

Draft Operational Allergy Safety Policy



BISHOP STOPFORD'S SCHOOL

Date policy updated	September 2026
To Present to Governors:	October 2026
Date Policy Ratified:	
Date for next Review:	September 2027

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1. Aims

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. LEGISLATION AND GUIDANCE

This policy is based on the Department for Education (DfE)'s statutory guidance on [allergy safety in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board is responsible for ensuring:

- Risks relating to pupils with allergy are included in the risk register and actively managed
- The school has an allergy safety policy which sets out:
 - Arrangements to reduce the risk of individuals coming into contact with their known allergens
 - Emergency response plans for cases of anaphylaxis
- The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.
- The monitoring and reviewing of this policy at least annually

3.2 Allergy safety lead

The nominated allergy safety lead is **Garry Lyle, Assistant Headteacher**

The Allergy Safety Lead is responsible for:

- Acting as the strategic lead for allergy safety across the school.
- Implementing, monitoring and reviewing this policy at least annually.
- Ensuring compliance with Benedict's Law and associated statutory guidance.
- Promoting and maintaining allergy awareness throughout the school community.
- Maintaining oversight of the school's Medical Tracker system and allergy register.
- Ensuring allergy information is accurate, current and readily accessible to relevant staff.
- Ensuring that all pupils requiring support have an up-to-date Individual Healthcare Plan (IHP) and, where appropriate, an allergy action plan.
- Coordinating communication between staff, healthcare professionals, pupils and parents/carers.
- Ensuring appropriate arrangements are in place for educational visits, extracurricular activities and other off-site events.

- Monitoring the availability, accessibility and location of spare Adrenaline Auto-Injectors (AAIs).
- Monitoring completion of mandatory allergy awareness and AAI training.
- Ensuring allergy incidents and near misses are recorded, investigated and reviewed.
- Identifying lessons learned and implementing improvements where required.
- Reporting significant concerns and incidents to the Headteacher and Governing Body where appropriate.

3.3 Headteacher

The headteacher is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances
- Ensuring this policy is effectively implemented across the school.
- Providing sufficient resources to support allergy management arrangements.
- Supporting the Allergy Safety Lead in meeting statutory obligations.
- Ensuring staff receive appropriate training.
- Ensuring suitable staffing and risk assessments are in place for school activities involving pupils with severe allergies.
- Supporting the investigation of allergy-related incidents and implementation of lessons learned.

3.4 Named Volunteers

Sarah Webb, Medical Lead

Brian Blake, Health & Safety Lead

Named volunteers are responsible for:

- Supporting implementation of this policy.
- Maintaining a register of all school-owned AAIs.
- Undertaking monthly inspections of all AAI storage locations.
- Ensuring spare AAIs are present, accessible and within expiry dates.
- Arranging replacement AAIs before expiry.
- Ensuring emergency allergy response posters and location signage remain current.
- Supporting allergy awareness training and communications.
- Assisting with investigations into allergy incidents and near misses.
- Advising on the location and accessibility of AAIs across the school site.
- Show more lines

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness amongst pupils.
- Familiarising themselves with this policy and associated procedures.
- Recognising the signs and symptoms of allergic reactions and anaphylaxis.
- Being aware of pupils with allergies within their area of responsibility through the Medical Tracker and allergy register.
- Taking reasonable steps to reduce the risk of exposure to known allergens.

- Supporting the wellbeing and inclusion of pupils with allergies.
- Taking prompt action in an emergency.
- Reporting allergic reactions, incidents, concerns and near misses.
- Completing mandatory allergy awareness and AAI training.
- Completing risk assessments where required for activities, lessons and educational visits.

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of the school's Allergy Safety Policy.
- Providing the school with accurate and up-to-date information regarding their child's allergies, medical conditions and dietary requirements.
- Informing the school immediately of any changes to diagnoses, treatment, medication or healthcare plans.
- Providing all relevant healthcare documentation and allergy action plans.
- Supplying prescribed medication, including AAIs where required, and ensuring medication remains in date.
- Replacing medication promptly when requested.
- Following school guidance regarding food brought onto the site.
- Working collaboratively with the school to minimise allergy-related risks.

3.7 Pupils with allergies

Pupils with allergies are encouraged, where age and ability permit, to:

- Understand their allergies and associated risks.
- Inform a member of staff immediately if they feel unwell or believe they have been exposed to an allergen.
- Avoid sharing food, drinks or eating utensils.
- Follow advice provided by healthcare professionals and school staff.
- Carry prescribed medication where agreed within their healthcare plan.
- Understand when and how to use their prescribed AAI.
- Use prescribed medication only for its intended purpose.

3.8 All Pupils

All pupils are expected to:

- Respect the needs of others who have allergies.
- Avoid sharing food, drinks or medication.
- Follow instructions given by staff relating to allergy safety.
- Be aware that allergens may pose a serious risk to others.
- Inform a member of staff if they witness someone experiencing an allergic reaction.
- Support their peers in seeking assistance during an emergency where appropriate.

4. IDENTIFYING INDIVIDUALS AT RISK

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying pupils at risk

The school identifies pupils with allergies and medical conditions through:

- The school's Medical Tracker system.
- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary

We ask that parents/carers proactively inform us by either phone call to the school **0208 804 1906** or an email to generaloffice@bishopstopfords.enfield.sch.uk if their child's medical needs change during the school year.

4.2 Identifying staff and visitors at risk

The school will identify staff with severe allergies through:

- Pre-employment health questionnaires.
- Occupational health referrals where appropriate.
- Annual requests to review and update personal medical information.

Information will be held securely and processed in accordance with UK GDPR requirements. Relevant information will only be shared on a need-to-know basis to support employee safety.

4.3 Visitors

Visitors will be encouraged to declare any severe allergies or anaphylaxis risks when signing in at reception.

Reception procedures will include:

- Signage advising visitors to notify staff if they have a severe allergy.
- A declaration field within the visitor management system asking whether the visitor carries an AAI or has a serious allergy.
- Notification to first aid staff where necessary.

- All visitors will be expected to familiarise themselves with the school's allergy policy and to confirm that they are aware of the school's protocols upon signing into the school premises

4.4 Individual healthcare plans (IHP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

4.5 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

4.6 Register of pupils with known allergies

The school maintains a register of pupils who have a known allergy. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, consent will be sought where appropriate as part of healthcare planning; however, emergency treatment will never be delayed where anaphylaxis is suspected.

A photograph of each pupil to allow a visual check to be made

The school's register of pupils with allergies and other medical conditions is maintained electronically via a centrally managed Google Sheet. The register is updated regularly by authorised staff using information obtained through the Medical Tracker system, healthcare plans and communication with parents/carers. Relevant staff are provided with access to allergy information appropriate to their roles and responsibilities and are expected to familiarise themselves with the needs of pupils under their supervision. Staff must bookmark the register and ensure they can access it quickly in the event of an emergency.

A contingency copy of critical allergy and anaphylaxis information will be maintained by the Medical Lead for use during business continuity incidents or prolonged IT outages.

5. ASSESSING RISK

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. MINIMISING RISK

6.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Pupils have their own named water bottles, and lunch boxes provided to pupils with food allergies will be clearly labelled with the name of the child for whom they are intended
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance

6.2 Catering

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

- Catering staff receive appropriate training and are able to identify pupils with allergies
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements

- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- 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. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

6.3 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

6.4 Visits and trips

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own AAIs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AAI protocols for off-site events and school trips (see section 8.5)

6.5 Unacceptable Practice

The school will not:

- Exclude pupils from activities solely because they have an allergy.
- Prevent pupils from carrying prescribed medication where agreed.
- Delay emergency treatment while seeking parental consent.
- Require parents/carers to attend school to administer emergency medication.
- Use blanket food bans as the sole control measure.

The school adopts an allergy-aware approach and does not rely on blanket allergen bans as the primary means of risk control.

7. PROCEDURES FOR HANDLING AN ALLERGIC REACTION

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately

- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
- A spare school AAI device will only be used if:
 - The pupil does not have a prescribed AAI; or
 - The pupil's prescribed AAI are not available have misfired; or
 - There is a reasonable belief that an individual is experiencing anaphylaxis, including where there is no prior diagnosis of allergy.

In the event of suspected anaphylaxis:

- Administer adrenaline immediately.
- Dial 999 immediately.
- State "anaphylaxis".
- Send a staff member to meet the ambulance.
- Monitor breathing and consciousness.
- Administer a second AAI after 5 minutes if symptoms persist and another device is available.
- Inform parents/carers as soon as practicable.
- Record and review the incident.

8. ADRENALINE AUTO-INJECTORS (AAIS)

8.1 Prescribed AAIs

Pupils who are prescribed AAIs are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils with prescribed AAIs should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

If a pupil cannot keep their AAIs with them in the classroom (due to age or other considerations), then the devices will be stored:

In the Medical Room

- In an appropriate central location that is unlocked and accessible at all times
- **No more than** 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

- Pupils and parents/carers to take individually prescribed AAIs home (for example, at the end of the day for the journey home) and for checking that they remain in date
- Records will be maintained on the Medical Tracker and used to update the schools register on a regular basis and as soon as possible after the school is notified of any changes.

8.2 Spare AAls and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAls) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAls may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

School-owned spare AAls may be used for any pupil, member of staff or visitor where there is a reasonable belief that anaphylaxis is occurring, regardless of whether a previous diagnosis of allergy exists.

The allergy safety lead is responsible for sourcing spare AAls [and an emergency asthma reliever inhaler] and ensuring they are stored according to the guidance.

AAls will be sourced from our medical supplier, Eureka Direct. These will be EpiPen Adrenaline Injectors containing a 300mcg dose. The school will maintain an appropriate number of spare AAls based on site size, pupil population and risk assessment.

Spare AAls will be stored:

- In the Staff Room in East Wing
- The PE department office and emergency response bag
- W14 IT suite
- In the Main Reception
- In the Chemistry Prep Room
- In the Canteen Office

Each location will contain:

- Appropriate spare AAls
- Emergency instructions
- Contact details for first aid support
- Information regarding the nearest additional AAI location

Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Spare AAls will be kept:

- In pairs, in case a second one is necessary
- Separate from any pupils' prescribed AAls and clearly labelled to avoid confusion

Sarah Webb and Brian Blake are responsible for:

- Checking monthly that spare AAls [and the emergency asthma reliever inhaler] are present and in date
- Obtaining replacement AAls when the expiry date is near

8.3 Disposal

AAls can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions

8.4 Using spare AAI in an emergency situation without prior consent

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

Consent will be sought where appropriate as part of healthcare planning; however, emergency treatment will never be delayed where anaphylaxis is suspected.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of AAI off school premises

Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own AAI with them on school trips and off-site events

Spare AAI will be carried with the Educational visit first aid kits.

8.6 Signage

AAI locations will be clearly identified through appropriate signage across the school site.

A map showing all AAI locations will be:

- Included within staff medical information resources.
- Available through Medical Tracker.
- Included within staff induction materials.

Reviewed annually

8.7 Emergency Communication

Following administration of adrenaline:

- 999 must be called immediately
- Parents/carers must be informed as soon as practicable
- The Allergy Safety Lead must be notified
- The incident must be recorded on Medical Tracker and the accident reporting system.

9. SERIOUS INCIDENTS AND 'NEAR MISSES'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident book, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a pupil aged 16 and over, the school will confirm that the pupil agrees that their parents/carers should be informed.

The school will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with Garry Lyle, Assistant Head Teacher. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff

To the local authority: any allergen-related food safety incidents.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. ALLERGY AWARENESS

10.1 Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

Attendance records will be maintained and monitored by the Allergy Safety Lead. Staff who miss scheduled training will receive catch-up training as soon as reasonably practicable

The school has purchased 'training pens' from EpiPen and Jext so staff can practice safely and be familiar with the differences.

The school will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it

Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist

Understand the difference between food allergy, coeliac disease and food intolerance

Know where to find information on allergy triggers

Can identify the range of symptoms of allergic reactions

Understand and can recognise anaphylaxis

Know how to respond in an emergency, including:

- Calling emergency services and informing parents/carers
- How to locate and administer emergency medication
- How to use the medication/device in an emergency

Understand the impact allergy can have on a pupil's wellbeing

Understand the school's allergy safety policy

Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan

Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens

Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

11. WELLBEING

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behaviour policy.

11.1 Wellbeing support following an incident or 'near miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding, and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

12. INFORMATION SHARING

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. MONITORING ARRANGEMENTS

This policy will be monitored by the allergy safety lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

14. EQUALITY ACT 2010

The school recognises that some pupils with allergies may be considered disabled under the Equality Act 2010. The school will make reasonable adjustments to ensure that pupils with allergies can access education, activities, trips and opportunities safely and without discrimination.

15. LINKS TO OTHER POLICIES

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- School food policy
- Data protection policy

- Behaviour policy