Supporting Students with Medical Conditions and Allergy Safety Policy

Date effective	September 2026
Review Cycle	Annually
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Committee approved by	Foxford Local Governing Body
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Date	Notes

1. Aims

Foxford School is committed to safeguarding and promoting the welfare of all pupils and ensuring that pupils with medical conditions and allergies are fully supported to access education and participate safely in all aspects of school life.
This policy aims to:

- Ensure pupils with medical conditions and allergies are safe, supported and included.
- Promote a whole-school culture of awareness and understanding.
- Provide effective support arrangements for pupils with medical needs.
- Minimise the risk of accidental exposure to known allergens.
- Ensure staff can recognise and respond effectively to medical emergencies, including anaphylaxis.
- Clarify the responsibilities of staff, pupils, governors and parents/carers.
- Ensure compliance with statutory guidance relating to supporting pupils with medical conditions and allergy safety.

2. Legislation and Guidance

This policy has been developed in accordance with:

- Section 100 of the Children and Families Act 2014
- Equality Act 2010
- Special Educational Needs and Disability Code of Practice 2015
- Department for Education statutory guidance: Supporting Pupils at School with Medical Conditions
- Department for Education Allergy Safety in Schools Guidance
- Department of Health and Social Care guidance on Emergency Adrenaline Auto-Injectors
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019

3. Commitment to Inclusion and Wellbeing

Foxford School recognises that medical conditions and allergies can affect a pupil's physical health, emotional wellbeing, confidence, attendance and participation in learning and wider school activities.
The school will:

- Promote a culture of understanding and awareness.
- Support pupils' emotional wellbeing.
- Challenge any behaviour that places another pupil at risk.
- Address medical-condition and allergy-related bullying through the Behaviour Policy and Anti-Bullying Policy.
- Make reasonable adjustments in accordance with the Equality Act 2010.
- Ensure pupils with medical conditions can participate in educational visits, enrichment activities, sporting activities and residential visits wherever reasonably possible.

4. Roles and Responsibilities

4.1 Local Governing Body

The Local Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions and allergies.
- Monitor implementation of this policy.
- Ensure sufficient staff are appropriately trained.
- Ensure appropriate insurance arrangements are in place.
- Review the policy annually.

4.2 Headteacher
The Headteacher will:
- Ensure staff understand this policy.
- Ensure appropriate support arrangements are in place.
- Ensure sufficient trained staff are available.
- Ensure systems for obtaining and updating medical information are effective.
- Oversee development and implementation of Individual Healthcare Plans (IHPs).

4.3 Medical Officer (Designated Medical Conditions and Allergy Lead)
The Medical Officer is the designated lead responsible for coordinating medical conditions and allergy safety arrangements across the school.
Responsibilities include:
- Maintaining medical records.
- Maintaining the allergy register.
- Coordinating healthcare plans.
- Liaising with parents and healthcare professionals.
- Overseeing medication storage.
- Monitoring expiry dates of medication and adrenaline auto-injectors.
- Coordinating staff training.
- Monitoring compliance with this policy.
- Reviewing incidents and near misses.

4.4 Staff
All staff are responsible for:
- Being aware of pupils with medical conditions and allergies.
- Following healthcare plans.
- Following risk assessments.
- Recognising symptoms of medical emergencies and allergic reactions.
- Following emergency procedures.
- Attending required training.
- Taking reasonable steps to reduce exposure to known allergens.

4.5 Parents and Carers
Parents/carers will:
- Provide accurate and up-to-date medical information.
- Inform the school of any diagnosis or changes.
- Participate in the development and review of healthcare plans.
- Supply prescribed medication where required.
- Replace expired medication promptly.
- Ensure emergency contact details remain current.

4.6 Pupils
Pupils are encouraged to:
- Understand their condition and associated risks.
- Follow healthcare plans.
- Carry prescribed medication where appropriate.
- Inform staff immediately if they feel unwell.
- Avoid sharing food or drink.

5. Identification and Record Keeping

The school will maintain up-to-date records of pupils with medical conditions and allergies. Records may include:

- Medical diagnoses
- Known allergens
- Required medication
- Healthcare plans
- Allergy Action Plans
- Asthma Action Plans
- Emergency contacts
- Consent arrangements

The school will gather information through:

- Admissions processes
- Parents and carers
- Healthcare professionals
- Previous educational settings

The school will also endeavour to identify significant allergies affecting staff, regular volunteers and visitors where relevant to health and safety arrangements.

6. Being Notified of a Medical Condition

When the school is notified that a pupil has a medical condition or allergy, arrangements will be put in place as quickly as possible and normally within two weeks, or before the pupil starts where possible.
The school will determine whether an Individual Healthcare Plan is required and will liaise with parents and relevant healthcare professionals.

7. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be considered where:

- A condition has a functional impact on the pupil.
- There is a risk of harm if arrangements are not in place.
- Additional support or reasonable adjustments are required.

Plans will include, where appropriate:

- Medical condition or allergy.
- Triggers and allergens.
- Signs and symptoms.
- Medication and storage arrangements.
- Required support.
- Educational and emotional support needs.
- Emergency procedures.
- Staff training requirements.
- Contact details.

Plans will be reviewed at least annually or whenever needs change.

8. Allergy Awareness

Allergy may include:

- Food allergy.
- Asthma.
- Eczema.
- Hay fever.
- Other allergic conditions.

Staff will understand:

- The difference between food allergy, food intolerance and coeliac disease.
- How allergic reactions occur.
- The impact allergies may have on wellbeing and participation.

9. Allergy Register

Foxford School will maintain an allergy register for pupils with significant allergies and/or prescribed adrenaline auto-injectors.

The register may include:

- Pupil photograph
- Known allergens
- Prescribed medication
- Medication locations
- Emergency contacts
- Consent for emergency medication

Relevant staff will have access to appropriate information while ensuring compliance with data protection requirements.

10. Risk Management and Minimising Exposure

The school adopts a proactive approach to reducing risk.

Staff planning activities will consider allergen risks associated with:

- Food activities
- Food Technology lessons
- Science experiments
- Art and craft materials
- Animals
- Music activities involving shared equipment
- Educational visits
- Residential visits
- Enrichment activities

Individual risk assessments will be completed where required.

11. Hygiene Procedures

The school promotes good hygiene practices including:

- Handwashing before and after eating.
- Cleaning eating surfaces regularly.
- Discouraging food sharing.
- Encouraging pupils to use their own water bottles.

12. Food and Catering

The school and catering providers will comply with food allergen legislation and ensure:

- Allergen information is available.
- Dietary requirements are recorded.
- Relevant information is communicated appropriately.
- Cross-contamination risks are minimised where reasonably practicable.

Food brought into school by staff, pupils or visitors should not knowingly place pupils with allergies at risk.

13. Managing Medicines

Prescription medicines will only be administered when:

- It would be detrimental not to administer them; and
- Written parental consent has been obtained.

The school will only accept prescribed medicines that are:

- In date.
- Labelled.
- Supplied in original packaging.
- Accompanied by administration instructions.

Medicines and medical devices will be:

- Stored safely.
- Readily accessible.
- Available whenever required.

Students who are assessed as competent may carry and manage their own medication.

Controlled Drugs

Controlled drugs will be managed in accordance with legal requirements.
A pupil who has been prescribed a controlled drug may have it in their possession if deemed competent to do so. All other controlled drugs will be stored securely with access restricted to authorised staff.

Records of administration and stock levels will be maintained.

Unacceptable Practice

It is generally not acceptable to:

- Prevent pupils from accessing medication.
- Assume that all pupils with the same condition require the same treatment.
- Ignore the views of pupils or parents.
- Exclude pupils from normal school activities because of a medical condition.
- Require parents to attend school routinely to administer medication.
- Create unnecessary barriers to participation in educational visits or activities.
- Administer medication in school toilets.

14. Adrenaline Auto-Injectors (AAIs)

The school will maintain emergency AAIs in accordance with current Department of Health and Social Care guidance.

Storage
AAIs will be:

- Clearly labelled.
- Easily accessible.
- Stored according to manufacturer guidance.
- Checked regularly for expiry dates.
- Stored in locations known to relevant staff.

The school will organise storage arrangements so that pupils at risk of anaphylaxis can access adrenaline within five minutes at all times, including during lessons, breaktimes, lunchtimes, PE activities and educational visits.

Emergency AAIs will normally be stored in pairs to ensure a second dose is immediately available if required.

Records will include:

- Batch numbers.
- Expiry dates.
- Locations.
- Monthly checks.
- Usage records.

Used, damaged or expired AAIs will be disposed of safely in accordance with local procedures.

15. Emergency Procedures

All staff will receive guidance on recognising signs of allergic reactions and anaphylaxis.
Symptoms may include:

- Swelling of lips, face or throat.
- Wheezing.
- Difficulty breathing.
- Persistent coughing.
- Dizziness.
- Collapse.
- Rash or hives.

Anaphylaxis Procedure
Where anaphylaxis is suspected:

1. Administer adrenaline immediately.
2. Call 999 and state "anaphylaxis".
3. Administer a second AAI after five minutes if symptoms persist and a second device is available.
4. Contact parents/carers.
5. Remain with the pupil until medical assistance arrives.
6. Record and review the incident.

If a pupil requires hospital treatment, a member of staff will accompany or remain with the pupil until a parent/carer takes responsibility.

16. Educational Visits and Off-Site Activities

Pupils with medical conditions and allergies will be supported to participate in trips and visits.
Risk assessments will:

- Identify relevant medical needs.
- Consider allergens and other risks.
- Ensure medication is readily accessible.
- Confirm staff competence and training.
- Ensure emergency arrangements are in place.

Where required, prescribed and emergency AAIs will accompany pupils on visits.

17. Training

All staff will receive allergy awareness and medical conditions training annually.
New staff will receive training as part of induction. Appropriate arrangements will also be made for supply staff, agency staff and regular volunteers.
Training will include:

- Understanding allergy and medical conditions.
- Allergy triggers.
- Identifying symptoms.
- Recognising anaphylaxis.
- Emergency response procedures.
- Use of adrenaline auto-injectors.
- Asthma emergency response.
- Impact on wellbeing.
- Understanding Individual Healthcare Plans.
- Responsibilities under this policy.
- Reporting incidents and near misses.

18. Incidents and Near Misses

All allergic reactions, medical emergencies, allergy incidents and allergy-related near misses must be reported.
The school will:

- Record all incidents.
- Investigate causes where appropriate.
- Encourage reporting by parents where symptoms emerge later.
- Review relevant risk assessments.
- Review healthcare plans.
- Identify lessons learned.
- Introduce preventative measures where necessary.

19. Information Sharing and Confidentiality

Medical information will be managed in accordance with UK GDPR and the Data Protection Act 2018.
Relevant information will be shared only with staff who need to know in order to keep pupils safe and provide appropriate support.

20. Liability and Indemnity

The Local Governing Body will ensure that appropriate insurance arrangements are in place and adequately reflect the level of risk associated with supporting pupils with medical conditions and allergies.

21. Complaints

Parents with concerns regarding support provided for a pupil's medical condition or allergy should initially discuss the matter with the Medical Officer or SENCO.
Where concerns cannot be resolved informally, complaints should be managed in accordance with the school's Complaints Policy.

22. Monitoring and Review

The Medical Officer and Senior Leadership Team will monitor implementation through:

- Incident reviews.
- Near miss reviews.
- Healthcare plan audits.
- Medication audits.
- Staff training records.
- Feedback from pupils, parents and staff.

This policy will:

- Be reviewed annually.
- Be reviewed following any serious incident or significant near miss.
- Be published on the school website.
- Be available upon request.
- Be incorporated into staff induction and annual training.

Linked Policies

- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEND Policy
- Accessibility Plan
- Data Protection Policy
- Complaints Policy
- Attendance Policy

This policy supersedes the previous Supporting Children with Medical Needs Policy and Pupil Allergy Management Policy.