



ALLERGY MANAGEMENT POLICY INCLUDING NUT & FOOD ALLERGY STATEMENT OF INTENT

Policy Statement

This policy applies to all Time4Sport-led services, excluding school-managed services, where the individual school's allergy and medical needs policies will be followed.

Time4SportUK is committed to providing a safe, inclusive and supportive environment for all children in our care. We recognise that allergies can range from mild reactions to severe and potentially life-threatening anaphylaxis. We believe all allergies should be taken seriously and managed in a professional and appropriate manner.

Our position is not to guarantee a completely allergen-free environment, but rather to minimise the risk of exposure, encourage self-responsibility where appropriate, and ensure effective planning and response to possible allergic emergencies.

Time4Sport complies with the Statutory Framework requirements to obtain information regarding dietary requirements and allergies. Parents/carers are required to provide details of any allergies and medical conditions through the booking system prior to attendance at any Time4Sport service.

Time4Sport also complies with the Food Information Regulations for England, Wales and Northern Ireland, including the requirements introduced under Natasha's Law.

Aim

The aim of this policy is to minimise the risk of any child suffering an allergy-related illness or allergy-induced anaphylaxis whilst attending Time4Sport services.

The underlying principles of this policy are:

- To establish effective risk management practices that minimise exposure of children, staff, parents, carers and visitors to known allergens.
- To ensure staff receive appropriate training and education to effectively prevent, recognise and respond to allergic reactions and anaphylaxis.
- To provide clear procedures for preventing, recognising and responding to allergic reactions.
- To promote effective communication between parents/carers, staff and healthcare professionals.
- To protect children with known or suspected allergies and support their full participation in activities.



Definitions

Allergy

A condition in which the body has an exaggerated immune response to a substance (allergen), also known as hypersensitivity.

Allergen

A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis

A severe, sudden and potentially life-threatening allergic reaction to food, medication, insect stings, bites or other allergens requiring immediate treatment.

Adrenaline Auto-Injector (AAI)

Emergency medication prescribed for individuals at risk of anaphylaxis, including EpiPen, Jext and Emerade devices.

EpiPen

A brand name of adrenaline auto-injector designed for immediate intramuscular administration during anaphylaxis.

Individual Healthcare Plan (IHCP) / Allergy Action Plan

A document outlining a child's medical condition, known allergens, symptoms, treatment requirements, emergency procedures and location of emergency medication.

Roles and Responsibilities

Manager / Provider

The Manager will:

- Ensure this policy is reviewed annually.
- Maintain an up-to-date register of children with allergies.
- Ensure suitable individual risk assessments are completed where necessary.
- Ensure staff receive allergy awareness and emergency response training.
- Ensure emergency medication is appropriately stored and readily accessible.
- Liaise with parents/carers regarding allergy management.
- Ensure effective communication regarding children's allergy management plans.
- Determine, where necessary and following consultation with parents/carers and healthcare professionals, whether restrictions or bans on certain foods are required to reduce risk.
- Ensure all allergy-related incidents are appropriately recorded and reviewed.



Staff Responsibilities

All staff will:

- Read, understand and follow this policy.
- Familiarise themselves with children's allergy information, healthcare plans and emergency procedures.
- Adhere to all health and safety requirements relating to food and drink.
- Take reasonable precautions to minimise exposure to allergens.
- Recognise the signs and symptoms of allergic reactions and anaphylaxis.
- Follow emergency procedures where required.
- Record and report allergy-related incidents.
- Promote handwashing before and after eating.
- Ensure children do not share food, drinks or utensils unless part of a planned and risk-assessed activity.
- Liaise with parents/carers regarding snacks and food-related activities.
- Request details of food products and derivatives that a child must avoid.
- Ensure relevant staff are aware of medication requirements and storage locations.

Designated staff will receive training in:

- Allergy awareness.
- Recognition of anaphylaxis.
- Emergency first aid procedures.
- Administration of adrenaline auto-injectors.

Training records will be maintained.

Parents and Carers

Parents/carers are responsible for providing accurate, up-to-date and complete medical information.

Parents/carers must:

- Inform Time4Sport of any known allergies before attendance.
- Complete all medical and allergy information accurately through the booking system.
- Notify Time4Sport immediately of any changes to their child's medical condition.
- Provide details of:
 - The allergen(s).
 - The nature and severity of reactions.
 - Required medication and administration instructions.
 - Preventative and control measures.



- Provide an up-to-date Allergy Action Plan or Healthcare Plan where appropriate.
- Supply prescribed medication, including in-date adrenaline auto-injectors, antihistamines and inhalers where required.
- Ensure emergency medication is clearly labelled with the child's name.
- Provide current emergency contact information.
- Liaise with staff regarding snacks, meals and food-related activities.

Where a child requires an adrenaline auto-injector, parents/carers are responsible for providing replacement medication before expiry dates.

Children requiring life-saving medication, including adrenaline auto-injectors, may not attend Time4Sport services without the required medication being available.

Medical Information and Healthcare Plans

Upon registration, parents/carers will be asked to provide details of any allergies.

For children with diagnosed allergies, Time4Sport will:

- Obtain written allergy information from parents/carers.
- Request an Allergy Action Plan or Healthcare Plan where available.
- Record emergency contact details.
- Complete an individual risk assessment where appropriate.
- Share relevant information with staff on a need-to-know basis.
- Review and familiarise staff with the child's allergy information.
- Store Healthcare Plans securely within designated online SEND folders.

The wearing of medical alert bracelets is permitted and encouraged where appropriate.

Medication Management

Where an adrenaline auto-injector is required:

- Parents/carers are responsible for providing and replacing medication before expiry.
- Medication must be clearly labelled.
- Medication must be in date.
- Medication must be readily accessible at all times and never locked away during operating hours.
- Medication should be stored securely within designated first aid provisions or agreed accessible locations.
- Medication must accompany the child during outings, trips and off-site activities.



A written record will be maintained for all medication administered.

Food and Allergen Management

Time4Sport cannot guarantee a completely allergen-free environment. However, reasonable measures will be taken to minimise risks.

These measures include:

- Obtaining ingredient information for food provided.
- Considering allergy risks when planning meals, snacks and activities.
- Supervising meal and snack times appropriately.
- Encouraging children not to share food, drinks or utensils.
- Cleaning tables and food preparation areas before and after use.
- Informing parents/carers when food is required for events, celebrations or cooking activities.
- Liaising with parents/carers regarding food-related activities.
- Implementing additional allergen controls where individual risk assessments identify a need.

Where necessary, following consultation with parents/carers and healthcare professionals, restrictions on specific foods may be implemented and communicated to all relevant parties.

Catering and Allergen Information

Kitchen and catering staff will:

- Maintain an up-to-date list of known allergens within menus.
- Provide allergen information to parents and carers upon request.
- Review all dishes for allergen content.
- Check packaging labels regularly, recognising that suppliers may change ingredients.
- Provide full ingredient information and allergen labelling on pre-packaged foods prepared on-site.
- Comply with all requirements of Natasha's Law.

For pre-packaged foods produced on-site, the following information will be provided:

- The name of the food.
- A full ingredients list.
- Clear identification of allergenic ingredients.

Consumers may be allergic to ingredients beyond those legally recognised. However, UK food legislation requires declaration of the following 14 allergens:



- Celery
- Cereals containing gluten (including wheat, barley and oats)
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites (above legal thresholds)
- Tree nuts (including almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)

Whilst every reasonable precaution will be taken, Time4Sport cannot guarantee that foods are completely free from traces of allergens, including nuts.

Recognising Allergic Reactions

Mild to Moderate Reactions

Symptoms may include:

- Itchy rash or hives.
- Swelling of lips, face or eyes.
- Tingling sensation in the mouth.
- Abdominal pain.
- Vomiting.
- Diarrhoea.

Severe Reactions (Anaphylaxis)

Symptoms may include:

- Difficulty breathing.
- Wheezing or persistent coughing.
- Swelling of the tongue or throat.
- Hoarse voice.
- Dizziness.
- Collapse.
- Loss of consciousness.



Emergency Procedures

If an allergic reaction occurs:

1. Remain calm and reassure the child.
2. Check the child's Allergy Action Plan or Healthcare Plan where available.
3. Administer prescribed medication in accordance with the child's plan.
4. If anaphylaxis is suspected, administer the child's adrenaline auto-injector immediately.
5. Call 999 immediately and clearly state "anaphylaxis".
6. Follow any instructions provided by emergency services.
7. Contact parents/carers as soon as possible.
8. A member of staff must remain with the child until emergency services arrive.
9. Complete an incident report following the event.

Where symptoms are mild and do not constitute an emergency:

1. Refer to the information provided by parents/carers.
2. Follow the child's healthcare guidance.
3. Contact parents/carers for advice where appropriate.
4. Continue to monitor the child closely and escalate to emergency procedures if symptoms worsen.

Outings and Off-Site Activities

Before any outing or trip:

- Allergy risks will be considered during planning and risk assessment processes.
- Relevant medication and healthcare plans will accompany the child.
- Attending staff will be informed of allergy risks and emergency procedures.
- Emergency contact details will be readily available.
- Medication must remain accessible throughout the activity.

Confidentiality

Information relating to a child's allergies will be treated confidentially and stored securely. Relevant information will be shared only with staff who require the information in order to protect the child's health, safety and wellbeing.