

Supporting Pupils with Medical Conditions and Allergies Policy



Approved by:

Full governing body

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Contents

1. Aims	3
2. Legislation and guidance	4
3. Roles and responsibilities	5
3.1 Governing Body	5
3.2 Headteacher	6
3.3 SENDCo	6
3.4 Staff	7
3.5 Parents and carers	8
3.6 Pupils	9
4. Medical conditions and allergy register	10
5. Allergies and anaphylaxis	11
6. Managing risks	12
6.1 Individual Healthcare Plans (IHPs)	12
6.2 Hygiene procedures	13
6.3 Catering	14
6.4 Insect bites and stings	15
7. Educational visits and activities	16
8. Allergic reaction procedures	17
9. Adrenaline auto-injectors (AAIs)	18
9.1 Purchasing AAIs	18
9.2 Storage of AAIs	19
9.3 Disposal of AAIs	20
10. Managing medicines and emergency medication	21
10.1 General arrangements	21
10.2 Other emergency medication	22
11. Training	23
12. Monitoring and review of policy	24
13. Linked policies	25

1. Aims

Share how St Faith & St Martin CE Junior School supports pupils with medical conditions, including allergies and anaphylaxis, so that they can access education safely, fully and inclusively. This policy aims to ensure pupils with medical conditions are properly supported so their health, safety and wellbeing are not compromised; to provide clear arrangements for the management of medical conditions, including allergies and anaphylaxis; to ensure staff understand their roles and responsibilities; to reduce the risk of medical emergencies through effective planning and prevention; to ensure swift and effective responses to medical emergencies; and to comply with statutory duties and reflect current best practice.

2. Legislation and guidance

This policy has been developed in line with Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting pupils with medical conditions. It also reflects the Department for Education's statutory guidance Supporting pupils at school with medical conditions, the SEND Code of Practice (0–25), and the Equality Act 2010.

In relation to allergies and anaphylaxis, this policy is informed by the Department for Education's guidance on allergies in schools and the Department of Health and Social Care's guidance on the use of emergency adrenaline auto-injectors (AAIs) in schools.

This policy also takes account of wider food safety legislation, including the Food Information Regulations 2014 and the Food Information (Amendment) (England) Regulations 2019, which underpin the safe management of food and allergen information.

The governing body will have regard to this legislation and guidance when carrying out its duties.

3. Roles and responsibilities

3.1 Governing Body

The governing body is responsible for ensuring arrangements are in place to support pupils with medical conditions; ensuring this policy is implemented effectively and reviewed regularly; ensuring pupils are not discriminated against because of medical needs; ensuring sufficient staff are trained, and insurance arrangements are appropriate; and ensuring procedures are in place for emergencies and complaints.

3.2 Headteacher

The Headteacher is responsible for the day-to-day implementation of this policy; ensuring staff are aware of pupils with medical conditions; ensuring Individual Healthcare Plans are developed and reviewed; ensuring sufficient trained staff are available at all times; liaising with healthcare professionals and external agencies; and ensuring confidentiality and data protection.

3.3 SENDCo

The SENDCo supports the Headteacher by coordinating Individual Healthcare Plans where appropriate; linking medical needs with SEND provision and EHCPs; supporting staff to understand reasonable

adjustments; ensuring medical needs are considered in transitions, trips and risk assessments; and monitoring consistency and quality of Individual Healthcare Plans across the school.

3.4 Staff

All staff are responsible for knowing which pupils in their care have medical conditions or allergies; understanding the procedures to follow in an emergency; undertaking training relevant to their role; allowing pupils immediate access to emergency medication; and taking medical needs into account when planning lessons, activities and trips.

No member of staff will administer medication or undertake healthcare procedures without appropriate training and agreement.

We recognise that pupils with medical conditions and SEND may be more vulnerable to safeguarding risks. All staff have a duty to safeguard and promote the welfare of pupils at all times.

In relation to medical conditions:

- Staff will remain vigilant to any signs of abuse, neglect or safeguarding concerns that may arise during the management of a medical condition
- Any concerns, including unusual marks, changes in behaviour, or disclosures made by a pupil, will be reported immediately to the Designated Safeguarding Lead (DSL) in line with the school's safeguarding procedures
- Staff will ensure that medical care is delivered in a way that protects pupils' dignity, privacy and emotional wellbeing
- Where appropriate, the management of medical needs will be considered as part of wider safeguarding and child protection planning

Safeguarding procedures will be followed in line with the most recent Keeping Children Safe in Education guidance and the school's Child Protection and Safeguarding Policy.

3.5 Parents and Carers

Parents and carers are responsible for informing the school of their child's medical needs; providing up-to-date medication and equipment; participating in the development and review of Individual Healthcare Plans; and ensuring emergency contact details are current.

3.6 Pupils (with and without medical conditions)

Pupils are encouraged, where appropriate, to be aware of their medical condition; communicate their needs to staff; and manage their medication if deemed competent and agreed by parents and healthcare professionals. Pupils without medical conditions will also be taught to understand different medical conditions, so they can be supportive and empathetic.

4. Medical Conditions and Allergy Register

The school maintains a register of pupils with medical conditions, including allergies and anaphylaxis. Information is shared with staff via Arbor. Emergency alerts identifying pupils with key medical needs are displayed discreetly around the school so that all staff and visitors are aware. The register is reviewed regularly and updated as needed.

5. Allergies and Anaphylaxis

Pupils with allergies or at risk of anaphylaxis will have an Individual Healthcare Plan. The school takes reasonable steps to reduce the risk of exposure to allergens, including through food management, hygiene practices and supervision. Risk assessments are completed for lessons, trips and events where allergens may be present. Pupils with allergies will not be excluded from activities due to their medical needs.

6. Managing risks

St Faith and St Martins Junior School recognises that effective risk management is essential in reducing the likelihood of allergic reactions and medical emergencies. Risk reduction measures are proportionate, practical and reviewed regularly to reflect the needs of pupils and the school environment.

6.1 Individual Healthcare plans (IHP)

When is a plan required?

An Individual Healthcare Plan will be developed where a pupil's medical condition requires ongoing day-to-day management, emergency planning, or specific adjustments or risk reduction strategies.

Content of plans

Plans will clearly set out details of the medical condition, diagnosis and triggers; signs and symptoms, including how to recognise an emergency; medication, equipment and dosage; storage and access arrangements for medication; step-by-step emergency procedures; roles and responsibilities of staff; consent for emergency medication, including the use of spare adrenaline auto-injectors where applicable; arrangements for trips, clubs and off-site activities; and review dates and triggers for earlier review.

Storage and access to plans

Paper copies of plans are stored securely but are readily accessible to relevant staff. Digital copies of Individual Healthcare Plans are stored securely (Via Teams) and can be accessed by teachers for trips and other events. Plans are reviewed at least annually or sooner if a pupil's needs change.

6.2 Hygiene procedures

The school promotes good hygiene practices to reduce the risk of allergen contamination and infection. Measures include:

- Pupils are routinely reminded and supported to wash their hands before and after eating, following outdoor activities, and after handling food or shared equipment.
- Pupils are encouraged to use their own named water bottles, which are not shared with others.
- Surfaces used for eating are cleaned regularly, particularly before and after lunch and snack times.
- Staff supervise younger pupils during eating times to reinforce hygiene expectations and reduce risks.
- Pupils are reminded frequently about the importance of not sharing food due to allergies and intolerances.

6.3 Catering

The school is committed to providing safe food options that meet the dietary needs of pupils with allergies and medical conditions.

Catering staff receive appropriate training and are able to identify pupils with allergies and understand the importance of allergen management.

School menus are available for parents and carers from Good Lookin' Cookin' to view, with ingredients and allergen information clearly labelled.

Where changes are made to school menus, care is taken to ensure that these continue to meet the dietary needs of pupils with allergies or medical conditions.

Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. All allergen information and labelling follow legal requirements set out by the Food Standards Agency.

Catering staff follow strict hygiene and allergy procedures when preparing food to reduce the risk of cross-contamination.

Catering staff are made aware of children with specific medical conditions, including those at risk of anaphylaxis. This information is displayed clearly near the fridge and washing area and includes the child's photograph, year group, diagnosis, specific needs, and details of emergency medication where appropriate.

6.4 Insect bites and stings

The school recognises that insect bites and stings can pose a serious risk for some pupils.

When outdoors:

- Pupils are expected to wear shoes at all times.
- Food and drink are kept covered where possible.
- Staff supervise outdoor eating areas and check for insects where appropriate.

Risk assessments are completed for outdoor activities, trips and events, and individual needs are addressed through Individual Healthcare Plans

6.5 Educational Visits and Activities

Pupils with medical conditions will be supported to take part in trips and/or activities such as animal visits. Risk assessments will be completed in advance. Medication and healthcare plans will be accessible during off-site activities. IF deemed appropriate, a separate risk assessment will be completed for an individual child to ensure all appropriate measures have been taken to keep them safe and healthy. This will be reviewed and shared with parents as well as the school EVC coordinator.

7. Allergic reaction procedures

As part of the school's whole-school approach to managing allergies:

All staff receive training to recognise the signs of allergic reactions and anaphylaxis and to respond appropriately.

Staff are trained in the administration of AAIs to minimise delays in a pupil receiving adrenaline in an emergency.

If a pupil experiences an allergic reaction, staff will immediately follow the pupil's Individual Healthcare Plan and contact emergency services if required.

Where an AAI is required, staff will use the pupil's own prescribed AAI. If this is not immediately available, a school's spare AAI may be used in line with consent and guidance.

If a pupil does not have an Individual Healthcare Plan, staff will follow the school's emergency procedures and seek medical assistance as required.

A school's spare AAI may be used if medical authorisation and written parental consent have been provided, or if the pupil's own prescribed AAI is unavailable, damaged, out of date or has misfired.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until a parent or carer arrives or accompany the pupil by ambulance if required.

For mild allergic reactions, such as itching, rash or sneezing, the pupil will be monitored closely and parents or carers informed.

8. Adrenaline Auto-injectors (AAIs)

8.1 Purchasing AAIs

The School Business Manager, Annemarie Hanson, is responsible for purchasing spare AAIs and ensuring they meet current guidance.

Spare AAIs are obtained directly from Kitt Medical.

The quantity of AAIs held is based on the size of the school and the number of pupils at risk.

Dosages are selected in line with the Resuscitation Council UK age-based guidance.

8.2 Storage of AAls

The school holds two sets of spare AAls:

One set is stored in the school office

One set is stored in the lunch hall

AAls are stored at room temperature, protected from direct sunlight and extremes of temperature.

AAls are kept locked (orange box) but are immediately accessible to trained staff, with storage arrangements risk assessed to ensure that access is not delayed in an emergency.

Spare AAls are kept separate from pupils' own prescribed AAls and are clearly labelled to avoid confusion.

Emergency medication such as epilepsy rescue medication is stored safely within classrooms for quick access, and in some cases, carried by staff in bumbags to follow the pupil where required.

8.3 Disposal of AAls

AAls can only be used once. Used AAls are disposed of in line with manufacturer guidance, for example, via a sharps bin arranged for collection by the local authority or pharmacy.

9. Managing Medicines and Emergency Medication

9.1 General arrangements

Emergency medication must be readily accessible at all times. Access to emergency medication will not be delayed in an emergency. Pupils will not be prevented from accessing their medication.

9.2 Other emergency medication

Emergency medication, such as epilepsy rescue medication, is kept in a safe but easily accessible location within the classroom. In some cases, emergency medication may be carried by staff in bumbags to ensure immediate access as the pupil moves around the school. All arrangements are clearly detailed within the pupil's Individual Healthcare Plan.

10. Training

Staff receive training as part of induction and ongoing continuing professional development. Condition-specific training is provided where required, including anaphylaxis and the use of adrenaline auto-injectors. A record of staff training and competency is maintained.

Temporary staff, volunteers and supply staff are made aware of pupils with medical conditions and allergies through induction and emergency alerts.

11. Review of Policy

This policy will be reviewed regularly and at least annually, or sooner if there are changes in legislation, guidance or school practice.

12. Linked policies

- Inclusion Policy
- Safeguarding and Child Protection Policy
- Accessibility Plan
- Health and Safety Policy