Local Operational Arrangements for Allergy Safety

Companion document to the Trust Allergy Safety Policy

School name:	Britannia Primary School and Nursery
Part of:	Oxlip Learning Partnership
Named senior leader for allergy safety:	Keith Hart
Reports to (Trust-wide lead):	Chief Operating Officer
Approved by:	Local Advisory Board (LAB), in line with the Trust's Scheme of Delegation
Last reviewed on:	12.9.26
Next review due by:	12.9.27
Parent policy:	Trust Allergy Safety Policy

1. Key contacts

Role	Name	Contact details
Named senior leader for allergy safety	Keith Hart	Keith.hart@britannia.suffolk.sch.uk
Principal	Keith Hart	Keith.hart@britannia.suffolk.sch.uk
First aid lead	Elizabeth Jones	Liz.jones@britannia.suffolk.sch.uk
School nursing service	School nurse	https://www.suffolk.gov.uk/children-families-and-learning/childrens-health/school-nursing-service
COO (Trust-wide lead)	Thomas Jarrett	tjarrett@oxlip.uk

2. Storage and identification

Prescribed adrenaline device storage, for pupils who cannot keep their own with them:

- Two pairs stored in plastic wallets above the computer in the lunch hall.

Arrangements for pupils taking prescribed devices home:

- Taken home in their bags and given to parents on collection.

Record of pupils provided with a prescribed device and Care Plan kept:

- Medical file in the office.
- Care Plan (IHP) attached to their device in the class green bag.
- In a file in the first aid room.

Spare AAI location and quantity (pairs) held — more than one pair, so that a pair is within 5 minutes of every point on site:

- A pair of age 0-6 AAIs located in named plastic wallet stored above the computer in the lunch hall.
- A pair of age 6-12 AAIs located in a naked plastic wallet stored above the computer in the lunch hall.

Spare salbutamol inhaler location(s):

- Main office
- Above pigeonholes
- First aid room cupboard
- Nursery
- Spare for any trips

Mealtime identification methods used (at least two):

- Printed check list for kitchen staff
- Allergies and diet highlighted
- Allergy card given to pupil to hand to kitchen staff
- Kitchen staff take cards and tick off their list before serving.

Location of the record of pupils/staff with known allergy:

- Arbor
- Lists in first aid room, principal’s office and office.

Process for collecting spare-device consent (Template B) from parents of pupils without an IHP:

- Annual medical form data collection.

Spare-device consent recorded on:

- On child’s Care plan (IHP)

Post-16 spare-device consent (where this academy has a post-16 cohort): N/A

3. Training

All staff complete the Trust's National College whole-workforce allergy awareness course. This academy's local, setting-specific training additionally covers:

How staff check whether a pupil has a Care Plan:

- Check list in first aid room or class green bag
- Arbor

How staff report a reaction or near miss locally:

- First Aid log (paper form and computer)
- CPOMS
- Phone call
- If required an incident report

How kitchen/catering teams are briefed:

- Arbor
- Dietary requirement list daily

Frequency of local refresher training (to keep all staff up to date at least annually):

- Minimum of every 2 years

How and when new staff receive this training as part of induction:

- Basic first aid and local policies on day one

Training log location:

- Jo Masters, HR - all recorded on single central record

Where classroom-style webinars (e.g. Allergy School) are used instead of the National College course, signed attendance register kept:

- Jo Masters, HR

Checking that all staff have completed the required training (National College course and/or local sessions, including confirming signed attendance registers) is the named senior leader for allergy safety's own responsibility:

- Keith Hart, Principal

4. Local notes

The Catering Manager will undertake routine monitoring of allergy management procedures within the school kitchen to ensure compliance with the school's Allergy Policy, Local Operational Arrangements, and food safety requirements.