



Wingrove Primary School
Safe Sleeping and Safe Eating Policy
Version: Final
Date: October, 2026
Review date: Annually or after any incident or near miss

Purpose and scope

- Purpose: To ensure that all pupils at Wingrove Primary School are kept safe at rest/sleep times (where relevant) and when eating or accessing food, and that staff are trained, prepared and confident to prevent and respond to safety incidents, including allergic reactions and choking.
- Scope: This policy applies to all staff, volunteers, governors, visitors, pupils and parents/carers. It covers: lunchtime and other meal provision on site (including breakfast/after-school clubs), packed lunches, food used in curriculum activities, residential trips/visits, and any supervised rest/sleep arrangements (e.g. for very young pupils in EYFS or pupils with medical needs where rest is required).

Principles (linked to our school ethos)

- Inclusion first: Pupils with medical conditions, SEND or allergies must be enabled to take part fully and safely in all aspects of school life. Reasonable adjustments will be made so pupils are not excluded or segregated from peers because of food or rest requirements.
- Proactive risk reduction: We identify, record and reduce risks through Individual Healthcare Plans (IHPs), clear information-sharing, accessible catering routines, and regular training.
- Transparency and communication: The school will publish key information (including the allergy safety policy) on the website and provide translated versions or interpreter support for families where needed.
- Continuous review: This policy will be reviewed at least annually and after any incident or near miss.

Roles and responsibilities

- Head Teacher (Jane Mullarkey): Overall responsibility for implementation and ensuring resourcing, annual review and that staff receive required training.
- Dawn Guy (Deputy Head Teacher) lead for allergy/medical safety Responsible for day-to-day oversight, maintaining IHPs, liaison with catering, monitoring drills and reporting to governors and risk register.
- Lauren Appleby (Assistant Head Teacher and Inclusion Manager): Ensures SEND pupils' needs are reflected in IHPs and that reasonable adjustments are in place.
- Designated Safeguarding Leads (DSL): Ensure safeguarding implications relating to medical need/sleeping arrangements are addressed, and coordinate referrals if required.



- Sue Withycombe (Pastoral Lead and DDSL): Maintains records of staff first aid qualifications, epi/JEXT pen locations, inhalers, emergency medication and training records.
- Catering staff / external provider: Ensures menus meet school food standards and implements systems to prevent cross-contact and to identify pupils with allergies at point of service.
- Class teachers and teaching assistants: Follow pupils' IHPs, supervise rest/eating times, ensure safe storage of medication and support prevention measures.
- Parents/carers: Provide accurate medical information, supply required medication and cooperate with IHPs and safety measures.

Individual Healthcare Plans (IHPs)

- Any pupil with a medical condition that affects eating, allergy risk, choking risk or who requires supervised rest/sleep must have a written IHP.
- IHPs will include: diagnosis, known triggers/foods to avoid, signs of reaction, emergency actions (including medication dose and route), medication storage location, staff trained to administer, arrangements for mealtimes and trips, and any needed feeding assistance or supervised rest plan.
- IHPs will be co-produced with parents/carers, relevant health professionals and, where appropriate, the pupil. They will be reviewed at least annually, after a change in condition, or after any incident.

Safe Eating arrangements

a) Catering and menus

- Wingrove follows the School Food Standards for food provided at school (breakfast, lunch, clubs). The catering provider must provide allergen information for served dishes and highlight any last-minute substitutions to kitchen staff, SLT and lunch supervisors.
- Where adaptations to menus are required for pupils with medical needs, alternatives will be provided. Pupils with special dietary needs should be able to eat alongside peers without segregation.

b) Identification and serving

- The school will use at least two robust identification methods for pupils with food allergies at mealtimes (photo lists displayed in the serving area and coloured lanyards for EYFS/younger pupils). Choice of methods will balance safety and inclusion.
- Catering staff and staff on duty at lunchtime will have access to up-to-date lists of pupils with allergies and IHP key actions for the serving area.



c) Packed lunches and food from home

- Parents/carers will be asked to label packed lunches and to avoid bringing highly risky allergens where appropriate. Packed lunch guidance will be clear and explained for families with EAL when needed.
- The school will not routinely exclude food groups for all pupils; instead, risk will be actively managed through IHPs and emergency plans.

d) Curriculum and events

- Food used for curriculum activities, celebrations, or events (including parents' association events and cake sales) will carry clear allergen information. Staff will take steps to manage risk and make reasonable adjustments so pupils with allergies can participate.
- For edible resources in lessons, teachers must check IHPs beforehand and provide safe alternatives.

e) Supervision and seating

- Supervision ratios and trained staff will be arranged for pupils with feeding difficulties, who require assistance or are at risk of choking. The school will not isolate pupils unnecessarily; arrangements will support inclusion (for example, a trained adult sits with the pupil at the same table as peers).

f) Emergency medication and equipment

- Emergency medication (e.g. adrenaline auto-injectors, inhalers) will be available in clearly labelled locations, with a list of trained staff. Spare devices kept by the school (where consent is given) will be stored safely and accessible.
- All staff will be trained annually in recognition and emergency response for anaphylaxis and acute asthma; additional training will be provided where IHPs require it.

Safe Sleeping and rest arrangements

Note: At Wingrove, sleep/rest arrangements are uncommon and restricted to EYFS pupils on site who have parental consent or pupils with specific medical needs where rest is required and recorded in an IHP.

a) Consent and documentation

- Any planned rest or sleep during the school day requires written parental consent and must be recorded in the pupil's IHP (or separate rest plan appended to the IHP).
- The IHP/rest plan will state the reason for rest, supervision arrangements, positioning and duration, medication needs, and escalation procedures.



b) Environment and supervision

- Resting pupils will be placed in a safe, comfortable, supervised area where staff can monitor breathing and responsiveness. The environment will be free of hazards and appropriately warm/cool.
- Staff supervising a sleeping pupil must hold an appropriate paediatric first aid qualification or have had specific training relevant to the pupil's condition. At least two staff will be aware of the arrangement and the pupil must be checked at regular, recorded intervals (minimum frequency recorded in the IHP).

c) Sleep for pupils with medical conditions

- For pupils whose condition increases risk while sleeping (e.g. seizure disorders, significant feeding difficulties, certain respiratory conditions), the IHP will describe specific monitoring needs and emergency actions.
- Where a pupil uses medical equipment (e.g. suction, oxygen), trained staff and designated storage/charging arrangements will be in place and a risk assessment completed.

d) Transport and trips

- For residential or day trips where rest/sleep is required, the leader must ensure the pupil's IHP is available, staff with needed training accompany the pupil, and emergency medication is carried and accessible. Plans for sleeping spaces will be included in the trip risk assessment.

Choking and feeding safety

- Pupils with swallowing or feeding difficulties must have a feeding plan developed with health professionals, and this must be recorded in the IHP.
- Staff assisting with feeding must be trained in the feeding plan and in choking first aid. High-risk pupils must be supervised at all times while eating and given food prepared to a safe texture and size as advised by health professionals.
- The school will keep records of any choking incidents and use these to review practice and reduce risk.

Training and awareness

- Annual training requirements:
- All staff: basic allergy awareness, recognising anaphylaxis, and school emergency procedures.
- Named staff (first aiders, lunchtime staff, EYFS staff): trained in administering emergency medication, choking first aid and any specific feeding tasks required for pupils on their caseload.
- SLT lead and office staff: record-keeping, IHP management and liaison with health services and parents.



- Training will be repeated after an incident, when a new pupil with specific needs joins, or when guidance changes.
- The school will run at least one simulated anaphylaxis/medical emergency drill annually and record lessons learned. Where appropriate and sensitively planned, pupils may be involved to support culture and understanding.

Communication and information sharing

- All staff with responsibility for a pupil will have access to the pupil's IHP. A redacted summary (photo, key alert and emergency steps) will be visible to staff in key locations (staffroom, kitchen/serving area, office, and classroom) with sensitivity to confidentiality.
- Information for parents: the school will publish its allergy safety summary and safe eating /rest arrangements on the website and provide hard copies on request. Interpreter support will be offered to families who need it.
- Visitors and volunteers who will be on site during meal times will be briefed about the school's relevant procedures and asked whether they have relevant medical conditions.

Recording, incident management and review

- All incidents (anaphylaxis, choking, sleep-related emergencies, near-misses) will be recorded on the school's incident log and reported to the SLT lead. Parents/carers will be informed after any medical incident.
- Serious incidents will trigger an immediate review of the pupil's IHP and the school's processes, and the governing body will be informed where appropriate. The school will review any related risk assessments and training needs.
- Allergy safety and related risks will be included on the school risk register and reviewed termly.

Trips, off-site activities and residentials

- Prior to any visit, the trip leader will review all participating pupils' IHPs, ensure required medication and trained staff travel with the pupil and include allergy/safe sleep/eating risks in the trip risk assessment.
- Food provisions on trips will meet the needs of pupils with allergies; where this is not possible, the school will provide safe alternatives.

Catering contracts and food supply

- The catering provider will be required to follow the school's allergy safety requirements, provide allergen information, and liaise with the SLT lead over menu changes or substitutions.
- If temporary menu changes occur, the kitchen will notify the SLT lead and lunchtime teams immediately and ensure allergen-safe alternatives remain available.



Inclusion and safeguarding considerations

- Pupils must not be segregated because of their allergy or rest requirements. Reasonable, safe adjustments will be made to include pupils in communal eating and activities.
- Any safeguarding concerns arising from rest arrangements or incidents are to be escalated to the DSLs immediately and handled per the school's safeguarding procedures.

Monitoring and review

- This policy will be reviewed at least annually or sooner if guidance changes, a serious incident occurs or a near miss identifies improvement needs.
- The review will be led by the school's Pastoral Lead and DDSL for allergy/medical safety, involve parents and pupils where appropriate, and be reported to governors.

Publication

- A summary and key guidance will be published on the Wingrove website in plain English and made available in hard copy. Face-to-face explanations will be provided for families who need it.

Sources and statutory references

- Allergy Safety in Schools statutory guidance, Department for Education (July 2026).
- School Food Standards (requirements for food provided in schools).
- Wingrove Primary School local context and priorities (PP 43%, SEND 25%, EAL 87%, high mobility, inclusive ethos).