Allergen and Anaphylaxis Policy	
Localised School Based Procedures	
School Name:	Newland St. John's Primary School
Principal:	Lisa Brett
Designated Safeguarding Lead:	Lisa Brett
Implementation Date: ***Inline with policy approval***	September 2026

Introduction

In conjunction with the Trust wide **Allergen and Anaphylaxis Policy**, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focuses on the following key areas:-

- Designated Allergy Lead
- Staff Training
- Register of Adrenaline Auto-Injectors (AAIs)
- First Aiders

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact hello@hlt.academy

Please see below details of the **Designated Allergy Lead (DAL)** who has responsibility for the management of allergy awareness across the school/academy:

Designated Allergy Lead		
Relates to item 3.4 within the Trust Allergen and Anaphylaxis Policy		
Name of Staff Member	**Location (i.e. classroom/office)**	**Contact Details**
Lisa Brett	Principal's Office	l.brett@nsj.hlt.academy

Please see below details of the allergy awareness training available to all staff across the school/academy. ***This training is **mandatory** for all staff as of September 2026 to ensure our overall compliance with Benedict's Law and the DfE's statutory guidance on supporting pupils with medical conditions, including allergies*:

Staff Training		
Relates to item 13 within the Trust Allergen and Anaphylaxis Policy		
Training Provider	**Course Title**	**Details of the Training**
The National College & Anaphylaxis UK	**Certificate in Allergy & Anaphylaxis Awareness *(41 mins)*	This course builds confidence in identifying risks, preventing reactions, and responding effectively to anaphylactic emergencies
The National College & Anaphylaxis UK	Annual Refresher in Allergy & Anaphylaxis Awareness *(18 mins)*	Refreshes understanding and strengthens confidence in responding to incidents
The National College & Anaphylaxis UK	Certificate in the Role of Allergy Lead *(30 mins)*	This certificate provides Designated Allergy Leads with a comprehensive understanding of their role in implementing effective allergy management across their setting
Food Standards Agency	Food Allergy and Intolerance Training	This course helps to learn more about food allergies and how to handle allergens safely

Please see below details of the **Register of AAIs** which facilitate the management of of allergy awareness across the school/academy:

Register of AAIs	
Relates to item 10.5 within the Trust Allergen and Anaphylaxis Policy	
The school/academy will request details from parents/carers of medical and allergy information upon enrollment and on an annual basis before the start of each academic year. This information will be collated on a Google Form and responses held by the school's **DAL** and overseen by the **Director of Estates and Facilities.**	
Details included on the Register of AAIs	• Name of pupil • Year Group • Known allergens • Risk factors for anaphylaxis • Whether medical authorisation has been received • Whether written parental consent has been received
Dosage requirements	• For pupils **under age 6**: **150** micrograms of adrenaline • For pupils aged **6+**: **300** micrograms of adrenaline
Brand and Quantity of AAIs held on site	Eureka POM - EpiPen Jnr Adrenaline Auto-Injector x2 Eureka POM - EpiPen Adrenaline Auto-Injector x2
Locations where AAIs are stored on site	Spare AAIs are stored in the Medical Room, KS1 area and Welfare Room where they are labelled 'Emergency Anaphylaxis Kit'

Below is a list of all staff members who have responsibility for delivering First Aid:

First Aid Trained Staff		
Relates to item 4.5 within the Trust First Aid Policy		
Name of Staff Member	**Location (i.e. classroom/office)**	**Date First Aid Training Expires**
Jade Astley	Lunch Time Supervisor	26/02/2029
Sarah Briggs	Upper Key Stage 2	21/05/2028
Karen Brooks	Lower Key Stage 2	14/08/2027
Laura Brownlee	Lunchtime Supervisor	03/12/2028
Michelle Chaytor	Lunchtime Supervisor	13/11/2028
Emma Cockerline	Early Years	23/09/2028
Janis Finnerty	Lower Key stage 2/ The Nook	09/10/2028
Lisa Foster	Medical Room	19/01/2029
Amanda Foster	Early Years	06/08/2029
Connie Havercroft	Medical Room/ Office	17/11/2026
Jennifer Hughes	Lunchtime Supervisor/ Breakfast Club	09/10/2028
Neil Kenningham	KS1 Squirrels	24/03/2028
Annabel Knaggs	KS2 Foxes	08/05/2028
Michelle Mears	Lunchtime Supervisor/ Breakfast Club	03/12/2028
Wendy Palmer	Medical Room/ Office	03/12/2027
Joanne Storr	Lower Key stage 2/ The Nook	19/01/2029

Please be aware that the above have been trained to administer emergency first aid, they are not medically trained and will not be expected to make any form of diagnosis.