



Northern Lights
LEARNING TRUST

Northern Lights Learning Trust

Allergy Policy

Reviewed: Autumn 26
Next review: Autumn 27
Policy Owner(s): Executive Team
Approval: Board of Trustees

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring.

In the Church schools in our Trust, we follow the teachings of

Matthew 22:39 'Love your neighbour as yourself'

John 15:17 'This is my commandment: love each other'.

In the non-Church schools in our Trust, we follow the spiritual ethos of treating others as we would ask to be treated and to care for others with kindness.

In our schools we believe every pupil is an individual who is valued for who they are. We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks, including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team.

Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

Introduction

At Northern Lights Learning Trust, we recognise that 'allergy' is a medical condition in which the body reacts to normally harmless substances, such as food, insect sting, contact allergen (e.g. nickel) or an airborne allergen such as pollen. We are committed to safeguarding and promoting the welfare of all pupils and ensuring that children and young people with allergies can participate fully, safely and confidently in all aspects of school life. We recognise that allergies can have a significant impact on a pupil's physical health, emotional wellbeing, attendance, learning and participation in enrichment activities.

The Trust and all our schools acknowledge that allergic reactions can range from mild symptoms to life-threatening anaphylaxis requiring immediate emergency intervention. We are committed to creating a culture of awareness, prevention and preparedness across all schools.

This policy has been developed in accordance with the Department for Education Allergy Safety in Schools Statutory Guidance and the Children's Wellbeing and Schools Act 2026.

The objectives of this policy are to:

- Protect pupils, staff and visitors with allergies.
- Minimise exposure to known allergens wherever reasonably practicable.
- Ensure timely identification and support for pupils with allergies.
- Provide clear arrangements for emergency response.
- Promote understanding and inclusion across the school community.
- Ensure compliance with statutory requirements.
- Establish consistent Trust-wide procedures across all schools.

Statutory Framework

This policy has been developed in accordance with:

- Children's Wellbeing and Schools Act 2026
- Section 100 of the Children and Families Act 2014
- Supporting Pupils with Medical Conditions at School Statutory Guidance
- Allergy Safety in Schools Statutory Guidance (2026)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Keeping Children Safe in Education.
- UK GDPR and Data Protection Act 2018
- Food Information Regulations 2014 and Natasha's Law/Benedicts Law requirements
- School Food Standards Regulations 2014

This policy should also be read alongside:

- Educational Visits Policy.
- Safeguarding and Child Protection Policy.
- Attendance Policy.
- Health and Safety Policy.
- Data Protection Policy

Northern Lights and all our schools recognise that severe allergy may constitute a disability under the Equality Act 2010 and will make reasonable adjustments to ensure pupils with allergies are not disadvantaged or excluded from any aspect of school life

Leadership and Accountability

The Governing Body have overall responsibility for ensuring that effective allergy management arrangements are in place. At St Aidan's CofE Academy our Allergy Safety Lead and designated member of the Senior Leadership Team is Sophie Robinson.

The Allergy Safety Lead will:

- Lead on the implementation of this policy
- Monitor compliance across the school
- Maintain oversight of allergy records and healthcare plans
- Coordinate staff training and ensure all staff are trained appropriately
- Review allergy incidents and near misses
- Be a lead in the liaison with parents, school nurses and healthcare professionals
- Report significant concerns and trends to Headteacher/Head of School and governors
- Ensure emergency equipment remains available and in date
- Governors will receive periodic updates on allergy safety through safeguarding and health and safety reporting arrangements

Allergy risks will be considered within:

- Safeguarding arrangements
- School risk registers
- Health and safety processes
- Educational visits planning
- Medical conditions management systems

Parent/Carer role and responsibilities:

Parents/Carers should:

- provide accurate allergy information
- notify school of changes promptly
- provide prescribed medication before expiry
- provide updated Allergy Action Plans
- participate in reviews of healthcare plans

Pupil role and responsibilities:

Pupil Responsibilities (where age and ability appropriate):

- understand their allergy
- avoid known allergens
- report symptoms immediately
- carry medication where agreed
- participate in reviews of healthcare plans

St Aidan's Academy will ensure allergy arrangements extend to (example: contractors, external providers, wraparound care providers and organisations using school premises).

Developing an Allergy-Aware Culture

Northern Lights and all schools within Northern Lights Learning Trust are committed to fostering a culture in which allergy safety is everyone's responsibility. All members of the school community will be encouraged to:

- Treat allergy management seriously
- Respect reasonable control measures
- Support pupils with allergies
- Report concerns or incidents immediately
- Understand that allergic reactions can be unpredictable and potentially life-threatening

At St Aidan's Academy we recognise that creating an allergy-safe environment relies upon partnership working between schools, parents, healthcare professionals, catering providers and pupils themselves.

Staff Training and Competency

All staff who may work with pupils will receive annual allergy awareness and emergency response training. This includes teachers, support staff, lunchtime supervisors, office staff, site staff, after-school club staff, agency workers and volunteers.

Training will include:

- Understanding Allergy
- Common food allergens
- Environmental allergens
- Allergic conditions including asthma, food allergy, eczema and hay fever
- Differences between allergy, intolerance and coeliac disease
- How children and young people with allergy will be able to participate in visits and trips
- How Individual Healthcare Plans will capture specific arrangements (including any Allergy Plan and or Asthma Plan)
- How the wellbeing and inclusion of children and young people with allergy will be promoted

Recognising Reactions Staff will be trained to recognise:

Mild to Moderate Symptoms

- Itching
- Rash
- Swelling
- Abdominal pain
- Nausea

Symptoms of Anaphylaxis

- Breathing difficulties
- Wheezing
- Persistent cough
- Swollen tongue
- Difficulty swallowing
- Hoarse voice
- Dizziness or collapse
- Loss of consciousness

Emergency Response: Training will include:

- Locating emergency medication
- Use of prescribed AAls
- Use of spare emergency AAls
- Administration of adrenaline
- Calling emergency services
- Recording incidents
- Post-incident procedures

ABC – Airway/Breathing/Circulation

Airway

- Swollen tongue
- Difficulty swallowing
- Hoarse voice
- Throat tightening

Breathing

- Persistent cough
- Wheezing
- Breathing difficulties
- Noisy breathing

Circulation

- Dizziness
- Collapse
- Loss of consciousness
- Pale clammy skin

All new members of staff will receive allergy awareness information during induction before working unsupervised with pupils.

As soon as anaphylaxis is suspected, adrenaline must be administered without delay. Action:

- Keep the individual where they are, call for help and do not leave them unattended.
- **LIE THE INDIVIDUAL FLAT WITH LEGS RAISED** — they can be propped up if struggling to breathe, but this should be for as short a time as possible.
- **USE ADRENALINE DEVICE WITHOUT DELAY** and note the time given. Adrenaline auto-injectors (AAI) should be given into the muscle in the outer thigh, or nasal devices into the nostril. Specific instructions vary by brand — always follow the instructions on the device.
- **CALL 999** and state ANAPHYLAXIS (ana-fil-axis).
- If no improvement after 5 minutes, administer a second adrenaline device.
- If there are no signs of life, commence CPR.
- Call the parent/carer as soon as possible.

Whilst waiting for the ambulance, keep the individual where they are. Do not stand them up or sit them in a chair, even if they appear to be feeling better - this could lower their blood pressure drastically, causing their heart to stop.

All individuals must go to hospital for observation after anaphylaxis, even if they appear to have recovered, as a reaction can recur after treatment.

Pupil Wellbeing and Inclusion

St Aidan's Academy recognises that allergies may have a significant emotional impact on children and young people.

As a School we will:

- Encourage a supportive and inclusive environment
- Promote understanding amongst peers
- Avoid unnecessary exclusion from activities
- Support pupils experiencing anxiety related to allergies
- Work with families to address concerns and any other multi-agency
- Proactive engagement with new joiners with known allergy, setting out our school policy and support available
- Inviting new joiners and their family to have a tour of the kitchen/canteen so they can meet staff and understand the mealtime environment. This will also support school staff to identify pupil in person.
- Proactively support 'allergy champion' roles, acting as a point of contact for pupils and their families.

Particular attention will be given to pupils transitioning between phases of education, as these periods may increase anxiety and risk. Any pupil subject to teasing, intimidation or bullying because of their allergy will be supported through the school's anti-bullying and behaviour policy and procedures. Deliberately exposing another person to an allergen will be treated as a serious behavioural matter.

Identification of Pupils with Allergies

All Schools within Northern Lights Learning Trust will proactively identify pupils with allergies through:

- Admission procedures
- Medical information forms
- Annual data collection exercises
- Information from previous schools
- Healthcare professional reports
- Parent communication

- Pupils with allergies are identified through a Microsoft Form sent to parents and carers. Once completed, an Individual Healthcare Plan (IHP) is created and shared with parents and carers for review. The information collected includes the allergy, known triggers, prescribed medication, and actions to be taken in an emergency.
- Relevant staff are informed of pupils with allergies, and the academy's allergy register is updated as new students join the school. Pupils are risk assessed and assigned a RAG (Red, Amber, Green) rating according to the level of risk. A document containing pupils' photographs and key medical information is maintained and shared with relevant staff, including catering staff.
- Pupils who have been prescribed adrenaline auto-injectors (e.g. EpiPens) are encouraged to carry them at all times, where appropriate. The academy also keeps spare emergency medication on site, in line with parental consent and medical guidance, to be used in the event of an emergency.

Schools will maintain a secure allergy register recording:

- Known allergens
- Severity of allergy
- Medication prescribed
- Emergency contact details
- Healthcare plans
- Allergy Action Plans
- Locations of emergency medication

Information will be reviewed at least annually and whenever changes are reported.

Individual Healthcare Plans (IHPs)

Where required, pupils will have an Individual Healthcare Plan developed in partnership with parents and healthcare professionals. (See Appendix 2)

Plans will include:

- Medical diagnosis
- Known allergens
- Early warning symptoms
- Emergency procedures
- Medication requirements
- Storage arrangements
- Staff responsibilities
- Educational visit arrangements
- Required reasonable adjustments

Plans will be reviewed:

- Annually
- Following any allergic reaction
- When medical advice changes
- At key transition points

Minimising risks of exposure to known allergens

Northern Lights Learning Trust and St Aidan's Academy acknowledges that it is not possible to guarantee an allergen-free environment. However, St Aidan's will undertake reasonably practicable measures to minimise risk.

These may include:

- Robust cleaning procedures
- Hand washing routines before and after meal
- Sharing of food is not allowed
- Water bottles to be labelled and not shared
- Careful seating arrangements where appropriate
- Supervision of younger pupils
- Safe management of classroom resources

- Consideration of allergens within curriculum activities. An expectation that staff planning any activity should consider the risk of exposure to allergens
- Safe food handling arrangements
- Specific measures to manage the risks of exposure to a food allergen through food brought in by others (for example parents, children and staff)
- Where children and young people have known allergy to airborne or contact allergens, we will put measures in place to manage the risk of the child/young person being exposed to such allergens
- ensuring that food is always labelled, as unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ('may contain') labelling. This applies to food used within the classroom curriculum (e.g. cooking) as well as food from the school kitchen

Risk assessments will be undertaken for pupils with significant allergies where required.

Children and young people will not be prevented from taking part in activities alongside their peers simply because of a risk of coming into contact with one of their allergens. Where an activity would involve most children and young people using a material which might contain an allergen known to affect one of the group (for example), we will seek alternatives, if possible, for the whole group which do not exclude individuals. If this is not possible then clear communication with parents/carers and or health professionals will take place to discuss a safe effective way forward.

Allergy lead will support staff in the consideration of the following examples:

- old food boxes or packaging may contain traces of allergens
- some products contain wheat flour, including - play dough
- some glues contain milk, wheat or soya
- bird feed may contain nuts and sesame.

Food Management

Northern Lights Learning Trust will support our schools to work closely with catering providers to ensure allergen information is readily available.

Catering arrangements will include:

- Identification of the 14 legally recognised allergens
- Availability of allergen information
- Staff awareness of pupils with severe allergies
- Procedures to reduce cross-contamination risks
- Parents will be discouraged from sending food into school for sharing during celebrations unless agreed in advance and all procedures are followed
- School events involving food will be risk assessed and planned in consultation with affected families where necessary

Allergy-Aware Environment

Northern Lights Learning Trust does not generally operate "nut-free" schools. The statutory guidance recognises that blanket allergen bans can create a false sense of security and do not eliminate risk.

Instead, our schools operate an allergy-aware approach that focuses on:

- Risk reduction
- Education and awareness
- Safe food management
- Robust emergency response arrangements

Prescribed Adrenaline Auto-Injectors

At St Aidan's we understand and know that pupils prescribed AAls must always have rapid access to their medication.

We will ensure that any individual AAls devices are:

- clearly labelled and if not carried on person are located in the medical room alongside a copy of the individual's Allergy Plan
- accompany pupils during off-site activities

Staff know where medication is located and expiry dates are monitored. Parents are informed when replacements are required. Children assessed as capable of carrying their own device may do so following agreement between parents and the school, ensuring the safe carrying and appropriate use for the safety of all.

Trust Use of Kitt Medical Emergency Anaphylaxis Kits

To strengthen our emergency preparedness, schools across Northern Lights Learning Trust utilise ***Kitt Medical Emergency Anaphylaxis Kits*** as part of their spare adrenaline auto-injector provision.

Each Kitt Medical kit provides:

- Clearly labelled emergency adrenaline auto-injectors
- Easy-to-follow emergency instructions
- Secure but rapid-access storage
- Ongoing monitoring and replacement services
- Audit and compliance support

These kits support our schools in meeting statutory expectations regarding accessibility of spare adrenaline devices and emergency response arrangements. The kits do not replace individually prescribed medication but provide an additional layer of protection during emergencies.

St Aidan's will ensure that:

- Kitt Medical kits are positioned strategically across school or sites
- Devices remain accessible within the five-minute response expectation identified within national guidance
- Appropriate numbers of devices are available according to site size and risk profile
- Staff are trained in accessing and using the equipment
- Regular checks are undertaken in accordance with Kitt Medical guidance

Educational Visits and Residential Trips

Pupils with allergies will be enabled to participate in visits and residential experiences wherever reasonably possible.

Trip leaders will:

- Review any existing healthcare plans
- Undertake individual risk assessments
- Confirm availability of medication
- Ensure trained staff attend
- Identify local emergency medical services if required
- Brief relevant staff about emergency procedures

Managing Allergic Reactions and Anaphylaxis

Where an allergic reaction is suspected, staff will:

- Remain calm and reassure the pupil
- Follow the pupil's Allergy Action Plan
- Administer medication where indicated and/or needed
- Administer adrenaline immediately where anaphylaxis is suspected.
- Call 999
- Inform parents
- Record the incident.

Undertake a post-incident review. No member of staff will be criticised for administering adrenaline in good faith where anaphylaxis is suspected.

Allergy Emergency Drills

At St Aidan's Academy we will conduct periodic allergy emergency exercises to test emergency response arrangements.

These may include:

- Simulated anaphylaxis scenarios
- Testing access times to adrenaline devices
- Staff response exercises
- Communication procedures

Findings will be recorded and used to improve policies, training and emergency arrangements

Unacceptable Practice

Northern Lights Learning Trust and the Local Governing Body of St Aidan's Academy consider the below examples of unacceptable practice but are not limited to:

- preventing children and young people from easily accessing their medication (for example prescribed adrenaline devices)
- ignoring the views of the child or young person or their parents or carer
- ignoring medical evidence or the opinion and advice of healthcare professionals
- assuming that every child or young person with allergy requires the same support
- assuming that older children and young people do not require support, even if they are able to take increasing responsibility for managing their allergy
- assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way
- discriminating against children or young people with allergy by sending them home frequently for reasons associated with their allergy or prevent them from staying for normal school activities or extracurricular activities, including lunch
- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an allergic emergency (e.g. anaphylaxis), help must come to the child or young person rather than the other way round
- penalising children or young people for their attendance record if their absences are related to their allergy, e.g. hospital appointments and health management. This includes excluding children and young people from rewards where their non-attendance is the result of a medical condition or allergy
- requiring parents / carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child
- parents and carers should not have their work or other responsibilities impacted because the school is failing to support their child's allergy
- preventing children and young people from participating, or creating unnecessary barriers to them participating, in any aspect of school, life, including external visits and trips, e.g. by requiring parents to accompany the child

Incident Reporting, Monitoring and Learning

At St Aidan's Academy all allergic reactions, administration of adrenaline and near misses will be recorded.

Reviews will consider:

- Contributing factors
- Response times
- Effectiveness of procedures
- Training requirements
- Environmental controls
- Lessons learned.

Findings will inform future policy reviews and staff training.

Data Protection and Information Sharing

Information relating to allergies constitutes special category personal data and will be handled in accordance with UK GDPR requirements

At St Aidan's Academy we will:

- Share information only where necessary
- Protect confidentiality
- Ensure staff have sufficient information to keep pupils safe
- Maintain secure records and storage systems

Policy Monitoring and Review

This policy will be reviewed annually by Northern Lights Learning Trust and individual schools.

Reviews will also take place individually by the schools following:

- Any anaphylaxis incident
- A significant near miss
- Changes in legislation
- Updated national guidance

The policy will be published on our school website and made available to parents, staff and governors.

APPENDIX 1

Recognise the signs of anaphylaxis

A AIRWAYS	• Tightening of the throat • Hoarse voice • Difficulty swallowing • Swollen tongue	B BREATHING	• Sudden wheezing • Difficult or noisy breathing • Persistent cough	C CIRCULATION	• Persistent dizziness • Pale or floppy • Suddenly sleepy • Collapse/unconscious
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If any one (or more) of these signs are present: **Don't delay**

- ① Lie flat with legs raised** (if breathing is difficult, allow to sit)
  
- ② Give adrenaline device without delay** (use the school's spare device if needed)
 Scan this code for instructions on how to use adrenaline devices
- ③ Immediately dial 999** for ambulance and say **ANAPHYLAXIS** (ana-fill-axis)


After giving adrenaline:

- Stay with person until ambulance arrives, do NOT stand them up.
 - Keep them lying down, even if things seem to be getting better.
- Phone parent/emergency contact.



  **If no improvement after 5 minutes, give another dose of adrenaline using a second device, if available.**

Commence CPR at any time if there are no signs of life 

ALWAYS GIVE ADRENALINE DEVICE FIRST if someone has **SEVERE AND SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice). **THEN SEEK MEDICAL HELP.** Anaphylaxis can occur without skin symptoms

Figure 2: Management of anaphylaxis

APPENDIX 2

St Aidan's CofE Academy

Individual Healthcare Plan for Allergy		
Name		Current Photo
Date of Birth		
Year/Class		
Emergency Contacts		
Relevant Staff		

Allergy Information:
<i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>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.</i>

How the allergy is managed:
<i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>

Arrangements for support:

Give details of the specific support or adaptations which the school 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:

Provide 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.

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

Appendix 3 – Allergy Incident and Near Miss Form

Section 1: Basic Information	
School	
Date of Incident	
Time of Incident	
Location of Incident	
Report Completed By	
Job Role	
Date Report Completed	

Section 2: Pupil Information	
Pupil Name	
Date of Birth	
Year Group/Class	
Known Allergy?	
Allergens Identified on Healthcare Plan	
Individual Healthcare Plan in Place?	
Allergy Action Plan Available?	

Section 3: Type of Event (Please tick all that apply)	
☐	Mild allergic reaction
☐	Moderate allergic reaction
☐	Suspected anaphylaxis
☐	Confirmed anaphylaxis
☐	Near miss (no reaction occurred)
☐	Exposure to allergen without symptoms
☐	Administration of prescribed AAI
☐	Administration of spare/emergency AAI
☐	Hospital attendance required
☐	Ambulance required
☐	Other
If Other, please specify:	

Section 4: Description of Incident

Please include:

- Activity taking place
- Where the event occurred
- How the allergen exposure happened (if known)
- Who witnessed the incident
- Any immediate concerns identified

Section 5: Suspected Allergen (Please tick all that apply)

☐	Peanuts
☐	Tree nuts
☐	Milk
☐	Egg
☐	Sesame
☐	Fish
☐	Shellfish
☐	Soya
☐	Wheat
☐	Insect Sting
☐	Medication
☐	Latex
☐	Airborne Allergen
☐	Contact Allergen
☐	Unknown
☐	Other

If Other, please specify:

Section 6: Symptoms Observed (Please tick all that apply)

Mild to Moderate Symptoms

☐	Itching
☐	Rash
☐	Hives
☐	Swelling
☐	Nausea
☐	Vomiting
☐	Abdominal Pain
☐	Runny Nose
☐	Watery Eyes
☐	Other

If Other, please specify:

Symptoms Suggesting Anaphylaxis

Airway

☐	Swollen tongue
☐	Difficulty swallowing
☐	Hoarse voice
☐	Throat tightness

Breathing

☐	Persistent cough
☐	Wheeze
☐	Breathing difficulty
☐	Noisy breathing

Circulation

☐	Dizziness
☐	Collapse
☐	Pale clammy skin
☐	Loss of consciousness

Other, please specify:

Section 7: Emergency Response

Time Symptoms First Noted	
Time First Adult Alerted	
Time Medication Administered	
Time 999 Called	
Time Parents Informed	
Was the pupil's Allergy Action Plan followed?	
If no, please explain why:	

Section 8: Medication Administered

Antihistamine			
Administered?	Yes	No	
Name/Dose			

Adrenaline Auto Injector

Administered?	Prescribed Device		Spare School Device		No
Brand	EpiPen	Jext	Emerade	Other	
If other, please specify:					
Batch Number (if known):					
Expiry Date:					
Administered By:					
Role:					
Was a second dose required?	Yes	No			
Time of second dose:					

Section 9: Outcome

Ambulance Called?	Yes	No	
Taken to Hospital?	Yes	No	
Returned to School Same Day?	Yes	No	
Admitted to Hospital?	Yes	No	
Outcome/Medical Advice Received			

Section 10: Communication and Notifications		
Person/Agency	Date & Time	Completed
Parent/Carer		
Headteacher/Head of School		
Allergy Safety Lead		
School Nurse		
Relevant Staff Updated		
Governing Body (Chair)		
Trust Notification		

Section 11: Initial Investigation			
Was the allergen source identified?	Yes	No	
Details:			
Did any procedure fail?	Yes	No	
If yes, please give details:			
Was there a delay in accessing medication?	Yes	No	
Was medication in date?	Yes	No	
Did staff follow training and procedures?	Yes	No	
Was this a Near Miss?	Yes	No	
If yes, explain how the incident was prevented:			

Section 12: Lessons Learned and Preventive Actions	
☐	Parents informed
☐	Healthcare Plan reviewed
☐	Risk assessment reviewed
☐	Catering provider informed
☐	Staff debrief conducted
☐	Additional training arranged
☐	Environmental controls reviewed
☐	Classroom procedures reviewed
☐	Educational visit arrangements reviewed
☐	Other
If Other, please specify:	

Recommendations:

Section 13: Post-Incident Review	
Review Date	
Reviewed by	
☐	No further action required
☐	Healthcare Plan amended
☐	Allergy Action Plan amended
☐	Staff training required
☐	Additional controls introduced
☐	Policy review required
☐	Serious incident referred through Trust procedures
Details	

Section 14: Sign-Off	
Staff Member Completing Report	
Name	
Signature	
Date	
Allergy Safety Lead	
Name	
Signature	
Date	
Headteacher/Head of School (for significant reactions/anaphylaxis)	
Name	
Signature	
Date	

Record Retention

This form contains special category personal data and must be stored securely in accordance with UK GDPR, the Data Protection Act 2018 and school record retention procedures.

Appendix 4 – Medical Diet Form

St Aidan's are committed to providing meals for pupils needing special diets for medical and cultural requirements where possible.

It is vital that all forms are accompanied with the referral letter from a medical professional (G.P) This form should be handed into the school and discussed with them in the first instance.

ACADEMY DETAILS										
Name										
School Contact										
PUPILS DETAILS										
Name										
Class										
Date										
Diet required or allergy exclusion information. Please tick	☐	Peanut	☐	Milk	☐	Crustacean	☐	Soybean	☐	Fish
	☐	Celery	☐	Nuts	☐	Sesame Seeds	☐	Mustard	☐	Lupin
	☐	Eggs	☐	Molluscus	☐	Gluten	☐	Sulphites	☐	Other
	☐		☐		☐		☐		☐	
	☐		☐		☐		☐		☐	
	☐		☐		☐		☐		☐	
	☐		☐		☐		☐		☐	
Further information										
.....										
.....										
MEDICAL INFORMATION										
Please detail allergic reaction										
Is medication required. Please detail.										
PARENT/CARER DETAILS										
Name										
Contact phone number										
Contact Email										
Relationship to child										
OFFICE USE ONLY										
Has the catering team been informed.										
Has a photo ID been completed										
If Medication required who is to be contacted										