

Allergy Management

1. Purpose

This policy explains how Little Monkeyz manages food allergies and intolerances to reduce the risk of allergic reactions and to keep all children and staff safe.

2. Scope

This policy applies to all children, staff, volunteers, visitors and contractors involved in food preparation, serving food or supervising children.

3. Responsibilities

Manager:

- Maintain up-to-date allergy records.
- Ensure staff receive allergy awareness training.
- Review healthcare plans every 12 months if nothing changes
- Ensure emergency medication is accessible.

Staff

- Read and follow individual allergy care plans.
- Check ingredients before serving food.
- Prevent cross-contamination.
- Report concerns or incidents immediately.

4. Collecting Allergy Information

Parents/carers must provide written details of any allergies, intolerances or prescribed medication before a child starts. Records will be reviewed regularly and whenever a child's needs change.

5. Individual Allergy Care Plans

A personalised care plan will be in place for every child with a diagnosed allergy. The plan will include allergens to avoid, symptoms, medication, emergency contacts and actions to take in an emergency.

6. Food Preparation and Serving

- Wash hands before handling food.
- Clean and sanitise preparation areas.
- Use separate utensils where required.
- Read ingredient labels every time.
- Never guess ingredients.
- Do not allow children to share food or drinks.

7. Cross-Contamination

Separate equipment should be used where necessary. Work surfaces and utensils must be cleaned thoroughly before preparing food for children with allergies.

8. Medication

Prescribed emergency medication, such as adrenaline auto-injectors, must be readily available, clearly labelled and stored according to the child's healthcare plan. Only trained staff should administer medication.

9. Recognising an Allergic Reaction

Symptoms may include swelling of the lips, face or tongue, rash, itching, difficulty breathing, wheezing, persistent coughing, vomiting, dizziness or collapse.

10. Emergency Procedure

1. Stay with the child.
2. Follow the child's healthcare plan.
3. Administer prescribed medication if trained and authorised.
4. Call 999 immediately if anaphylaxis is suspected.
5. Contact the child's parent/carer.
6. Record the incident and review procedures afterwards.

11. Training

All staff involved in food preparation or child supervision will receive allergy awareness training and updates as required.

12. September 2026 Allergy Safety / Benedict's Law

From September 2026, new statutory allergy-safety duties apply to specified schools in England under the Children's Wellbeing and Schools Act 2026 and Department for Education statutory guidance. Little Monkeyz recognises that independently operated wraparound childcare may not itself be the school's appropriate authority for these school-specific duties. However, because Little Monkeyz provides Breakfast and After-School Club care, we will use the Department for Education allergy-safety standards as good practice and work with each host school so that children receive consistent and safe allergy support across the school day.

• Maintain a clear Allergy Management Policy and review it at least annually, and sooner following a serious incident, near miss or relevant change in guidance.

• Provide allergy-awareness training for staff who supervise children or handle/serve food, including recognising allergic reactions and anaphylaxis, emergency response and use of adrenaline auto-injectors (AAIs) where relevant.

• Use an Individual Healthcare Plan (IHP/HCP) or equivalent allergy care plan where a child's allergy requires specific support. It should identify allergens, symptoms, medication, emergency actions, contacts and reasonable adjustments.

• Make relevant allergy information available to staff caring for the child during Breakfast and After-School Club, while respecting confidentiality and data protection.

• Liaise with parents/carers and, where appropriate, the host school to confirm where prescribed AAIs and any school-held spare AAIs are located, who can access them and the emergency arrangements during club hours.

• Check food labels and ingredient information every time food is prepared or served. Ingredients and allergen information can change.

• Minimise accidental exposure and cross-contamination through cleaning, hand hygiene, separate equipment where necessary and preventing food/drink sharing.

• Include children with allergies in activities, food experiences, trips and celebrations wherever this can be done safely with appropriate planning and reasonable adjustments.

• Record and review serious allergic reactions and allergy-related near misses. Use lessons learned to update plans, controls, training or this policy.

• Parents/carers must tell Little Monkeyz promptly about a new allergy or any change in symptoms, medication, prescribed AAI or healthcare plan.

13. Adrenaline Auto-Injectors (AAIs)

Where a child is prescribed an adrenaline auto-injector, arrangements for access during club hours must be recorded in the child's IHP/HCP or allergy care plan. Emergency medication must be readily accessible and must not be stored in a way that causes avoidable delay.

• Staff must know which children are at risk of anaphylaxis and where their prescribed AAI is kept.

• Where a host school holds spare AAIs, Little Monkeyz management will agree with the school whether and how those devices are accessible to authorised club staff during club sessions, in accordance with the school's arrangements and applicable requirements.

• Staff expected to administer an AAI must receive appropriate training and follow the child's plan and emergency procedure.

• If anaphylaxis is suspected, follow the child's emergency plan, administer the appropriate AAI without avoidable delay where authorised/trained to do so, and call 999. The child must not be left alone.

• After emergency treatment, contact the parent/carer and complete an incident record and management review.

14. Serious Incidents and Near Misses

Little Monkeyz treats allergy-related near misses as opportunities to prevent future harm. A near miss includes an event where a child was almost exposed to a known allergen, received

incorrect food but did not consume it, or could not immediately access required emergency medication.

• Record what happened, including date, time, food/product or activity involved and people present.

• Inform the manager/DSL as appropriate and the child's parent/carer.

• Consider whether the host school also needs to be informed so risks can be managed consistently.

• Identify why the incident occurred and what controls failed or were missing.

• Update the IHP/HCP, risk assessment, food procedure, staff briefing or training where necessary.

• Make any statutory or regulatory notification required by the circumstances.

15. Monitoring and Review

The manager will review allergy records, incidents, near misses and this policy at least annually and sooner when a child's needs change, after a serious incident or near miss, or when relevant legislation or guidance changes. Little Monkeyz will work with parents/carers and host schools to keep club arrangements consistent with each child's current allergy and emergency plan.