of medication;
- oversee secure medication storage;
- arrange annual reviews;
- coordinate staff training;
- liaise with healthcare professionals;
- ensure educational visit planning considers allergies;
- maintain emergency medication records;
- audit compliance termly.

Teaching Staff

All teaching staff have a duty of care for pupils in their supervision and are expected to familiarise themselves with pupils' medical needs.

Teaching staff will:

- Know which pupils in their classes have diagnosed allergies.
- Read and understand relevant Individual Healthcare Plans (IHPs) and Allergy Action Plans (AAPs).
- Follow all agreed control measures.
- Never ignore reports from pupils that they feel unwell or believe they have been exposed to an allergen.
- Ensure emergency medication accompanies pupils during off-site activities.
- Ensure food-related learning activities are appropriately risk assessed.
- Promote allergy awareness and understanding amongst pupils.
- Challenge discriminatory language or behaviour relating to allergies.
- Report concerns or incidents immediately to the designated medical lead.
- Record all allergy incidents in accordance with school procedures.

Supply teachers will be informed of pupils with significant medical conditions before taking responsibility for a class wherever reasonably practicable.

First Aiders

The school's trained first aiders will:

- Maintain competency in recognising allergic reactions.
- Be trained in administering Adrenaline Auto-Injectors (AAIs).
- Respond immediately to medical emergencies.
- Call emergency services without delay where anaphylaxis is suspected.
- Ensure emergency medication accompanies the pupil to hospital.
- Complete accident and medical records.
- Participate in post-incident reviews.

The school will ensure there are sufficient trained first aiders available throughout the school day, including educational visits.

Catering Staff

The catering team plays a vital role in allergy management.

Catering staff will:

- Maintain accurate allergen information for every food item served.
- Comply with the Food Information Regulations 2014.
- Prevent cross-contamination during storage, preparation and serving.

- Ensure ingredients are checked whenever products change.
- Inform the medical lead of any menu changes that may affect pupils with allergies.
- Participate in allergy awareness training.
- Consult parents/carers where specialist dietary arrangements are required.
- Never substitute ingredients without checking allergen information.

Where food is supplied by external providers, equivalent standards will be expected.

Administrative Staff

Administrative staff will:

- Maintain emergency contact information.
- Ensure medical information received from parents/carers is shared promptly with relevant staff.
- Support annual reviews of healthcare plans.
- Record medication received into school.
- Assist with communication between home and school.

Educational Visits Leader

Visit leaders must ensure:

- Individual risk assessments are completed.
- Medication accompanies the visit.
- Emergency contact information is available.
- Staff accompanying the visit understand pupils' allergies.
- Safe food arrangements have been confirmed before travel.
- Emergency services can be contacted quickly if required.

No educational visit should proceed until allergy risks have been appropriately assessed.

Parents and Carers

Parents/carers remain responsible for informing the school of their child's allergy.

Parents/carers must:

- Notify the school immediately of any diagnosed allergy.
- Provide supporting medical evidence where appropriate.
- Supply two in-date prescribed AAIs where required.
- Provide any prescribed antihistamines or inhalers.
- Supply a completed Allergy Action Plan signed by an appropriate healthcare professional.
- Attend review meetings when requested.
- Inform the school immediately of any changes to medication or diagnosis.
- Replace medication before expiry.
- Replace medication immediately after use.

- Ensure emergency contact details remain accurate.

Parents/carers should encourage increasing independence appropriate to the age and ability of their child.

Pupils

Safe Start School encourages pupils to develop increasing independence in managing their allergies where appropriate.

Pupils are expected to:

- Never knowingly eat foods that may trigger an allergic reaction.
- Avoid sharing food or drinks.
- Inform staff immediately if they believe they have consumed an allergen.
- Report symptoms immediately.
- Carry prescribed emergency medication if agreed within their Individual Healthcare Plan.
- Treat the medical needs of others with respect.
- Never interfere with another person's medication.

Expectations will always take account of pupils' age, developmental stage and SEND needs.

10. Admission Procedures

The school recognises that early identification of allergies is essential.

Before admission, parents/carers will be asked to declare any diagnosed:

- food allergies;
- medication allergies;
- environmental allergies;
- insect sting allergies;
- latex allergies;
- allergy-related medical conditions.

Where an allergy is declared, the school will request:

- medical confirmation where appropriate;
- an Allergy Action Plan;
- details of prescribed medication;
- consent for emergency treatment where applicable;
- emergency contact information.

Admission meetings will consider:

- individual risks;
- classroom arrangements;

- catering;
- transport;
- educational visits;
- practical lessons;
- emergency procedures.

The pupil will not commence attendance until appropriate arrangements are in place.

11. Allergy Register

Safe Start School will maintain an up-to-date Allergy Register.

The register will include:

- pupil name;
- photograph;
- year group;
- known allergens;
- severity;
- medication prescribed;
- storage location of medication;
- expiry dates;
- healthcare plan review date;
- emergency contacts.

The register will be reviewed:

- at least termly;
- whenever medical information changes;
- following any allergic reaction.

Information will only be shared with staff who require it to fulfil their duties, in accordance with UK GDPR and Data Protection legislation.

12. Individual Healthcare Plans (IHPs)

Every pupil assessed as requiring ongoing allergy management will have an Individual Healthcare Plan where appropriate.

The IHP will include:

- diagnosis;
- known allergens;
- early symptoms;
- severe symptoms;
- medication;

- emergency response procedures;
- location of medication;
- arrangements for educational visits;
- dietary requirements;
- reasonable adjustments;
- review arrangements.

Healthcare Plans will be developed jointly by:

- parents/carers;
- school;
- healthcare professionals where appropriate;
- the pupil where appropriate.

Healthcare Plans will be reviewed:

- annually;
- after any significant allergic reaction;
- following changes in diagnosis;
- following changes to medication.

13. Allergy Action Plans

Every pupil prescribed an Adrenaline Auto-Injector should provide a current Allergy Action Plan completed by an appropriate healthcare professional.

The Allergy Action Plan will remain with the pupil's medication.

Copies will be accessible to relevant staff whilst maintaining confidentiality.

Where there is any discrepancy between school records and an Allergy Action Plan, clarification will be sought immediately from parents/carers and healthcare professionals.

14. Medication

Safe Start School recognises that rapid access to emergency medication can save lives.

Medication may include:

- Adrenaline Auto-Injectors;
- antihistamines;
- asthma inhalers;
- other prescribed emergency medication.

Medication must:

- be clearly labelled;
- remain in its original packaging;
- be within expiry date;
- be immediately accessible;
- accompany pupils on educational visits.

Medication must never be locked away.

Medication should be stored securely but remain rapidly accessible in an emergency.

15. Storage of Medication

Where pupils are unable to carry their own medication safely, medication will be stored in designated medical locations.

Storage arrangements will ensure medication is:

- secure;
- accessible;
- protected from direct sunlight;
- stored at room temperature;
- clearly labelled with the pupil's photograph and name.

A central record will identify:

- medication location;
- expiry dates;
- replacement dates.

Medication checks will occur monthly.

Parents/carers will receive written reminders when medication approaches expiry.

16. Spare Adrenaline Auto-Injectors

In accordance with national guidance, Safe Start School will maintain an emergency supply of spare Adrenaline Auto-Injectors where appropriate.

Spare AAls will:

- only be administered by appropriately trained staff;
- only be used where clinically appropriate;
- remain within expiry date;
- be stored separately from individual medication;
- be included within monthly medication audits.

Following use of a spare AAI:

- 999 will be called immediately;
- parents/carers will be informed;
- the incident will be recorded;
- replacement stock will be obtained without delay.

Monthly Medication Audit

The designated medical lead will complete a monthly audit to confirm:

- ✓ medication present
- ✓ correct dosage
- ✓ in-date medication
- ✓ storage compliant
- ✓ action plans current
- ✓ parental contacts current
- ✓ spare AAIs available
- ✓ educational visit medication arrangements

Any deficiencies will be addressed immediately.

17. Responding to an Allergic Reaction

All staff must take any report of an allergic reaction seriously. Allergic reactions can deteriorate rapidly and delays in treatment can have life-threatening consequences.

Where there is any doubt as to whether a pupil is experiencing anaphylaxis, staff should treat the reaction as anaphylaxis and administer an Adrenaline Auto-Injector (AAI) in accordance with the pupil's Allergy Action Plan and current clinical guidance.

Staff should never delay treatment whilst attempting to contact parents/carers.

Recognising a Mild to Moderate Allergic Reaction

Symptoms may include:

- Itching of the mouth or throat.
- Tingling lips or tongue.
- Localised swelling.
- Raised itchy rash (urticaria/hives).
- Red or watery eyes.
- Sneezing or nasal congestion.
- Mild abdominal pain.
- Nausea.
- Vomiting.

- Mild diarrhoea.

Where only mild symptoms are present, staff should follow the pupil's Allergy Action Plan.

The pupil must remain under continuous observation, as symptoms can worsen rapidly.

Recognising Anaphylaxis

Anaphylaxis is a medical emergency.

Symptoms may include one or more of the following:

Airway

- Swollen tongue.
- Difficulty swallowing.
- Hoarse voice.
- Persistent coughing.
- Tight throat.
- Difficulty speaking.

Breathing

- Wheezing.
- Shortness of breath.
- Noisy breathing.
- Persistent cough.
- Rapid breathing.
- Chest tightness.

Circulation

- Pale or blue appearance.
- Cold clammy skin.
- Collapse.
- Dizziness.
- Reduced responsiveness.
- Loss of consciousness.

Gastrointestinal Symptoms

Where accompanied by breathing or circulation problems:

- Severe abdominal pain.
- Repeated vomiting.
- Severe diarrhoea.

Not every pupil will develop a skin rash.

The absence of hives must never delay treatment if airway or breathing symptoms are present.

18. Emergency Response Procedure

Where anaphylaxis is suspected:

Step 1

Remain calm.

Reassure the pupil.

Summon assistance immediately.

Do not leave the pupil alone.

Step 2

Administer the pupil's prescribed Adrenaline Auto-Injector immediately.

If their prescribed device is unavailable, use the school's emergency spare AAI where appropriate.

Do not delay administration.

Step 3

Dial **999** immediately.

Clearly state:

"A child is experiencing suspected anaphylaxis."

Provide:

- School name.
 - Full address.
 - Exact location within school.
 - Age of pupil.
 - Time adrenaline was administered.
 - Current symptoms.
-

Step 4

Position the pupil appropriately.

If breathing is difficult:

Allow them to sit upright.

If faint or collapsed:

Lay flat.

Raise legs where possible.

Do **not** allow the pupil to stand or walk.

If unconscious but breathing:

Place in the recovery position.

If breathing stops:

Commence CPR immediately.

Step 5

If symptoms persist after approximately five minutes and a second prescribed or spare AAI is available, administer the second injector.

Step 6

Remain with the pupil until handed over to ambulance clinicians.

Parents/carers must be informed as soon as practicable, but **never before emergency treatment has commenced**.

19. After an Allergic Reaction

Following every allergic reaction the school will:

- Inform parents/carers immediately.
- Ensure the pupil is medically assessed.
- Complete all accident records.
- Record the incident on CPOMS.
- Review the Individual Healthcare Plan.
- Review the risk assessment.
- Replace any medication used.
- Debrief staff involved.
- Identify learning points.
- Consider whether additional staff training is required.

The Headteacher will determine whether the incident requires reporting under RIDDOR or notification to other agencies.

20. Recording and Reporting

Every allergic reaction requiring first aid or medication must be recorded.

Records will include:

- Date.
- Time.
- Location.
- Trigger (if known).
- Symptoms observed.
- Medication administered.
- Staff involved.
- Ambulance attendance.
- Parent contact.
- Outcome.
- Follow-up actions.

All records will be retained in accordance with the school's Records Management Policy.

Where safeguarding concerns arise, these will also be recorded on CPOMS and referred to the Designated Safeguarding Lead.

21. Catering and Food Safety

Safe Start School is committed to providing safe catering arrangements for pupils with allergies.

The school and any contracted catering provider will comply with the Food Information Regulations 2014.

This includes:

- maintaining accurate allergen information;
- identifying the Top 14 allergens;
- preventing cross-contamination;
- ensuring ingredient lists remain current;
- training catering staff.

Ingredient substitutions must never be made without checking allergen content.

Packed Lunches

Parents/carers remain responsible for ensuring packed lunches are suitable for their child.

Where pupils have severe allergies, parents/carers may be asked to avoid sending particular foods where an individual risk assessment identifies a significant foreseeable risk.

The school does **not** operate as a completely nut-free school because it cannot guarantee an allergen-free environment.

Instead, Safe Start School promotes:

- allergy awareness;
- hand hygiene;
- effective supervision;
- robust risk assessments;
- safe food practices.

This reflects current best practice guidance.

Food Rewards and Celebrations

Food should not routinely be used as a reward.

Birthday celebrations should avoid unnecessary sharing of food.

Where food is provided:

- allergens must be checked;
- parental consent obtained where appropriate;
- suitable alternatives offered.

No pupil should feel excluded because of dietary needs.

22. Curriculum Activities

Many curriculum areas involve food or allergens.

These include:

- Food Technology.
- Science.
- Art.
- Enrichment.
- Enterprise.
- Life Skills.
- Duke of Edinburgh.
- Vocational learning.

Before any activity involving food:

- risks must be assessed;
- allergy information checked;
- alternative materials considered;
- parents/carers consulted where necessary.

Where practical, allergen-free alternatives should be used.

23. Educational Visits and Residential Visits

Every educational visit must include consideration of pupils with allergies.

Visit Leaders must ensure:

- Individual risk assessments are completed.
- Emergency medication accompanies the pupil.
- Staff know how to administer medication.
- Catering arrangements have been confirmed.
- Emergency services can be contacted.
- Parents/carers have provided updated information.

Medication must remain immediately accessible throughout the visit.

During residential visits:

- overnight staff must know medication locations;
- local medical facilities should be identified;
- emergency contact arrangements confirmed before departure.

24. Alternative Provision and Work Experience

Where pupils attend alternative provision, vocational placements or work experience:

Safe Start School remains responsible for ensuring appropriate arrangements exist.

Before placement begins, the school will:

- share relevant medical information (with appropriate consent);
- confirm staff competence;
- confirm emergency procedures;
- confirm medication arrangements;
- complete a placement risk assessment.

Placements will not commence until satisfactory arrangements have been confirmed.

25. Transport Arrangements

Where transport is arranged by Safe Start School:

Drivers and escorts will receive relevant medical information where necessary.

Emergency medication must accompany the pupil.

Where appropriate, transport staff will receive training in recognising anaphylaxis and emergency procedures.

26. Cleaning, Hygiene and Infection Prevention

Good hygiene significantly reduces allergen exposure.

The school expects:

- regular hand washing;
- cleaning of tables before and after eating;
- effective cleaning of food preparation areas;
- avoidance of unnecessary food residues in classrooms;
- appropriate waste disposal.

Cleaning products will be selected with consideration of pupils who have chemical sensitivities where reasonably practicable.

27. Allergy Awareness

Safe Start School promotes a culture of understanding rather than fear.

Pupils will receive age-appropriate education regarding:

- allergies;
- respecting medical needs;
- not sharing food;
- recognising emergencies;
- seeking adult help.

This may be delivered through:

- PSHE;
- assemblies;
- tutor sessions;
- health education.

Staff will reinforce allergy awareness throughout the school year.

28. Bullying

Bullying relating to allergies is regarded as a safeguarding concern.

Examples include:

- deliberately exposing a pupil to allergens;
- threatening behaviour involving allergens;
- hiding medication;
- teasing regarding dietary needs;
- excluding pupils because of allergies.

Any deliberate exposure of a pupil to a known allergen may be treated as serious misconduct.

Incidents will be managed under:

- Behaviour Policy;
- Anti-Bullying Policy;
- Safeguarding Policy.

Appropriate sanctions will be applied alongside safeguarding investigations where necessary.

SEMH Considerations

As an SEMH school, Safe Start School recognises that some pupils may:

- struggle to communicate symptoms;
- have reduced awareness of danger;
- act impulsively around food;
- seek sensory experiences involving food;
- refuse medication through anxiety;
- experience heightened emotional distress during medical emergencies.

Risk assessments and support strategies will take these additional vulnerabilities into account.

Staff should remain vigilant and provide increased supervision where this forms part of a pupil's Individual Healthcare Plan.

29. Staff Training and Competency

Safe Start School recognises that effective allergy management depends upon knowledgeable, confident and competent staff.

The school will ensure that all employees receive appropriate allergy awareness training appropriate to their role.

Training forms part of the school's statutory arrangements for supporting pupils with medical conditions and safeguarding.

Induction

All new employees, volunteers, agency staff and regular contractors will receive an allergy awareness induction before undertaking unsupervised duties where reasonably practicable.

This will include:

- overview of the school's Allergy Management Policy;
- location of emergency medication;
- recognition of allergic reactions;
- emergency procedures;
- reporting arrangements;
- key pupils with significant allergies (where appropriate).

Annual Training

All staff will complete annual allergy awareness training covering:

- understanding allergies and anaphylaxis;
- recognising early warning signs;
- administration of Adrenaline Auto-Injectors (AAIs);
- emergency procedures;
- use of spare AAIs;

- safe food handling;
- cross-contamination prevention;
- educational visits;
- record keeping.

Training will include practical demonstrations using trainer AAls wherever possible.

Enhanced Training

The following staff will receive enhanced practical training:

- First Aiders
- Headteacher
- Deputy Headteacher
- SENCO
- Medical Lead
- Educational Visit Leaders
- Catering Manager
- Catering Staff
- Residential Staff (where applicable)

Training Records

The school will maintain a central record including:

- date of training;
- provider;
- attendees;
- competency confirmation;
- refresher dates.

Where competency concerns are identified, additional support or retraining will be arranged.

30. Confidentiality and Information Sharing

Information regarding a pupil's allergy constitutes personal medical information and will be managed in accordance with UK GDPR and the Data Protection Act 2018.

Information will only be shared with those who require it to fulfil their safeguarding or professional responsibilities.

Relevant information may be shared with:

- teaching staff;
- support staff;
- first aiders;

- catering staff;
- educational visit leaders;
- transport providers (where necessary);
- alternative provision providers;
- emergency services.

Parents/carers will be informed how medical information is used and stored.

31. Monitoring and Quality Assurance

Safe Start School is committed to continual improvement.

The Medical Lead will undertake termly audits of:

- Individual Healthcare Plans;
- Allergy Action Plans;
- medication expiry dates;
- emergency medication locations;
- staff training records;
- educational visit documentation;
- incident records;
- risk assessments.

Findings will be reported to the Headteacher.

Annual Audit

Each academic year the school will undertake a comprehensive review of allergy management considering:

- compliance with legislation;
- incident trends;
- parent feedback;
- pupil feedback;
- staff confidence;
- training effectiveness;
- policy effectiveness.

Recommendations will form part of the School Development Plan where appropriate.

32. Monitoring by Governors / Proprietor

The Proprietor will receive an annual report summarising:

- number of pupils with allergies;

- training completed;
- incidents;
- use of emergency medication;
- educational visit compliance;
- policy review outcomes;
- recommendations for improvement.

Governors may request additional assurance at any time.

33. Equality Impact

The school believes that effective allergy management promotes equality by enabling pupils with medical conditions to participate fully in school life.

No pupil will experience discrimination because of:

- allergies;
- dietary requirements;
- medication;
- disability arising from allergies.

Reasonable adjustments will be reviewed regularly.

34. Policy Review

This policy will be reviewed:

- annually;
- following changes in legislation;
- following serious incidents;
- following significant changes to national guidance;
- where monitoring identifies improvements are required.

Minor amendments may be approved by the Headteacher.

Major revisions will be approved by the Proprietor.

APPENDIX A

Individual Healthcare Plan (Template)

Pupil Name:

Date of Birth:

Year Group:

Photograph:

Diagnosis:

Known Allergens:

Medication Prescribed:

Early Symptoms:

Severe Symptoms:

Emergency Procedure:

Medication Storage Location:

Can pupil carry medication? Yes / No

Educational Visit Arrangements:

Transport Arrangements:

Review Date:

Parent Signature:

School Representative:

APPENDIX B

Individual Allergy Risk Assessment

Risk areas to assess:

- Classroom
- Dining Hall
- Food Technology
- Science
- Art
- Educational Visits
- Residential Visits
- Transport

- Breaktimes
- Enrichment
- Work Experience
- Alternative Provision

For each activity record:

- Hazard
- Risk
- Existing Controls
- Further Controls Required
- Responsible Person
- Review Date

APPENDIX C

Allergy Register

Name	Photo	Allergy	Medication	Review Date	Expiry Date
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Updated termly.

APPENDIX D

Monthly Medication Audit

Checklist

- ☐ Two prescribed AAls available
- ☐ Medication in date
- ☐ Correct dosage
- ☐ Allergy Action Plan current
- ☐ Healthcare Plan current
- ☐ Photograph attached

☐ Parent contact details current

☐ Spare AAI available

☐ Medication location correct

Signed:

Date:

APPENDIX E

Educational Visit Allergy Checklist

Before departure confirm:

☐ Risk assessment completed

☐ Medication packed

☐ Staff trained

☐ Emergency contacts available

☐ Catering arrangements confirmed

☐ Medical facilities identified

☐ Parents/carers informed

☐ Medication accessible throughout visit

Visit Leader Signature:

APPENDIX F

Parent Medical Information Form

Please update immediately if any information changes.

Include:

- Diagnosis
 - Medication
 - Consultant
 - GP
 - Emergency Contacts
 - Consent for Emergency Treatment
 - Dietary Requirements
 - Additional Notes
-

APPENDIX G

Allergy Incident Report

Record:

- Date
 - Time
 - Location
 - Symptoms
 - Trigger
 - Medication Given
 - Ambulance Called
 - Parents/carers Contacted
 - Staff Involved
 - Outcome
 - Follow-up Actions
 - CPOMS Recorded (Yes/No)
-

APPENDIX H

Staff Training Record

Name	Training Date	Practical AAI Completed	Refresher Due
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APPENDIX I

Governor Monitoring Checklist

The Governing Body should seek assurance that:

- ☐ Policy reviewed annually
 - ☐ Staff training compliant
 - ☐ Medication audits completed
 - ☐ Educational visit procedures effective
 - ☐ Incident reviews completed
 - ☐ Risk assessments current
 - ☐ Catering compliant
 - ☐ Parents/carers engaged
 - ☐ Healthcare Plans reviewed
 - ☐ Spare AAls available
-

APPENDIX J

Emergency Response Flowchart

SUSPECT ANAPHYLAXIS?

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Administer Adrenaline Auto-Injector immediately

↓

Call 999

State:

"Suspected Anaphylaxis."

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Lay pupil flat (or sit upright if breathing difficulty)



Send for second AAI



No improvement after 5 minutes?



Administer second AAI



Stay with pupil



Hand over to ambulance



Inform parents/carers



Record incident



Review Healthcare Plan and Risk Assessment

Document Control

Policy Title: Allergy Management Policy

Policy Owner: Headteacher

Approval Body: Proprietor

Version: 1.0

Effective Date: July 2026

Review Date: July 2027

Classification: Statutory Health and Safety Policy