

Allergy Safety Policy

For all Staff, Pupils, Parents and Visitors at Brownlow Fold Primary School

Approval: CIC

This document outlines what should be included in an allergy safety policy, in line with the statutory guidance. Section 34 of the Children's Wellbeing and Schools Act 2026 requires that LA maintained schools, academies and PRUs must have an allergy safety policy. A named member of the senior leadership team in each school, college or early years setting should have responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy. Allergy safety policies should be reviewed at least annually. Policies can be reviewed more frequently, particularly where incidents or "near misses" suggest areas for improvement. Any review should take account of any incidents and "near misses" and should seek to learn lessons from them. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk. Governing bodies should ensure that allergy safety policies are readily accessible to parents and staff. Policies should be published on the school, college or setting's website and be made available in hard copy on request.

Review Date:	Committee:	Ratified:
July 2027	CIC	

Version Control

Current version	Previous version	Summary of changes made
July 2026		Updated to reflect DfE statutory guidance on allergies

Brownlow Fold Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors. We recognise that allergies can have a significant impact on an individual's health, wellbeing and participation in school life. Some allergic reactions can develop rapidly and become life-threatening (anaphylaxis), requiring an immediate emergency response.

This policy sets out how the school will minimise the risk of exposure to allergens, support pupils with allergies and ensure staff are trained to respond appropriately in an emergency.

Legal Framework

This policy has been written in accordance with:

- Children and Families Act 2014
- Children and Wellbeing and Schools Act 2026
- Supporting Pupils with Medical Conditions at School
- DfE Statutory Guidance: Allergy Safety (2026)
- Equality Act 2010
- Health and Safety at Work Act 1974

Aims

The school aims to:

- Promote a safe learning environment for everyone.
- Minimise the risk of exposure to known allergens.
- Ensure pupils with allergies can participate fully in school life.
- Ensure staff understand allergies and know how to respond to emergencies.
- Promote awareness, inclusion and understanding across the school community.

Culture

Awareness training

All staff present during times when pupils are scheduled to be on site should receive allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. It is not intended to include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel. New members of staff will receive allergy awareness information as part of their induction before working unsupervised with pupils.

Julie to check with partner agencies

Allergy awareness training should ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:

- calling emergency services and informing parents;
- how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
- training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").
- Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Roles and Responsibilities

Governing Board

The Governing Board will:

- Ensure the school has an Allergy Safety Policy.
- Review the policy annually.
- Ensure appropriate resources are available to implement this policy.

Headteacher

The Headteacher will:

- Ensure this policy is implemented.
- Appoint a named Allergy Lead.
- Ensure appropriate staff training takes place.
- Ensure emergency procedures are followed.

Named Allergy Lead

The Allergy Lead will:

- Maintain the school's Allergy Register.
- Monitor Individual Healthcare Plans.

- Coordinate staff training.
- Review incidents and near misses.
- Liaise with parents and healthcare professionals.

Staff

All staff are responsible for:

- Completing annual allergy awareness training.
- Reading Individual Healthcare Plans where appropriate.
- Taking reasonable steps to reduce exposure to allergens.
- Acting immediately in an emergency.
- Reporting all allergic reactions and near misses.

Parents are responsible for providing accurate medical information, supplying in-date prescribed medication and notifying the school of any changes to their child's medical needs.

Wellbeing

The school recognises that living with an allergy can have a significant impact on a child or young person's emotional wellbeing. Concerns about accidental exposure to allergens, emergency treatment and participation in everyday school activities may cause anxiety for pupils and their families. The school is committed to creating an inclusive, supportive environment where children with allergies feel safe, valued and able to participate fully in school life.

To promote wellbeing, the school will:

- Work in partnership with parents/carers and healthcare professionals to develop and regularly review individual healthcare plans where appropriate.
- Ensure that children with allergies are included in all aspects of school life, educational visits, enrichment activities and extracurricular provision wherever it is safe and reasonable to do so.
- Promote independence by encouraging pupils, where age and developmentally appropriate, to understand their allergy, recognise symptoms and seek help immediately if they feel unwell.
- Ensure pupils know which members of staff they can approach if they have concerns about their allergy or feel anxious.
- Provide staff with appropriate allergy awareness training so that children and families have confidence that staff understand their needs and know how to respond in an emergency.
- Communicate openly with parents/carers regarding allergy management and any changes to a child's medical needs.
- Respect the dignity and confidentiality of pupils with allergies while ensuring that relevant staff have access to the information, they need to keep children safe.

Bullying

The school recognises that children with allergies may be vulnerable to teasing, bullying or inappropriate behaviour relating to their medical condition. Any behaviour that places a child at increased risk because of their allergy will be treated as a serious safeguarding and behaviour concern.

The school will:

- Promote understanding of allergies through age-appropriate education and awareness.
- Foster an inclusive culture where differences are respected and valued.
- Challenge myths and misconceptions about allergies.
- Make clear that threatening a child with an allergen, deliberately exposing them to an allergen, hiding emergency medication, or making fun of a child's allergy is unacceptable and will be dealt with in accordance with the school's Behaviour Policy.
- Investigate all incidents promptly and work with pupils, parents and staff to prevent recurrence.
- Provide additional pastoral support where a pupil's wellbeing has been affected.

Minimising Risk

The school will take reasonable and proportionate steps to minimise the risk of exposure to known allergens while recognising that it is not possible to create a completely allergen-free environment.

Food Provided by the School

Where food is prepared or served by the school, the following measures will be implemented:

- The school will work closely with catering providers to identify allergens within meals.
- All food provided will comply with current food allergen legislation and allergen information will be available where required.
- Individual dietary requirements will be communicated to catering staff.
- Appropriate arrangements will be made to reduce the risk of cross-contamination during food preparation and serving.
- Staff supervising meals will be aware of pupils with allergies and any reasonable adjustments required.
- Children will only be provided with food that is consistent with their agreed dietary needs.
- Staff will not provide food treats or rewards without first considering known allergies.

Food Brought into School

To reduce the risk posed by food brought onto the school site:

- Parents/carers will be informed of any significant allergies within a class where appropriate and asked to support the school's risk reduction measures.
- The school may request that specific foods are not brought into school where this is necessary to protect a child with a severe allergy.
- Children will be encouraged not to share food, drinks, cutlery or eating utensils.
- Staff will supervise younger children during meal and snack times.
- Birthday treats and food brought in for celebrations will only be permitted in line with school procedures and following consideration of known allergies.
- Visitors and staff will be expected to comply with any temporary or permanent allergen restrictions in place.

Airborne and Contact Allergens

Where a child has a known airborne or contact allergy, the school will implement reasonable adjustments to minimise exposure. These may include:

- Restricting or removing identified allergens from the child's immediate learning environment where reasonably practicable.

- Ensuring classrooms are cleaned appropriately to reduce allergen residues.
- Using alternative teaching materials where standard resources contain known allergens.
- Considering classroom seating arrangements where appropriate.
- Taking reasonable steps to minimise exposure to animals, plants or other environmental allergens where these present a known risk.
- Ensuring appropriate handwashing routines before and after eating and practical activities.
- Implementing any additional measures identified within the child's Individual Healthcare Plan.

Curriculum Activities

When planning learning activities, staff must consider whether resources or materials could expose pupils to allergens.

This includes, but is not limited to:

- Food technology and cooking activities.
- Science investigations.
- Art, craft and sensory activities.
- Musical activities involving natural materials.
- Gardening.
- Activities involving plants or animals.
- Fundraising events involving food.

Where a risk is identified, staff will:

- Consult the child's Individual Healthcare Plan.
- Adapt or substitute materials where appropriate.
- Undertake a risk assessment where necessary.
- Ensure emergency medication is readily available.
- Seek advice from parents/carers where clarification is required.

Educational Visits and Off-Site Activities

All educational visits must include consideration of pupils with allergies as part of the visit risk assessment.

Visit leaders will:

- Review the child's Individual Healthcare Plan before the visit.
- Liaise with parents/carers regarding arrangements where appropriate.
- Consider food provision and potential allergen exposure throughout the visit.
- Ensure emergency medication accompanies the pupil at all times.
- Ensure a suitably trained member of staff is present.
- Confirm that emergency procedures are understood by accompanying staff.
- Consider access to emergency medical services and the location of the nearest medical facilities.
- Record any additional control measures within the visit risk assessment.

No child will be excluded from an educational visit solely because they have an allergy unless, despite all reasonable adjustments and risk reduction measures, the risk cannot be safely managed.

Food Allergy Management

The school recognises that food allergies can present a significant risk to the health and wellbeing of children, young people, staff and visitors. While it is not possible to guarantee an allergen-free environment, the school will take all reasonable and proportionate steps to minimise the risk of accidental exposure and ensure that individuals with food allergies are supported safely.

The school will:

- Maintain up-to-date records of all pupils and staff with diagnosed food allergies and ensure that relevant staff are aware of their needs.
- Develop and regularly review Individual Healthcare Plans for pupils with food allergies where appropriate, in partnership with parents/carers and healthcare professionals.
- Work closely with the school's catering provider to ensure that food allergens are identified and managed in accordance with current food safety and food information legislation.
- Ensure allergen information is available for all meals and food prepared by the school and that catering staff understand the importance of preventing cross-contamination.
- Make reasonable adjustments to meal provision where required to meet a pupil's medical dietary needs.
- Ensure that children are only provided with food that is consistent with their agreed dietary requirements.
- Ensure that staff supervising breakfast club, lunchtime and after-school provision are aware of pupils with food allergies and know how to respond in an emergency.
- Encourage pupils not to share food, drinks, cutlery or eating utensils.
- Promote effective handwashing before and after eating and ensure that eating areas are cleaned appropriately to reduce the risk of allergen contamination.
- Carefully risk assess activities involving food, including cooking, tasting activities, fundraising events and celebrations, ensuring suitable alternatives are provided where necessary.
- Communicate with parents/carers regarding any food-related events or activities taking place in school where there may be a risk of allergen exposure.
- Request that parents/carers support the school's allergy management arrangements by avoiding sending foods that may present a significant risk where this is necessary to protect a child with a severe allergy.
- Ensure that all staff receive appropriate allergy awareness training, including recognising the signs and symptoms of an allergic reaction and understanding the school's emergency procedures.
- Ensure that emergency medication, including adrenaline auto-injectors where prescribed, is readily accessible and that staff know where it is located and how to administer it in accordance with the child's Individual Healthcare Plan.

Allergen Information

The school will ensure that clear allergen information is available for all food prepared and served by the school or its catering provider. This information will be made available to parents/carers upon request and will be accessible to catering staff responsible for preparing and serving meals.

Where food is provided by external suppliers or for special events, reasonable steps will be taken to obtain allergen information before the food is served.

Staff will seek advice from parents/carers whenever there is uncertainty regarding the suitability of a food item for a child with a diagnosed allergy.

Further information regarding food safety procedures, catering arrangements and allergen management can be found within the school's Food Safety Policy and Catering Procedures, where applicable.

Individual Children, Young People, Staff and Visitors

Identification

The school recognises the importance of identifying individuals with allergies as early as possible to ensure appropriate arrangements are in place to keep them safe.

The school will maintain an up-to-date register of all pupils, staff and, where reasonably practicable, regular visitors who have a diagnosed allergy. The register will record:

- The individual's name.
- Known allergen(s).
- The severity and nature of the allergy.
- Details of prescribed medication, including whether the individual has been prescribed an adrenaline auto-injector (AAI), antihistamine or other emergency medication.
- The location of emergency medication.
- Whether the individual has an Individual Healthcare Plan (IHP), Allergy Action Plan or other medical documentation.
- Any reasonable adjustments or specific control measures required.

For pupils, allergy information will be recorded on the school's Management Information System (MIS) and shared with relevant staff on a need-to-know basis to ensure they can safely support the child.

Where a pupil has been prescribed an adrenaline auto-injector, the school expects two in-date devices to be provided by parents/carers wherever possible. These will be stored in accordance with the child's Individual Healthcare Plan so that they are immediately accessible in an emergency and accompany the pupil during off-site activities.

The school will also maintain records of staff who have allergies that may require emergency treatment, ensuring appropriate support arrangements are in place.

Where visitors inform the school that they have a severe allergy, reasonable steps will be taken to support them whilst on site, including ensuring they retain immediate access to any emergency medication they carry.

Record Keeping

The school will keep accurate and confidential records relating to allergies and medical needs.

These records will include:

- Individual Healthcare Plans (where required).
- Allergy Action Plans provided by healthcare professionals.
- Copies of medical evidence where appropriate.
- Records of prescribed medication held in school.
- Dates of medication expiry and replacement.
- Records of staff training where this relates to supporting individual pupils.

- Records of allergy-related incidents, allergic reactions and any administration of medication.

The allergy register and Individual Healthcare Plans will be reviewed:

- At least annually.
- Whenever a child's medical needs change.
- Following any significant allergic reaction or medical incident.
- Whenever new medical information is received from parents/carers or healthcare professionals.

The school will regularly check that emergency medication remains in date and parents/carers will be informed in advance when replacement medication is required.

Gathering Information

The school will work in partnership with parents/carers, pupils and healthcare professionals to obtain accurate information about allergies before a child starts school or as soon as a diagnosis is made.

Information may be gathered through:

- Admission and enrolment forms.
- Medical information forms completed by parents/carers.
- Meetings with parents/carers before admission or transition.
- Information received from the child's previous nursery, school or educational setting.
- Individual Healthcare Plans and Allergy Action Plans provided by healthcare professionals.
- Communication with school nursing services, specialist allergy teams or other relevant professionals, where appropriate and with consent.
- Ongoing discussions with parents/carers whenever there is a change in a child's medical needs.

Parents/carers are responsible for informing the school promptly of any new diagnosis, changes to existing allergies, changes in prescribed medication or emergency treatment, and for providing up-to-date medical documentation and in-date medication where required.

Where a pupil joins the school mid-year, the school will seek allergy and medical information from the previous setting as part of the transition process to ensure that appropriate arrangements are in place from the child's first day of attendance.

The school recognises that effective communication and accurate record keeping are essential in ensuring that all individuals with allergies are supported safely and consistently across the school.

Individual Healthcare Plans (IHPs)

The school is committed to ensuring that children and young people with allergies receive the support they need to participate fully and safely in all aspects of school life.

An **Individual Healthcare Plan (IHP)** will be developed for any pupil whose allergy:

- Has a functional impact on their education or participation in school life.
- Places them at risk of harm if appropriate arrangements are not in place.
- Requires support or arrangements that are additional to or different from those provided for all pupils.

The purpose of the Individual Healthcare Plan is to clearly set out how the school will meet the pupil's individual medical needs, minimise risks and respond effectively in both routine and emergency situations.

Developing an Individual Healthcare Plan

Individual Healthcare Plans will be developed collaboratively between the school, parents/carers and, where appropriate, the child or young person and relevant healthcare professionals, such as the School Nursing Service or specialist allergy team.

Each Individual Healthcare Plan will include, where appropriate:

- Details of the pupil's diagnosed allergy or allergies.
- Known allergens and likely triggers.
- Signs and symptoms of an allergic reaction and anaphylaxis.
- Daily management arrangements and any reasonable adjustments required.
- Measures to minimise exposure to allergens throughout the school day.
- Details of prescribed medication, including adrenaline auto-injectors (AAIs), antihistamines or inhalers where appropriate.
- The location of emergency medication.
- Clear emergency procedures, including when and how medication should be administered.
- Contact details for parents/carers and emergency contacts.
- Arrangements for educational visits, residential visits, sporting activities and extracurricular clubs.
- Roles and responsibilities of staff supporting the pupil.
- Date of review and arrangements for updating the plan.

Where a healthcare professional has provided an **Allergy Action Plan** and/or **Asthma Action Plan**, this will be attached to, or referenced within, the Individual Healthcare Plan and will form part of the school's emergency procedures.

Whenever an updated Action Plan is received, the Individual Healthcare Plan will be reviewed promptly to ensure that all information remains accurate and reflects current medical advice.

Review of Individual Healthcare Plans

Individual Healthcare Plans will be reviewed:

- At least annually.
- Before the start of each academic year where appropriate.
- Whenever there is a change in the pupil's medical needs or prescribed medication.
- Following any significant allergic reaction or medical incident.
- Whenever updated information or documentation is received from parents/carers or healthcare professionals.

Parents/carers are responsible for informing the school immediately of any changes to their child's allergy management, medication or emergency treatment and for providing updated medical documentation where required.

Prescribed Adrenaline (Adrenaline Auto-Injectors)

The school recognises that prompt administration of adrenaline is essential in the treatment of anaphylaxis and that it should ideally be administered within **five minutes** of the onset of symptoms.

Pupils who have been prescribed an adrenaline auto-injector (AAI) must have immediate access to their medication at all times.

To ensure this, the school will:

- Request that parents/carers provide **two in-date prescribed AAIs**, wherever possible, for use in school.
- Store emergency medication in an agreed, clearly identified location that is secure but not locked away and is immediately accessible to staff at all times.
- Ensure medication accompanies the pupil whenever they leave their usual classroom, including:
 - Lunchtimes.
 - Breaktimes.
 - PE lessons and sporting activities.
 - Forest School or outdoor learning.
 - Educational visits and residential visits.
 - Extracurricular clubs and wraparound care.
 - Emergency evacuations.
- Ensure that suitably trained staff know the location of emergency medication and understand when and how it should be administered.
- Ensure that emergency medication is never left unattended or inaccessible during off-site activities.

Where appropriate and following discussion with parents/carers and healthcare professionals, pupils who are considered mature enough may carry their own prescribed adrenaline auto-injectors in accordance with their Individual Healthcare Plan.

Medication Management

The school will maintain an accurate record of all pupils who have prescribed adrenaline auto-injectors.

This record will include:

- The pupil's name.
- Date of birth.
- Class.
- Prescribed medication.
- Number of devices held in school.
- Storage location.
- Expiry dates.
- Confirmation that an up-to-date Allergy Action Plan has been received.
- Date staff were informed of any updates.

The school will undertake regular checks of medication held on site to ensure that it remains in date and fit for use.

Parents/carers are responsible for:

- Providing prescribed medication in its original packaging with the pharmacy dispensing label intact.
- Ensuring medication is replaced before its expiry date.
- Replacing medication immediately after it has been used.
- Informing the school of any changes to prescribed medication or treatment.

Parents/carers may take prescribed adrenaline auto-injectors home at the end of each school day for the journey home, provided they are returned to school before the child attends the following school day. Alternatively, parents/carers may choose to provide separate devices for home and school use. The school will agree these arrangements with parents/carers as part of the Individual Healthcare Plan.

Record Keeping

The school will maintain a central register of pupils with allergies requiring Individual Healthcare Plans. This register will identify:

- Pupils with diagnosed allergies.
- Pupils who have an Individual Healthcare Plan.
- Pupils who have an Allergy Action Plan and/or Asthma Action Plan.
- Pupils prescribed adrenaline auto-injectors or other emergency medication.
- Medication expiry dates.
- Dates of plan reviews.

Relevant information will be shared with staff on a need-to-know basis to ensure pupils receive consistent and safe support whilst maintaining confidentiality and complying with UK GDPR and data protection requirements.

School-Wide Policies

Spare Adrenaline Auto-Injectors (AAIs)

The school recognises that the timely administration of adrenaline is critical in the treatment of anaphylaxis. In accordance with current legislation and Department for Education guidance, the school maintains a supply of "spare" adrenaline auto-injectors (AAIs) for emergency use. These are intended to provide emergency treatment where a pupil's own prescribed device is unavailable, has been mislaid, is out of date, is not functioning correctly, or where a second dose of adrenaline is required before emergency services arrive.

Spare AAIs are **not** intended to replace pupils' own prescribed medication. Parents/carers remain responsible for ensuring that their child has the required prescribed medication available in school at all times.

Use of Spare Adrenaline Auto-Injectors

Spare AAIs will only be administered:

- To a pupil who has been diagnosed as being at risk of anaphylaxis.
- Where written parental consent has been obtained for the use of a spare AAI.
- In accordance with the pupil's Individual Healthcare Plan and/or Allergy Action Plan.
- By a suitably trained member of staff who recognises the signs and symptoms of anaphylaxis and believes that immediate treatment is required.

Where a pupil has already received their own prescribed adrenaline auto-injector and symptoms persist or worsen after five minutes, a second dose may be administered using either the pupil's second prescribed device or an appropriate spare device, in accordance with national guidance and the child's Allergy Action Plan.

Following the administration of any adrenaline auto-injector:

- A member of staff will immediately call **999**, stating that anaphylaxis is suspected.

- Parents/carers will be informed as soon as practicable.
- The pupil will remain under continuous supervision until emergency medical services arrive.
- Details of the incident will be recorded in accordance with the school's medical needs and accident reporting procedures.

Location of Spare Devices

Spare adrenaline auto-injectors will be stored in clearly identified emergency anaphylaxis kits positioned to ensure that they can be brought to any individual experiencing anaphylaxis within **five minutes**.

The location of emergency kits will be determined following an assessment of the school site and may include, where appropriate:

- The main school office or reception.
- The medical room or first aid room.
- A central location close to the dining hall.
- An additional location serving playgrounds, sports fields or outdoor learning areas where required.

Where the school operates from more than one building or site, each site will maintain an appropriate supply of spare AAls.

The exact storage locations will be communicated to all staff during induction and annual allergy awareness training.

Storage of Spare Devices

Spare AAls will:

- Be stored in accordance with the manufacturer's instructions.
- Be kept at room temperature and protected from excessive heat, cold and direct sunlight.
- Be readily accessible at all times and **must never be locked away**.
- Be clearly labelled as "**Spare Emergency Adrenaline Auto-Injectors**" to distinguish them from medication prescribed for individual pupils.
- Be stored in pairs so that a second dose is immediately available if required.
- Be kept alongside clear instructions for administration and emergency procedures.

Where appropriate, the school's emergency anaphylaxis kit may also contain:

- An emergency salbutamol inhaler and compatible spacers (where permitted under current guidance).
- Copies of emergency procedures.
- Emergency contact information.
- Disposable gloves and incident recording documentation.

Stock Levels

The school will ensure that:

- Spare AAls are stocked in pairs.
- Appropriate dosages are available based on the needs of pupils attending the school.
- Additional pairs of spare AAls are provided where necessary to ensure no pupil is more than five minutes from emergency medication.

- The number and location of spare devices are reviewed annually or whenever the school's layout or pupil medical needs change.

Monitoring and Maintenance

The school will maintain a register of all spare AAIs and emergency asthma inhalers held on site.

This register will record:

- Device type and dosage.
- Batch number.
- Expiry date.
- Storage location.
- Dates of routine checks.
- Any occasions when devices have been used or replaced.

A nominated member of staff will check all emergency medication at least **termly**, and more frequently where expiry dates are approaching, to ensure that:

- Devices remain within their expiry date.
- Packaging is intact.
- The viewing window shows the solution is clear and colourless (where applicable).
- Devices have not been damaged or exposed to unsuitable storage conditions.

Replacement and Disposal

Where a spare AAI is used or reaches its expiry date:

- Replacement medication will be obtained as soon as possible to ensure emergency stock levels are maintained.
- Used or expired adrenaline auto-injectors will be disposed of safely as clinical sharps in accordance with local authority or NHS guidance.
- Replacement devices will be entered onto the school's emergency medication register.
- Following any use of a spare AAI, the incident will be reviewed to identify any lessons learned and to ensure all emergency stock is replenished promptly.

Staff Awareness

All staff will receive appropriate allergy awareness training and will be informed of:

- The location of all emergency anaphylaxis kits.
- The school's emergency procedures.
- How to summon assistance in the event of an allergic reaction.
- Their responsibilities during an emergency.

The school will regularly remind staff that prompt administration of adrenaline saves lives and that, where anaphylaxis is suspected, adrenaline should be administered without delay and emergency services contacted immediately.

Educational Visits and Off-Site Activities

The school is committed to ensuring that pupils with allergies are able to participate fully and safely in educational visits, residential visits, sporting activities and other off-site learning opportunities. No pupil will be excluded from a visit solely because they have an allergy unless, despite all reasonable adjustments and risk control measures, the risk cannot be managed safely.

Planning and Risk Assessment

All educational visits will include consideration of pupils with allergies as part of the visit planning process.

Where a pupil is at risk of an allergic reaction or anaphylaxis, the visit leader will undertake an individual risk assessment that considers:

- The pupil's Individual Healthcare Plan (IHP) and any Allergy Action Plan.
- Known allergens and the likelihood of exposure during the visit.
- Food arrangements, including meals, snacks and refreshments.
- Activities that may expose the pupil to food, environmental, airborne or contact allergens.
- The location of the visit and the availability of emergency medical services.
- Travel arrangements and journey times.
- Staffing levels and the availability of suitably trained staff.
- The accessibility of emergency medication throughout the visit.
- Any reasonable adjustments required to enable the pupil to participate safely.

Where appropriate, parents/carers will be consulted during the planning process to ensure that suitable arrangements are in place.

Emergency Medication

Pupils who have been prescribed an adrenaline auto-injector (AAI) must have immediate access to their medication throughout the visit.

The school will ensure that:

- The pupil's prescribed emergency medication accompanies them at all times during the visit.
- Medication is carried by the pupil if this has been agreed within their Individual Healthcare Plan, or by a designated member of staff who can access it immediately.
- Medication is never stored in luggage, the coach hold or any location that would delay access in an emergency.
- Where appropriate, two prescribed adrenaline auto-injectors accompany the pupil.
- A copy of the pupil's Allergy Action Plan and emergency contact details is available to accompanying staff.
- Emergency medication remains with the pupil throughout transport, activities and rest periods.

Where the school holds spare adrenaline auto-injectors, these may also accompany the visit where appropriate and where permitted by current guidance.

Staff Responsibilities

At least one member of staff accompanying the visit will have received appropriate training in recognising the signs and symptoms of an allergic reaction and anaphylaxis, including the administration of adrenaline auto-injectors.

Before the visit, staff will be briefed on:

- Pupils attending who have allergies.
- Individual risk assessments and required adjustments.
- The location of emergency medication.
- Emergency procedures.
- How to contact emergency services and parents/carers.

Where a residential or higher-risk visit is taking place, the school will consider whether additional trained staff are required.

Food Arrangements

Where food is provided during an educational visit, reasonable steps will be taken to minimise the risk of allergen exposure by:

- Obtaining allergen information from venues or catering providers where possible.
- Informing providers of pupils' dietary requirements in advance.
- Providing suitable alternative meals where necessary.
- Supervising younger pupils during meal and snack times.
- Reinforcing the school's expectation that pupils do not share food or drinks.

If suitable arrangements cannot be confirmed, parents/carers may be invited to provide safe food for their child.

Emergency Procedures

If a pupil displays symptoms of anaphylaxis during a visit:

- Adrenaline will be administered immediately in accordance with the pupil's Allergy Action Plan and staff training.
- Emergency services (999) will be called without delay, stating that anaphylaxis is suspected.
- Parents/carers will be informed as soon as practicable.
- The pupil will remain under constant supervision until medical professionals assume responsibility.
- The incident will be reported and recorded in accordance with the school's procedures following the visit.

Serious Incidents and Near Misses

The school recognises the importance of learning from allergy-related incidents to continually improve its arrangements for keeping pupils, staff and visitors safe.

An allergy-related incident includes:

- Any allergic reaction occurring on the school site or during a school activity.

- Any suspected or confirmed episode of anaphylaxis.
- Administration of an adrenaline auto-injector or other emergency medication.
- Accidental exposure to a known allergen, even where no reaction occurs.
- A "near miss", where an incident had the potential to cause harm but was avoided through intervention or chance.

Recording and Reporting

All allergy-related incidents and near misses will be recorded promptly using the school's accident and medical incident reporting procedures.

Records will include:

- The date, time and location of the incident.
- The individual(s) involved.
- The allergen involved, where known.
- A description of what happened.
- Medication administered and by whom.
- Whether emergency services were contacted.
- Actions taken following the incident.
- Recommendations for preventing recurrence.

Parents/carers will be informed as soon as reasonably practicable of any allergy-related incident involving their child.

The school also encourages parents/carers and healthcare professionals to inform the school if a pupil experiences an allergic reaction after leaving school that may have resulted from exposure during the school day. This information will be reviewed so that any necessary changes can be made to risk assessments, Individual Healthcare Plans or school procedures.

Learning from Incidents

Following any serious incident or near miss, the school will review the circumstances to identify whether improvements are required.

This review may include:

- Reviewing the pupil's Individual Healthcare Plan and Allergy Action Plan.
- Reviewing the effectiveness of risk assessments.
- Considering whether additional reasonable adjustments are required.
- Reviewing staff training needs.
- Identifying any changes to classroom practice, catering arrangements or supervision.
- Sharing learning with relevant staff where appropriate to reduce the likelihood of future incidents.

Where appropriate, incidents will also be reported in accordance with the school's Health and Safety Policy, Medical Conditions Policy, safeguarding procedures and any local authority reporting requirements.

The school is committed to maintaining a culture of openness and continuous improvement, recognising that reporting and reviewing both serious incidents and near misses are essential in strengthening allergy safety across the school.

Information Sharing

The school recognises that sharing accurate information about allergies is essential to safeguarding the health and wellbeing of children and young people. Information will be shared appropriately to enable staff to fulfil their duty of care while respecting the privacy and dignity of individuals.

The school will ensure that information relating to allergies is:

- Accurate, up to date and reviewed regularly.
- Shared only with those members of staff who need the information to keep the individual safe.
- Stored securely in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.
- Treated as confidential and handled with sensitivity and respect.

Health information relating to allergies is classified as **special category personal data**. The school has a lawful basis to process and share this information where it is necessary to protect the health, safety and welfare of pupils and staff.

Sharing Information with Staff

Relevant information will be shared with staff who have responsibility for the child or young person, including where appropriate:

- Class teachers.
- Teaching assistants.
- Lunchtime supervisors.
- Breakfast and after-school club staff.
- First aiders.
- Educational visit leaders.
- Senior leaders.
- Office staff.
- Catering staff.
- Supply staff and volunteers where appropriate.

Staff will be informed of:

- The pupil's known allergens.
- Signs and symptoms of an allergic reaction.
- The location of emergency medication.
- Emergency procedures.
- Any reasonable adjustments required to support the pupil safely.

Where appropriate, photographs of pupils with severe allergies may be included in confidential staff medical information or emergency folders to assist staff in identifying pupils quickly during an emergency. These records will only be accessible to authorised staff.

Information for Supply Staff and Visitors

The school will ensure that supply staff, agency staff, volunteers and others working directly with pupils receive relevant allergy information before taking responsibility for pupils.

Visitors who are supervising activities or accompanying educational visits will be informed of any significant allergy-related risks where this is necessary to ensure pupil safety.

Working with Parents and Healthcare Professionals

The school will work closely with parents/carers and relevant healthcare professionals to ensure allergy information remains accurate and up to date.

Parents/carers are responsible for informing the school promptly of:

- New allergy diagnoses.
- Changes to existing allergies.
- Changes to prescribed medication.
- Updated Allergy Action Plans or Individual Healthcare Plans.
- Any allergy-related incidents that occur outside school where these may affect the child's safety in school.

The school will share relevant information with healthcare professionals where appropriate and in accordance with data protection legislation.

Confidentiality

The school recognises the importance of protecting pupils' privacy and will ensure that allergy information is not shared more widely than is necessary.

Information will only be disclosed to other pupils or parents where there is a clear safeguarding or medical need and, wherever possible, following discussion with the child and their parents/carers.

The school will always aim to balance confidentiality with the need to keep individuals safe.

Awareness of the Allergy Safety Policy

The school is committed to promoting a culture of awareness, understanding and shared responsibility in relation to allergy safety.

The Allergy Safety Policy will be:

- Published on the school's website.
- Reviewed annually or sooner if legislation or guidance changes.
- Available to all staff, governors, parents/carers and other interested parties upon request.
- Included within staff induction for all new employees, volunteers and regular visitors where appropriate.

Staff Awareness

All staff will receive annual allergy awareness training appropriate to their role.

Training will include:

- Understanding different types of allergies.
- Recognising the signs and symptoms of allergic reactions and anaphylaxis.
- The school's allergy management procedures.
- Emergency response procedures.
- The safe administration of adrenaline auto-injectors where appropriate.
- The location of prescribed and spare emergency medication.
- Responsibilities during educational visits and off-site activities.
- Reporting and recording allergy-related incidents.

Additional training will be provided whenever a pupil with specific medical needs joins the school or where changes to guidance or procedures require further staff development.

Pupil Awareness

The school will promote age-appropriate awareness of allergies to encourage understanding, kindness and inclusion.

This may include:

- Teaching pupils about the importance of not sharing food, drinks or eating utensils.
- Promoting good handwashing and hygiene practices.
- Helping pupils understand why some classmates may have different dietary requirements.
- Reinforcing the importance of informing an adult immediately if someone appears unwell.
- Supporting the school's anti-bullying work by promoting respect for pupils with medical conditions.

Where appropriate, and with the agreement of the pupil and their parents/carers, close friends or classmates may be given simple guidance on how to seek adult help quickly if the pupil becomes unwell. This awareness will always be age appropriate, will respect the pupil's dignity and privacy, and will never replace the responsibility of trained staff to recognise and respond to an allergic emergency.

Parents and the Wider School Community

The school will work in partnership with parents/carers to promote allergy awareness across the school community through:

- Parent communications where appropriate.
- Admission and transition meetings.
- Information regarding food brought into school.
- Awareness of procedures for school events, educational visits and celebrations.

The school expects everyone within the school community to work together to minimise risks, promote inclusion and support the safety and wellbeing of all individuals with allergies.

Brownlow Fold Health Care Plan Information

NAME – Individual Healthcare Plan for allergy

Date of birth:

Year / class:

Emergency contacts:

Staff who need to be aware:

Current photo

Allergy:

Note what allergy the child or young person has.

Note any known allergens.

Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.

How the allergy is managed:

Note any care or action plans or prescribed medication issued by healthcare professionals.

If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.

Note the extent to which the child or young person is able to take responsibility for managing their allergy.

Impact on education:

Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.

Indicate how the allergy may impact on the child or young person's learning.

Indicate how the allergy may impact on the child or young person's emotional wellbeing.

If relevant, note any interaction between allergy and SEN.

Arrangements for support:

Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.

Outline measures to reduce the risk of contact with known allergens.

Give details of the specific support or adaptations to manage food allergy at meal and snack times.

Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.

Visits and trips:

Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.

Note any requirement for a risk assessment and prompts for specific issues which should be considered.

Emergency response:

Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.

Otherwise summarise the signs or symptoms which would indicate an emergency.

Set out what to do in an emergency, including whom to contact.

If relevant, note where "spare" adrenaline devices are located.

Last discussed with parents:	Date
Issued by:	Date:
Next planned review:	Date:

NAME – Individual Healthcare Plan for allergy

Annex: Medication needed while in school

Non-prescription medication:

Record any non-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting

Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access

Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.

Parental consent:	Date:
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Prescription medication:

Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).

Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.

Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.

Prescribed by:	Date:
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Parental consent:	Date:
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Use of “spare” adrenaline devices:

Note whether parental consent has been given to administer adrenaline (e.g. using “spare” adrenaline devices) in an emergency.

Parental consent:	Date:
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Use of “spare” salbutamol inhaler:

If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a “spare” salbutamol reliever inhaler.

Parental consent:	Date:
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NAME – Individual Healthcare Plan for allergy
Annex: Care or Action Plans issued by healthcare professionals

Allergy / Asthma Action Plan:

Attach any Action Plan to the IHP for use in an emergency.

Note which healthcare professional issued the plan, their role and the date issued.

Issued by:

Date:

Care Plan:

Note where any relevant care plan can be found.

Note what staff are responsible for delivering / supporting delivery of the care plan.

Note which healthcare professional issued the plan, their role and the date issued.

Date:

Date:

Medical information Request letter

Dear Parent/Carer

Re: Request for Medical Information About Your Child

As we prepare for the new academic year, we are writing to request up-to-date medical information regarding your child's health needs. This is in line with our statutory duties under the Department for Education's guidance, *Supporting Pupils at School with Medical Conditions*, and our ongoing work to ensure we are fully prepared for the implementation of **Benedict's Law**, which aims to strengthen allergy awareness, prevention and emergency response procedures in schools. The safety, health and wellbeing of every child is our priority. To ensure we can provide appropriate support, we need accurate and up-to-date information from all families.

What We Are Doing as a School

As part of our commitment to supporting children with medical conditions and allergies, we are:

- Reviewing and updating all medical records and healthcare plans.
- Auditing all pupils with allergies and medical conditions.
- Providing allergy awareness and emergency response training for staff.
- Reviewing emergency medication procedures.
- Ensuring appropriate arrangements are in place for children with medical needs, including food allergies and anaphylaxis.
- Strengthening communication between families, school staff and healthcare professionals.
- Updating our allergy and medical needs procedures in preparation for Benedict's Law.

To do this effectively, we require accurate information from parents and carers.

Importance of Medical Information from Health Professionals

To ensure we are fully informed and able to provide appropriate care and support during the school day, we ask that any medical information provided is supported by a healthcare professional, such as your child's GP, consultant, specialist nurse or dietitian.

This ensures that we have accurate and clinically informed details about:

- Diagnosed medical conditions
- Allergies and intolerances

- Required medication
- Emergency procedures
- Any adjustments needed to support your child safely in school

This is especially important where your child requires medication in school or where there may be implications for their safety, participation in activities or access to learning.

Parents' Responsibilities

Parents and carers play a vital role in helping schools meet children's medical needs safely.

Please ensure that you:

Inform the school of any diagnosed medical conditions.

- Inform the school of any diagnosed allergies, including food allergies.
- Share medical reports, care plans or updates from healthcare professionals.
- Provide any prescribed medication required in school.
- Ensure medication is clearly labelled, in date and replaced when necessary.
- Inform the school immediately if there are any changes to treatment, diagnosis or health status.
- Notify us if your child has been prescribed an adrenaline auto-injector (e.g. EpiPen, Jext or Emerade).

Individual Healthcare Plans (IHPs)

Where a child's medical condition or allergy is assessed as serious, long-term or complex, we will work with parents, the child and healthcare professionals to develop an Individual Healthcare Plan.

This plan may include:

- Details of the medical condition or allergy
- Signs and symptoms to monitor
- Medication requirements
- Emergency procedures
- Educational visits and activity considerations
- Roles and responsibilities of staff

This ensures your child can access education safely, confidently and successfully.

Dietary Needs and Allergies

Please note that dietary preferences, dislikes or lifestyle choices are not considered medical conditions.

Where a child requires a special diet due to a diagnosed medical condition such as:

- Food allergies
- Nut allergies
- Coeliac disease
- Lactose intolerance
- Other medically diagnosed dietary requirements

the school must receive supporting medical evidence from a healthcare professional.

Only with this evidence can we formally record and accommodate the need as part of your child's medical profile and ensure safe arrangements are put in place. This distinction is essential to ensure we can apply consistent and safe procedures for all pupils.

Information We Need from You

Please complete the declaration below and return any supporting documentation as soon as possible or by **Friday 4th September 2026 at the very latest**.

If there is no change from when you did this previously you do not need to resend information.

We require:

- Copies of medical reports where relevant.
- Copies of allergy action plans.
- Details of prescribed medication.

- Confirmation of any diagnosed allergies.
- Details of any recent changes to your child's health needs.
- Emergency medication where required.

If you are unsure whether information is relevant, please share it with us so that we can discuss it with you.

Pupil Information

Pupil Name: _____

Date of Birth: _____

Class/Year Group: _____

Medical Condition Declaration

Please tick one:

- ☐ My child does not have a diagnosed medical condition requiring school support at this time.
- ☐ My child has a diagnosed medical condition and I have provided the school with supporting medical documentation.

Allergy Declaration

- ☐ My child does not have a diagnosed allergy.
- ☐ My child has a diagnosed allergy and I have provided supporting medical documentation.
- ☐ My child has been prescribed an adrenaline auto-injector.

Individual Healthcare Plan

- ☐ I understand that an Individual Healthcare Plan may be required.
- ☐ I will work with the school and relevant health professionals to develop and review this plan if required.

Dietary Needs

- ☐ My child has a medically diagnosed dietary requirement and I have provided supporting medical evidence.

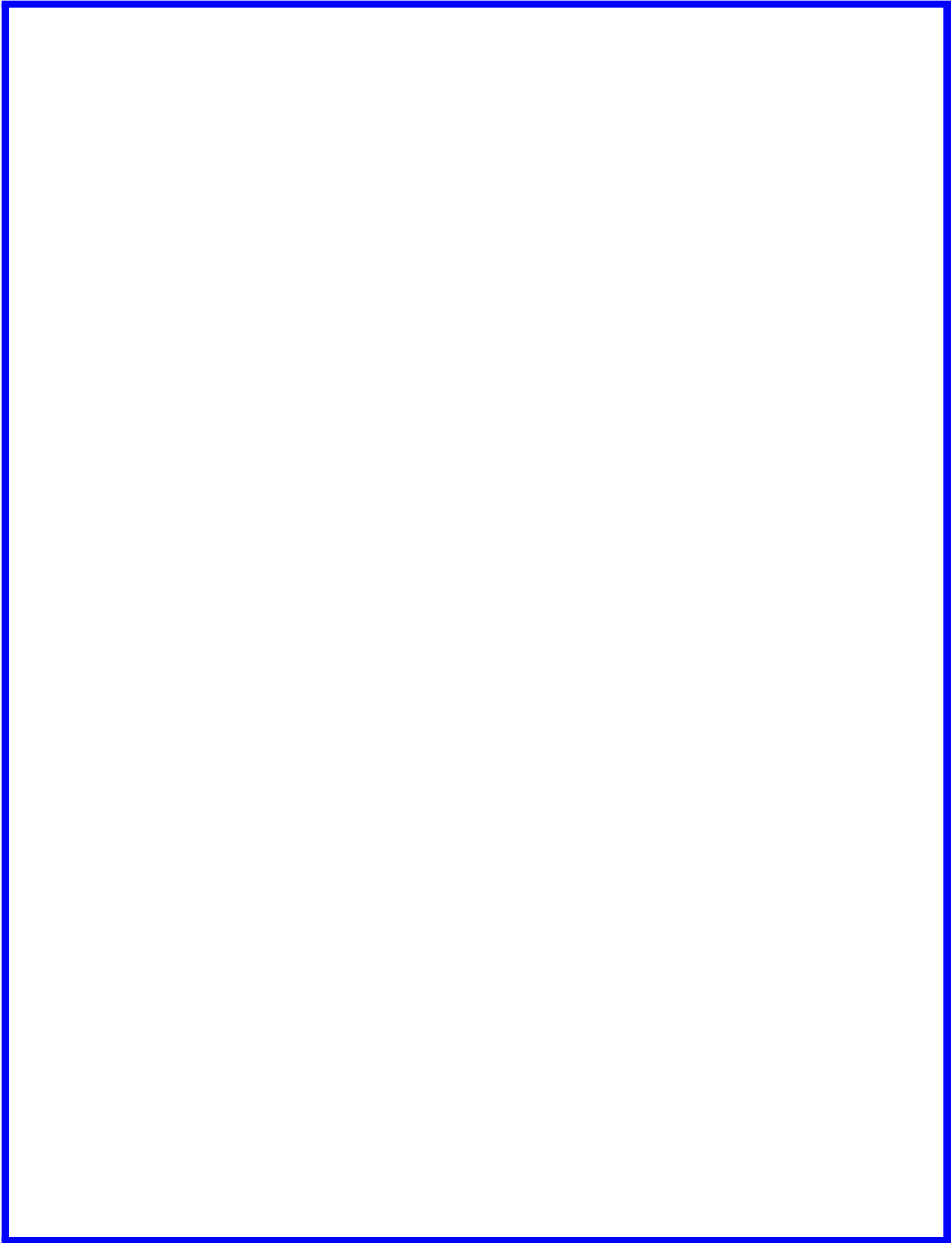
Thank you for your cooperation in helping us ensure that every child is safe, supported and able to thrive in school.

If you have any questions or require assistance completing this form, please contact the school office

Yours sincerely,

Mrs Cheung

Headteacher



Electronic Register – The school office will maintain an electronic register on Bromcom.

The SENCo will maintain a digital version for teacher information/record keeping.

Bromcom live Medical Register with filters for:

- Class
- Year Group
- Medical Condition
- Allergy Type
- Has Healthcare Plan
- Has Allergy Action Plan
- Prescribed AAI
- Medication Expiry Date
- Trip Risk Assessment Required
- Staff Training Completed

This allows instant reports such as:

- Pupils prescribed adrenaline auto-injectors.
- Medication expiring within the next 30 days.
- Pupils requiring Individual Healthcare Plans.
- Class medical summaries.
- Educational visit medical lists.
- Breakfast Club/After School Club registers.
- Emergency evacuation medical register.

For inspections and audits, this layered system is considered best practice because it combines:

- Strategic oversight (whole-school register).
- Operational management (medication audit and review tracker).
- Immediate emergency information (individual profiles and class summaries).
- Compliance monitoring (IHPs, action plans, medication expiry dates and staff training records). It also aligns well with DfE guidance on supporting pupils with medical conditions and the emerging allergy safety expectations.

Brownlow Fold Primary School

Master Medical Conditions and Allergy Register (Confidential)

Academic Year: 2026 – 2027

Example

Photo	Pupil	Class	Medical Condition	Allergy	Severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry	Notes
	John Smith	Y3	Asthma	Peanut	Severe (Anaphylaxis)	2 x EpiPen Junior, Salbutamol	Classroom Grab Bag	✓	✓	✓	✓	Sept 2026	12/01/27	Carries own inhaler
	Jane Brown	Y1	Type 1 Diabetes	None	High	Insulin Pen	Office Fridge	✓	N/A	✓	✓	Oct 2026	N/A	CGM fitted
	Sam Jones	Reception	Eczema	Egg	Moderate	Antihistamine	Office	✓	✓	✓	✓	Sept 2026	18/03/27	No cooked egg

Nursery
Direct Responsible Individual (DRI): Alana Morris

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms	Emergency Medication	Emergency Procedure	Daily Management	Trips	Staff Briefed	PE
☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Risk Assessment Required ☐ Yes ☐ No	☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	Special arrangements ☐ Yes ☐ No

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms	Emergency Medication	Emergency Procedure	Daily Management	Trips	Staff Briefed	PE
☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Risk Assessment Required ☐ Yes ☐ No	☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	Special arrangements ☐ Yes ☐ No

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Reception
Direct Responsible Individual (DRI): Rachel Leach

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms	Emergency Medication	Emergency Procedure	Daily Management	Trips	Staff Briefed	PE
☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Risk Assessment Required ☐ Yes ☐ No	☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	Special arrangements ☐ Yes ☐ No

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms	Emergency Medication	Emergency Procedure	Daily Management	Trips	Staff Briefed	PE
☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Risk Assessment Required ☐ Yes ☐ No	☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	Special arrangements ☐ Yes ☐ No

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Year One
Direct Responsible Individual (DRI): Sarah Banner

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Year Two
Direct Responsible Individual (DRI): Erin Hughes

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Year Three
Direct Responsible Individual (DRI): [Hannah Heyes](#)

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms	Emergency Medication	Emergency Procedure	Daily Management	Trips	Staff Briefed	PE
☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Risk Assessment Required ☐ Yes ☐ No	☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	Special arrangements ☐ Yes ☐ No

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms	Emergency Medication	Emergency Procedure	Daily Management	Trips	Staff Briefed	PE
☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Risk Assessment Required ☐ Yes ☐ No	☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	Special arrangements ☐ Yes ☐ No

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Year Four

Direct Responsible Individual (DRI): Jacqui Leeming/Siobhan Clarkson

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry			
Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:		Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location		Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents		Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments		Trips Risk Assessment Required ☐ Yes ☐ No		Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club		PE Special arrangements ☐ Yes ☐ No	
Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:		Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location		Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents		Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments		Trips Risk Assessment Required ☐ Yes ☐ No		Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club		PE Special arrangements ☐ Yes ☐ No	

Year Five
Direct Responsible Individual (DRI): [Abbie Entwistle](#)

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Year Six
Direct Responsible Individual (DRI): Emily Shaw

Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Pupil Photo	Medical Condition	Allergy Including severity	Prescribed Medication	Medication Location	Individual Healthcare Plan	Allergy Action Plan	Staff Trained	Educational Visits Risk Assessment	Parent Review Date	Medication Expiry

Signs and Symptoms ☐ Mild ☐ Moderate ☐ Severe Describe symptoms:	Emergency Medication ☐ EpiPen Junior ☐ EpiPen ☐ Jext ☐ Emerade ☐ Antihistamine ☐ Inhaler Medication Location	Emergency Procedure 1. 2. 3. Call 999 if adrenaline administered 4. Contact parents	Daily Management ☐ Packed lunch ☐ School meals ☐ No food sharing ☐ Hand washing ☐ Table cleaning ☐ Snack adjustment ☐ Staff supervision ☐ Reasonable adjustments	Trips Risk Assessment Required ☐ Yes ☐ No	Staff Briefed ☐ Teacher ☐ Teaching Assistant ☐ Lunchtime Staff ☐ Office ☐ First Aiders ☐ Breakfast Club ☐ After School Club	PE Special arrangements ☐ Yes ☐ No
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Emergency Allergy and Medical Dashboard

This provides an "at a glance" overview for Senior Leaders and First Aiders.

Medical Condition	Number of Pupils	Colour Coding
Anaphylaxis		Red – Anaphylaxis (AAI prescribed) Orange – Severe Allergy Yellow – Asthma Green – Medical Condition Blue – Diabetes Purple – Epilepsy
Asthma		
Diabetes		
Epilepsy		
Severe Food Allergy		
Medication in School		
Individual Healthcare Plans		
Allergy Action Plans		

Pupil Medication Audit Log

[illegible]

