

School Allergy Safety

Local Implementation Statement

A. Document control and named leads

Required area	School-specific arrangement
School and site(s)	Q3 Great Barr Academy, Wilderness Lane, Great Barr, Birmingham, B43 7SD. (This includes outer buildings Grace Payne and Quest)
Effective date	30 th September 2026
Next review date	30 th September 2027
Trust policy link	The Mercian Trust - Policies
School Allergy Safety Lead	Bee Viridi, First Aid Coordinator Hannah Griffiths, Deputy Headteacher
Deputy / operational lead	Hannah Griffiths, Deputy Headteacher
Headteacher	Chris Bury, Headteacher
Catering lead/provider	Provider- Innovate Named lead- Martin Wharton Local contact route- Office based in Quisine Kitchen. Contact email Q3GreatBarr@impactfood.co.uk or Enquiries@gbr.merciantrust.org.uk

B. Identification, records and individual plans

Required area	School-specific arrangement
Admission and transition	During enrolment, the Admissions submissions from parents will advise if there are any health/ medical needs/ allergies. These are then updated on BROMCOM which is visible to all that have access to this platform. This would flag for new students and mid-year students joining the academy. Healthcare Plans are received via Sandwell Authority, which are then scanned to the student profile on BROMCOM and a hard copy kept in Student Services.
Allergy register	All students with an allergy have an icon on their BROMCOM profile which indicates this. An Allergy Risk Register is in the process of being completing and will be accessible by staff through the Portal.

Required area	School-specific arrangement
Individual Healthcare Plans	These are sent via electronic copy from the Sandwell Authority which are then scanned and uploaded to student's profile on BROMCOM and hard copy kept in Student Services. The IHP's are decided by the Sandwell Authority Nursing Team.
Local identification	If a student has an allergy/ health need/ medical need this is flagged as a 'Green Icon' on their profile. If staff hover over this icon it will give a brief description. For further information, staff can click on 'Health Background' which will give further details Medical Conditions, Dietary Needs & Disabilities. These are linked via internal systems from BROMCOM to the till system in Quisine as the information is synced to each student ID badge.
Staff, volunteers and visitors	Staff have access to BROMCOM which identifies any health needs/ disabilities or allergies. Volunteers and Visitors can access this information via Staff. Medication Consent Form folder and Student Care Plan folder is accessible in Student Services which has student pictures printed alongside either medical consent or their IHP.

C. Food, catering and exposure controls

Required area	School-specific arrangement
Allergen information	Menus are available via the Catering page on Q3 Academy Great Barr website for the general public to review In terms of allergen queries / questions - parents should contact both school and Q3greatbarr@impactfood.co.uk
Mealtime identification	The till system is connected to the school MIS, parents should declare any allergens directly with school, in writing and amend the MIS to reflect these i.e Fish allergy The till operator will observe the warning notice on the till and cross check the students desired item to purchase against the allergen file and/or flag to the Chef Manager/Allergen Buddy to ensure the choices are suitable. We encourage students/staff with allergens to make themselves known to the restaurant staff to ensure they are supported through the experience of purchasing a meal. An Allergen Buddy is visible at every service wearing a purple apron & hat, it is encouraged students with allergies interact with this staff member for queries. Allergen packs are available at every till point for team members to use in managing an allergen query and cross check dishes for suitability

Required area	School-specific arrangement
Cross-contact controls	Staff wear clean uniform and only change onsite Handwashing enforced every 20 minutes or when changing task Two stage cleaning is in use across the kitchen with team members trained to clean down every section following handling an allergen item. Utensils are sterilised and mechanically washed at high temperatures to ensure sanitised equipment Segregation is enforced across all fridges, freezer and dry store Manual allergen matrices are used wherever supplier items are changed or substitutions required.
Food from home and events	<i>The Allergy letter sent to parents on 5/10/26 states that:</i> There is one particularly important message for everyone: sharing food may feel like a kind and generous thing to do, but students should never share food, drinks, utensils or containers. Even a small amount of an allergen can cause a serious reaction, and ingredients are not always obvious. Keeping everyone safe is a shared responsibility. We want students with allergies to feel safe, confident and fully included in every aspect of school life. Please talk to your child about the importance of not sharing food and of telling an adult immediately if they feel unwell, believe they may have been exposed to an allergen or notice that somebody else needs help. Small actions, greater awareness and looking out for one another can make an important difference. For trips where students are providing a packed lunch from home please do not provide any products which may contain nuts.
Curriculum and environment	There are two additional Adrenaline Auto-Injectors located in the food technology classroom. The food curriculum teaches cross-contamination practices in KS3 and KS4. When students are educated off-site the following has been communicated to parents/carers: If your child has asthma and uses an inhaler, they should always have this on them whilst at school. If you wish school to store an additional inhaler for your child, please complete the form provided below. If your child has an allergy which requires the use of an Epipen, they must carry their own Epipen/AAI at all times. They should have two devices. We must have a spare Epipen in school at all times, please complete the form provided below. Your child will not be allowed to attend any off-site visit without these items.

Required area	School-specific arrangement
Inclusion and school meals	The till system is connected to the school MIS, parents should declare any allergens directly with school, in writing and amend the MIS to reflect these i.e Fish allergy The till system indicates if a student is eligible for free school meals and all options are available to choose from The till operator will observe the warning notice on the till and cross check the students desired item to purchase against the allergen file and/or flag to the Chef Manager/Allergen Buddy to ensure the choices are suitable. We encourage students/staff with allergens to make themselves known to the restaurant staff to ensure they are supported through the experience of purchasing a meal. An Allergen Buddy is visible at every service wearing a purple apron & hat, it is encouraged students with allergies interact with this staff member for queries. Allergen packs are available at every till point for team members to use in managing an allergen query and cross check dishes for suitability

D. Medication and emergency readiness

Required area	School-specific arrangement
Prescribed medication	Students who have asthma or an allergy which requires an Auto-Injector need to carry an inhaler or Auto-Injector on their persons at all times. A spare set can also be kept in Student Services alongside a valid signed and dated consent form from parents/carers giving permission to administer medication on site if needed. All other medications, including Paracetamol, need to be stored on Student Services, again alongside a signed and dated consent form. All medication is kept in Student Services in the Medicine Cupboard. Each medication is labelled with the student's name and Tutor Group. This medication is also included in the 'Manage Stock' section under Medication on Evolve.
Spare AAI locations	4 EpiPen Auto-Injectors are stored in Student Services in an Emergency Anaphylaxis Kit which hangs on a green Anaphylaxis Kit stand. 2 EpiPen Auto-Injectors will also be stored in Room 124 FOOD on Level 1.
Spare AAI stock	4 EpiPen Auto-Injectors are stored in Student Services in an Emergency Anaphylaxis Kit which hangs on a green Anaphylaxis Kit stand. Each Auto-Injector is an EpiPen Auto-Injector 300 Micrograms/ 0.3ML. 2 EpiPen Auto-Injectors will also be stored in Room 124 FOOD on Level 1. Each Auto-Injector is an EpiPen Auto-Injector 300 Micrograms/ 0.3ML.
Checks and replacement	All Auto-Injectors are recorded on Evolve and this flags if any of the Auto-Injectors have an expiry date coming up. Evolve is checked by Mrs B Viridi regularly as is the Medicine Cupboard/ Fridge and all other medication areas. If any device needs replacing, these are ordered via the First Aid supplier and ordered via the internal ordering platform.

Required area	School-specific arrangement
Emergency access	Site Address: Q3 Great Barr Academy, Wilderness Lane, Great Barr, Birmingham B43 7SD. Ambulance access point: Via Visitor Entrance/ Staff and Student Entrance. Internal Emergency Route: Via Reception/ Main doors via the Staff and Student Entrance Any staff member can call 999 and must radio/ contact Reception to notify them as Reception would meet ambulance and direct them to where the patient is.
Emergency asthma inhaler	There is an Emergency Asthma Inhaler Kit which can be located in Student Services. This contains 4 emergency Salamol CFC-Free Inhaler 100 micrograms and also 4 emergency spacers with a 5th in the Medicine Cupboard. Separate consents are held for these in the Emergency Inhaler Consent Form Folder which is located in Student Services.
Safe disposal	These are taken by Mrs B Viridi to a pharmacy to dispose of once a phone call has been made to discuss and confirm. There is a clinical waste bin and a sharps bin located in Student Services which is emptied by an external company Supreme monthly. Paramedics can have use of these if needed or dispose of medical supplies and clinical waste according to strict NHS and health and safety guidelines.

E. Training, visits and communication

Required area	School-specific arrangement
Annual training	This is currently provided by : The Admin Team, Sandwell School Nursing Sandwell & West Birmingham Hospitals NHS Trust Tel: 0121 612 2974 Secure Generic Email: swbh.shnsandwell@nhs.net This is an online training session which needs to be completed by all staff on a annual basis. Staff have completed this in Autumn term 1 via High Speed Training – allergy and anaphylaxis training for schools V4
Induction and briefings	New staff are inducted to school and shown the staff portal. The portal contains links to all safeguarding information. Allergy training will be provided to any staff regularly at the school.
Emergency drill	There will be a termly allergy drill held on the school site, involving a range of staff. The PXR reflection document will be completed after each drill and practice will be adapted where necessary,

Required area	School-specific arrangement
Visits, trips and clubs	A first aid kit will be taken on all trips off-site and this will now include an Emergency Inhaler and Spacer and an Emergency Auto-Injector. For clubs on site but after hours, staff will be clearly shown where the spare AAls are held in student services.
Pupils, families and staff	Allergy letter Oct 26.docx The Mercian Trust - Policies
Wellbeing and bullying	Staff can log bullying concerns through My Concern. Students can raise concerns through their personal tutor or Head of Year who can log on My Concern if appropriate.

F. Incidents, reporting and assurance

Required area	School-specific arrangement
Local recording	All allergic reactions, medication use, incidents and near misses are recorded via Evolve.
Immediate notification	All incidents are logged on Evolve and this sends an email to parents/ carers. Any ambulances on site are immediately reported to the Head Teacher. All allergy related incidents are reported to the senior allergy leader.
External reporting	RIDDOR is reported by the Site Manager/ Headteacher. Healthcare plan reviews are reported and maintained by the First Aid Coordinator.
Learning review	The SLT Allergy Lead will review the allergy policy annually and the allergy drills termly, reporting back to SLT and LGB, where necessary.
Local assurance	The Headteacher checks implementation and provides assurance through the Trust's executive single line of sight.
Published location	Policies Q3 Academy Great Barr

G. Approval and review record

Required area	School-specific arrangement
Consultation	All allergy information is recorded on BROMCOM for students via admission form submissions and for all staff via their application packs.
Headteacher approval	<i>Chris Bury – Headteacher 5/10/26</i>
School Allergy Safety Lead	<i>Hannah Griffiths – Deputy Headteacher 5/10/26</i>

Required area	School-specific arrangement
Change record	<i>n/a</i>