



friends on the hill

allergy management policy

1 introduction

- 1.1 friends on the hill is committed to providing a safe environment for every child. We recognise that allergies, particularly food allergies, can be life-threatening and require careful planning and prompt action.
- 1.2 this policy applies to all staff, volunteers and children attending the club, and their parents.

2 responsibilities

- 2.1 the manager (or alternate) and management are responsible for ensuring:
- allergy information is collected before attendance
 - the anaphylaxis form is completed for each child where a parent declares an anaphylactic reaction to an allergen
 - provided medication is easily available to staff
 - staff receive training
 - policies are reviewed regularly
- 2.1 staff will:
- know which children have allergies
 - understand allergy symptoms
 - know where medication is stored
 - administer medication when required
 - contact emergency services immediately if anaphylaxis is suspected
- 2.2 parents will:
- declare all allergies before attendance (and complete the anaphylactic form where relevant)

- provide prescribed medication
- replace expired medication
- update the club if medical information changes

3 food safety

3.1 staff will:

- read ingredient labels every time
- never guess ingredients
- minimise cross-contamination
- supervise snack times
- discourage food sharing

4 medication

4.1 medication will:

- remain easily accessible
- never be locked away if this delays access
- be checked monthly for expiry dates

5 training

5.1

all staff will receive annual training covering:

- recognising allergic reactions
- recognising anaphylaxis
- use of adrenaline auto-injectors
- emergency procedures

6 emergency procedure

6.1 if anaphylaxis is suspected:

1. Give adrenaline immediately.
2. Call 999.
3. State "Child suffering from anaphylaxis." and confirm that adrenaline has been administered
4. If symptoms continue after five minutes and another injector is available, administer a second adrenaline auto-injector
5. Contact parents once emergency services have been called.
6. Record the incident.