

The British School

Working together for our children's future



First Aid and Allergy Management Policy

Approved by	Full Governing Board
Date	June 2026
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1. Aims

The aims of this policy are to:

- Ensure the health, safety and wellbeing of all pupils, staff and visitors.
- Provide adequate and appropriate first aid arrangements.
- Ensure effective management of allergies and the prevention of allergic reactions where reasonably practicable.
- Provide a clear framework for responding to accidents, illnesses and medical emergencies, including anaphylaxis.
- Promote awareness and understanding of allergies throughout the school community.
- Ensure pupils with allergies and medical conditions are fully included in school life.
- Ensure all staff understand their responsibilities relating to first aid, medical emergencies and allergy management.

2. Legislation and Guidance

This policy is based on:

- The Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The School Premises (England) Regulations 2012
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- DfE guidance on First Aid in Schools
- DfE guidance on Supporting Pupils with Medical Conditions at School
- DfE guidance on Allergies in Schools
- Department of Health and Social Care guidance on emergency adrenaline auto-injectors (AAIs)
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

The school will comply with all relevant legislation and statutory guidance relating to first aid, health and safety, medical conditions and allergy management.

3. Roles and Responsibilities

3.1 Governing Board

The Governing Board has overall responsibility for health and safety within the school. It delegates day-to-day responsibility for implementation of this policy to the Headteacher and designated staff.

3.2 Headteacher

The Headteacher is responsible for:

- Ensuring appropriate first aid arrangements are in place at all times.
- Ensuring sufficient numbers of trained first aiders are available.
- Ensuring at least one member of staff with a current Paediatric First Aid qualification is on site as required.
- Ensuring allergy management procedures are implemented.
- Ensuring appropriate risk assessments are completed.
- Ensuring staff receive appropriate training.
- Ensuring statutory reporting requirements are met.
- Monitoring the effectiveness of this policy.

3.3 First Aid and Allergy Lead

The designated First Aid and Allergy Leads are:

- Abel Roche
- Samantha Green
- Jodie Jenkins

Their responsibilities include:

- Taking charge when someone is injured or becomes ill.
- Maintaining first aid equipment and supplies.
- Ensuring emergency assistance is called when required.
- Maintaining allergy records and action plans.
- Monitoring the storage and expiry dates of medication and AAIIs.
- Sharing relevant medical information with staff on a need-to-know basis.
- Promoting allergy awareness throughout the school.

3.4 Staff

All staff are responsible for:

- Following this policy and associated procedures.
- Knowing how to summon first aid assistance.
- Completing accident records where required.
- Being familiar with pupils' medical needs and allergy information.
- Recognising signs of allergic reactions and anaphylaxis.
- Considering allergens when planning lessons, activities, events and trips.
- Promoting a safe and inclusive environment for all pupils.

3.5 Parents and Carers

Parents and carers are responsible for:

- Providing accurate and up-to-date medical information.
- Informing the school of any changes to their child's medical needs.
- Providing prescribed medication, including AAIs where required.
- Ensuring medication is in date and replaced promptly.
- Providing medical plans and supporting documentation where necessary.

3.6 Pupils

Where age and understanding permit, pupils are expected to:

- Be aware of their medical needs and allergens.
- Follow agreed health and safety arrangements.
- Carry and use their prescribed medication in accordance with agreed arrangements.
- Support the school's allergy-aware culture.

4. Risk Assessment and Prevention

The school will assess risks associated with:

- Educational visits and residential trips.
- Food technology activities.
- Science experiments involving food products.

- Baking and cooking activities.
- Animal encounters.
- School events and celebrations.
- Any activity where a pupil may be exposed to a known allergen.

To minimise risks, the school will:

- Encourage hand washing before and after eating.
- Prohibit food sharing between pupils.
- Ensure allergen information is available for school meals.
- Follow procedures to prevent cross-contamination.
- Consider allergy risks during lesson planning and event organisation.
- Ensure pupils with allergies can safely participate in all school activities.

No pupil will be excluded from an activity solely because of an allergy. Reasonable adjustments and risk control measures will be implemented wherever possible.

5. First Aid Arrangements

5.1 First Aid Equipment

The school will maintain appropriately stocked first aid kits.

First aid kits are located in:

- The medical room
- Classrooms
- The school kitchen

Portable first aid kits will accompany educational visits and off-site activities.

No medication is stored within standard first aid kits.

5.2 Educational Visits

For all educational visits and off-site activities:

- A suitable first aid kit will be carried.
- Relevant medical information will be available.
- Emergency contact details will be carried.
- At least one trained first aider will accompany the visit.

- Suitable allergy medication and AAIs will be available where required.
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6. Allergy Management

6.1 Allergy Register

The school maintains an allergy register containing:

- Known allergens.
- Medical risk information.
- Details of prescribed medication.
- Emergency contact details.
- Allergy action plans.

Relevant information will be shared with staff responsible for the pupil.

6.2 Allergy Action Plans

All pupils at risk of severe allergic reactions must have an individual allergy action plan completed by an appropriate healthcare professional.

The school will review plans annually or whenever medical needs change.

6.3 Adrenaline Auto-Injectors (AAIs)

AAIs will:

- Be stored in a secure but accessible location.
- Be clearly labelled.
- Be available at all times.
- Be checked regularly for expiry dates.
- Accompany pupils on educational visits where required.

Used AAIs will be disposed of in accordance with manufacturer guidance.

7. Emergency Response Procedures

7.1 Accidents and Illnesses

In the event of an accident or illness:

1. The nearest staff member will assess the situation.
2. A qualified first aider will be called where appropriate.

3. First aid treatment will be administered.
4. Emergency services will be contacted if necessary.
5. Parents or carers will be informed when appropriate.
6. An accident record will be completed.

7.2 Allergic Reactions and Anaphylaxis

All staff will receive awareness training on recognising allergic reactions.

Where a pupil experiences a severe allergic reaction:

1. The pupil's allergy action plan will be followed immediately.
2. An AAI will be administered without delay where indicated.
3. 999 will be called immediately if anaphylaxis is suspected.
4. Parents/carers will be notified.
5. A member of staff will remain with the pupil until parental or medical handover occurs.

For mild reactions, pupils will be monitored, treated in accordance with their care plan and parents informed.

8. Recording, Reporting and Notification

8.1 Accident Records

An accident form will be completed:

- On the day of the incident whenever possible.
- By the first aider or relevant member of staff.

Records will be retained and managed in accordance with statutory requirements and data protection legislation.

8.2 Parent Notification

Parents or carers will be informed:

- Of any significant injury.
- Whenever first aid treatment is provided for a notable injury.
- If emergency services are called.
- Following any allergic reaction.

8.3 Reporting to the HSE

The school will comply with RIDDOR reporting requirements and report incidents to the Health and Safety Executive where required.

8.4 Early Years Notifications

Where applicable, Ofsted and relevant safeguarding agencies will be notified of serious accidents, injuries or deaths affecting children in the school's care.

9. Training

The school is committed to ensuring staff are appropriately trained.

Training will include:

- First aid procedures.
- Recognition of medical emergencies.
- Allergy awareness.
- Recognition of anaphylaxis.
- Administration of AAIs.
- Emergency procedures.
- Inclusion and wellbeing of pupils with medical conditions.

All first aiders will maintain current qualifications.

The school will ensure at least one member of staff holds a current Paediatric First Aid certificate in accordance with EYFS requirements.

Allergy awareness training will be refreshed annually.

10. Monitoring Arrangements

This policy will be reviewed annually by the Headteacher.

Any significant legislative changes or changes to school procedures may trigger an earlier review.

The Governing Board will approve the policy following review.

11. Links with Other Policies

This policy should be read alongside:

- Health and Safety Policy
 - Supporting Pupils with Medical Conditions Policy
 - Risk Assessment Policy
 - Educational Visits Policy
 - Safeguarding and Child Protection Policy
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Appendix 1 - First Aiders and Appointed Persons

Name	Role	Contact Location
Abel Roche	Headteacher	Office
Samantha Green	Business Manager	Office
Jodie Jenkins	Administrator	Office