

Allergen and Anaphylaxis Policy	
Localised School Based Procedures	
School Name:	Manor Church of England Academy
Principal:	Jordan Cairns
Designated Safeguarding Lead:	Rebecca Kommer
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 (AAIs)
- First Aiders

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact hello@mce.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
Carol Rowbotham	Office	hello.mce@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	2 x EpiPen 0.3ml auto injectors. Expiry March 2028
Locations where AAls are stored on site	In the General Office in the pigeon holes

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
Alfred Martin	CCF	February 2028
Eliza Stronikowska	Cleaner	September 2029
Howard Landon	DT	June 2028
Joey George	Facilities	September 2029
Amanda Arslan	General Office	September 2029
Becky Storey	General Office	September 2029
Jo Gibson	General Office	September 2029
Hollie Armitage	General Office	January 2029
Abi Clarke	Geography	June 2028
Cara Turner	Geography	February 2028
Kane Brierley	Geography	February 2028
Dan Stimpson	History / Pastoral	February 2028
Sarah Talbot	Hutchinsons' Kitchen	February 2028
Monica O'Neill	LRC	February 2028
Duncan Fraser	Maths	March 2027
Stephen Sutherland	Maths	March 2027
Vicki Moore	MSA	September 2029
Laura Sheffield	MSA	September 2029
Nicola Davies	Pastoral	June 2028

Jade Eaton	Pastoral	November 2026
Michael Lester	Pastoral	September 2029
Nick Turnbull	PE	June 2028
Sarah Crabtree	PE	June 2028
Mark Willoughby	PE	June 2028
Carlena Houldsworth	PE	June 2028
Pat Tasker	PE	March 2028
Kate Taylor	Repro / MSA	September 2029
Lyndsey Snow	Science	September 2029
Alison Walton	Science	February 2028
Charlotte Parsley	Science	June 2028
Sue Metcalfe	SLT	February 2028
Carol Rowbotham	Support services	September 2029
Jill Hewitt	TA	January 2030
Hannah Reynolds	TA	June 2028

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.