APPENDIX 1 – SCHOOL SPECIFIC ALLERGY SAFETY SECTION

1. SCHOOL DETAILS

	Details
School Name	St Joseph's RC Voluntary Academy
Address	Wellington Road, Todmorden OL14 5HP
Phase	Primary
Headteacher / Principal	Mrs Elizabeth Lloyd
Date of Last Policy Review	September 2026

2. NAMED RESPONSIBLE PERSONS

Role	**Name**
SLT Member for Designated Allergy Safety	Elizabeth Lloyd
Deputy Allergy lead (in absence of the lead)	Jack Carr
Governor for Allergy Safety	
Operational Lead (SENCo / DSL / Pastoral Lead)	Rowena Green

3. PUPIL ALLERGY PROFILE

Item	**Details**
Number of Pupils with Known Allergies	2
Number at Risk of Anaphylaxis	2 no EPIPEN prescribed
Common Allergens within this School	Nuts, egg raw/cooked, mayonnaise, paprika and mustard.
Reviewed Date:	

4. STORAGE AND ACCESS TO SPARE MEDICATION

Location	**Adrenaline Type**	**Quantity**	**Access Arrangements**
Main office	EPIPEN	2x 0.15mg	Filing Cabinet
Main office	EPIPEN	2X 0.3mg	Filing cabinet
Main office	PIRITON	1x 5mg	Filing cabinet

5. SCHOOL SPECIFIC RISK CONTROLS

Area	**Arrangements / Controls**
Mealtime Identification Methods	*Allergies are listed for individual pupils and*
Classroom Activity Controls	*Information is available to relevant staff.*
Playground and PE Considerations	*Grab bags with emergency medication*
Air Quality / Fragrance Considerations	*Follow the child around school including playtimes and dinner times.*

6. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

Area	**Arrangements**
Risk Assessment Process	*Allergies will be considered for each trip*
Medication Location and Responsibility	*This will be reviewed by the trip leader*
Emergency Communication Arrangements	*As per the base contact*

7. TRAINING ARRANGEMENTS

Item	Details
Date of Last Whole-School Allergy Training	September 2026
Staff Trained in Adrenaline Administration	September 2026 Class based staff
Induction Arrangements for New Staff	On a case by base

8. REVIEW AND MONITORING

Item	Details
Date of Last Review	October 2026
Actions Taken	Policy and updated training put in place.