Allergy Safety Policy
St Paul's and North Borough Schools Federation

School: St Paul's and North Borough Schools Federation

Policy lead: Jenny Chiverton

Named Governor: Clare Brinklow

Approved by Governing Body:

Effective from: 1 September 2026

Review date:

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1. Policy statement

St Paul's and North Borough Schools Federation is committed to ensuring that pupils with allergies are safe, included and able to participate fully in school life.

The school recognises that allergic reactions can range from mild symptoms to life-threatening anaphylaxis and that anaphylaxis can develop rapidly.

The school will:

- identify pupils with allergies who require support;
- minimise the risk of pupils coming into contact with their known allergens;
- provide appropriate individual arrangements for pupils whose allergy requires active management;
- ensure staff have appropriate allergy awareness and emergency-response training;
- maintain appropriate arrangements for emergency adrenaline auto-injectors;
- ensure pupils with allergies can participate fully in education, trips, visits and school activities;
- maintain effective emergency procedures;
- record, review and learn from serious allergic incidents and relevant near misses;
- work with parents/carers, healthcare professionals, catering providers and other relevant organisations;
- promote an inclusive environment in which pupils with allergies are not unnecessarily restricted or disadvantaged.

This policy has been developed with regard to the Department for Education's **Allergy safety in schools statutory guidance**, published 6 July 2026, and the allergy safety provisions introduced by the **Children's Wellbeing and Schools Act 2026**.

The governing body will ensure that this policy is reviewed at least annually, publicised to staff and pupils and published on the school's website.

2. Legal and guidance framework

This policy should be read alongside:

- Children's Wellbeing and Schools Act 2026;
- Children and Families Act 2014, section 100;
- Department for Education, **Allergy safety in schools statutory guidance**, July 2026;
- Department for Education, **Supporting pupils with medical conditions at school**;
- Department for Health and Social Care guidance concerning emergency adrenaline auto-injectors in schools;
- relevant food safety and allergen legislation;
- Food Information Regulations 2014 and subsequent amendments;
- Equality Act 2010;
- UK GDPR and Data Protection Act 2018;
- the school's Supporting Pupils with Medical Conditions Policy;
- the school's First Aid Policy;
- the school's Educational Visits Policy;
- the school's Safeguarding and Child Protection Policy;
- the school's Food Safety/Catering arrangements.

Where legislation or statutory guidance is updated, the school will review this policy and amend it as necessary.

3. Scope

This policy applies to:

- all pupils;
- all teaching and support staff;
- supply and agency staff;
- catering staff;
- lunchtime supervisors;
- breakfast and after-school club staff;
- volunteers;
- contractors where relevant;
- governors when undertaking school activities;
- activities organised by or on behalf of the school.

It applies during:

- lessons;
- break and lunchtime;
- breakfast and after-school provision;
- PE and sporting activities;
- clubs;
- assemblies and performances;
- classroom activities;
- cooking and food activities;
- educational visits;
- residential visits;
- school events;
- activities taking place away from the school premises.

4. Leadership and governance

4.1 Governing body

The governing body is the appropriate authority for this maintained school.

The governing body will:

- approve the Allergy Safety Policy;
- ensure that it is reviewed at least annually;
- ensure that the policy is publicised and published on the school website;
- have regard to the DfE statutory guidance;
- provide appropriate oversight and challenge;
- ensure that allergy safety is actively managed;
- receive appropriate information about implementation, serious incidents and near misses;
- ensure that lessons from incidents inform improvements to school arrangements.

4.2 Named governor

The governing body will appoint a named governor with oversight of allergy safety.

Named governor: Clare Brinklow

The named governor will provide appropriate challenge and assurance to the governing body and will receive information necessary to understand whether the school's allergy arrangements are operating effectively.

4.3 Executive Headteacher

Executive Headteacher: Jenny Chiverton

The Executive Headteacher has overall responsibility for implementation of this policy.

The Executive Headteacher will ensure that:

- appropriate staff responsibilities are allocated;
- staff receive required allergy awareness training;
- pupils requiring individual support are identified;
- appropriate Individual Healthcare Plans are developed;
- emergency arrangements are effective;
- spare adrenaline auto-injectors are appropriately managed;
- catering and food arrangements are appropriately managed;
- allergy arrangements are included in educational visit planning;
- serious incidents and relevant near misses are recorded and reviewed;
- governors receive appropriate assurance.

4.4 Designated Allergy Lead

Designated Allergy Lead: Sarah Aldridge/Dawn Wakefield

The Designated Allergy Lead will coordinate the day-to-day implementation of this policy.

Responsibilities include:

- maintaining oversight of pupil allergy information;
- coordinating Individual Healthcare Plans;
- coordinating allergy safety training;
- overseeing spare adrenaline auto-injector arrangements;
- maintaining appropriate records;
- supporting staff;
- coordinating incident and near-miss reviews;
- monitoring arrangements for trips and activities;
- liaising with parents/carers and healthcare professionals where appropriate;
- reporting concerns to the Executive Headteacher.

5. Identifying pupils with allergies

The school will take reasonable steps to identify pupils with allergies.

Information may be obtained through:

- admission information;
- parent/carer information;
- medical information;
- healthcare professionals;
- Individual Healthcare Plans;
- allergy action plans;
- information provided following an incident.

Parents/carers are expected to inform the school promptly of:

- a new diagnosis;
- changes to an allergy;
- changes in severity or symptoms;
- changes to prescribed medication;
- changes to emergency instructions;
- changes to emergency contact details.

The school will establish appropriate arrangements for keeping allergy information accurate and up to date.

6. Allergy information and records

Where relevant and appropriate, the school will also consider known allergies affecting staff, regular volunteers and visitors where this information is voluntarily provided and is necessary for safe participation in school activities. Health information will be handled in accordance with the school's data protection arrangements.

The school will maintain an appropriate central record of pupils with known allergies.

The record will contain information necessary to manage risk and respond safely, which may include:

- pupil name;
- class;
- allergen(s);
- nature/severity of known reaction where relevant;
- prescribed medication;
- location of medication;
- whether an Individual Healthcare Plan is required;
- emergency arrangements.

Information will be shared with staff who require it to support the pupil safely.

The school will balance confidentiality with the need for staff to have timely access to information required to protect a pupil.

7. Pupils requiring an Individual Healthcare Plan

The allergy information must be readily accessible to staff who may need it during an emergency, including in areas where food is prepared, served or handled, while maintaining appropriate confidentiality and access controls.

Where necessary to support safe emergency response, the allergy record may also include relevant risk factors for anaphylaxis, details of prescribed adrenaline device type and dose, and confirmation of any required consent or authority to administer medication. A pupil photograph may be included where this is considered necessary and appropriate and the relevant consent has been obtained.

Where a pupil's allergy requires active management or support by the school, the school will ensure that an appropriate **Individual Healthcare Plan (IHP)** is developed.

The IHP will be developed with parents/carers and, where appropriate, healthcare professionals.

The IHP will identify the individual arrangements required to support the pupil and may include:

- the pupil's allergy;
- known allergen(s);
- symptoms;
- emergency response;
- prescribed medication;
- adrenaline auto-injectors;
- where medication is stored;
- who needs to know;
- arrangements for meals;
- classroom activities;
- PE and physical activity;
- educational visits;
- clubs;
- residential visits;
- emergency contacts;
- review arrangements.

The DfE Individual Healthcare Plan template will be used or adapted where appropriate.

The IHP will be reviewed:

- at least annually where appropriate;
- following a significant allergic reaction;
- following a change in medical advice or treatment;
- following a significant change in the pupil's circumstances;
- where the parent/carer or school considers a review necessary.

8. Allergy action plans and emergency information

Where an IHP is required, the school will make every reasonable effort to put the necessary arrangements in place within two weeks of receiving the information needed to develop the plan, or by the beginning of the relevant term for a pupil who is new to the school, where practicable.

Where appropriate, the pupil will have an individual allergy/anaphylaxis action plan containing clear emergency instructions.

Relevant emergency information will be readily accessible to staff who may need it.

Staff responsible for the pupil must know:

- that the pupil has an allergy;
- the known allergen;
- the symptoms that may indicate a reaction;
- where prescribed medication is located;
- the appropriate emergency response.

9. Minimising exposure to known allergens

Where a pupil has a known food allergy or insect-sting allergy, the school will request and maintain an appropriate allergy/anaphylaxis action plan from the pupil's healthcare professional where one is clinically indicated. The plan will be linked to the pupil's IHP where an IHP is in place. When an action plan is updated, the relevant IHP and school arrangements will be reviewed.

The school will actively manage allergy-related risks and take reasonable and proportionate steps to reduce the likelihood of pupils coming into contact with known allergens.

Measures may include:

- appropriate hand hygiene;
- cleaning arrangements;
- avoiding unnecessary sharing of food;
- appropriate classroom food controls;
- appropriate food preparation controls;

- communication of relevant allergy information;
- appropriate catering procedures;
- risk assessment of activities involving food.

The school recognises that it cannot guarantee an entirely allergen-free environment.

Risk reduction will therefore be combined with:

- individual planning;
- staff awareness;
- appropriate supervision;
- readily accessible medication;
- robust emergency procedures.

The school will not introduce blanket allergen bans automatically. Any restriction will be considered through appropriate risk assessment and must be proportionate to the risk identified.

10. Allergy awareness training

The school will ensure that **all staff who are present on the school site at the same time as pupils** receive appropriate allergy awareness training in accordance with the DfE statutory guidance.

This includes, as relevant:

- teachers;
- teaching assistants;
- support staff;
- office staff;
- lunchtime staff;
- catering staff;
- premises staff;
- breakfast club staff;
- after-school club staff;
- other staff who supervise pupils.

Training will cover:

- allergy awareness;
- common allergens;
- signs and symptoms of allergic reactions;
- recognition of anaphylaxis;

- emergency response;
- the use of adrenaline devices;
- access to emergency medication;
- the school's allergy procedures;
- incident and near-miss reporting.

Training will be refreshed in accordance with DfE guidance and the school's assessment of need.

Training records will be maintained.

New staff will receive appropriate allergy safety information as part of induction and will complete required training within the school's agreed timescale.

Supply and temporary staff will receive appropriate information before undertaking duties involving pupils.

11. Emergency adrenaline auto-injectors

Risk assessment will specifically consider activities such as food technology, science activities involving food, crafts involving food packaging, baking, animal handling, activities involving other animals, and off-site events or educational visits. Where a visitor or participant with a relevant allergy requires a guide dog, the associated risks will also be considered.

The school will maintain appropriate arrangements for **spare adrenaline auto-injectors (AAIs)** for emergency use.

Spare AAIs are separate from pupils' prescribed medication.

The school will:

- obtain appropriate spare devices;
- maintain devices in date;
- store them in appropriate, known and accessible locations;
- ensure relevant staff know where they are located;
- check expiry dates regularly;
- maintain appropriate records;
- replace devices before expiry;
- record use;
- review arrangements following use.

Spare AAI location(s):

1. St Pauls Infant School – in main school office
2. North Borough Junior School – hanging on wall outside staffroom

Person responsible for checks: SPIS – Kim Burniston, NBJS – Julie Lower

The school will consider the size and layout of the site when determining AAI locations so that emergency medication can be accessed promptly.

AAIs will not be stored in a location where access would be unreasonably delayed.

The school will also ensure that pupils' own prescribed medication remains available in accordance with their individual arrangements.

12. Emergency response

Spare AAIs will normally be stored in pairs, separately from pupils' prescribed medication and clearly labelled to prevent confusion. The school will maintain a routine checking process, including regular checks of presence, expiry dates and condition, with replacement arrangements in place before expiry. Spare AAI locations will be selected so that they can be accessed promptly and, where practicable, within the expected emergency response time for the relevant area of the school.

Where prescribed adrenaline devices are stored by the school, arrangements will ensure they are protected from inappropriate temperatures and direct sunlight, remain in date, and are readily identifiable. The pupil's current allergy/anaphylaxis action plan should be kept with or readily accessible alongside the medication where appropriate.

Where a pupil has prescribed adrenaline auto-injectors, the school will support the pupil to have rapid access to the devices at all times. Where age, maturity or other circumstances mean that a pupil cannot safely carry the device, it will be stored in an appropriate unlocked and readily accessible location, with additional locations considered where necessary for the size and layout of the site.

Any suspected anaphylactic reaction will be treated as a medical emergency.

Staff will follow the pupil's individual emergency plan where available and current clinical/emergency guidance.

The response will include, as appropriate:

1. Recognise the possibility of anaphylaxis.
2. Administer adrenaline promptly where indicated.
3. Call **999** and request an ambulance.
4. State that anaphylaxis is suspected.
5. Follow the pupil's emergency plan.
6. Use a second adrenaline device where clinically/emergency guidance indicates this is required.
7. Stay with the pupil.
8. Monitor the pupil continuously.
9. Do not allow the pupil to stand or walk unnecessarily.

10. Ensure emergency medication and relevant information are available for ambulance staff.
11. Contact parents/carers in accordance with school emergency arrangements.
12. Record the incident.
13. Review the incident and identify lessons learned.

Staff should not delay emergency treatment while attempting to establish whether a reaction definitely meets a diagnostic threshold.

Emergency treatment must not be delayed while staff attempt to establish whether prior consent has been recorded or whether the reaction meets a diagnostic threshold. Staff should follow the pupil's current emergency/action plan and applicable clinical guidance.

13. Catering and food

The school will work with its catering provider to manage allergy risks appropriately.

Catering arrangements will include:

- accurate allergen information;
- identification of allergenic ingredients;
- appropriate food preparation procedures;
- consideration of cross-contamination;
- checking ingredients when products change;
- checking menu substitutions;
- appropriate communication of allergen information;
- appropriate arrangements for pupils with identified allergies.

Where menus or products change, the school/caterer will ensure that the dietary needs of pupils with allergies continue to be met.

The school will ensure that catering staff have appropriate information about relevant pupil allergies.

The school will have regard to current DfE school food allergy guidance.

14. Classroom activities involving food

Where practicable, menus and relevant allergen information will be made available to parents/carers and pupils. Catering staff should be able to explain how allergy-safe meals are provided and how allergen information is checked. Staff involved in providing food will be expected to understand how to read relevant allergen information and ingredient labels.

As part of hygiene and contamination controls, pupils will be reminded to wash their hands before and after eating. Food, food containers and food utensils should not be shared where doing so could create an allergy risk. Where food is brought into school by pupils or families

for sharing, the school will seek appropriate ingredient/allergen information in advance where practicable.

Before introducing food into classroom activities, staff will consider relevant allergies and individual healthcare arrangements.

This includes:

- cooking;
- food technology;
- food tasting;
- science activities;
- cultural activities;
- celebrations;
- rewards;
- parties;
- fundraising activities.

Staff must consider whether the activity can be undertaken safely and inclusively.

15. Food brought into school

Where food is brought into school for activities or events, staff will consider:

- known allergies;
- ingredient information;
- cross-contamination;
- whether appropriate allergen information is available;
- whether pupils with allergies can participate safely.

The school will avoid unnecessary restrictions while maintaining appropriate safety measures.

16. Educational visits, trips and residential activities

Where relevant to identified pupils, the school will also manage risks from insect stings and animal exposure. Outdoor controls may include keeping food and drink covered and encouraging appropriate footwear. Pupils with animal allergies will not be required to interact with animals where this would create an unacceptable risk, and hand hygiene will be promoted after animal contact.

Pupils with allergies must be supported to participate fully in school trips and visits wherever reasonably practicable.

Allergy arrangements will form part of educational visit planning and risk assessment.

Planning will consider:

- pupils with allergies;
- individual healthcare plans;
- prescribed medication;
- spare AAIs where appropriate;
- staff responsible for medication;
- trained staff;
- food arrangements;
- access to emergency medical services;
- emergency contact arrangements.

The trip leader will ensure that relevant staff know the allergy arrangements before departure.

17. Breakfast clubs, after-school clubs and other activities

The school's allergy safety arrangements will apply to breakfast clubs, after-school clubs and other activities organised by or on behalf of the school.

Where activities are delivered by another provider, the school will establish appropriate arrangements to ensure that:

- relevant allergy information is available;
- emergency procedures are understood;
- prescribed medication is accessible;
- appropriate trained staff are present;
- STARS breakfast and after-school club, will hold a key to the school door closest to where the spare AAI's are stored in North Borough Junior School.

18. Inclusion and equality

Pupils with allergies should be able to participate fully in school life.

The school will:

- avoid unnecessary exclusion from activities;
- make reasonable adjustments where appropriate;
- consider the emotional and social impact of allergy;
- address allergy-related bullying or stigma;
- support pupils' independence and confidence as appropriate;

- ensure allergy management does not unnecessarily restrict educational opportunities.

Allergy-related bullying will be managed through the school's behaviour and anti-bullying procedures.

19. Serious incidents

A serious allergic incident will be recorded in accordance with the school's incident-reporting procedures.

The school will review relevant incidents to establish:

- what happened;
- whether the pupil's IHP was followed;
- whether staff had appropriate information;
- whether appropriate medication was available;
- whether the emergency response was timely;
- whether environmental or catering factors contributed;
- whether training was adequate;
- whether procedures require amendment.

Where appropriate, information will be shared with governors and relevant external organisations.

20. Near misses

The school will record relevant allergy-related near misses.

Examples may include:

- a pupil being offered food containing a known allergen before the error was identified;
- an expired AAI being discovered during a routine check;
- prescribed medication being temporarily inaccessible;
- allergy information not being communicated to a relevant member of staff;
- an incorrect meal being identified before consumption.

Near misses will be treated as opportunities for learning rather than simply administrative events.

The school will review significant near misses and identify appropriate preventative actions.

21. Review of incidents, near misses and safety arrangements

The school will use incident, near-miss and other relevant information to review and improve allergy safety.

Where an incident identifies a weakness, the school will:

- identify the cause;
- identify corrective action;
- assign responsibility;
- establish a timescale;
- monitor completion;
- consider whether the policy or procedures need amendment.

The Executive Headteacher will ensure that significant findings are reported to the governing body.

22. Emergency drills and testing

The school will periodically test relevant emergency arrangements, where appropriate and proportionate.

Testing may include:

- checking access to spare AAIs;
- checking emergency contact procedures;
- checking staff awareness;
- checking that allergy information can be accessed promptly;
- reviewing arrangements during trips or activities.

Any exercise or test will be used to identify improvements.

The school will avoid unnecessary or distressing simulated medical emergencies involving pupils.

23. Medication and accessibility

Pupils' prescribed medication will be managed in accordance with the school's Supporting Pupils with Medical Conditions Policy and relevant individual healthcare plans.

The school will ensure that medication:

- is appropriately labelled;
- is stored appropriately;
- remains accessible;
- is checked for expiry;
- accompanies pupils on relevant educational visits;

- is available to staff who need to administer or supervise its use.

Where appropriate, pupils may be supported to carry their own medication in accordance with their age, maturity, medical advice and individual healthcare plan.

24. Communication with parents and carers

Parents/carers are expected to provide accurate and current information about their child's allergy.

The school will communicate with parents/carers regarding:

- allergy identification;
- IHPs;
- medication;
- changes to emergency arrangements;
- incidents;
- relevant school procedures;
- significant changes to food provision.

Parents/carers will be given appropriate information about the school's Allergy Safety Policy.

25. Data protection and confidentiality

Information concerning a pupil's allergy will be handled in accordance with UK GDPR, the Data Protection Act 2018 and the school's data protection policies.

The school will ensure that:

- information is accurate;
- information is kept securely;
- staff who need the information can access it;
- information is not disclosed unnecessarily.

Confidentiality must not prevent staff from accessing information required to respond safely to an emergency.

26. Monitoring and assurance

The Designated Allergy Lead will undertake regular monitoring.

The school will maintain appropriate evidence of:

- policy approval;
- website publication;
- allergy register reviews;
- IHPs;

- staff training;
- spare AAI checks;
- medication checks;
- catering arrangements;
- educational visit arrangements;
- incidents;
- near misses;
- lessons learned;
- corrective actions.

The Executive Headteacher will report to governors at appropriate intervals.

The governing body will use this information to provide oversight and challenge.

27. Annual review

This policy will be reviewed at least annually.

The review will consider:

- changes to legislation;
- changes to DfE guidance;
- pupil allergy information;
- IHP arrangements;
- staff training;
- AAI arrangements;
- catering;
- incidents;
- near misses;
- educational visits;
- feedback from pupils and parents/carers where appropriate;
- lessons learned;
- effectiveness of risk controls.

The policy will be amended where necessary.

28. Policy publication

Following approval, the policy will be:

- published on the school website;
- made available to staff;
- communicated appropriately to pupils;
- available to parents/carers;
- available to governors;
- reviewed at least annually.

29. Key contacts

Executive Headteacher:
Jenny Chiverton

Named Allergy Lead:
Sarah Aldridge, Dawn Wakefield

Named Governor:
Clare Brinklow

School Office:
SPIS: 01622 743322

NBJS: 01622 754708

Spare AAI location 1: St Paul's Infant School
Main School Office

Spare AAI location 2: North Borough Junior School
Hanging on wall outside staff room

Catering provider:
Apetito

Educational Visits Coordinator:
SPIS: Sarah Aldridge

NBJS: Lee Treays

Appendix 1 – Benedict's Law / DfE implementation checklist

The school will maintain evidence that the following arrangements are in place.

Governance and policy

- ☐

Governing body has approved an Allergy Safety Policy.

- ☐

Named senior leader responsible for implementation.

- ☐

Named governor with oversight.

- ☐

Policy reviewed at least annually.

- ☐

Policy published on the school website.

- ☐

Policy publicised to staff and pupils.

- ☐

Governors receive appropriate assurance.

Identification and individual support

- ☐

Pupils with known allergies identified.

- ☐

Allergy information kept accurate and current.

- ☐

Pupils requiring active management identified.

- ☐

Appropriate IHPs completed.

- ☐

IHPs reviewed when required.

- ☐

Emergency/allergy action information accessible.

- ☐

Relevant staff know where information can be accessed.

Training

- ☐

All relevant school staff receive allergy awareness training.

- ☐

Training covers recognition of allergic reactions.

- ☐

Training covers recognition of anaphylaxis.

- ☐

Training covers emergency response.

- ☐

Training covers adrenaline devices.

- ☐

Staff know how to access emergency medication.

- ☐

Training records maintained.

- ☐

New/temporary staff receive appropriate information.

Adrenaline devices

- ☐

Spare AAIs are available in accordance with current arrangements.

- ☐

AAIs are in date.

- ☐

AAI locations are known to relevant staff.

- ☐

AAIs are accessible.

- ☐

Expiry checks are recorded.

- [ ]

Replacement arrangements are established.

- [ ]

Use of spare AAIs is recorded.

- [ ]

Arrangements are reviewed following use.

Risk management

- [ ]

Allergy risks are actively managed.

- [ ]

Known allergens are considered in school activities.

- [ ]

Classroom food activities are appropriately assessed.

- [ ]

Catering arrangements have been reviewed.

- [ ]

Menu/product substitutions are checked.

- [ ]

Breakfast/after-school provision is covered.

- [ ]

Educational visits include allergy arrangements.

- [ ]

Residential visits include allergy arrangements.

Emergency response

- [ ]

Emergency anaphylaxis procedure is available.

- [ ]

Staff know when to call 999.

- [ ]

Staff know how to access adrenaline.

- ☐

Relevant individual emergency plans are accessible.

- ☐

Parents/carers are contacted appropriately.

- ☐

Incidents are recorded.

- ☐

Incidents are reviewed.

Incidents and learning

- ☐

Serious allergic incidents are recorded.

- ☐

Relevant near misses are recorded.

- ☐

Incidents and near misses are reviewed.

- ☐

Lessons learned are documented.

- ☐

Corrective actions are assigned.

- ☐

Completion of corrective actions is monitored.

- ☐

Significant learning is reported to governors.

Inclusion

- ☐

Pupils with allergies are supported to participate fully.

- ☐

Trips and visits are accessible.

- ☐

Allergy-related bullying is addressed.

- ☐

Unnecessary restrictions are avoided.

- ☐

Reasonable adjustments are considered where appropriate.

Appendix 2 – Evidence register

Evidence	Responsible person	Review/check frequency	Location
Allergy Safety Policy	[Name]	Annual	[Location]
Allergy register	[Name]	[Frequency]	[Location]
IHPs	[Name]	Individual/annual	[Location]
Staff training record	[Name]	[Frequency]	[Location]
Spare AAI stock check	[Name]	[Frequency]	[Location]
Medication expiry checks	[Name]	[Frequency]	[Location]
Catering allergen information	[Name]	[Frequency]	[Location]
Incident records	[Name]	As required	[Location]
Near-miss records	[Name]	As required	[Location]
Governor monitoring	[Name]	[Frequency]	[Location]
Educational visit records	[Name]	Per visit	[Location]

Approval

Approved by Governing Body: _____

Date: _____

Chair of Governors: _____

Executive Headteacher: _____

Policy review date: _____