

Brown's Primary School – Allergen and anaphylaxis Risk Assessment

Summary Details				
Date original assessment completed:	28/08/26	Location affected:	School Wide	
Person(s) completing assessment:	Laura Maddick	Headteacher sign off:	George Trafford	
Review completed by:		Review date:		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by Whom and when?	Completed
Managing anaphylactic shock	Specific named individual pupils and staff. Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	- Members of staff keep on them a means of alerting others to an emergency, e.g. a whistle or two-way radio. - Others move to another location away from the individual who is experiencing anaphylaxis. - The individual experiencing anaphylaxis is not moved and, where safe and appropriate to do so, is made comfortable. - A member of staff requests an ambulance, and a suitably trained member of staff administers the adrenaline auto-injector (AAI), whilst another	Training with all staff on 01/09/26 Specific training to be held on new AAI.	GT	

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		member of staff supports as requested. - Any staff member administering medication acts in accordance with the Administering Medication Policy. - A designated member of staff accompanies the individual to hospital, where required. - The individual's registered emergency contact is notified immediately. - All staff to complete annual allergy awareness training. - A suitable number of staff members to complete practical AAI training via a suitable training provider. Trained staff are: - Laura Maddick - Stewart Mudie - Sarah Caven - Rebecca Davison - Deborah Hill - Katie Walker - Samantha Walton - Rachel Parker			

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		○ Ruby Hill ○ Gemma Hodgson ○ Jessica Black ○ Jessica Green ○ Jessica Cooke			
Communication and storage	Specific named individual pupils and staff. Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	• All staff to be made aware of the schools Allergy Management Policy. • Parents make the school aware of any allergies their child has, any changes to allergy triggers or symptoms, and any changes to medical requirements. • Staff members make the school aware of any allergies they have, any changes to their allergy triggers or symptoms, and any changes to their medical requirements. • All persons with a known allergy will have an allergy action plan developed and shared with relevant persons, also displayed in staff room, to ensure staff are aware of the signs and can act in a suitable manner.	Circulate Allergy Management Policy Develop Allergy Action Plans in line with Healthcare Plans		

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		- Any changes are adequately recorded, and the relevant staff are made aware of the new information, e.g. the school nurse. - Changes in food ingredients, e.g. new allergens, or the materials used in the school's resources, e.g. single-use gloves and toys, are communicated to staff, parents and pupils as soon as possible. - There are 4 emergency AAI's available on site with the below mg amounts. 2x 150mg 2x 300mg - Emergency AAI's are stored in Brown's office and this information has been shared with school staff.			
Eating at school	Specific named individual pupils and staff.	All staff; pupils and visitors are made aware not to eat or drink at any time other than the designated break times during school hours.			

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	Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	Individuals are only permitted to eat and drink in the hall or designated classrooms. Classroom desks to be cleaned down after use.			
Failure to recognise symptoms	Specific named individual pupils and staff. Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	- As part of their induction, staff are trained to spot the symptoms of various allergic reactions and anaphylactic shock. - Individuals are taught to recognise symptoms in themselves and others. - This information is also detailed in the individual's allergy plans where the allergy is known about by school staff. - Where the individual is at risk of a reaction relating to skin contact with an allergen, e.g. natural rubber latex (NRL) allergy, regular skin checks are performed by the individual and, where appropriate, a suitable member of staff, to spot the early signs of irritation and/or dermatitis.	Rolling staff induction	Line managers	

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Contact-based allergens in school resources	Specific named individual pupils and staff. Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	Contact-based allergens in school resources	Food / DT resources to be checked for allergens		
School trips	Specific named individual pupils and staff. Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	- A separate risk assessment is conducted for each school trip which is specific to the location that is to be visited. - A designated adult accompanies any pupils at risk at all times. - Pupils' medication is taken and kept by the class teacher. - Staff and volunteers ensure they have the appropriate medication with them while on a school trip. - Any AAls, including a spare, are taken on the trip and stored securely.	All trip leaders to use Evolve to process trip forms within specific timescales. Upload Individual RA to Evolve and print before trip.		

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Food contamination	Specific named individual pupils and staff. Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	• All food tables are disinfected before and after being used. • Anti-bacterial wipes and cleaning fluid are used. • Boards and knives used for fruit and vegetables are a different colour to remind kitchen staff to keep them separate. • There is a set of kitchen utensils that are only for use with the food and drink of the individuals at risk. • There is also a set of kitchen utensils with a designated colour. These utensils are used only for food items that contain bread and wheat-related products. • Food items containing bread and wheat are stored separately. • [Updated] Food items containing nuts are not served at or bought into the school, in line with the school's Nut-free Policy.			
Incorrect or inaccurate food labelling	Specific named individual pupils and staff.	• The school ensures that, to meet its legal obligations in line with relevant legislation including Natasha's Law and Benedicts law	Regular reinforcement to staff and PTA.		

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	Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	foods classed as 'pre-packed for direct sale' (PPDS): - Clearly display the full name of the food. - Include the full ingredients list. - Clearly show any allergens, e.g. emphasised in bold. - Ingredient and allergen information is listed in a clear, legible format and either printed on the packaging or on a secured label. - The allergens listed are in line with the Allergen and Anaphylaxis Policy and apply to all PPDS foods, including PPDS foods prepared at the school. - PPDS foods that do not meet these standards are removed from the product line and/or sale and safely disposed of. - Staff report any abnormalities in PPDS food labelling to the relevant member of staff, e.g. kitchen manager, as soon as possible.			

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		- A designated member of staff is responsible for monitoring food ingredients, packaging and labelling on a regular basis. - Food suppliers are contacted in the event of any abnormalities in labelling and incorrect or incomplete ingredient lists. - PPDS foods are not labelled as 'free from' unless staff are absolutely certain there are not traces of that ingredient in the product. - Food allergen tracing procedures are in effect in line with the Allergen and Anaphylaxis Policy.			
Improper use of medication	Specific named individual pupils and staff. Pupils and staff unnamed who may not have had a previous known anaphylactic shock.	- Where required, an AAI is kept in a small clear box inside a second clear box with the individual's name and photograph on it. - This box is kept in the individual's work area or classroom with the first aid box, and all staff are made aware of its location. - Any additional medication is kept in the same box.			

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		- The medication is administered by an adequately trained, designated member of staff, in accordance with the Administering Medication Policy. - Regular reviews take place to assess the successes or failures of the school's current safeguards. - Parental consent forms are required for the administration of any medication to pupils.			
Below is a list of known pupils/students, staff and regular visits with allergies which school staff should be aware off and read their allergy plans if relevant: - Amelie Hardy - Jack Taylor - Sidney Taylor					