



HA4K Allergies policy

Purpose

Holiday Activities for Kids (HA4K) are committed to providing a safe, inclusive and supportive environment for all children attending our Provision, including children with food allergies, intolerances and other food-related medical conditions.

Holiday Activities for Kids (HA4K) recognises that an allergic reaction can be serious and potentially life-threatening. All staff have a responsibility to understand allergy risks, prevent avoidable exposure and respond promptly and appropriately to an allergic reaction.

This policy should be read alongside the settings:

- First Aid Policy
- Food Hygiene Policy
- Individual Healthcare Plans (IHPs), where applicable.

Legal and regulatory framework

This policy has been developed regarding relevant legislation and current government guidance, including:

- **Food Information Regulations 2014**, which require food businesses, including school caterers, to provide information about regulated allergens in food they serve.
- **Natasha's Law / PPDS allergen labelling requirements**, which came into force on 1 October 2021. Where food is **pre-packed for direct sale (PPDS)**, it must have the name of the food and a full ingredients list, with any of the 14 regulated allergens clearly emphasised.
- **Children and Families Act 2014**, including the duty relating to supporting pupils.
- **Department for Education Allergy Safety in Schools statutory guidance (2026)**, which sets out expectations around allergy policies, staff training, Individual Healthcare Plans, emergency response and learning from serious incidents and near misses.
- Relevant principles associated with **Benedict's Law**, including stronger allergy awareness, staff training, appropriate emergency preparedness and ensuring children with allergies can participate safely and fully in school life.
- The Government's 2026 allergy-safety at work has been informed by the campaign following the death of Benedict Blythe.

The setting will monitor changes to legislation and government guidance and will update this policy when necessary.

Aims

Holiday Activities For kids (HA4K) aims to:

1. Identify children with known allergies before they are attending the club.
2. Obtain accurate and up-to-date allergy information from parents/carers.
3. Ensure appropriate Individual Healthcare Plans are available where required.
4. Reduce the risk of children being exposed to known allergens.
5. Ensure staff understand the signs and symptoms of an allergic reaction.
6. Ensure staff know where emergency medication is kept and how to use it appropriately.
7. Ensure children with allergies are not unnecessarily excluded from activities, food or social occasions.
8. Maintain clear communication between parents/carers, HA4K staff, catering staff and other relevant professionals.
9. Record, investigate and learn from allergic reactions and near misses.
10. Promote a culture in which allergies are taken seriously.

Responsibilities

HA4K Manager

The Manager will:

- Ensure this policy is implemented:
- Ensure relevant staff receive appropriate allergy awareness training:
- Maintain an up-to-date register of children with known allergies:
- Ensure risk assessments and Individual Healthcare Plans are reviewed:
- Ensure emergency medication is accessible and appropriately stored:
- Ensure incidents and near misses are recorded and reviewed:
- Ensure appropriate arrangements are in place for activities, special events.

HA4K Staff

All staff must:

- Familiarise themselves with the allergies of children in their care:
- Follow each child's Individual Healthcare Plan:
- Check food labels and allergen information before serving food:
- Never guess whether a food contains an allergen:
- Prevent cross-contact wherever reasonably possible:
- Know where emergency medication is stored:
- Know how to respond to a suspected allergic reaction:
- Report and record any allergy incident or near miss immediately.

Parents and carers

Parents/carers are expected to:

- Provide complete and accurate information about their child's allergy:

- Inform the setting immediately of any change to the child's allergy or medication:
- Provide prescribed emergency medication where required:
- Ensure medication is within its expiry date:
- Provide relevant medical information and supporting documentation:
- Participate in the development and review of the child's Individual Healthcare Plan.

Allergy information and registration

Before a child joins Holiday Activities For (HA4K) parents/carers will be asked to provide information about:

- Diagnosed allergies:
- known triggers:
- Symptoms and severity of previous reactions:
- Prescribed medication:
- Whether the child has an adrenaline auto-injector (AAI):
- Emergency contact details:
- Relevant medical advice:
- Any dietary requirements arising from the allergy.
- The setting will maintain an up-to-date allergy register. Information will be shared with staff on a need-to-know basis so that children can be kept safe.
- Parents/carers must notify the setting immediately if there is any change to their child's allergy, medication or medical advice.

Individual Healthcare Plans

- Where appropriate, an Individual Healthcare Plan (IHP) will be developed for a child with an allergy.
- The child's allergy/allergies:
- Known triggers:
- Symptoms of a mild/moderate reaction:
- Symptoms of anaphylaxis:
- Prescribed medication:
- Location of medication:
- Emergency procedures:
- Who should be contacted:
- Any specific precautions required:
- A full list of allergies are available in a pink folder at wraparound and they can also be viewed online:
- Arrangements for activities and special events.

The IHP will be reviewed regularly and whenever there is a significant change in the child's condition, treatment or circumstances.

Food and allergen management

Holiday Activities For Kids (HA4K) will take reasonable and proportionate steps to prevent accidental exposure to known allergens.

Staff will:

- Check ingredient labels before serving food:
- Check products whenever a supplier, brand, recipe or ingredient changes:
- Keep accurate allergen information for food provided:
- Avoid using food where allergen information is unavailable or uncertain:
- Prevent cross-contact between foods wherever reasonably practicable:
- Use clean utensils and preparation areas:
- Supervise children appropriately during eating:
- Ensure food is stored safely and appropriately.

Staff must never assume that a food is safe simply because it has been eaten previously.

Where food is prepared or packaged on site, staff will follow the applicable allergen-information and food-labelling requirements.

Natasha's Law

provides food that meets the definition of **pre-packed for direct sale (PPDS)**, the food will be labelled in accordance with Natasha's Law.

The label must include:

- The name of the food:
 - A full ingredients list, with the regulated allergens emphasised.
- Natasha's Law applies to PPDS food and is legally applicable to relevant food provided by schools and nurseries.

The 14 regulated allergens

Staff responsible for food provision must be familiar with the 14 regulated allergens:

1. Cereals containing gluten
2. Crustaceans
3. Eggs
4. Fish
5. Peanuts
6. Soybeans
7. Milk
8. Nuts
9. Celery
10. Mustard
11. Sesame
12. Sulphur dioxide and sulphites
13. Lupin
14. Molluscs

Allergen information must be obtained from reliable ingredient and product information.

Food brought from home

Where children bring food into the setting, parents/carers will be encouraged to:

- Clearly label packed food where appropriate: (where it might get shared e.g Birthday cake)
- Inform Holiday Activities For Kids (HA4K) of any relevant allergen concerns:
- Follow any specific allergy arrangements agreed for their child.

Holiday Activities For Kids (HA4K) will consider the risks associated with food brought from home as part of its overall allergy risk assessment.

Current DFE guidance specifically recommends that food brought from home is considered when developing allergy-safety arrangements.

Holiday Activities For Kids (HA4K) will avoid blanket restrictions on foods unless a specific risk assessment demonstrates that such a restriction is necessary and proportionate.

Staff training

All staff working will receive appropriate allergy-awareness training.

Training will cover:

- What allergies and anaphylaxis are:
- Common allergy triggers:
- The signs and symptoms of an allergic reaction:
- How to reduce allergen exposure:
- Preventing cross-contact:
- Reading food labels:
- Natasha's Law and PPDS requirements:
- Individual Healthcare Plans:
- Emergency procedures:
- Appropriate use of adrenaline auto-injectors where relevant:
- Recording and reporting incidents.

New staff will receive allergy information as part of their induction.

Training and competency will be reviewed regularly and following any significant incident or change in guidance.

Emergency response

If a child is suspected of having a severe allergic reaction/anaphylaxis, staff will act immediately in accordance with the child's Individual Healthcare Plan and emergency procedures.

Possible symptoms include:

- Difficulty breathing or wheezing:
- Swelling of the lips, tongue or throat:
- Difficulty swallowing or speaking:
- Sudden hoarseness:
- Widespread hives or rash:
- Collapse, dizziness or loss of consciousness:
- Sudden deterioration following exposure to a known allergen.

Where anaphylaxis is suspected, **staff must not wait for symptoms to become worse before following the child's emergency plan and administering prescribed emergency medication.**

Emergency medical assistance will be requested:

The child will not be left alone and closely monitored:

Parents/carers will be contacted as soon as practicable after emergency arrangements have been initiated.

Adrenaline auto-injectors

Where a child has a prescribed adrenaline auto-injector (AAI):

- The setting will know where the AAI is stored:
- Relevant staff will know how to access it:
- Staff responsible for the child will know how to use it in accordance with their training and the child's emergency plan:
- Medication will be checked regularly for expiry:
- Appropriate arrangements will be made for activities.

Where the setting is operating under arrangements that permit access to emergency spare AAIs, these will be managed in accordance with current legislation, government guidance and the setting's medication procedures.

Activities, and special events

Allergy risks will be considered when planning:

- Cooking and food activities:
- Arts and crafts involving food products:
- Parties and celebrations:
- Breakfast or after-school snacks;
- Activities involving external providers.

Staff will ensure that appropriate medication and allergy information accompany children when required.

Children with allergies will be supported to participate fully wherever this can be achieved safely.

Communication

Effective communication is essential.

Relevant information will be communicated between:

- Parents/carers:
- School staff:
- wraparound/ Camp Staff:
- Catering staff:
- Supply/agency staff:
- External childcare providers:
- Relevant healthcare professionals where appropriate.

Where wraparound care is delivered by an external provider on school premises, the school and provider will agree clear responsibilities for allergy management, information sharing, medication and emergency response.

Incidents and near misses

All suspected allergic reactions, accidental exposures and significant near misses will be recorded.

Following a serious incident, the setting will:

- Ensure the child's immediate safety and obtain medical assistance:
- Inform parents/carers:
- Complete the appropriate incident records;
- Review what happened:
- Identify any failures or areas for improvement:
- Update the child's risk assessment or IHP where necessary:
- Consider whether staff training or procedures need to be changed.

The purpose of reviewing incidents is to learn lessons and reduce the likelihood of recurrence.

Inclusion and equality

The setting recognises that children with allergies should be able to participate in Activities alongside their peers.

All reasonable steps will be taken to manage allergy risks without unnecessarily restricting a child's participation.

The setting will work with parents/carers and relevant professionals to identify safe and practical adjustments.

Monitoring and review

The Wraparound Manager will monitor the implementation of this policy.

- The policy will be reviewed:
- At least annually:
- following a significant allergic reaction or near miss:
- following changes in legislation or government guidance;
- following significant changes to the food service or wraparound provision.

The setting will ensure that allergy arrangements remain consistent with current Department for Education and Food Standards Agency guidance.

This policy was adopted by HA4K

Date: 3/08/2026

To be reviewed: August 2027

Signed: Dan Connolly
Nathan Kirk

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2026) and Welfare requirements: medicines (3.60 3.62) safer eating (3.64 -3.71).