

Allergen and Anaphylaxis Policy	
Localised School Based Procedures	
School Name:	St. James' CE Academy
Principal:	Julia Strickland
Designated Safeguarding Lead:	Julia Strickland
Implementation Date: <i>Inline with policy approval</i>	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 (AAs)
- 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
Clare Moore	Y1 classroom/SEN room/Main Office	c.moore1@stj.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	<i>**</i> 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 AAls** which facilitate the management of of allergy awareness across the school/academy:

Register of AAls	
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 AAls	• 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 AAls held on site	1 x Mylan EpiPen Jnr 0.15mg 1 x Mylan EpiPen 0.3 mg
Locations where AAls are stored on site	Both spare AAls are stored in the school office, in the First Aid box and labelled 'School Use 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
Karla Allison	TA	05/02/2028
Kerry Brown	Foundation Stage	23/01/2028
Amanda Drury	Emotional Wellbeing Lead/TA/Foundation Lunch	15/03/2027
Sharon Gardiner	TA/Lunchtime Supervisor	06/05/2028
Michael Jowett	Y6 Teacher	13/06/2029
Karen Ledger	TA/Lunchtime Supervisor	16/03/2029
Abbie Richardson-Hines	TA/Lunchtime Supervisor	20/04/2029
Jamie Wigley	Foundation Stage	20/06/2029
Becki Allen	Office	04/11/2028
Melissa Hebblethwaite	Foundation Stage	26/02/2029
Jane McCloud	HLTA	15/05/2028
Sarah Emerson	TA/Lunchtime Supervisor	21/11/2027
Michelle Young	TA/Lunchtime Supervisor	19/11/2029

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.