

Brentwood School and Community College

Job Description

Allergy Lead

The Allergy Lead is responsible for promoting a safe and inclusive environment for students with allergies. The post holder will coordinate allergy management procedures across the school and college, ensuring that staff are informed, trained, and prepared to respond effectively to allergic reactions and emergencies.

SUPPORT FOR Students
- Identify students with diagnosed allergies and maintain an up-to-date register. - Ensure Individual Healthcare Plans (IHPs) are developed, implemented and reviewed regularly. - Liaise with parents, healthcare professionals and school staff to ensure appropriate support is in place.
POLICY MANAGEMENT
- Create, publish and regularly review the school's Allergy Policy. - Ensure allergy procedures are communicated effectively to staff, students, parents and visitors. - Monitor compliance with allergy-related policies and guidance.
STAFF TRAINING
- Coordinate annual allergy awareness and emergency response training for all staff. - Maintain records of staff training and ensure refresher training is completed as required. - Provide guidance and support to staff regarding allergy management and emergency procedures.
EMERGENCY READINESS
- Oversee the provision, maintenance, and accessibility of spare emergency adrenaline auto-injectors (AAIs). - Ensure emergency medication is stored appropriately and is available when required. - Monitor expiry dates and arrange timely replacement of emergency medication.
SUPPORT FOR THE SCHOOL
- Record, investigate, and analyse all serious allergic incidents and near misses. - Identify trends and areas for improvement to enhance pupil safety. - Report significant incidents to senior leaders and, where appropriate, relevant external agencies. - Have excellent organisational and communication skills. - Be able to work collaboratively with students, families, staff, and healthcare professionals. - Demonstrate attention to detail and a commitment to pupil welfare and safeguarding. - Be willing to undertake appropriate allergy management and first aid training. - Promote awareness of allergies throughout the school community. - Support the school's commitment to inclusion, equality, safeguarding, and pupil wellbeing.