

ALLERGY PROCEDURES FOR:

Benton Park School

These procedures are designed to implement the school's statutory allergy safety duty under Section 34 of the Children's Wellbeing and Schools Act 2026, commonly referred to as Benedict's Law, and the Department for Education's statutory guidance, *Allergy Safety in Schools*.

Our statement of intent is:

- to implement the requirements of MLT Allergy Policy
- to be an allergy aware school
- to make adequate arrangements for the health, safety and welfare of staff, pupils and visitors
- to encompass a whole school approach that reduces risk, ensures rapid and effective emergency response, and supports inclusion and wellbeing
- to ensure safe handling and control of substances
- to assess and manage risks
- to provide clear training, instructions, information, and supervision for employees
- to provide staff training, annual anaphylaxis drills and robust emergency procedures
- to ensure clear roles and responsibilities, reliable documentation, and effective communication
- to maintain safe and healthy working conditions
- to review and revise these procedures as necessary at regular intervals.

Signed:	Headteacher
Signed:	Chair of Governors
Date: September 2026	Review date: September 2027

ALLERGY RESPONSIBILITIES

The Trust Board has ultimate responsibility for health and safety and premises matters in all Trust schools but delegates day-to-day responsibility to the CEO and Headteacher / Local Governing Body of Trust schools, as per their scheme of delegation (SoD).

Overall responsibility for health and safety within the establishment is that of:

Headteacher – *Nicholas Skilton, nicholas.skilton@bentonpark.mlt.co.uk*

Chair of Governors – *Victoria Clarke*

Named Governor responsible for Allergy management - *tbc*

Day-to-day responsibility for ensuring the procedures are put into practice:

Head Teacher

To ensure allergy management standards and procedures outlined in the Allergy Policy are maintained, the following people have responsibility in the following areas:

DESIGNATED ALLERGY LEAD:

Name and contact details: *Allana Howard, Allana.howard@bentonpark.mlt.co.uk*

Office Administrator Lead –

Name and contact details: *Sarah Reilly, sarah.reilly@bentonpark.mlt.co.uk*

Safeguarding Lead: *Allana Howard, Allana.howard@bentonpark.mlt.co.uk*

Serious Medicals Lead: *Charlie Hayes, Charlie.hayes@bentonpark.mlt.co.uk*

Catering Lead: *Craig Foulger, craig.foulger@bentonpark.mlt.co.uk*

Site Lead for allergy medication: *Nicola Parkinson,
Nicola.parkinson@bentonpark.mlt.co.uk*

All employees have to:

- undertake allergy awareness training
- understand that suspected anaphylaxis requires an immediate response
- be aware of locations of emergency medication
- be aware of Individual Healthcare Plans
- know who to contact
- understand how to log incidents and near misses
- co-operate on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and Safety advice is available from the Trust Estates Manager (Arron Davis) and the NYES Health and Safety Service Safety Risk Adviser:

Dale Barton NYES Health and Safety Service
07788 564533

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LOCATION OF EMERGENCY MEDICATION

SPARE ADRENALINE AUTO-INJECTORS (SPARE AAIs): School-held spare AAIs should be held as a back-up for emergency use where a pupil's own prescribed AAI is not available, has expired, is damaged, has misfired, or cannot be accessed quickly enough. Spare AAIs may also be used in accordance with medical authorisation, parental consent, emergency services advice, or in circumstances where any person is experiencing suspected anaphylaxis and immediate treatment is required to save life.

Pupils prescribed adrenaline auto-injectors must be able to access their medication without delay and, in line with DfE expectations, within five minutes wherever reasonably practicable during the school day, including lessons, breaktimes, lunchtimes, clubs and educational visits.

Epipens located at student reception and the 6th form office. Spare epipens for trips available in the main school office.

Person responsible for checking medication is in-date and ordering new supplies when required- **Site Lead for allergy medication:** Nicola Parkinson,
Nicola.parkinson@bentonpark.mlt.co.uk



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LOCATION OF INFORMATION

Medical and allergy information is shared on a need to know basis to ensure safety whilst respecting confidentiality

School to enter site specific location of:

- Centralised register of pupils with allergies located in the Medicals folder on the All Staff drive.
- Individual Healthcare Plans and Allergy Action Plans are stored on students Arbor profiles and available for all staff to utilise
- Allergy protocols shared with all staff on the location and protocols for students who may suffer from an allergic reaction or anaphylactic shock.
- Allergy and anaphylactic training undertaken by all staff in school. Emergency plan/drill to be highlighted to staff during CPD time in Sept annually; what to do if a child suffers from an allergic reaction/anaphylactic episode (delivered by AHO).
- Risk assessments will be included in all trip planning and as part of the trip Evolve. Staff attending trips will have had Allergy and anaphylactic training and spare EpiPens.
- Medical and parents/carers information is kept in Arbor MIS.
- EpiPen location in both buildings (main and 6th form) to ensure accessibility. Posters to signpost these locations around school.
- Information and locations shared with all visitors and supply staff in school.

CATERING IN SCHOOL

Trust Catering Manager: Heather Warwick (heather.warwick@mlt.co.uk)

Catering Lead- Craig Foulger, craig.foulger@bentonpark.mlt.co.uk

- Managed through Arbor- student allergies and pulled through to school to highlight the allergy on the tills at point of sale
- Menu displays daily/weekly (website) main 14 allergies displayed
- Natashas law PPE- for pre-packaged items, create a label which lists all ingredients
- Don't control main contains, shared ovens, can't control cross contaminations - Ilkley info to be sent- sent to parents of students with allergies, on bulletins and website
- Near misses MLT reporting on MLT sharepoint, severe incidents escalated to health and safety officer by Heather or dealt with onsite
- Fully nut kitchen school
- School unable to monitor packed lunches. Shared eating area for both packed lunch and purchased food items
- Breakfast items for sale follow same policies as all sold items
- All kitchen staff annual allergy training and online Allergy and Anaphylaxis training (SSS)
- All other activities involving food, allergens or potential trigger substances e.g. fundraising events such as cake sales, science lesson activities, food technology, cake sales must be approved by AHO and use catered items from the school kitchen (not home made).

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FIRST AID, REPORTING INCIDENTS AND NEAR MISSES

All allergy-related incidents, suspected allergic reactions, cases of anaphylaxis and near misses will be recorded in accordance with Trust procedures.

Incidents will be reviewed to identify any required changes to risk assessment, IHPs, catering, curriculum, trip arrangements or staff training.

The school will investigate incidents to identify causes, review the effectiveness of existing controls and implement any necessary improvements.

Emergency response sequence:

1. Treat suspected anaphylaxis as a medical emergency.
2. Administer the pupil's prescribed AAI immediately, or a spare AAI if appropriate.
3. Call 999 and state "anaphylaxis".
4. Contact parents/carers.
5. Keep the pupil under supervision and monitor continuously.
6. Administer a second AAI after 5 minutes if symptoms do not improve or return, in line with training and emergency guidance.
7. Record the incident and review controls afterwards.

Template reporting form is in the Trust First Aid Policy.

Incidents can be notified on MLT One Form

All emergency first aid incidents to be recorded on Arbor and CPOMS and communication with parents/carers made immediately.

The first aiders are:

Eve Bannister
Sophie Charlton
M Bamforth
Carl Beanland
Kate Boobyer
Grace Chattaway
Henry Connor Crabb
Harriet Daley
Nicola Downing
Helen Ellis
Steve Elsley
Michelle Emmott
Chris Filby
Craig Foulger
Tilly Fox
Maggie Green
Charlie Hayes
Kimberley Hirst
Christian Horner
Nina Howe
Danielle Isles
Ravi Kelly
Daniel Kerr
Emma Leonard
Chloe Parker Reaney
Nicola Parkinson
Sarah Reilly
Carol Rollinson
Lindsey Seddon
Peter Sheehan
Leah Smalley
Sarah Swales
Summer Sykes
Joe Sykes
Kat Thorley
Steve Waerea
Danielle Whittel
Luke Wilton
Phil Wix

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MONITORING AND REVIEW

The school adheres to the Department for Education's statutory guidance, *Allergy Safety in Schools* (July 2026), and the allergy safety policy duty introduced by Section 34 of the Children's Wellbeing and Schools Act 2026.

The headteacher ensures that clear systems are in place for communicating allergy information to all staff, including temporary and visiting staff. Incident information is reviewed to identify trends, lessons learned and required improvements

In the Headteacher's absence, health and safety responsibilities are delegated to another member of staff

All relevant risk assessments, e.g. to do with food preparation, or for a school trip, are carried out and controls to mitigate risks are implemented. These are reviewed and updated at least annually and whenever there are changes to implement.

All staff members are provided with training regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond in an emergency. After an incident, training is refreshed if required. Annual drills are undertaken.

The person responsible for investigating incidents is:

Headteacher/ Operations Manager

The person responsible for acting on investigation findings to prevent a recurrence is:

Nicholas Skilton, nicholas.skilton@bentonpark.mlt.co.uk

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EDUCATIONAL VISITS

The school follows the Trust Educational Visits Policy and handbook guidance, and requirements in the Allergy Policy for spare AAls on all visits

The Educational Visits Co-Ordinator(s) is/are:

Martin Bownass. Martin.bownass@bentonpark.mlt.co.uk

Risk assessments for off-site visits are to be completed by:

Lead for each individual trip and Martin Bownass. Martin.bownass@bentonpark.mlt.co.uk

MLT Policy, Procedures and Guidance for Educational Visits are kept in:

Policy folder on Sharepoint

Details of off-site activities are to be logged onto Evolve by:

The trip lead for each individual trip completes details of each activity on Evolve. This is checked and signed off by the EVC and the Headteacher.