



LOCAL PROCEDURES AND CONTACTS SCHEDULE

For use alongside an approved ODBST policy

Purpose of this schedule:

This document records the school-specific contacts, arrangements and procedures used to implement the linked ODBST policy.

It must not reproduce, amend or replace the approved Trust policy.

The current Trust policy should be accessed through the link recorded below.

1. Linked Trust policy

Policy title	Allergy Policy
Link to current ODBST policy page	Oxford Diocesan Bucks Schools Trust - ODBST Statutory policies

2. Local Procedure Owner

School name	The Downley School
Local procedure owner	Allergy Lead

3. Key contacts

Complete only the roles relevant to the linked policy. Add or delete rows where necessary.

Role or function	Name	Contact details / location
Allergy Lead	Mrs S Sargeant-Browne	School Office
First Aid Lead/Medical Officer	Mrs S Sargeant-Browne	Medical room / School Office
Headteacher	Ms L Dandridge	School Office
Operation Co-ordinator	Mrs K Armson	School Office
SENCO	Mrs C Grisedale	School Office
Catering Manager	Charwells	School Office

4. Local implementation arrangements

Describe only what is specific to the school. Cross-reference the relevant section of the Trust policy where helpful.

Trust policy section / requirement	School-specific arrangement or procedure	Responsible role
Allergy information collection	Allergy and dietary information collected during admission and reviewed annually or whenever changes occur.	Allergy Lead/ Office Staff

Trust policy section / requirement	School-specific arrangement or procedure	Responsible role
Allergy Action Plan	All pupils with diagnosed allergies must have an up-to-date Allergy Action Plan signed by a healthcare professional.	Allergy Lead
Register of pupils with AAIs	Register is maintained and electronically and accessible to relevant staff. Copies available in office, staff room, medical room and dining area.	First Aid Lead
Staff awareness	Allergy information is shared with all relevant staff at the start of each academic year and when pupils join the school.	Allergy Lead
Training	All staff will complete an annual Kitt Medical allergy training and receive induction training if joining mid-year.	Operation Co-ordinator
Risk Assessment	Individual risk assessment completed for pupils at risk of anaphylaxis before trips, food-based activities, animals visits, and special events.	Trip Leader/Class Teacher
Storage of AAIs	Prescribed and emergency AAIs are stored in identified central locations accessible to all staff but out of children's reach.	Allergy Lead
Emergency Response	Staff will follow the Allergy Action Plan, administer AAI if required and call 999 immediately for suspected anaphylaxis.	All Staff
Catering Arrangement	Catering provider maintains allergen information and provides suitable medical diet meals.	Catering Manager
School Events	Allergy risks considered during celebrations, fundraisers, and food-related activities.	Event Organiser
Location of AAIs	Anaphylaxis Kitt is based in the TDS Block and the Medical Room.	Allergy Lead

5. Records, forms and supporting resources

List the local documents, systems or resources used. Do not name a local document as a policy.

Document, form, system or resource	Where it is stored / accessed	Owner
Allergy Action Plans	Pupil Medical Records	Allergy Lead
Medication Information Forms	School Management Information System	School Office
AAI Register	Medical File/ Secure Electronic Record	Operation Co-ordinator
Kitt Medical Training Records	Kitt Medical Portal	Operation Co-ordinator
Emergency Anaphylaxis Kits Checklist	Medical Room / TDS Block	First Aid Lead

6. School-specific considerations

Record any local circumstances, risks or accessibility arrangements that affect implementation. If none, state "None identified".

Local consideration or risk	Action / control	Review arrangements
Food brought from home	Parents reminded not to send nut-based products or other high-risk allergens where possible.	Annual review
Dining Hall Environment	Allergy information shared with catering staff is supervised and maintained during meals.	Termly review
Educational Visits	Individual allergy risk assessment completed before visits.	Prior to every trip
Visitors and Animals	Allergy risk considered before animal visits or therapy of animal sessions.	Before each event
New Pupils with Allergies	Medical information and plans obtained before admission/start date.	On admission

7. Review and sign-off

Completed by	Sabrina Sargeant-Browne
Role	First Aid Lead/Medical Officer
Date	September 2026
Headteacher approval	Name: Leanne Dandridge Date: September 2026

Local review prompt

Review this schedule when the Trust policy changes, when named contacts or local arrangements change, or by the local review date above, whichever is sooner.