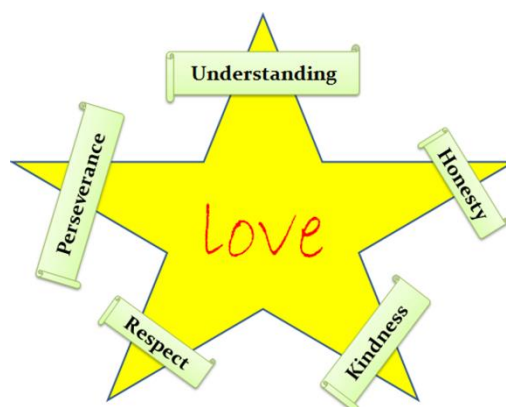




## Attendance Policy

Adopted: Autumn 2026

Next Review: Autumn 2027



| Together                                                                                                                                                                                                                                                                                                                                    | in God's love                                                                                                                                                                                                                                                                                                                                          | we will shine.                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• We will provide a secure and happy learning environment where everyone is valued</li><li>• In partnership with the home, the Church and our local community, we will foster a lifelong love of learning</li><li>• We will become thoughtful, responsible citizens in the Global community</li></ul> | <ul style="list-style-type: none"><li>• We believe that every child is an individual with equal rights to our care, time and attention</li><li>• We nurture and support each other on our journey of discovery, knowledge and faith</li><li>• We will create an environment in which everyone learns that he/she is made in the image of God</li></ul> | <ul style="list-style-type: none"><li>• We will develop joyous learners with high self-esteem</li><li>• We will encourage a natural curiosity and excitement for learning</li><li>• Through creative, challenging and personalised teaching and learning, each child will achieve.</li></ul> |

## 1. Policy Statement

St. Mark's CE Primary School is committed to providing a safe and inclusive environment for all pupils, staff, volunteers, visitors, and contractors. We recognise that allergies can be life-threatening and that effective management is essential to ensure that all pupils can participate fully and safely in school life.

We aim to:

- reduce the risk of allergic reactions wherever reasonably practicable
- promote awareness of allergies across the school community
- ensure that emergency procedures are clear, understood, and followed
- support pupils with allergies to access learning, school meals, trips, clubs, and activities safely
- work in partnership with parents, carers, pupils, health professionals, and external providers

This policy applies to all school activities, including:

- the school day
- breakfast club, after-school provision, and wraparound care
- school meals and packed lunches
- educational visits and off-site activities
- sports fixtures, performances, and special events
- visitors, contractors, and temporary staff

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## 2. Aims and Objectives

The school will:

- identify pupils and staff with known allergies
- keep appropriate records and care plans in place
- ensure staff are trained in allergy awareness and emergency response

- minimise exposure to known allergens where reasonably possible
- respond promptly and appropriately to allergic reactions
- ensure appropriate communication between school, families, caterers, and other providers
- review allergy arrangements regularly

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### **3. Definition of Allergy**

An allergy is an abnormal immune response to a substance that is normally harmless. Allergic reactions may be triggered by food, insect stings, medicines, latex, or environmental factors such as pollen or animals.

Allergic reactions can range from mild symptoms such as itching or rashes to severe, life-threatening anaphylaxis.

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### **4. Roles and Responsibilities**

#### **4.1 The Governing Body**

The Governing Body will:

- ensure the policy is reviewed regularly
- support the Headteacher in maintaining safe arrangements
- monitor the effectiveness of allergy procedures
- ensure the school fulfils its duties to keep pupils safe

#### **4.2 The Headteacher**

The Headteacher is responsible for:

- ensuring the policy is implemented
- appointing a named lead for allergy safety
- ensuring staff receive appropriate training
- making sure emergency procedures are understood

- liaising with parents, caterers, and relevant professionals where needed

#### **4.3 Allergy Lead**

The named Allergy Lead will:

- coordinate allergy information and care planning
- maintain a confidential register of pupils with allergies
- liaise with class teachers, midday staff, kitchen staff, and wraparound care staff
- ensure emergency medication is accessible in line with school procedures
- support staff training and updates

#### **4.4 Class Teachers and Support Staff**

Staff will:

- follow individual care plans and risk assessments
- be aware of pupils in their class with allergies
- reinforce good hand hygiene and safe food practices
- never assume a pupil's allergy has resolved without written confirmation from parents and medical professionals, where appropriate
- know what to do in an emergency

#### **4.5 Catering Staff and Food Providers**

Catering staff and food providers will:

- follow school and supplier allergen procedures
- provide accurate allergen information
- take care to reduce cross-contamination
- clearly label food where appropriate
- communicate any concerns or changes to ingredients promptly

#### **4.6 Parents and Carers**

Parents and carers are asked to:

- inform the school immediately of any diagnosed or suspected allergy
- provide relevant medical information and emergency medication
- update the school about any changes to their child's condition
- supply medication and replace it before expiry
- work with the school to complete care plans and risk assessments

#### 4.7 Pupils

Where appropriate for their age and understanding, pupils will be supported to:

- recognise their allergens
- understand symptoms of a reaction
- avoid sharing food
- follow hygiene routines
- tell an adult immediately if they feel unwell

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### 5. Identification and Records

The school will:

- ask parents to declare allergies on admission forms
- record allergies on the school management system
- keep a confidential allergy register
- share relevant information with staff on a need-to-know basis
- review records regularly and update them when circumstances change

Where required, the school will develop:

- a **Health Care Plan**
- an **Anaphylaxis Action Plan**

- a **risk assessment** for meals, classroom activities, trips, and special events

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## 6. Medical Information and Emergency Medication

Where a pupil has been prescribed emergency medication, the school will:

- ensure medication is clearly labelled and in date
- keep medication in an agreed accessible location in line with school procedures
- ensure relevant staff know how to use it
- check expiry dates regularly
- arrange for parents to replace out-of-date medication promptly

The school will follow current guidance regarding:

- adrenaline auto-injectors
- inhalers where asthma is a co-existing condition
- other prescribed emergency medicines

Staff must act immediately in the event of a suspected anaphylactic reaction and call 999 without delay.

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## 7. Training

The school will provide appropriate allergy awareness and anaphylaxis training for:

- teachers
- teaching assistants
- midday supervisors
- office staff
- relevant volunteers

Training will include:

- recognising symptoms of allergic reactions
- understanding the difference between mild and severe reactions
- using emergency medication
- calling emergency services
- communicating effectively in an emergency

Training will be refreshed regularly and after any significant change in procedure.

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## **8. Food Safety and Allergen Management**

The school will take reasonable steps to reduce exposure to allergens by:

- promoting handwashing before and after eating
- cleaning tables and surfaces thoroughly
- monitoring food brought into school
- encouraging safe lunchbox practices
- ensuring food labels and ingredient information are checked
- managing shared resources carefully during cooking or food-based activities

The school will not routinely ban specific foods unless a clear risk assessment supports this approach. Instead, the emphasis will be on awareness, control measures, and shared responsibility.

Classroom activities involving food will be planned carefully to avoid unnecessary risk.

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## **9. Packed Lunches, Snacks, and Celebrations**

The school will:

- provide guidance on safe packed lunches and snacks

- remind parents not to include known allergens where this is necessary for safety
- supervise snack and lunch routines appropriately
- manage celebrations, class rewards, and birthday treats in a way that reduces risk
- consider non-food alternatives for rewards and celebrations where possible

Food sharing between pupils should not be permitted.

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## **10. Curriculum Activities**

Where learning involves food, science experiments, craft materials, or sensory activities, staff will:

- check ingredients and materials in advance
- consider hidden allergens
- use safe alternatives where possible
- follow risk assessments and individual care plans
- ensure handwashing and cleaning routines are in place

This includes:

- cooking and baking
- art and design materials
- science experiments
- topic work involving food
- fundraising events and fairs

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## **11. Educational Visits, Clubs, and Off-Site Activities**

All visits and off-site activities must consider allergy risks as part of planning.



Staff will:

- check participant allergy information before the visit
- ensure emergency medication is accessible
- brief all accompanying adults
- identify emergency procedures and nearest medical facilities
- liaise with venues and transport providers where relevant

No pupil should be excluded from a visit solely because of an allergy, unless a full risk assessment concludes that safe participation cannot reasonably be managed.

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## 12. Emergencies and Suspected Allergic Reactions

If a pupil shows symptoms of an allergic reaction, staff will:

- stay calm
- follow the pupil's care plan
- seek immediate help from the first aider and named staff
- administer emergency medication if trained and authorised to do so
- call 999 if anaphylaxis is suspected or if symptoms worsen
- contact parents/carers as soon as possible
- stay with the pupil until help arrives

Symptoms may include:

- swelling
- difficulty breathing
- wheezing
- vomiting
- rash or hives
- feeling faint
- collapse

Any reaction must be recorded and followed up in line with school procedures.

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### **13. Confidentiality and Inclusion**

Allergy information will be treated sensitively and shared only with staff who need to know in order to keep pupils safe.

The school will aim to:

- avoid stigmatising pupils with allergies
  - support inclusion in all activities
  - promote kindness and understanding among pupils
  - handle communication discreetly and professionally
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### **14. Monitoring and Review**

This policy will be:

- reviewed annually, or sooner if needed
- updated in response to changes in legislation or statutory guidance
- monitored by the Headteacher and Governing Body

The school will also review:

- serious incidents and near misses
  - training records
  - the effectiveness of individual care plans
  - communication with parents and external providers
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## **Appendix 1 - Practical School Procedures**

### **Recommended daily procedures**

- Check allergy register before the school day begins
- Ensure any emergency medication is available and in date
- Remind staff of pupils with allergies where appropriate
- Supervise handwashing before meals and after contact with food
- Clean eating areas carefully
- Check ingredients before food-related activities

### **Recommended prompt for parents**

Parents and carers should inform the school immediately if:

- a child develops a new allergy
- an existing allergy changes
- medication is changed
- a child has a reaction outside school

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## **Appendix 2 - Sample Emergency Response Statement**

In the event of a suspected serious allergic reaction, staff will act immediately in accordance with the pupil's care plan, administer emergency medication where appropriate, and call 999. Parents and carers will be informed as soon as possible. The child will not be left alone at any time.

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