

Allergy Safety in Schools

Sharing allergy information safely from September 2026



The SSCIP is a designated, controlled space that holds allergy and medical information for pupils in your school. It replaces scatter-gun display of health information across staffrooms, classrooms, and offices, putting the right information in a secure, managed location.

Required documents: Allergy Action Plan and, where relevant, Asthma Action Plan (medical documents), Individual Healthcare Plan (IHP, school-owned) and Allergy Safety Policy.

Allergy safety policy

Published on the school website and reviewed ANNUALLY. Governors must ensure it is in place and followed; a named Governor is good practice. Requires a named Senior Leader (Allergy Lead). Covers: allergy data collection, storage, sharing, emergency response, and communication with parents, among other statutory areas.

Staff Training

All staff, not just first aiders. A reaction can happen anywhere. Recommended: Training records must be kept as evidence of compliance. Allergic reaction or near-miss triggers a formal "lessons learned" review process to improve school safety.

Emergencies

School holds stock of spare ADs (Adrenaline Devices), never locked away where access could be delayed. Each at-risk pupil must have an Individual Allergy Action Plan & Individual Healthcare Plan, reviewed annually. Number and location of kits depends on child age and site size: spare ADs must be reachable within 5 minutes of anywhere they might be needed, so larger sites may need more than one kit.

Parental consent is not the legal basis for processing health data in a school context

Who	What they receive	How it is shared	Legal Basis
All staff, incl: teachers, admin staff & TAs	Allergy Action Plan and Individual Healthcare Plan	Secure MIS or locked class file. List owned by school office. Use of SSCIP (Secure Safe Care Information Point) Updated when plan changes.	Public task.
Catering/ Kitchen staff	Name, photo, allergens only, not full medical history.	Kitchen SSCIP (Secure Safe Care Information Point). Reprinted each term/change as required. Secure destruction.	Public task, DfE Data Protection Toolkit confirmed.
Cover / supply teachers	Allergy flag on daily cover sheet/restricted MIS access: name, allergen, ADs location.	Printed on cover sheet by office. Shredded at end of day.	Public task: data minimisation applies. What could be removed without impacting the welfare of the student?
Lunchtime supervisors	Photo alert card (name, photo, allergens, immediate response) and/or medical app access on PIN-protected school device.	Laminated card in supervisors' folder. School device (e.g. Medical Tracker, My Concern, CPOMS etc.) with individual login, read-only, reviewed termly.	Public task. Data Processing Agreement required with app provider.
Paramedics on arrival	Full medical information: allergens, medication given, dose and time.	Hand over Individual Healthcare Plan in person. Verbally confirm key facts. No consent needed.	Vital interests: consent not required.

Record all allergic reactions & near misses. Report to parents & governors. Review & document lessons learned.

Data protection principle

Allergy data is Special Category health data under UK GDPR. This means schools need two legal bases to process it: a lawful basis under Article 6 (typically "Public Task") and a separate condition for processing Special Category data under Article 9.

Share only what each person needs for their role. Data protection law does not prevent sharing: it is the framework for doing it safely.

If a specific app or platform is used to record or share allergy data, a Data Protection Impact Assessment (DPIA) is required before deployment. **Never display medical information in corridors or public areas: this is likely to constitute a personal data breach.**

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The SSCIP is a designated, controlled space that holds allergy and medical information for pupils in your school. It replaces scatter-gun display of health information across staffrooms, classrooms, and offices, putting the right information in a secure, managed location.

What it looks like

-  In a secure, staff-only area. Not a general unlocked staffroom or corridor.
-  Shows current, accurate allergy and medical information for named pupils only.
-  Reviewed and updated every term and when a child's information changes.
-  Not accessible to visitors, supply staff or anyone without a clear reason to view it.
-  Used alongside, not instead of, proper allergy awareness training.
-  May be a secure board or a locked folder, depending on the safety of the location.

What it is not – Not a substitute for training. Awareness is not the same as knowing what to do.

-  Not a noticeboard, it is a controlled space, not a general display area.
-  Not open to visitors, contractors, or lettings providers without a lawful basis.
-  Not a replacement for individual child information packs for direct-contact staff.



The SSCIP works alongside two further resources that schools should maintain: an emergency grab bag and a trips and visits pack. Both hold copies of the information held in the SSCIP for the pupils who need it, and must be kept equally up to date. Further guidance on what these should contain, who is responsible, and how they relate to Benedict's Law and UK GDPR is available in the companion resource: *The Emergency Grab Bag and Trips/Visits Pack*.

Schools remain responsible for the security of data during lettings, clubs and when contractors are on site.

-  Require a data-sharing agreement before transferring any pupil health data to a third party
-  Brief all lettings operators on emergency procedures at the start of every term
-  Keep the SSCIP in a secure location, consider the risks of health information being visible in shared spaces
-  Do not share the SSCIP contents with any external party without a lawful basis and appropriate safeguards



Training Reminder

The SSCIP supports awareness: it does not replace training. Staff working directly with children must receive appropriate allergy awareness training and, where needed, an individual information pack. Knowing a child has an allergy is not the same as knowing what to do in an emergency. Be clear about what is awareness information and what is the emergency procedure.

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Emergency Grab Bag & Trips/Visits Pack

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Pupils' allergy and medical information doesn't stay in the building. The emergency grab bag and trips/visits pack carry copies of the information held in your SSCIP (Secure Safe Care Information Point), the school's secure, managed location for allergy and medical information, so it is ready for evacuations, emergencies, and every off-site activity. The same accuracy and security rules apply wherever the data goes.

What goes in each bag



EMERGENCY GRAB BAG

For evacuations and emergencies

- ✓ Current list of pupils with allergies or medical conditions
- ✓ Individual healthcare and allergy management plans
- ✓ Prescribed medication details, including ADs (Adrenaline Devices) location
- ✓ Emergency contact numbers for each child
- ✓ Known allergen or environmental triggers



TRIPS AND VISITS PACK

For every off-site activity

- ✓ Everything in the emergency grab bag
- ✓ Trip-specific allergy risk assessment for each at-risk pupil
- ✓ Signed parental consent forms confirming health arrangements
- ✓ Details of any pupil who carries their own ADs (Adrenaline Devices)
- ✓ Name of the designated first aider for the trip
- ✓ Venue emergency contact details

Who is responsible must be documented, not assumed



A named member of staff owns and maintains both bags, typically the first aid lead, SENCo or office lead



Update the grab bag and trips pack at the same time as the SSCIP: they must always match



Review every term, when any child's information changes, and before every trip

Health information is special category data under UK GDPR. The same rules apply to the SSCIP wherever the data goes.



Never leave a bag unattended or accessible to unauthorised individuals



Obtain a data-sharing agreement before disclosing any pupil health information to a third-party provider



Do not share information with venue staff or activity providers without a lawful basis



Outdated information in an emergency is as dangerous as no information at all



SCHOOLS IN ENGLAND MUST HAVE AN ALLERGY SAFETY POLICY IN PLACE

- ✓ The grab bag is a practical, operational part of meeting that duty
- ✓ Reference grab bag arrangements in your allergy safety policy
- ✓ If a pupil carries their own ADs (Adrenaline Devices), confirm this before every trip and note it in the SSCIP and the pack

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