

Camp Glide - Allergy and Anaphylaxis Safety Policy

For Private, Voluntary, and Independent (PVI) Wraparound Care in School Settings

1. Statement of Intent

This PVI wraparound childcare setting is committed to providing a safe, inclusive environment for all children, including those with severe allergies. While operating as an independent provider on school premises, we recognize the critical importance of aligning our practices with the statutory allergy safety requirements placed upon our host schools, commonly referred to as the principles of Benedict's Law.

This policy ensures that all staff are fully trained, emergency medication is immediately accessible, and strict allergen controls are maintained during breakfast, after-school, and holiday club hours.

2. Coordination with the Host School

As a PVI operating on school premises, our setting must maintain seamless communication with the host school regarding allergy safety.

Policy Alignment: Our setting will review the host school's Allergy Policy annually to ensure our procedures do not conflict with or undermine the school's statutory safeguarding duties.

Information Sharing: With parental consent, we will seek to establish a formal communication channel with the school's Special Educational Needs Coordinator (SENCO) or designated medical lead to share updates on children's newly diagnosed allergies or changes to their Individual.

Healthcare Plans (IHPs).

Shared Spaces: We will strictly adhere to the host school's rules regarding allergen bans (e.g. "nut-free" zones) within shared facilities such as halls, classrooms, and dining areas.)

3. Individual Healthcare Plans (IHPs) & Information Gathering

No child with a known severe allergy will be admitted to a session until a Individual Healthcare Plan (IHP) is in place.

Registration: Parents must disclose all medical conditions and allergies upon registration.

Action Plans: Parents must provide a copy of the child's BSACI (British Society for Allergy and Clinical Immunology) Allergy Action Plan, signed by a healthcare professional.

Staff Awareness: A secure, confidential "Allergy Register" with children's names and their specific allergens will be accessible to all on-duty staff at all times, with parent consent photos may also be used. The setting manager must review this register before beginning their shift and share the information with the relevant staff on site for that shift.

4. Staff Training & Competency

To align with mandatory school expectations, our setting enforces strict training requirements for all staff members.

Mandatory Training: 100% of staff working directly with children will complete anaphylaxis awareness and Adrenaline Auto-Injector (AAI) administration training before their first unsupervised shift.

Refresher Training: Training will be renewed annually, or sooner if a child with a new, complex allergy joins the setting.

Competency Checks: The Club Manager will conduct checks to ensure staff remain confident in their knowledge of allergies and the administration of AAI's.

5. Emergency Medication (AAIs) and "The 5-Minute Rule"

A core tenet of Benedict's Law is that emergency medication must be administered rapidly. Because school medical rooms and main offices are often locked during wraparound hours, we must ensure independent access to medication. The Camp Glide Club Manager will liaise with the school to ensure either effective medication sharing, or we will establish our own medication access.

The 5-Minute Access Rule: An AAI must be accessible and administered within 5 minutes of a severe allergic reaction starting. Medication must never be locked away during club operational hours.

Medication Handover: If a child uses the school's stored AAI, there must be a documented handover process to transfer the AAI to the wraparound staff at the end of the school day, an back to the school in the morning. Alternatively, parents must provide a dedicated, separate AAI solely for the wraparound setting.

Storage: AAI's will be stored in a clearly labelled, unlocked, and easily accessible location known to all staff, away from direct sunlight and extreme temperatures.

Expiry Checks: The Club Manager will check the expiry dates of all AAI's monthly. While parents are responsible for providing in date medications, our staff will use their best efforts to alert families about expiring medications.

Spare AAI's: If the setting purchases spare, non-prescribed AAI's (as permitted by law), these will be strictly audited and used only in an emergency for children whose parents have provided written consent and whose IHP dictates AAI use.

6. Food Management and Allergen Control

We operate strict controls over food preparation, serving, and consumption to mitigate cross-contamination risks.

Ingredient Transparency: All 14 recognised allergens must be monitored on all food provided to Camp Glide service users. These must be checked against our allergy and dietary requirement records. No food containing allergy ingredients should be given to any service

users with the respective allergies. Ingredients lists will be maintained and available to parents upon request.

Food Preparation: Staff preparing food must wash hands thoroughly and use designated, separate equipment for allergy-free food preparation. Surfaces must be sanitized before and after food service.

No-Sharing Policy: Children will be actively supervised during snack/meal times to ensure no food swapping or sharing occurs.

Parent-Provided Snacks (Packed Lunches): If children bring their own food (e.g., for holiday clubs), the setting strictly enforces a "No Nut" policy (and any other allergens banned by the host school). Parents will be reminded of this policy termly. Any non-compliant food found will be safely confiscated and returned to the parent at collection.

7. Emergency Response Procedure (Anaphylaxis)

If a child exhibits symptoms of anaphylaxis (difficulty breathing, swelling of the throat/tongue, sudden collapse):

Step 1

ADMINISTER AAI IMMEDIATELY. Do not delay. Lay the child flat (or seated if breathing is difficult). Do not let them stand or walk.

Step 2

DIAL 999. State clearly: "ANAPHYLAXIS" (Ana-fill-axis). Give the school's full address and precise access instructions for the wraparound club entrance.

Step 3

MONITOR. Stay with the child. If there is no improvement after 5 minutes, administer a second AAI (if available and prescribed). Refer to IHCP and follow any other steps (e.g. administer anti histamine)

Step 4

CONTACT. A secondary staff member must contact the child's parents/ carers immediately, followed by the host school's out-of-hours emergency contact.

Step 5

HANDOVER. Send a staff member to the school gates to direct the ambulance crew. Hand the used AAI device to the paramedics.

8. Post-Incident Review

Following any allergic reaction or administration of an AAI, the Club Manager will: Complete a formal incident report within 24 hours.

Notify Ofsted (if the setting is Early Years registered) and the local authority safeguarding team, if required.

Conduct a debrief with staff, parents, and the host school to identify any required changes to the IHP, risk assessments, or setting policies.

Policy Adopted On: 01/09/2026

Next Review Date: Yearly, sooner if appropriate

A handwritten signature in black ink, appearing to read 'A Setters', written in a cursive style.

Signed:

Andy Setters