

Bidston Avenue Primary School-Level Operational Addendum

Each school must complete and maintain this addendum. It records the local implementation of the Trust Allergy Safety Policy. It should be reviewed at least annually and updated sooner if pupil needs, staffing, medication arrangements, catering arrangements, risk controls or emergency procedures change.

A. School Details

Item	School response/evidence
School name:	Bidston Avenue Primary School
Headteacher:	Stuart Brady
Named Allergy Safety Lead (must be SLT):	Amy Butterworth (SENDCo)
Deputy Allergy Safety Lead:	Kathy Hackett (DHT and DSL)
Date addendum completed:	11.09.2026
Date for review:	11.09.2027

B. Local Allergy Register and IHPs

Item	School response/evidence
Where the allergy register is held:	School shared drive under SEND -> Medical and Allergy Copy in the office of whole school Allergy registers at each first aid station Each class has displayed allergy poster in the classroom Kitchen has a copy and photographs and children with allergies
Person responsible for updating it:	Amy Butterworth (SENDCo) All staff to update Amy Butterworth of any changes
How often is it checked:	Termly review of EpiPen's and yearly review of allergy (parents asked to inform and update as and when)
How relevant staff access information:	Allergy register accessible to all Supply staff to be informed by class teacher of any allergies within the class
How information is provided to supply staff, lunchtime staff and wraparound staff:	Class teachers share allergy information with relevant dinner ladies, lunchtime supervisors. Allergy register within the designated first aid kits
Whether pupil photographs are used for emergency identification and how consent is recorded:	Pupil photographs for each child with an allergy Consent asked via consent form to display photographs in first aid stations.
Person responsible for coordinating IHPs:	Amy Butterworth (SENDCo)
Where IHPs are stored:	Shared drive -> SEND -> Medical Office have a copy of all IHCPs.
How IHPs are shared with staff:	SENDCo sends IHCP's to relevant members of staff (class teachers) at the start of the new year.

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	Class teacher shares this with relevant staff members within the year band and any other staff working with the child
How allergy and asthma plans are linked, where relevant:	Asthma register, allergy register and medical register.
Review arrangements:	IHCP's reviewed annually (or as and when needed) Asthma register reviewed annually (or as and when needed)

C. Spare AAls and Emergency Anaphylaxis Kit

Item	School response/evidence
Location of pupil prescribed AAls:	Stored in individual classroom medical boxes. A sign on each classroom door identifies the location.
Location of school spare AAls:	One set in the main school office. One set in the school kitchen.
Spare AAI device brand/type(s):	1. EpiPenJr 2. EpiPen
Spare AAI dose(s):	1. EpiPenJr 0.15mg 2. EpiPen 0.3mg
Number of spare AAls held:	2 (2 more arriving to ensure kitchen coverage as well as main reception)
Where spare AAls are sourced:	Ordered online through Eureka.
Location of emergency anaphylaxis kit(s):	One set in the main school office. One set in the school kitchen.
How the school ensures AAls can reach a pupil within five minutes:	AAI locations are clearly identified and accessible to staff. Accessibility across the school site are checked through a timed emergency drill.
Whether additional kits are needed because of site size/layout:	Yes. Additional set in the kitchen to ensure prompt access across the school site.
How spare AAls are stored in pairs:	EpiPen Jr and EpiPen set stored together in clearly labelled, easily accessible emergency locations in the school office and kitchen.
Location of asthma inhalers/emergency asthma inhaler kit, where held:	Prescribed Asthma inhalers are stored within classrooms. Emergency inhalers are stored within the school office.
Location of AAI trainer devices:	Stored within the deputy head teacher's office.
Person responsible for monthly expiry and stock checks:	Monthly checks by Abu and KHT, record of stock checks, expiry dates and dosage. Monthly checks and record keeping on Everi.
Second person responsible for monthly expiry and stock checks:	Abu and KH
How batch numbers and expiry dates are recorded:	On Every, every month.
Process for requesting replacement prescribed medication from parents/carers:	Parents/carers are contacted by the class teacher, SENDCo or school office when replacement medication is required.

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Process for purchasing and replacing school spare AAls and equipment:	Expiry dates are monitored and replacement stock ordered approximately two months before expiry.
Disposal arrangements for used or expired AAls:	Returned to a pharmacy for safe disposal; prescribed medication may be returned to parents/carers where appropriate.
How consent arrangements for the use of spare AAls are recorded:	HOW? It will need to be recorded on the medical plans
How staff are reminded that emergency treatment must not be delayed while checking consent:	Reinforced through annual allergy and anaphylaxis training and emergency procedures. School has approx. 10 trainer EpiPens held by SENCo.

D. Site-Based Risk Controls and Specific Allergens

Item	School response/evidence
Local expectations for handwashing before and after eating:	Children wash hands before eating and after food activities where appropriate.
Local expectations for food sharing and named water bottles:	No sharing of food or drinks. Water bottles must be named.
Cleaning routines after eating or food activities:	Tables, surfaces and equipment are cleaned after eating and food activities.
Packed lunch expectations:	Pupils eat only their own food. Families follow communicated allergy guidance (allergy aware school – no nuts to brought on site)
Food brought into school for birthdays, celebrations or sharing:	No food brought in for birthdays / celebrations.
Whether the school asks families to avoid specific high-risk foods, such as nuts or sesame:	Families are aware that we are an allergy aware school and that no nuts are to be brought into schools and / or in packed lunches.
Arrangements where a pupil brings in food that creates a known and significant risk:	Food is removed / separated and the individual pupil's risk assessment/IHCP is followed.
Arrangements for cooking, baking, food technology and science activities involving food:	Allergies are checked beforehand and ingredients/activities adapted where necessary.
Arrangements for art, craft, play dough, sensory activities and food packaging:	Materials are checked for allergens and alternatives provided where required.
Arrangements for insect sting allergies:	Individual risk assessment/IHCP followed and emergency medication available.
Arrangements for animal allergies and animal visits:	Allergies are risk assessed and contact avoided or adapted where necessary.
Arrangements where a visitor or parent uses an assistance dog and a pupil has a relevant allergy:	Individual risk assessment completed and reasonable adjustments made for both parties.
Arrangements for airborne allergens, pollen or air quality where relevant:	Individual needs are risk assessed and adjustments made in line with the pupil's IHCP.

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E. Catering and Food Arrangements

Item	School response/evidence
Catering provider:	Edsential
Catering contact:	Monica (cook) or via Helen Simson (Edsential Business Manager)
How allergen information is provided:	Provided with a medical diet sheet form request by the office then I would forward this onto a form to head office with supporting notes then myself and Amanda would sign and date the medical form which would be put into a yellow file that's in the kitchen and updated every 12months along with GP and medical records regarding the information that's needed.
How the top 14 regulated allergens are identified, where applicable:	Cook has supporting notes provided by suppliers along with the allergens listed and identified on the Menu/Recipes allergen information. This can be notified at any time if suppliers have brought products different than what is normally ordered. All kitchen staff are appropriately trained every 12 months and to check the recipe and ingredients information when delivered. Staff are told before serving meals to pupils with allergies and are known if there is any changes to ingredients. This is daily checked and recorded.
How pupils with food allergy are identified at mealtimes (photo/allergy information:	SENCO creates allergy cards with photographs and particular information included. The kitchen team have a list of each year group along with photo identification and agreed information or other agreed identification procedures, so staff are able to check pupils' requirements before serving a meal and always served on a purple tray. If a medical sheet is not provided e.g. at the beginning of term (new starters) or if pupils aren't able to disclose their allergy a teacher or member of staff would provide me with information. If in doubt, we provide a 'fail-safe'. If pupils are older they can notify a member of kitchen if they already have a plan in action. Any pupils who do not have a medical sheet would have to have a fail-safe meal until one is provided.
Arrangements for menu changes or substitutions:	Cook has supporting notes provided by suppliers along with the allergens listed and identified on the Menu/Recipes allergen information. This can be notified at any time if suppliers have brought products different than what is normally ordered

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How cross-contamination risks are reduced:	Good hygiene and food safety procedures are followed at all times. Separate workstations with separate purple coloured chopping boards, clean purple utensils and equipment are used, where appropriate, work surfaces are cleaned before preparation, hands are washed and ingredients are kept away from other coloured boards and knives. Cook and kitchen team take particular care when preparing and serving meals for pupils with allergies.
Arrangements for breakfast club, snacks, events and curriculum food activities:	The same information is provided to school breakfast and after school staff. Health and Hygiene trained and also allergy awareness / anaphylaxis training must be completed annually. Food activities in school are carefully curated to ensure all children can take part and are safe.
How catering staff are briefed and trained:	All catering staff are trained at induction by the business manager of Edsential Helen Simson along with courses such as allergen awareness and good safety trained on individual pupil allergies and any changes to allergy information. Staff are reminded daily to notify the Catering Supervisor (Monica) to check any ingredient and allergen information and never guess whether a food is suitable for a pupil with allergies.
How concerns or menu errors are reported:	Any allergy concern, incorrect, menu information, ingredient change or suspected error is reported immediately to the Area Business Manager of Edsential, such as Helen Simpson, and any suppliers or menus related, then the appropriate school staff member would be notified. The food is not served until the allergen information has been checked and the issue has been resolved.

F. Emergency Response Arrangements

Item	School response/evidence
Main first aid location:	Main: X3 First aid locations within corridors Each class has own first aid box and resources.
Emergency medication access arrangements:	AAIs are clearly labelled, readily accessible and stored in agreed locations known to staff. This location is also written on a sign on the classroom door.
Who usually calls 999:	Any member of staff dealing with the incident.
Who meets emergency services:	A designated member of staff meets them at the school entrance.
How parents/carers are contacted:	Office staff contact parents / carers using the emergency contact details held by school. Emergency services are always called first.
How staff are reminded not to send a pupil with suspected anaphylaxis alone:	Staff are reminded through allergy / anaphylaxis training and emergency procedures to not be sent alone.

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How staff are reminded that adrenaline should come to the pupil:	Staff are trained to bring the AAI to the pupil rather than moving the pupil to retrieve it.
Procedure for mild or uncertain allergic reactions:	Follow the pupil's IHP/allergy plan, monitor closely and seek medical advice where required.
How incidents are recorded:	Recorded using the school's first aid/incident recording procedures and parents / carers informed.
How AAI administration is recorded:	Date, time, dose and details of administration are recorded and parents / carers informed.

G. Training, Induction and Drills

Item	School response/evidence
Allergy awareness training provider or method:	Whole-staff allergy and anaphylaxis awareness training.
Date whole-staff training completed:	July 2026 / Some Sept 2026
Date next annual refresher due:	Annually
How new starters are trained:	Included within staff induction and relevant pupil allergy plans shared.
How supply staff are informed:	Key allergy information and emergency procedures shared on arrival by class teachers.
How lunchtime staff are trained:	Included in allergy awareness training and briefed on individual pupils.
How wraparound care staff are trained:	Allergy procedures and relevant pupil plans shared with staff.
How catering staff are briefed:	Pupil allergy information shared and updated when needs change.
How staff receive practical familiarisation with AAI trainer devices:	Staff practise using AAI trainer devices as part of training.
How training records are kept:	DHT holds the certificates.
Date and outcome of any allergy safety drill or scenario check:	Not yet held.
Actions arising from drills or training:	Any identified actions recorded, assigned and followed up.

H. Trips, Clubs and Residential

Item	School response/evidence
How allergy needs are checked before visits:	Medical/allergy information is recorded on Evolve and IHCP's are checked as part of visit planning.
How prescribed medication is taken on visits:	Medication accompanies the pupil and is carried by a designated adult.
How spare AAI access is planned for visits:	AAI requirements are considered within the visit risk assessment. Children with allergies take their AAI with them. If AAI is out of date or not on school site then a spare will be taken from the kitchen (not the main office).

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How the school ensures spare AAI cover remains on site if a kit is taken off site:	Sufficient emergency AAI provision remains accessible in school.
How catering is checked for residential:	Allergy information is shared with providers and catering arrangements confirmed in advance.
How risk assessments record allergy arrangements:	Individual allergy risks, medication and emergency procedures are clearly recorded.
How venues and transport providers are briefed, where relevant:	Relevant allergy and emergency information is shared in advance where required.
Arrangements for remote locations, overnight stays or travel abroad:	Allergy risks, medication access and medical arrangements are included in the visit risk assessment.

I. Staff, Visitors and Events

Item	School response/evidence
How staff can confidentially notify the school of significant allergy needs:	Staff inform the Headteacher / SLT confidentially of relevant allergy needs.
Where staff allergy risk assessments or support arrangements are recorded:	Recorded confidentially with appropriate staff records and risk assessments.
How visitor allergy needs are considered for meetings, events or catering:	Allergy needs are considered when planning meetings, events and catering where relevant.
How contractors, volunteers and external providers are informed of relevant allergy expectations:	Relevant allergy expectations and safety procedures are shared as required.
How assistance dogs, animal visits or other visitor-related allergen risks are assessed:	Risks are assessed in advance and reasonable adjustments are made where necessary.
How staff are reminded that school spare AAI's are emergency backup for pupils and not planned medication for adults:	Staff are informed that school spare AAI's are emergency backup for pupils and not planned medication for adults.

J. Communication, Publication and Policy Awareness

Item	School response/evidence
Where this policy is published:	School website.
How hard copies are made available on request:	Available from the school office on request.
How parents/carers are informed:	Through the school website and direct communication where relevant.
How pupils are made aware in an age-appropriate way:	Through age-appropriate discussions and reminders from staff.
How staff are reminded of arrangements:	Through training, briefings and relevant pupil information / IHCPs.
How feedback from pupils, parents/carers and staff is considered during review:	Relevant feedback from pupils, parents / carers and staff informs policy review and updates.



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K. Risk Register and Annual Assurance Summary

Item	School response/evidence
Number of pupils with known allergies:	10
Number of pupils with prescribed AAls:	5
Number of pupils with allergy IHPs:	8
Confirmation that spare AAls are on site and in date:	Monthly checks and recorded.
Date of last spare AAl/equipment check:	04.09.2026
Number of allergy-related incidents this year:	0
Number of near misses this year:	0
Risk register status and any open actions:	0
Equipment purchased and checked:	2 x AAls checked / 2 x AAls to be purchased.
Key actions completed:	
Further actions required:	