ALLERGY AND MEDICAL NEEDS SCHOOL INFORMATION

The Bridges Federation

To be read in conjunction with Southwark's Allergy Policy

Date: November 2026

Executive Headteacher: Kate Wooder

Chair of Governors: Jess Hodgson

The Designated Allergy Lead: Kate Wooder.

Roles and Responsibilities

Leadership Team

The Leadership Team will:

- Create and lead the publication and implementation of a school-wide Allergy Safety Policy;
- Ensure the safety, inclusion and wellbeing of pupils, staff and visitors with an allergy;
- Take decisions on allergy management across the school;
- Champion and practise allergy and asthma awareness across the school;
- Be the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Ensure allergy information is recorded, up-to-date and communicated to all staff;
- Make sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensure staff, pupils and parents have a good awareness of the school's Allergy Safety Policy, and other related procedures;
- Review the school's stock of spare adrenaline devices (checking the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline devices are stored appropriately) and ensure staff know where they are;
- Keep a record of any allergic reactions or "near misses", reporting these to the governing body and appropriate authority (e.g. under RIDDOR) where necessary, investigating the incidents and ensuring that the findings of investigations into incidents are used to update relevant policies and procedures.
- Regularly review and update the Allergy Safety Information at least annually;
- Ensure emergency procedures are effective;
- Ensure medical information is managed securely;
- Review incidents and near misses;
- Liaise with families and healthcare professionals.

Admin Officer

The Admin Officer will:

- Liaise with the **School Nurse/ Healthcare team/ Medical Lead**
- Coordinate the paperwork (including creating the Individual Healthcare Plan and collating any Allergy Action Plans and Asthma Action Plans) and collecting information from families to ensure that arrangements are in place before the pupil starts, or within 2 weeks for a mid-year transfer, liaising with the admissions team as needed;

- Liaise with the child's previous school, or future school, to ensure a smooth transition between settings;
- Ensure the information from families is up-to-date and reviewed annually (at a minimum), coordinating medication with families and ensuring medication is in date;
- Support the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, occasional staff and those running clubs;
- Maintain the allergy register;
- Maintain the medical conditions register;
- Complete and share Individual Healthcare Plans (IHPs);
- Keep an adrenaline device register to include adrenaline devices prescribed to pupils and the school's stock and location of spare adrenaline devices, including brand, dose and expiry date;
- Regularly checking spare adrenaline devices are where they should be, are easily accessible in case of emergency, and that they are in date;
- Replacing the spare adrenaline devices when necessary;
- Record and monitor medication expiry dates.

Staff

All staff will:

- Champion and practise allergy and asthma awareness across the school;
- Read, understand and put into practice the Allergy Safety Policy and related procedures, and asking for support if needed;
- Be aware of pupils (and staff, when necessary) with allergies and what they are allergic to;
- Consider the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensure pupils always have access to their medication, including carrying it on their behalf if necessary (We have medical grab bags in every class that need to be taken as you move around the school eg dinner hall, playground, PE etc. These also need to be taken with children who attend clubs or the RB After School Club. Magna should have their own);
- Be able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Take part in annual training as required. Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;
- Consider the safety, inclusion and wellbeing of pupils with allergies at all times. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy;
- Forward any communication or information that comes directly to them from parents regarding allergens to the Admin Officer;
- Ensure that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving the school site;
- Know how to access emergency medication;
- Follow emergency procedures;
- Report incidents and near misses;
- Take reasonable steps to reduce allergen exposure.

All staff will receive annual training through Judicium. New staff, supply staff and volunteers will receive induction and training before supervising pupils.

Parents

All Parents will:

- Be aware of and understanding the school's Allergy Safety Policy and considering the safety, inclusion, and wellbeing of pupils with allergies;
- Provide the school with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis.

They should also inform the school of any related conditions, for example asthma, allergic rhinitis (hay fever) or eczema;
- Consider and adhere to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks or for fundraising events;
- Refrain from telling the school their child has an allergy or intolerance if this is a preference or dietary choice;
- Encourage their child to be allergy aware.

Visitors:

Where possible, visitors will be asked in advance of their visit whether they have any allergy the school should be aware of, particularly where they are likely to be offered food, for example at parents' events, open days, sports fixtures or work experience placements. This is done as part of the sign in process.

Where a visitor discloses a known allergy, the school will consider practical steps to keep them safe, including making relevant staff aware and considering any adjustments needed to food served during the visit. This is recorded on the visitor safeguarding sheet.

Record Keeping and Information Sharing

The school will maintain records of:

- Medical conditions
- Allergy register
- Individual Healthcare Plans
- Medication held at school
- Emergency contacts
- Emergency medication locations.
- Incidents and near misses
- Staff training
- Adrenaline device register
- Educational visit risk assessments
- Allergy Action Plans
- Asthma Action Plans

This information is kept on Arbor (the school MIS) and displayed in each school office, staffroom, breakfast club and kitchen.

When relevant to do so, information may be shared with external organisations, for example for the purposes of keeping pupils, staff and visitors safe. Information will be shared only on a need-to-know basis in accordance with UK GDPR.

Medication in School

Parents remain responsible for supplying prescribed medication.

Medication must:

- be in date
- be clearly labelled
- remain in original packaging where applicable
- include pharmacy instructions.

Emergency medication must always be immediately accessible.

Spare Adrenaline Auto-Injectors

The school holds 2 spare AAIs for both dosage amounts. These are stored and clearly signposted in the school office.

Emergency Procedures, Incidents and Near Misses

If anaphylaxis is suspected:

1. Administer adrenaline immediately.
2. Call 999.
3. State "anaphylaxis".
4. Contact parents.
5. Monitor continuously.
6. Administer a second AAI if required and available.
7. Send the used injector with the ambulance where appropriate.
8. Record the incident.

All incidents and near misses will be:

- Recorded promptly - Google Form https://forms.gle/nnARrWU3PudQMqNx8
- Reviewed by senior leaders
- Shared with parents
- Used to improve practice
- Shared with governors termly

Policy reviews will take account of incident findings. The school recognises the impact of an incident or “near miss” not just on the individual and their family, but also on staff who responded and children who witnessed it and will offer appropriate support.

The school's complaints procedure allows concerns about how a serious incident or “near miss” was handled to be raised and investigated, including where there has been a prolonged failure to put agreed arrangements in place.

Food Allergy Management

- The school is committed to providing safe and inclusive meals and snacks for all students, staff and visitors, including those with food allergies.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are, supported by school staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The catering team and school staff will endeavour to ensure pupils are not segregated from peers at mealtime;
- The school will provide allergen information clearly and accessibly as an allergy register with the child’s photo - displayed in the kitchen, staffroom and office;
- Children with allergies wear a yellow lanyard at lunchtime;
- Information on allergens will be available for the parents and pupil to check independently;
- Pre-packaged food will comply with PPDS legislation (Natasha’s Law) requiring the allergen information to be displayed on the packaging;
- Where changes are made to the ingredients which involve the introduction of a known allergen this will be communicated to parents and pupils with dietary needs;
- Food provided at breakfast club and after school club will follow these procedures;
- Any food for events should be clearly labelled. Prepackaged food with labels is preferred;

- Parents/carers and pupils will be advised that water bottles and packed lunches should be clearly labelled and food should not be shared or swapped;
- Throwing food is not allowed.
- Food used in curriculum activities is carefully assessed;
- Allergy risks are considered before celebrations and events
- The school will encourage pupils to wash their hands with soap and warm water before and after eating.

No school will be declared "nut free", as this cannot be guaranteed. Instead, reasonable risk reduction measures will be implemented.

Insect Stings

Those with a known insect venom allergy should:

- Avoid walking around in bare feet or sandals when outside and when possible keep arms and legs covered;
- Keep food and drink covered.
- The Premises Officer will monitor the grounds for wasp or bee nests. Pupils (with or without allergies) should notify a member of staff if they find a wasp or bee nest in the school grounds and avoid them

Animals

It's normally the dander (flakes of skin), saliva or urine that causes a person with an animal allergy to react.

Precautions to limit the risk of an allergic reaction include:

- A pupil with a known animal allergy should avoid the animal to which they are allergic;
- If an animal comes on site a risk assessment will be done prior to the visit;
- Areas visited by animals will be cleaned thoroughly;
- Anyone in contact with an animal will wash their hands after contact;
- School trips that include visits to animals will be carefully risk assessed.

Asthma

The school will:

- maintain an asthma register
- support pupils with asthma
- hold emergency salbutamol inhalers where appropriate
- ensure inhalers accompany educational visits.

Allergic Rhinitis, Hay Fever and Eczema

Pupils with more serious hay fever will be supported through reasonable adjustments where needed, for example wearing sunglasses during sport, having a window closed during high-pollen periods, or receiving additional medication during the school day;

Most pupils with allergic rhinitis or eczema manage their condition at home and will not need an Individual Healthcare Plan; pupils with more severe or harder-to-manage symptoms will be considered for one;

Pupils with eczema may be supported by staff, if needed, to apply moisturiser or emollient during the school day;

Staff will be mindful that allergic rhinitis or eczema-related sleep disruption can affect a pupil's concentration and behaviour, and will make reasonable adjustments;

How do we support children with other medical conditions or taking medication?

- The child's medical condition will form part of the child's EHCP or their Individual Support Plan (ISP), so that all staff working with the child are aware of the child's medical condition. EHCPs are reviewed annually at the child's Annual Review, ISPs are reviewed termly. Information relating to a child's medical condition, allergy and medication can also be accessed through the school office.
- A meeting with the school Inclusion Team, parents/carers and, where appropriate, the school nurse or other relevant healthcare professional will be arranged to discuss the child's individual needs. An Individual Healthcare Plan (IHP) will be developed where appropriate and will set out the support required, including medication, allergy management, emergency procedures and any reasonable adjustments needed to enable the child to participate fully in school life. The plan will clearly identify what constitutes an emergency and the action to be taken. It will ensure that all relevant staff are aware of the child's symptoms, triggers, emergency medication and procedures.
- A medical risk assessment will be completed by school staff, where appropriate, and agreed with parents/carers. Where this involves the administration of medication, arrangements will be clearly documented to reduce the risk of medication being administered both at home and at school in error. Any medication error, suspected allergic reaction, serious incident or near miss will be reported promptly and managed in accordance with the school's incident reporting procedures. Serious incidents and near misses will be reviewed so that lessons can be learned and arrangements improved.
- The Co-Head of School for Inclusion and the Allergy Lead are responsible for ensuring that staff are appropriately trained to meet the needs of individual children with medical conditions and allergies and that new staff working within a class are made aware of relevant medical and allergy arrangements. All staff will receive appropriate allergy awareness training, including how to recognise the signs and symptoms of an allergic reaction and anaphylaxis and how to respond in an emergency. Staff responsible for administering medication or supporting a child with a specific medical condition will receive additional training where required.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Only prescribed medication will normally be administered by the school, in accordance with the child's individual healthcare arrangements and parental consent. No child under 16 will be given prescription medicines without written parental consent, unless an emergency situation requires immediate action in accordance with the child's healthcare plan and relevant emergency procedures.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- We will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- All medicines will be stored safely and strictly in accordance with product instructions. Children will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. Where a child needs two or more prescribed medicines, each should be in a separate container.
- The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted
- We will remind parents when medication is approaching use by date so that new medication can be brought in.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. This will be confirmed in writing and signed by both parties. Sharps boxes should always be used for the disposal of needles and other sharps
- Any event where medication is misplaced or not accounted for should be reported promptly and investigated as an incident by the leadership team.
- Risk Assessments are completed for all outings. These include children with medical conditions and details of the medication needed to be taken on the outing.Staff accompanying children on visits will be made aware of relevant medical and allergy needs and will have access to the child's emergency medication and healthcare plan as required.

Additional requirements for controlled drugs (e.g. ADHD stimulant medication)

- Controlled drugs that have been prescribed for a pupil will be locked and stored in a non-portable container and only named staff should have access.
- Staff may administer a controlled drug to the child for whom it has been prescribed, in accordance with the prescriber's instructions
- A record will be kept of all administration of controlled medication, which should preferably be done by two members of staff, for the purpose of verification, stating what, how and how much was administered, when and by whom
- A record will be kept of the amount of the controlled drug held before and after each administration
- Any concerns about side effects of medication administered at school should be promptly reported by the school to the parent/carer and, ideally, the prescribing clinician
- Pupils will not carry or manage their own medication for ADHD at school if it is a Controlled Drug
- Any event where inconsistencies in Controlled Drug records are discovered or if there are concerns that medication is missing should be immediately reported to the Head of School.

21. Other Documents

1. Individual Healthcare Plan Template
2. Allergy Action Plan Record
3. Medical Conditions and Allergy Register - Arbor and displayed in Office, staffroom and Kitchen
4. Medication Administration Record
5. Staff Training Record
6. Educational Visit Medical Risk Assessment
7. Incident and Near Miss Report Form - Google Form https://forms.gle/nnARrWU3PudQMqNx8
8. Parental Consent for Medication