ROMERO CATHOLIC ACADEMY TRUST

BLESSED TRINITY RC COLLEGE

APPENDIX 1 – SCHOOL SPECIFIC ALLERGY SAFETY SECTION

1. SCHOOL DETAILS

	Details
School Name	Blessed Trinity RC College
Address	Ormerod Road, Burnley, BB10 3AA
Phase	Secondary
Headteacher / Principal	Mrs D Williams
Date of Last Policy Review	New Trust policy (Sept 2026); local provisions added/ updated 07/10/26.

2. NAMED RESPONSIBLE PERSONS

Role	**Name**
SLT Member for Designated Allergy Safety	Mrs L Kelly, Assistant Head
Deputy Allergy lead (in absence of the lead)	Mrs S Pickles, Operations Manager Miss L Place, Teacher/First Aid Lead
Governor for Allergy Safety	Mrs K Egan (Staff Governor)
Operational Lead (SENCo / DSL / Pastoral Lead)	Mrs S Pickles, Operations Manager Miss L Place, Teacher/First Aid Lead

3. PUPIL ALLERGY PROFILE

Item	**Details**
Number of Pupils with Known Allergies	Data currently being collated following Trust policy issued September 2026; ongoing activity. Arbor communications issued to collect information. Pastoral admin following up IHP's as required. Information to be updated on Appendix 1 once initial collation stage completed.
Number at Risk of Anaphylaxis	
Common Allergens within this School	Typical examples include: fruit, eggs, nuts, rapeseed oil, dairy
Reviewed Date:	07/10/26

4. STORAGE AND ACCESS TO SPARE MEDICATION

Location	**Adrenaline Type**	**Quantity**	**Access Arrangements**
Anaphylaxis kits	Epipen/ auto-injector (2 per kit)	10 (2 of which are for under 6 years – located at SOS) (2 additional kits on order for trips)	**Main building:** Level 1 - (Kitchen/Mellors) (2) Level 2 – outside main office (2) Level 2 – Food Tech, room 208 (2) **SOS building:** Reception area, also additional kit for under 6yrs (2 + 2)

Asthma kits	Salamol (Salbutamol)	3 (includes 1 spare for trips)	**Main building:** Level 2, First Aid Room (1) **SOS building:** PE Workroom (1)

5. SCHOOL SPECIFIC RISK CONTROLS

Area	**Arrangements / Controls**
Mealtime Identification Methods	CRB Cunninghams till system linked with Arbor (MIS) system – allergen and dietary information feeds through to the till system; allergen information displays on the till for catering staff. Allergens highlighted cross checked to Mellors allergen matrix. Anaphylaxis kit available in kitchen area.
Classroom Activity Controls	Curriculum leaders have department guidelines/ controls e.g. science, DT. Trust Health & Safety have met with Food Technology staff and discussed how to implement allergy safety policy. Anaphylaxis kit available in Food Tech room.
Playground and PE Considerations	Anaphylaxis kit available in key school areas in proximity to outdoor space. PE - provided with Trust allergen risk assessment template to use as a basis for the fixtures/ visits they complete. Letters/ consents to parents/ carers. (Use of Evolve for PE/ fixtures under review/ to be confirmed by the Trust.)
Air Quality / Fragrance Considerations	BMS system manages the air quality for the building.

6. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

Area	**Arrangements**
Risk Assessment Process	School risk assessment in place. IHP's completed where information notified by parents/ carers. Trips/visits - allergies/dietary information will be considered for each trip. Parental consents and Arbor checked and medical/ allergen information collated and available for trip leader. Itinerary/ activities considered. IHP's considered by trip leaders for each trip.
Medication Location and Responsibility	AAI's located throughout the school building; monitored by first aid lead and monthly checks completed as part of premises monitoring activity.

	Trips: this will be reviewed by the trip leader. Trip leader has overall responsibility however other staff/ first aiders may be involved with assisting with medication. Administration of medication training completed by relevant staff. Other specific medical related training completed as required.
Emergency Communication Arrangements	Information gathered on pupil admission to school and/or following updates to Arbor. IHP's put in place as required. Arrangements made with trip leader and base contact for emergency situations.

7. TRAINING ARRANGEMENTS

Item	**Details**
Date of Last Whole-School Allergy Training	September 2026 (iam compliant)
Staff Trained in Adrenaline Administration	@ 07/10/26: Lead First Aid trainer 6 staff Outdoor First Aid trained 10 staff trained to FAA Level 3 (includes adrenaline administration)
Induction Arrangements for New Staff	iam compliant allergen training H&S induction

8. REVIEW AND MONITORING

Item	**Details**
Date of Last Review	07/10/26
Actions Taken	Policy newly implemented; actions are ongoing.