Allergy Policy

Purpose and Scope

Buzzers recognises that allergies can have a significant impact on children's safety, wellbeing and confidence. This policy sets out the arrangements Buzzers will use to identify and manage allergy risks within its school wraparound care provision, including breakfast clubs, after-school clubs and associated activities. The policy applies to known allergies affecting children, staff and visitors where these may create a risk during Buzzers provision. It covers food allergies as well as relevant contact and airborne allergens. Where a child is also subject to a school or venue allergy policy, Buzzers will work with the school to ensure arrangements are consistent and responsibilities are understood.

Roles and Responsibilities

Sally Walker, the director and allergy lead, will have overall responsibility for allergy safety. Overseeing implementation, staff awareness, incident review and annual review of this policy.

- The allergy lead will maintain appropriate allergy records and ensure relevant staff have access to the information they need.
- All staff are responsible for following this policy, checking allergy information before activities and food are provided, reducing avoidable exposure risk and reporting incidents or near misses.
- Parents/carers are expected to provide accurate and up-to-date information about their child's allergies, medication and emergency arrangements, and to notify Buzzers promptly of any changes.
- Where a child has an Individual Healthcare Place (IHP), Allergy Action Plan or other healthcare-professional guidance, staff will follow the documented arrangements.
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Allergy Awareness and Staff Training

All staff who may be present while children are attending Buzzers provision will receive allergy awareness and emergency response training at least annually. Training will be refreshed when incidents or near misses identify a need for improvement.

Allergy awareness training includes but is not limited to:

- What allergies are, how allergic reactions can occur and how to reduce risk.
- The differences between food allergy, coeliac disease and food intolerance.
- Common signs and symptoms of an allergic reaction and how to recognise anaphylaxis
- How to locate and use emergency medication, including adrenaline auto-injectors (AAIs) and asthma reliever inhalers where relevant.
- How and when to call emergency services and inform parents/carers.
- How to check Buzzers' allergy records and use a child's Allergy Action Plan or IHP.
- Staff responsibilities for preventing contact with known allergens.
- How to record and report an allergic reaction, anaphylaxis or near miss.
- The potential emotional and wellbeing impact of living with an allergy.

New, temporary and cover staff will be made aware of relevant allergy arrangements before they supervise children. Staff training does not replace any additional clinical competency or delegation requirements that apply to an individual child.

Identification and Allergy Records

When you have signed your child up to attend Buzzers, for the first time, before attending please email clubs@buzzers.org.uk with:

- The child's known allergen(s)
- The symptoms and severity of previous reactions where relevant information is provided
- Whether the child have an Allergy Action Pla, Asthma Action Plan or IHP.
- Whether the child carries prescribed emergency medication, including the type and dosage of AAI where applicable and where these will be kept.
- Any reasonable adjustments or additional supervision/support required.
- Any relevant information that you would be helpful to our staff to know.

This will be shared the staff on site and ensure that we can have a safe environment for your child before they enter the premises. Allergy information will be kept accessible to staff who need it to keep children safe, while being handled confidentially and only shared on a need-to-know basis.

Individual Healthcare Plans and Allergy Action Plans

Where an allergy has a functional impact on a child, carries a risk or harm, or requires arrangements that are additional to or different from the general arrangements, Buzzers will work with the parent/carer and relevant professionals/school to ensure the required support is documented.
An IHP or Allergy Action Plan should set out the child's allergens, signs and symptoms, emergency response, medication arrangements and any reasonable adjustments required. Updated healthcare professional plans will be incorporated into the child's records as soon as practicable.

Minimising the risk of exposure

Buzzers will take reasonable and proportionate steps to minimise the risk of children, staff and visitors coming into contact with known allergens.

- Staff will check allergy information before food is prepared, served or offered to children.
- All food that is given to children with allergies will be recorded and logged. We will keep this log on site for 3 months with copies available upon request.
- Food provided by Buzzers will be planned and handled with known allergies in mind. Ingredient and allergen information will be available to relevant staff.
- Buzzers will take reasonable steps to prevent cross-contact, including appropriate handwashing, cleaning of surfaces and utensils, and separation of allergen-containing foods where required.
- Food brough into the setting by children, parents/ carers or staff will be managed in accordance with the individual child's risk assessment and the arrangements agreed with the school/venue.
- Staff will consider allergen risks when planning craft, cooking, science, sensory, animal-related and other activities.
- Where a child has a contact or airborne allergy, reasonable adjustments will be considered and implemented where practicable.
- External visits and trips will include an allergy risk assessment where a child is at risk of anaphylaxis or has another allergy requiring specific arrangements.

Food allergy and allergen information

Where Buzzers provides food, staff will make reasonable efforts to ensure that food offered to a child is appropriate for their recorded allergy requirements. Parents/carers will be informed of relevant arrangements and should provide accurate allergy information.
Staff must never assume that a food is safe because it has been eaten previously. Ingredient information and allergen information must be checked where necessary, and food must not be given where staff cannot establish that it is suitable for the child.

Sharing Food and Healthy Eating Policy

Under the Buzzers 'Sharing of Food & Promoting Healthy Eating Policy', Buzzers enforces a 'No Nuts Policy' for all children/ young people. No food items with nuts or nut elements are to be used or consumed within the session/Club/Camp premises.

Children/young persons are not permitted to share food. All children/young people will be reminded by Buzzers Academies staff about the importance and relevance of not sharing or swapping food during snack and lunch times.

When a child/young person celebrates a birthday whilst at a Buzzers Academies session/Club/Camp, food items are not to be shared with other children/young people e.g. cake or sweets. This applies to all food and drinks. Instead of food, parents/carers/ guardians may provide children/ young people with a different treat e.g. party hats, toys etc.

For more details, please review our Sharing of Food & Promoting Healthy Eating Policy.

Emergency medication and anaphylaxis

Children who are prescribed adrenaline must have rapid access to their prescribed devices while attending Buzzers, including during outdoor activities and sports. Where anaphylaxis is suspected, adrenaline should be given without delay in accordance with the child's Allergy Action Plan and staff training, and emergency services must be called.

- Prescribed medication will be stored or carried in a manner that allows rapid access and is consistent with the child's documented arrangements.
- Staff will know where prescribed medication is kept and who is trained/authorised to administer it.
- Medication must be checked periodically to ensure it remains in date and is appropriately labelled.
- For off-site activities, required medication will travel with the child and trained staff will accompany the group.
- Where Buzzers and the host school have separate emergency medication arrangements, these will be agreed with the school in advance.

If a child shows signs of a severe allergic reaction/ anaphylaxis, staff will follow the child's emergency plan, administer prescribed emergency medication where trained and authorised to do so, call 999, inform the parent/carer and follow emergency-services instructions. A second dose of adrenaline will be administered where indicated by the child's plan/emergency guidance and available.

Wellbeing and inclusion

Buzzers will support children with allergies to participate fully in wraparound care without unnecessary exclusion or embarrassment. Staff will be sensitive to the anxiety that allergy and the possibility of anaphylaxis can cause.

Bullying, teasing or deliberate exposure to an allergen will not be tolerate and will be address through Buzzers' behaviour and safeguarding procedures. Any awareness work with children will be age-appropriate and should not single out or embarrass an individual child.

Incidents and near misses

All allergic reactions, suspected anaphylaxis incidents and significant near misses will be recorded and reported in line with Buzzers' incident reporting procedures. Parents/carers will be informed promptly where appropriate.

Incidents and near misses will be reviewed to identify learning and determine whether changes are needed to risk assessments, staff training, food arrangements, communication or this policy. Parents/carers may report an incident after the child has returned home, including where symptoms become apparent later.

Information sharing and confidentiality

Allergy and health information will be treated as confidential information. Buzzers will share relevant information with staff and the host school/venue where necessary to protect a child's safety and provide appropriate care. Information will be shared respectfully and only with those who need it for safeguarding, care or emergency response.

Records will be handled in accordance with Buzzers' data protection and privacy arrangements.

Communication and awareness

This policy will be made available to Buzzers staff and, where appropriate, parents/carers. Staff will be expected to understand the policy as part of their allergy awareness training. Relevant arrangements will also be communicated to host schools so that responsibilities are clear.

Monitoring and review

The policy will be reviewed at least annually and sooner where an incident, near miss, change in guidance, change in provision or other concern indicates that an update is required. Reviews will consider incidents and near misses and seek to identify lessons and improvements.

Appendix 1- Staff emergency checklist

1. Recognise the signs of an allergic reaction/ anaphylaxis
2. Stay with the child and follow their Allergy Action Plan/ IHP
3. Administer the child's emergency medication if indicated and within staff training/ authorisation
4. Call 999 and state that anaphylaxis is suspected where appropriate
5. Inform the parent/carer as soon as practicable while maintaining emergency care
6. If a second adrenaline device is available and the emergency plan/ emergency services indicate it is required, administer it as directed
7. Record the incident and report it to the Buzzers manager

This policy was reviewed and/or updated on 20/10/2026