STANBURN PRIMARY SCHOOL

Allergy Protocols for Wrap Around Care

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Next Review Date:	**October 28**
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Related Policy:	**Allergy Policy**

Breakfast Club and After-School Club: Allergy Protocols

Purpose: To keep children safe by reducing the risk of exposure to allergens and ensuring that staff know which children have allergies and how to respond to an allergic reaction.

1. Allergy information and registers

- When the wrap around care (Breakfast Club or After-School Club) register are circulated, the staff member in charge (Lead Playworker) must check the names on the register against the school's current list of children with allergies before the session begins.
- The Lead Playworker must identify children with known allergies and familiarise themselves with their individual healthcare plans, allergy action plans and any required emergency medication arrangements.
- Children identified as having allergies must wear their designated orange allergy lanyard throughout Breakfast Club and After-School Club. Staff must ensure that the lanyard is worn and understand its purpose as a visual reminder. The lanyard does not replace checking the allergy register or following the child's individual healthcare and allergy action plans.
- Staff must ensure that all adults working in the club, including cover staff, know which children have allergies and where their emergency medication is kept.
- Allergy information must be handled confidentially and shared only with staff who need it to keep children safe.

2. Food and snacks

- Stanburn is an allergy-aware, nut-free school. Food provided or brought into the clubs must comply with the school's strict no-nuts rule.
- Staff must check food packaging and ingredient information where applicable. Do not serve food containing nuts or carrying precautionary warnings such as ‘may contain nuts’ or ‘may contain peanuts/tree nuts’.
- Staff must also consider each child's individual allergies. Food that is nut-free may still be unsafe for a child with another allergy.
- Do not give a child food if its ingredients are unclear or its suitability for that child cannot be confirmed. Seek advice from the club lead, Allergy Safety Lead or Welfare Team.
- Children must not share, swap or offer food to other children.
- Any food brought from home must be kept separate and identifiable where necessary.

3. Food preparation, eating and cleaning

- Staff must receive appropriate training, including food hygiene training.
- Staff must follow the school's food hygiene, handwashing and cleaning procedures.
- Children must wash their hands before eating.
- Tables and eating areas must be cleaned before and after food is served, using the school's approved cleaning arrangements.
- Staff must avoid cross-contamination through hands, utensils, serving equipment, food containers and surfaces.

- Children with allergies must be supported in accordance with their individual healthcare plan and risk assessment.

4. Supervision

- Children must be supervised while eating.
- Staff must ensure children eat only their own food and do not share snacks or drinks.
- Staff must remain alert to food being brought in or exchanged by children.
- If a snack appears unsuitable or may contain an allergen, do not allow the child to eat it. Keep it separate, inform the club lead and contact the parent if an alternative is needed.

5. Emergency medication and allergic reactions

- Wrap Around Care staff must know where prescribed medication is stored and ensure that it is administered in accordance with the relevant child's individual healthcare plan.
- Staff responsible for children with allergies must have appropriate training and know how to follow the child's allergy action plan.
- If an allergic reaction is suspected, follow the child's action plan and the school's emergency procedures immediately.
- For suspected anaphylaxis, administer the prescribed adrenaline auto-injector promptly in accordance with the child's plan and staff training, and call 999. Do not delay emergency treatment while contacting parents.
- Record the incident in accordance with school procedures and inform parents.
- All Wrap Around Care (WAC) staff must receive appropriate training for their duties, including food hygiene training before undertaking relevant food handling or preparation tasks. Training must be kept up to date.
- Staff must also receive appropriate allergy awareness and emergency response training, where relevant to their responsibilities, so they can follow individual healthcare plans and respond appropriately to allergic reactions.

6. Staff responsibilities

The staff member in charge of each session must ensure that:

- The register has been checked against the current allergy list before the session starts.
- All staff are aware of children with allergies and relevant safety arrangements.
- Food and snacks comply with the school's no-nuts rule and individual allergy requirements.
- Emergency medication is accessible and staff know the emergency procedures.
- Any concerns, incidents, changes to allergy information or repeated breaches of the rules are reported to the club lead and Welfare Team.

7. Before the session ends

- Check that children have been supervised appropriately during eating.
- Clean tables and eating areas thoroughly.
- Report any concerns or incidents and ensure records are completed.

- Pass on any relevant information to the appropriate school staff.

Important: These procedures must be followed at every Breakfast Club and After-School Club session, including when there are temporary staff or changes to the usual team. The school's Allergy Safety Policy and each child's individual healthcare plan take precedence where they set out specific requirement.