

## Monthly Compliance Review

### Allergy Management

#### Review Objective:



This review identifies where improvements may be required in the management of allergies across school activities, including trips and off-site provision. The dashboard below provides an easy reference guide of the current status. A more detailed action plan is included on page 2.



Effective Controls in Place



Needs Review - Some gaps identified



**Action Required - Immediate Attention**

Key Area	Status	Summary
Policy		A detailed policy is in place signed by the Headmaster
Staff Awareness & Training		Training incomplete across staff groups. Gaps in emergency procedure awareness
Food Preparation & Service		Risks of cross-contamination remain in food preparation areas
Emergency Procedures		Review of EpiPen locations required to ensure sufficient coverage across the school sites
Documentation (including care plans)		Individual care plans missing for some children who carry EpiPens and who require management of allergies
Sporting Fixtures/Trips		Robust allergy arrangements in place for sporting fixtures and off-site trips
<b>Overall Risk Rating</b>		<b>Very detailed Policy in place but some improvements required to the implementation to ensure adequate compliance across the schools activities</b>

**Notes:** This review is based on documentation and information provided at the time of the assessment. Findings are intended to support schools in identifying key areas for improvement.

**Disclaimer:** This report provides general guidance based on the information reviewed and does not constitute formal legal or regulatory advice. Schools should ensure alignment with their own policies and statutory requirements.

Key Area	Findings	Actions	Priority	Completed
Policy	Policy is reviewed on an annual basis and signed by a senior member (Headmaster)	Continue to make Policy available on staff intranet	Termly	
Staff Awareness & Training	Incomplete training across staff groups	Roll out training to all staff on allergy awareness	3 Months	
	Training does not currently include how to use an EpiPen (or similar)	Update training so staff know how to administer an EpiPen	1 Month	
Food Preparation & Service	Some risks of cross contamination remain in food preparation areas	Risk assess the food preparation areas to minimise the risk from cross contamination. Consider use of utensils and frequency of cleaning	Immediate	
Emergency Procedures	EpiPens in place in some areas of the school, however possible gaps in coverage	Undertake review of current EpiPen coverage to ensure all areas of the school are covered and an EpiPen can be accessed in an emergency	1 Month	
		Update Allergy Policy with location of EpiPens	1 Month	
Documentation (including care plans)	Individual care plans missing for some children who carry EpiPens and who require management of allergies	Ensure the list of all current children with known allergies is up to date, and Individual Healthcare Plans are in place.	Immediate	
		Review and update the list on a termly basis	Termly	
Sporting Fixtures/Trips	Robust arrangements in place for sporting fixtures and trips	Continue to review and update (when required) the arrangements for sporting fixtures and trips	Annually	

**NOTE:** This action plan is intended to support the school in prioritising and addressing key areas identified during the review. Actions should be considered alongside existing school policies and procedures and implemented in line with internal processes. Progress against actions can be recorded in the "Completed" column and reviewed on an ongoing basis