

HSF 32.5 LOCAL ARRANGEMENTS FOR ALLERGY/ ANAPHYLAXIS

The White Horse Federation operates a single Trust-wide Allergy and Anaphylaxis Policy which establishes the minimum standards for the prevention and management of allergies and anaphylaxis across all schools.

Whilst the Trust maintains a common policy framework, each school is responsible for implementing arrangements which reflect its individual circumstances, including its premises, pupil population, staffing structure, catering provision, educational visits and operational activities.

This form records the school's local allergy management arrangements and demonstrates how the requirements of the Trust Allergy and Anaphylaxis Policy are implemented within the setting. It should be read alongside the Trust policy, Allergy Register, Individual Healthcare Plans (IHCPs), Allergy Action Plans, emergency medication records and GRA 32.1 Whole School Allergy Management Risk Assessment.

The Headteacher is responsible for ensuring this form remains accurate and current. It must be reviewed:

- Annually as a minimum.
- Following any significant allergy incident or near miss.
- Following significant changes to staffing, premises or operational arrangements.
- Following changes to pupil medical needs.
- Following changes to legislation, statutory guidance or Trust requirements.

This form should be considered alongside the school's Allergy Register, Individual Healthcare Plans (IHCPs), Allergy Action Plans, emergency medication records and GRA 32.1 Whole School Allergy Management Risk Assessment & GRA 32.2 Individual Allergy Risk assessments.

School Roles	
School Name	Goddard Park Primary School and Daycare
Headteacher	Jo Harding
Allergy Lead	Jo Harding
Deputy Allergy Lead (if applicable)	Carolyn Lee Sarah Maine
Educational Visits Coordinator	Zoe Grove-Welsh
SENCO	Carolyn Lee
First Aid Lead	Sarah Maine
Caterer	In House
Personal Medication	
Location of Allergy Register	Main School Office Kitchen Staff Room Daycare Reception Desk
Personal Prescribed Medication Storage Location(s) (other than AAI's)	Classrooms/Daycare Rooms-Asthma Inhalers with IHCP and medical administration form (kept in Clear bags x 1 per individual child) in labelled box. Year Group Medical Lockers – Anti-histamine

Doc. No.	Issue No.	Reviewed	Review Date	Page
HSF 32.5	I	Rachael Lawton	July 2026	I

Personal Prescribed Medication - AAI Storage Location(s)	1. Individual Alls kept in blue shoulder bags in classrooms
Schools Emergency / Spare AAI Location (including spare priton)	1. Main School Kitchen external wall in dining area 2. On wall in corridor outside the Nest Key kept in break glass next to Kitt Medical, one in the main school kitchen, one in the Nest, one with Sarah Maine, one with Jo Harding, one with Carolyn Lee. And one in the key safe.
Location of educational visit / trip emergency AAI	1. Main school office
Frequency of expiry date checks	1. September and July
Procedure for obtaining replacement medication	School All - Contact KITT, replacement pens sent Personal medication, contact parents – note on Arbor the date of the call, chase as required
Paperwork – Admissions/Transition /Transfer	
Location of pupil - IHCPs - Allergy Action Plans - Individual Risk Assessments	IHCPs with medication in Year groups – Medical lockers for all medication, other than asthma inhalers – in classrooms boxes, All pens and Epilepsy medication – in blue shoulder bags in classrooms. IHCPs, Individual Risk Assessments- and Action Plans -Saved on ARBOR-against individual and on shared drive
Document review arrangements /frequency	Annually
Who carries out medication checks	Sarah Maine, Jo Harding, Carolyn Lee
Admissions / transition / Transfer - Admission arrangements for pupils with allergies: - Class transition arrangements: - Transfer arrangements between schools/settings:	Admissions Forms and Home Visits Class to class transition handover meetings September TD day Dinner lists
Training/Communication	
Training provider	Swindon Hub for Education – through the School Nurse Service Flick Training KITT
Training Completion Date	1 st September 2026
Next Training Due Date	1 st September 2027
Arrangements for induction of new staff	Training provided through access to the Swindon Hub for Education Video and Flick
How allergy information is communicated to staff	Training Day at start of year, recorded on Arbor, IHCPs shared with staff
Alternative arrangements for playgrounds, sports fields and off-site activities	Blue bag with All carried by teacher or child, Inhalers taken by staff for each child, School spare inhaler, spacer, Antihistamine and Alls carried by lead staff member.
Anaphylaxis Response Arrangements / Exercises	
Who contacts emergency services	The member of staff who identifies the need first or who is told to by member of staff dealing with the emergency. Inform office and SLT.
Who meets emergency services on arrival	Sarah Maine or Chelsey Clark
Frequency of exercises	Termly
Person Responsible	Jo Harding

Doc. No.	Issue No.	Reviewed	Review Date	Page
HSF 32.5	I	Rachael Lawton	July 2026	2

How exercises are recorded and reviewed	Health & Safety Register – held by Chris Bevington (Site Manger)
Catering Provider Arrangements - How allergy information is shared with catering teams: - Arrangements for allergy meals: - Arrangements for food brought into school: - Allergen information verification. - Management of special dietary meals. - Arrangements for school events involving external food providers.	Allergy Risk Register shared with Kitchen (Name, photo, Allergen) · All children with allergens to wear a red band. All children given a dinner card for that day with their meal choice number and coloured coded to represent any allergens or dietary requirements. Allergens (checked and known by catering staff) · Regular and consistent communication of allergen information to parents- Nut Free school · Communication to parents if nut product discovered with a child in their lunch or snack · Parents provided with links to ALLERGEN Menu via ParentPay for them to book · Allergens checked and information requested for any events. Snack for EYFS to be provided through the catering team and planned in advance.
School Specific Allergen Controls - Arrangements for curriculum activities involving food: - Arrangements for celebrations, rewards and fundraising activities involving food: - Alternative inclusive arrangements used within the school:	All food purchases to go through the school catering team and checked for allergens and against allergy register. Alternative products identified where needed.
Wraparound Care Arrangements - How allergy information is shared with providers: - Medication arrangements: - Food management arrangements:	Application form for Early Birds and Twilights Allergen Risk register in kitchen Access to KITT Twilights and Early Birds staff to know where child's medication is kept, by accessing the information on the allergen risk Food planned and ordered by catering team
Educational Visit Arrangements - How allergy needs are considered during visit planning: - Arrangements for carrying medication and emergency documentation: - Trip emergency AAI arrangements:	- All Allergens provided to Residential/Trip provider - All medications are taken along with IHCP and medical administration form or accessed from devices via Arbor - Additional All and inhaler taken on Trips from KITT and office Section on trip proforma regarding medication.
Sport, PE and Extracurricular Activities - Arrangements for managing allergies during PE, sporting fixtures and extracurricular activities: - Medication access arrangements:	Class teacher or activity leader to ensure that: - children bring their inhalers to PE or extra-curricular activity. - Children with All pens bring their blue bag with them - They know where additional school inhalers and All are stored. - Are aware of the allergy and asthma registers
Cleaning and Cross-Contamination Controls - Dining table cleaning arrangements: - Procedures for allergen spills or contamination incidents:	Removal of allergen debris - Wipe up the crumbs or spills using a clean damp cloth. Use a clean cloth soaked in warm soapy water (Antibacterial washing up liquid) to effectively scrub and clean the table surface. Wipe the area clean with fresh warm water and dry with a paper towel. Spray area the area with a Sanitiser, leave for 30 seconds and wipe dry.
Contractors, Visitors and Lettings - How relevant allergy information is communicated to contractors or external providers where necessary: - Arrangements for community lettings, holiday clubs and third-party providers operating on site:	- Visitors made aware of local procedures - KITT available for all providers - External and Third party have own Allergen Policy processes - Allergen available on daily dinner Registers for Visiting staff (supply, cover TA) Sign on main entrance informing visits about not bringing Nuts on site
Inclusion and Wellbeing How pupils with allergies are supported to participate fully in school life:	Children with Allergens have complete access to the Curriculum and Enrichment activities-Ensuring equity for all

Doc. No.	Issue No.	Reviewed	Review Date	Page
HSF 32.5	I	Rachael Lawton	July 2026	3

• Arrangements to address allergy-related bullying or concerns:	Children with allergens will be provided with variety and choice in lunch menus where possible. • Risk Assessments completed --available on ARBOR (when appropriate)
Incident, Near Miss and Learning Review Arrangements • How incidents and near misses are reported: • Who reviews incidents and lessons learned: • How findings are communicated and acted upon:	• Reported on the current federation Accident/incident report system – HSP 5 Accident Reporting policy • Head teacher / Allergy Lead / H&S Manager • HSF 4.7 First Aid - Medical Incident Debrief • Head teacher to brief findings to staff
School-Specific Allergy Controls	
Known allergens presenting increased risk within the school environment and corresponding control measures:	Nut Free School Kitchen All ingredients for food to be shared with children or to be used in children's cooking to be organised through the kitchen.
I confirm that the arrangements detailed within this form accurately reflect the allergy management arrangements operating within this school and have been reviewed in accordance with The White Horse Federation Allergy and Anaphylaxis Policy.	
Headteacher Name:	Jo Harding
Signature:	<i>J.Harding</i>
Date Reviewed	01/09/2026
Next Review Date	01/09/2027