



## Allergy and Dietary Requirements Policy

Written: 12-25  
Prepared by: GIH/SHCC/JOH

Next Review: 12-26  
Approved by: KED

**This Policy applies throughout the School from the EYFS to Year 6.**

### **Aims and objectives**

This policy outlines The Cavendish School's approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an Allergy Aware School.

This policy also details the School's approach to the management of dietary requirements, including food intolerances. Food intolerances and food allergies are different and need to be managed in different ways. A food allergy involves the immune system and can cause a severe and sometimes life-threatening reaction, such as anaphylaxis, even from a very small amount of the food. A food intolerance does not involve the immune system and usually causes discomfort, such as stomach pain or bloating, but is not life-threatening. Both require care and understanding, but allergies need strict avoidance and emergency plans, while intolerances often focus on limiting certain foods.

This policy is underpinned by the statutory guidance in Supporting Pupils with Medical Conditions at School 2023 and aligns with the Food Information Regulations 2014, Natasha's Law, and EYFS statutory requirements. It should be read in conjunction with the school's First Aid Policy and Supporting Pupils with Long-term Medical Conditions Policy.

### **What is an allergy?**

Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine, which triggers an allergic reaction.

Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency.

People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication. Children can develop allergies at any time.

It is important that all pupils and staff are aware of the potential severity of allergic reactions and understand the actions to take if an allergic reaction occurs, particularly anaphylaxis.

This policy also covers first-time or previously undiagnosed severe allergic reactions and ensures that staff are trained to respond appropriately to emergency situations.

## **Definitions**

**Anaphylaxis:** Anaphylaxis is a severe allergic reaction that can be life-threatening and must be treated as a medical emergency.

**Allergen:** A normally harmless substance that, for some, triggers an allergic reaction. You can be allergic to anything. The most common allergens are food, medication, animal dander (skin cells shed by animals with fur or feathers) and pollen. Latex, wasp and bee stings are less common allergens.

The most severe allergic reactions to food are caused by just 9 foods. These are eggs, milk, peanuts, tree nuts (which include nuts such as hazelnut, cashew nut, pistachio, almond, walnut, pecan, Brazil nut, macadamia, etc), sesame, fish, shellfish, soya and wheat.

The law requires that all food establishments (including schools) must be able to provide information on the presence of the 14 allergens in food served to pupils.

There are 14 allergens required by UK law to be highlighted on pre-packed food. These allergens are celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, tree nuts, soya, sulphites (or sulphur dioxide) and sesame.

**Adrenaline auto-injector:** Single-use device which carries a pre-measured dose of adrenaline. Adrenaline auto-injectors are used to treat anaphylaxis by injecting adrenaline directly into the upper, outer thigh muscle. Adrenaline auto-injectors are commonly referred to as AAI's, adrenaline pens or by the brand names EpiPen or Jext. For the purposes of this Policy, we will refer to them as Adrenaline Pens.

**Allergy Action Plan:** This is a document filled out by a healthcare professional, detailing a person's allergy and their treatment plan.

**Designated Allergy Lead:** The member of staff responsible for overseeing allergy management across the school and acting as the main point of contact for pupils, parents and staff.

**Individual Healthcare Plan:** A detailed document outlining an individual pupil's medical condition, history, treatment, risks and action plan. This document should be created by schools in collaboration with parents/carers and, where appropriate, pupils. All pupils with an allergy should have an Individual Healthcare Plan and it should be read in conjunction with their Allergy Action Plan.

**Risk assessment:** A detailed document outlining an activity, the risks it poses and any actions taken to mitigate those risks. Allergies and medical needs should be included on all risk assessments for events on and off the school site.

**Spare adrenaline pens:** Schools are able to purchase spare adrenaline pens. These should be held as a backup, in case pupils' prescribed adrenaline pens are not available.

In a life-threatening emergency, spare AAls may be used for someone not previously known to be at risk, in line with Medicines and Healthcare Products Regulation Agency (MHRA) guidance. If spare adrenaline pens are used, a record should be kept of the incident and a new adrenaline pen should be obtained.

### **Roles and responsibilities**

The Cavendish School takes a whole-school approach to allergy management.

### **Designated Allergy Lead**

The Designated Allergy Lead is Kerry Dignan, Head of HR & Compliance, who is responsible for:

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy
- Taking decisions on allergy management across the school
- Championing and practising allergy awareness across the school
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management
- Ensuring pupil allergy information is recorded, up-to-date and communicated to all staff
- Requesting information from new staff joiners and recording this on MIS personnel records and the emergency contacts file in the school office
- Making 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)
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Dietary Requirements Policy, and other related procedures
- Reviewing the stock of the school's spare adrenaline pens (check the school has an appropriate number for the setting, they are in date, stored appropriately and the locations are correct) and ensuring staff know where they are
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g., under Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where necessary) and ensuring the circumstances are investigated, learnings shared and that risk assessments and procedures are updated following any incident
- Regularly reviewing and updating the Allergy and Dietary Requirements Policy
- Ensuring there is an Anaphylaxis Drill once a year

At regular intervals, the Designated Allergy Lead will check procedures and report to the SLT.

## **Principal First Aider**

The Principal First Aider, Gill Harvey, is responsible for:

- Collecting and coordinating the paperwork for pupils (including Allergy Action Plans and Individual Healthcare Plans) and information from families and new pupil joiners
- Supporting the Designated Allergy Lead on how this information is disseminated to all school staff, including the Catering Team, self-employed staff and staff running clubs
- Ensuring the information from families is up-to-date, and reviewed annually (at a minimum)
- Coordinating medication with families and ensuring medication is in date
- Keeping an adrenaline pen register to include Adrenaline Pens prescribed to pupils and the school's stock of spare adrenaline pens, including brand, dose and expiry date. The location of spare adrenaline pens should also be documented
- Regularly checking spare adrenaline pens are where they should be and that they are in date
- Replacing the spare adrenaline pens when necessary
- Providing on-site adrenaline pen training for members of staff
- Plus any other responsibilities delegated by the Designated Allergy Lead

## **Data Administrator**

The school's Data Administrator is likely to be the first to learn of a pupil's allergy. They should work with the Designated Allergy Lead and Principal First Aider to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity
- There is a clear structure in place to communicate this information to the relevant parties
- The pupil allergy list is updated regularly

## **Admissions Manager**

The school's Admissions Manager will request this information for any pupils visiting for a Taster Day, or any events where children who are not pupils of the school will be without parental supervision (for admissions purposes). This information will be communicated to the relevant parties. Where relevant, parents will be asked to provide a copy of the child's Allergy Action Plan and/or complete an Individual Healthcare Plan, detailing the treatment and medication required.

## **All staff**

All school staff are responsible for:

- Championing and practising allergy awareness across the school
- Reading, understanding and putting into practice the Allergy and Dietary Requirements Policy and asking for support if needed
- Being aware of pupils (and staff, when necessary) who they teach or support with allergies and what they are allergic to
- Considering the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in the activity is necessary and/or appropriate

- Ensuring pupils always have access to their medication or carry it on their behalf in the case of trips and off-site activities
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training
- Taking part in training and anaphylaxis drills as required
- Considering 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 for Pupils
- Forwarding any communication or information that comes directly to them from parents regarding allergens to the Principal First Aider
- Ensuring that pupils have their medication and their Allergy Action Plan or Individual Health Care Plan with them when leaving the school site, for a fixture or trip and that any external provider or third-party supervisor is informed

### **All parents**

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the school's Allergy and Dietary Requirement Policy and considering the safety and wellbeing of pupils with allergies
- Providing 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, hay fever, rhinitis or eczema. This information should be shared with the Principal First Aider, Gill Harvey: [secretary@cavendish-school.co.uk](mailto:secretary@cavendish-school.co.uk)
- Considering and adhering 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
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice
- Encouraging their child to be allergy aware
- Ensuring they have given consent for the school to share allergy and dietary requirement information with relevant staff members

### **Parents of children with allergies**

In addition to the point above, the parents and carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan
- If applicable, provide the school or their child with two labelled adrenaline pens and any other medication, for example, antihistamine (with a dispenser, i.e., spoon or syringe), inhalers or creams
- Ensure medication is in date and replaced at the appropriate time

- Ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school. Two pens are required, in case a second dose needs to be given, or the first pen misfires
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring, e.g., not eating the food to which they are allergic
- Ensure their emergency contact details are updated regularly

Please see the school's Supporting Pupils with Long-term Medical Conditions Policy for more information on how we support pupils with long-term medical needs.

### **Parents of children with dietary requirements, including food intolerances (that are not allergies)**

Parents of children with a dietary requirement or food intolerance should:

- Ensure the school is provided with this information on the admissions form upon entry to the school and ensure this information is kept up to date should anything change during a child's time with us

Please see the school's Supporting Pupils with Long-term Medical Conditions Policy for more information on how we support pupils with long-term medical needs.

### **All pupils**

All pupils at the school should:

- Be allergy aware
- Understand the risks allergens might pose to their peers and respect measures to support them
- Help ensure their snacks and packed lunches are nut-free and do not share these items with their peers
- Learn how they can support their peers and be alert to allergy-related bullying
- Be encouraged to tell an adult if they notice a classmate having a reaction

### **Pupils with allergies**

In addition to the point above, older pupils with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk
- Avoiding their allergen as best as they can
- Understanding the importance of following the school-specific processes of lunch service and how that mitigates risk

- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction
- Understand how and when to use their adrenaline auto-injector
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies
- Pupils should also be taught, age-appropriately, about recognising early signs of an allergic reaction and seeking help immediately

### **Adults with allergies/dietary requirements**

The catering team display menus and ingredient lists for all food served. Staff and visiting adults are responsible for checking these details when eating in the school dining hall. They should ensure the school are aware of any allergies and that medication and/or an adrenaline pen are available in school for their use and should report to the school office team (or the nearest staff member) if they feel unwell or suspect they might be having an allergic reaction. In cases of allergic reaction or anaphylaxis, the procedures in this policy will be followed.

School staff and other adults who work with our pupils are asked to update their medical information held by the school annually.

### **Information and documentation**

#### **Register of pupils with an allergy/dietary requirement**

The school has a register of pupils who have a diagnosed allergy, food intolerance or dietary requirement. This includes children who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed. The register will be updated at least annually and any new (relevant) admissions will be added promptly. The register should also be updated immediately if a pupil's condition changes and staff should be notified accordingly.

#### **Individual Healthcare Plans**

Each pupil with an allergy has an Individual Healthcare Plan (see appendix 1). The information on this plan includes:

- Known allergens and risk factors for allergic reactions
- A history of their allergic reactions
- Detail of the medication the pupil has been prescribed, including dose, this should include adrenaline pens, antihistamine, etc.

- A copy of parental consent to administer medication, including the use of spare adrenaline pens in case of suspected anaphylaxis
- A photograph of each pupil
- A copy of their Allergy Action Plan
- Clear instructions for the administration of emergency medication by staff, including any variations based on the pupil's age or specific needs
- Plans should be reviewed at least annually or sooner if a child's condition or prescribed treatment changes

### **Assessing risk**

Allergens can crop up in unexpected places. Staff will consider allergies in all activity planning and include them in risk assessments. Some examples include:

- Classroom activities, for example, craft using food packaging, craft using animal products such as feathers, science experiments where allergens are present or cooking
- Bringing animals into the school, for example, a dog or hatching chick eggs, can pose a risk
- In After School Care, where they hand out snacks. Ensure safe food is provided
- Planning special events, such as cultural days and celebrations

Inclusion of pupils with allergies must be considered alongside safety and they should not be excluded. If necessary, adapt the activity. The School will ensure compliance with the Equality Act 2010.

### **Food, including mealtimes & snacks**

#### **Catering in school**

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies and/or dietary requirements:

- Due diligence is carried out with regard to allergen management when appointing catering staff
- 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 and dietary requirements
- The school has robust procedures in place to identify pupils with food allergies or specific dietary requirements. A list is displayed at 2 points in the kitchen area, which is checked by the

catering team daily. As children line up outside the dining hall, school staff ensure that pupils who require consideration are served first. There is an additional check as pupils leave the serving area by a member of the catering team. Younger pupils are served at their tables and school staff ensure their requirements are met

- Food containing the main 14 allergens (see allergens definition) will be clearly labelled for pupils, staff and visitors to see. Other ingredient information will be available on request
- Food packaged to go will comply with Prepacked for Direct Sale (PPDS) legislation (Natasha's Law), requiring the allergen information to be displayed on the packaging
- Foods that contain nuts are not used on school grounds
- Food provided at After School Care will follow these procedures

### **Food brought into school**

If a packed lunch is required to be brought in from home, parents are always reminded that this must not contain nuts. The same is in place for pupil snacks and school staff regularly observe these at break times. Pupils are reminded not to share their food or snacks with others. Pupils are not allowed to bring in birthday or other celebratory treats and parents are regularly informed of this requirement.

Charity cake sales do take place; they are led by the school's parent association, The Friends of the Cavendish. Parents are reminded of the allergen rules. Pupils attend these sales with their supervising adult/s. Parents will be reminded periodically of the school's food policy via newsletters or other communication.

### **Food bans or restrictions**

This school is an allergen-aware school. We have pupils with a wide range of allergies to different foods, so we encourage a considered approach to bringing in food.

We restrict peanuts and tree nuts as much as reasonably possible on the school site and check all foods coming into the school kitchen. The catering company we use is a nut-free organisation. This means they do not purchase any nuts or any products that contain nuts and do not follow any recipes that have nuts as an ingredient. However, they do offer a limited number of products that come with a "**May Contain Nuts**" precautionary allergen statement. Allergen cross-contamination can happen unintentionally when there is a risk that an allergen can enter the product accidentally during the production process. This can sometimes happen when several food products are made in the same food processing premises. However, a precautionary allergen label is only used when, following a risk assessment, a risk of allergen cross-contact within the supply chain is identified that cannot be removed through risk management actions. (<https://www.food.gov.uk/business-guidance/precautionary-allergen-labelling>). These items are limited to pastries provided at open events and mince pies at Christmas events. These items are served with prominent warning signage and are not for pupil consumption. If any other items fall into this

category, which are sold at events such as the summer fair, prominent signage will be in place, alongside adult supervision provided by parents.

All food coming onto school premises for consumption on school grounds, or taken on a school trip or to a match, should be checked to ensure peanuts and tree nuts are not an ingredient in another product. The Catering Team manage this for food prepared on the premises and staff and parents are responsible for checking this for snack time and packed lunches. Regular reminders are given to staff and parents about this requirement. Please check the label on all foods brought in. Common foods that contain these goods as an ingredient include: packaged nuts, cereal bars, chocolate bars, nut butters, chocolate spread and sauces.

### **Early Years specific information**

The School adheres to, and follows, the EYFS Statutory Framework and the Department for Education document Food Safety – help for Early Years providers:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/food-safety#allergies>

The allergy information in these documents is amalgamated into this policy as it applies across the school.

Additional point to note:

The supervising members of staff while children are eating all hold paediatric first aid training certificates and ensure that the food served meets the children's requirements. These staff are always within sight and hearing of the children.

### **Food hygiene for pupils**

- Pupils will wash their hands before and after eating (when necessary)
- Sharing, swapping or throwing food is not allowed
- Water bottles, snacks and packed lunches should be clearly labelled

EYFS staff should receive specific training on preventing cross-contamination due to 'hand-to-mouth' behaviours common at this age

## **School trips and sports fixtures**

- Staff leading the trip will have a register of pupils with allergies and details of their medication. Staff should notify the trip leader of any allergies they may have
- Staff leading the trip will ensure that dietary requirements are clearly communicated to any external providers prior to trips or events
- Allergies will be considered on the risk assessment
- A pre-visit risk assessment must specifically review allergen exposure risks (e.g., farm visits, food workshops, petting zoos, cultural events)
- Parents may be consulted if considered necessary, or if the trip requires an overnight stay
- Staff accompanying the trip will be trained to recognise and respond to an allergic reaction

## **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 carried out prior to the visit
- Areas visited by animals will be cleaned thoroughly
- Animals must only be handled under supervision and pupils with allergies should have adapted activities to ensure inclusion without risk
- Anyone in contact with an animal will wash their hands after contact
- School trips that include visits to animals will be carefully risk-assessed
- A risk assessment and procedure is in place and adhered to for our school's pastoral dog

## **Inclusion and mental health**

Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying.

- No child with allergies should be excluded from taking part in a school activity, whether on the school premises or on a school trip
- Reasonable adjustments will be made under the Equality Act 2010
- Pupils with allergies may require additional pastoral support. Opportunities should be provided for pupils to discuss their feelings around allergies and medical needs
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives
- Staff will monitor for signs of anxiety related to eating, food avoidance, or fear of reaction and involve pastoral/safeguarding teams when necessary
- Bullying related to allergy will be treated in line with the school's Anti-bullying Policy for Pupils

## **Adrenaline pens**

### **Storage of adrenaline pens**

- Pupils prescribed with adrenaline pens will have access to their in-date pen at all times
- Adrenaline pens are stored centrally in the school office, never locked away, clearly labelled with the pupil's individual health plan included (location must be clearly signposted)
- Adrenaline pens are taken for named pupils on school trips and fixtures and are held by the staff lead for the trip
- Spot checks will be made to ensure adrenaline pens are where they should be and in date
- Adrenaline pens should be stored at moderate temperatures (see manufacturer's guidelines), not in direct sunlight or above a heat source (for example, a radiator)
- Used or out-of-date pens will be given back to parents or the local pharmacy for disposal

### **Spare adrenaline pens**

This school has 1 adult and 1 child spare adrenaline pens, to be used in accordance with government guidance.

The location of spare adrenaline pens is clearly signposted and are stored in the school office.

The Principal First Aider is responsible for:

- Deciding how many spare pens are required
- What dosage is required, based on the Resuscitation Council UK's age-based guidance
- Which brand(s) to buy. Schools are recommended to buy a single brand if possible, to avoid confusion
- The purchasing of spare adrenaline pens, which can be obtained from a local pharmacy
- Distribution around the site and clear signage

### **Adrenaline pens for off-site activities**

- No child with a prescribed adrenaline pen will be able to go on a school trip without their own pen. It is the trip leader's responsibility to check that they have them
- Adrenaline pens will be kept close to the pupils at all times, e.g. not stored in the hold of the coach when travelling or left in changing rooms
- Adrenaline pens will be protected from extreme temperatures
- Staff accompanying the pupils will be aware of pupils with allergies and be trained to recognise and respond to an allergic reaction

### **Responding to an allergic reaction/anaphylaxis**

If a pupil has an allergic reaction:

- They will be treated in accordance with their Allergy Action Plan
- If anaphylaxis is suspected, administer adrenaline without delay

- Treat the pupil where they are. Lie them down with their legs raised and bring medication to them
- Use a pupil's own prescribed medication if immediately available
- This will be administered by the pupil themselves [if age appropriate] or by a member of staff. Ideally, the member of staff will be trained, but in an emergency, **anyone** can administer adrenaline
- If the pupil's own adrenaline pen is not available or misfires, then a spare adrenaline pen will be used
- If anaphylaxis is suspected but the pupil does not have a prescribed adrenaline pen or Allergy Action Plan, a member of staff will ensure they are lying down with their legs raised, call 999 and explain anaphylaxis is suspected. Inform the operator that spare adrenaline pens are available and follow instructions from the operator. The MHRA says that in exceptional circumstances, a spare adrenaline pen can be administered to **anyone** for the purposes of saving their life
- If, after 5 minutes, there is no improvement, use a second adrenaline pen and call the emergency services again and inform them that a second dose of adrenaline has been given
- Do not move the pupil until a medical professional/paramedic has arrived, even if they are feeling better
- Anyone who has had suspected anaphylaxis and received adrenaline must go to hospital, even if they appear to have recovered. A member of staff will accompany them in an ambulance and stay until a parent or guardian arrives

## Training

The school is committed to training all staff regularly to give them a good understanding of allergies and anaphylaxis. This includes:

- Understanding what an allergy is
- How to reduce the risk of an allergic reaction occurring
- How to recognise and treat an allergic reaction, including anaphylaxis
- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them
- Understanding food labelling

The school will carry out an anaphylaxis drill once a year. This includes:

- An exercise simulating an event where a pupil or member of staff has an allergic reaction and testing the school's response

## **Reporting allergic reactions**

Allergic reaction incidents will be recorded on the first aid log. Near misses are recorded by the Bursar. Investigations into these incidents will be carried out by the relevant member of SLT. The first aid log and near misses are discussed at Health and Safety Committee meetings, whereby suggestions for change to policy and procedure are considered. Allergy Action Plans and pupils' Individual Healthcare Plans will be reviewed following an allergic reaction. RIDDOR reporting will be carried out in line with our Health and Safety Policy.

## **Linked policies**

- Anti-bullying Policy for Pupils
- Equal Opportunities Policies
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection
- Supporting Pupils with Long Term Medical Conditions Policy

APPENDIX 1 - Pupil Individual Healthcare Plan



# THE CAVENDISH SCHOOL

*For a newly diagnosed condition, for a child new to the school with an existing condition, following long term absence or changing needs. (DFE guidance states that every effort should be made to do this within 2 weeks.)*

Child's name

Class/form

Date of birth

Medical diagnosis or condition


Photo of child

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Describe medical/allergy needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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If relevant, list the history of child's allergic reactions, with dates, if possible.

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Name of prescribed medication, dose, method of administration, when to be taken, side effects, contra-  
indications, administered by/self-administered with/without supervision

In an emergency, describe what constitutes an emergency e.g. signs and symptoms and the action to  
take if this occurs

Allergy Action Plan or medical needs plan developed by Dr/Consultant/Specialist/Parent – if relevant  
please provide a copy

Specific support for the pupil's educational, social and emotional needs

I give authorisation for a member of The Cavendish School staff to administer medicine to my child as  
detailed on page 1.

**Parent name<sup>1</sup>:** \_\_\_\_\_ **(please print)**

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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<sup>1</sup> By signing this form, you confirm that you have informed and/or consulted any person with parental  
responsibility for your child.

**Data Privacy:** the personal data, including special category personal data, provided to the School in this form will be processed in accordance with data protection legislation<sup>2</sup>. For further information please see our Privacy Notice which is available on the School's website.

**School office use only**

**Name of staff administering medication:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Document review date:** \_\_\_\_\_

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**5 "Data Protection Legislation"** means any data protection legislation from time to time in force in the UK including the Data Protection Act 2018 and the UK General Data Protection Regulation (or any successor legislation).