



Local Operational Arrangements for Allergy Safety

Companion document to the Trust Allergy Safety Policy

School name:	Rose Hill Primary School
Part of:	Oxlip Learning Partnership
Named senior leader for allergy safety:	Luke Hyland
Reports to (Trust-wide lead):	Chief Operating Officer
Approved by:	Local Advisory Board (LAB)
Last reviewed on:	1.9.26
Next review due by:	1.9.27
Parent policy:	Trust Allergy Safety Policy

1. Key contacts

Role	Name	Contact details
Named senior leader for allergy safety	Luke Hyland	l.hyland@rosehillprimary.net / 204
Principal	Georgina Bright	g.bright@rosehillprimary.net

Tel: Ipswich 01473 277243 / Mid-Suffolk 01449 742422 email: mail@oxlip.uk website: www.oxlip.uk

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Role	Name	Contact details
First aid lead	Luke Hyland	l.hyland@rosehillprimary.net / 204
School nursing service	School Nursing Team	childrenshealth@suffolk.gov.uk
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:

- In medical storage in Staff Room.

Arrangements for pupils taking prescribed devices home:

- Collected from school office by parents at collection.

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

- Medical file in school office.

Spare AAI location(s) and quantity (pairs) held at each — larger/split sites may need more than one pair, so that a pair is within 5 minutes of every point on site:

- Child AAI – Located in Medical storage in Staff Room.
- Adult AAI - Located in Medical storage in Staff Room.

Spare salbutamol inhaler location(s):

- Located in Medical storage in Staff Room.

Mealtime identification methods used:

- Staff ticking check list.
- Pupils with known allergies or dietary requirements highlighted
- Allergen paper strip put on pupil tray before serving.
- Kitchen staff check strip before serving.

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

- Arbor.
- Kitchen files updated upon new pupil arrival or changes on Arbor.

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

- Annual data collection

Spare-device consent recorded on: Arbor, flagged against pupil record

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 an Action Plan:

- Consult list in medical storage in Staff Room
- Arbor

How staff report a reaction or near miss locally:

- CPOMs

How kitchen/catering teams are briefed:

- National College training.
- Daily checks against allergy list from office.
- Additional food hygiene training.

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

- Annually.

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

- National college Learning plan assigned.

Training log location:

- National College.

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

- With Assistant Principal/DSL

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:

- Luke Hyland – Assistant Principal & DSL