



Allergies Policy including Nut & Food Allergy Statement of Intent

This policy applies to all Time4Sport led services, excluding school managed services, where we will follow the school's individual policy.

We are aware that children who attend Time4Sport sessions may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

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

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such, parents/carers are asked to provide details of allergies on our booking system, which is submitted before attending any Time4Sport service.

We also comply with the Food Information Regulations for England, Wales, and Northern Ireland; these come under Natasha's Law.

Aim: The intent of this policy is to minimise the risk of any child suffering allergy-related illness or allergy-induced anaphylaxis whilst at Time4Sport.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the pupil, staff, parent and visitor exposure to known trigger foods and allergens.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

Definitions:

- **Allergy** – A condition in which the body has an exaggerated response to a substance (e.g. food or drug) also known as hypersensitivity.
- **Allergen** – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- **Anaphylaxis** – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- **EpiPen** – Brand name for syringe style device containing the drug adrenaline, which is ready for immediate intramuscular administration.
- **Health Care Plan** – a detailed document outlining an individual student's condition, treatment, and action plan for location of EpiPen.

Procedures and Responsibilities for Allergy Management:

General

Effective communication regarding a child's IHCP should be established and involve all relevant staff.

Staff training in anaphylaxis management, if needed, including awareness of triggers and first aid procedures (including EpiPen training), is to be followed in the event of an emergency.

Medical Information

Parents/carers must report any change in a child's medical condition.

For students with an allergic condition, Time4Sport requires parents/guardians to contribute as much information as possible on the booking system.

Time4Sport review and familiarise themselves with the medical information.

The wearing of a medic-alert bracelet is allowed.

IHCPs will be stored online in SEND folders.

Medical Information – EpiPens

Where EpiPens (adrenaline) are required in the Health Care Plan:

- Parents/guardians are responsible for the provision and timely replacement of the EpiPens.
- EpiPens are to be located securely in the first aid box and/or classroom.

Parent's/Carer's role:

Parents are responsible for providing, up to date, accurate and current medical information to Time4Sport.

Parents/Carers must notify Time4Sport on the booking system, confirming and detailing the nature of the allergy, including:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of allergic reaction, including any medication and how it is to be used.
- Control measures – such as how the child can be prevented from coming into contact with the allergen.

If a child has an allergy requiring an EpiPen, it is the responsibility of the parents/carers to provide Time4Sport with up-to-date medication/equipment, clearly labelled in a suitable container.

In the case of lifesaving medication, like EpiPens, the child will not be allowed to attend Time4Sport services without it. Parents/Carers are required to provide up to date emergency contact information. Parents/Carers should liaise with staff about appropriateness of snacks and any food related activities (e.g. cooking, tasting).

Staff Role

Staff are responsible for familiarising themselves with the policy and must adhere to health & safety regulations regarding food and drink.

The management team will determine if a ban on certain foods is needed after consultation with the parent/guardian and health professionals.

If appropriate, this will then be publicised to the whole Time4Sport community. All staff who come into contact with the child will be made aware of any treatment/medication required and where any medication is stored.

Time4Sport staff and key support staff will:

- Promote handwashing before and after eating.
- Liaise with parents/carers about snacks and any food-related activities.
- Ensure that children are not permitted to share food unless part of a planned activity that Time4Sport has risk assessed.
- Ask the parent/carer for a list of food products and food derivatives the child must not come into contact with.

Kitchen staff will maintain a list of known allergens in the Time4Sport meal menus and these can be shared with parents and guardians. Allergen information will be made available for dishes served. It will cover all items on the menu offering. All dishes must be reviewed for allergen contents. Suppliers may substitute ingredients or products that previously didn't have an allergen contained, therefore the packaging label will be cross-checked.

Catering staff will provide full ingredient lists and allergen labelling on foods pre-packaged and distributed on the premises, in line with Natasha's Law.

For pre-packaged food Time4Sport will provide the following information:

- The food's name.
- A full list of ingredients, emphasising any allergenic ingredients. The information will apply to all food made on-site.

Catering staff will provide information regarding whether foods contain any of the listed allergens as an ingredient. Consumers may be allergic or have intolerance to other ingredients, but only the 14 allergens are required to be declared as allergens by food law in the UK.

The 14 allergens:

- Celery
- Cereals containing gluten (such as barley and oats)
- Crustaceans (such as prawns, crabs and lobsters)
- Eggs
- Fish
- Lupin
- Milk
- Molluscs (such as mussels and oysters)
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)
- Tree nuts (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)

Time4Sport cannot, however, guarantee that foods will not contain traces of nuts or other allergens. Designated staff are trained in first aid and EpiPen use, including storage. Emergency medication should be easily accessible, especially at times of high risk.

Actions

In the event of a child suffering an allergic reaction:

1. If it is not an emergency situation, check to see booking system notes given from parents for advice/understanding.
2. If a child has an EpiPen and is suffering an extreme allergic reaction, administer the medication immediately, then call 999.
3. In an emergency situation, e.g. the child is suffering serious symptoms/a severe allergic reaction ring 999 and follow advice.
4. Contact parent to advise, or ask for advice if less serious symptoms.