

TTLT Allergy Policy Implementation Action Plan 2026–27

School Compliance Action Plan based on TTLT Pupil Allergy Policy.

Area	Key Actions	Lead	Timescale	Evidence
Governance	Appoint Allergy Lead; approve policy; publish on website	Headteacher/LGB	September	Approved policy, website publication
Medical Records	Create allergy register Collect medical information and healthcare plans Consent for spare AAls	VH SEND team VH LP	September	Register and plans completed
AAls	Audit pupil AAls Purchase spare AAls Establish storage and monthly checks	VH LP SB VH LP	September	Stock records and checklists
Training	Deliver allergy and AAI training Training matrix maintained	All staff completed The Key training June 26 Recorded in The Key	June 2026	Training records
Communication	Parent communications/home school agreement Staff briefings Pupil awareness assemblies PTA awareness	SLT Head teacher S Johnson – whole school online assembly for pupils and staff. K Massey /J Edwards to	Autumn Term 22 nd September 2026 Next PTA meeting	Letters and briefing records

		update PTA on policy and impact on PTA activities.		
Catering	Review allergen controls, menus and cross-contamination procedures	Miquill Allergen Policy received 14/9/26 Confirm staff training S Johnson – DT Food Tech	September	Allergen matrix and audits
Risk Assessments	Review curriculum, trips and animal activities Review other school policies to include reference to the allergens policy	Curriculum & Pastoral Leads – RLaird, SJohnson, OSimpson, KMassey, LWain, AJohnson EVC – SSalt Pastoral Leads – AHeath, NDunning, MHickling, RMcDonnell, KBuxton ASilk J Moore S Burgess, SLT	Autumn Term	Risk assessments
Emergency Response	Implement emergency procedures and anaphylaxis drill	SB VH	Spring Term	Drill records
Pastoral Support	Provide wellbeing support and monitor bullying concerns	AS JE Inclusion team	Ongoing	Support logs
Monitoring	Termly compliance reviews and governor reporting	Headteacher	Termly	Audit reports