

Food Allergy Policy

Last updated: 24/01/2025

Policy Statement

Ultimate Kids Ltd is committed to ensuring the safety and well-being of all individuals participating in our programs. Due to the potential severity of food allergies, it is imperative that all staff, volunteers, and participants adhere to strict procedures to prevent and manage allergic reactions effectively.

Recognised Food Allergens

In accordance with UK food safety regulations, we acknowledge the 14 major allergens that individuals may be allergic to, which include:

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Tree nuts
- Peanuts
- Sesame seeds
- Soybeans
- Sulphur dioxide and sulphites

Preventative Measures

To minimise the risk of allergic reactions, Ultimate Kids Ltd has implemented the following procedures:

→ **Identification of Allergies:**

- ◆ Parents/guardians or relevant staff must disclose any known allergies before participation.
- ◆ A detailed discussion will take place to understand the severity and potential triggers of the allergy.

→ **Action Plan Requirement:**

- ◆ Parents/guardians must provide a written allergy action plan detailing the necessary steps to take in case of exposure.
- ◆ *Failure to provide a suitable action plan will result in the participant being unable to attend.*

→ **Staff Training:**

- ◆ All staff members will undergo training on recognising allergic reactions and administering emergency medication such as EpiPens.
- ◆ Staff will review each participant's action plan thoroughly and seek clarification if necessary.

→ **Food Safety Checks:**

- ◆ Prior to the start of any session, a designated staff member will check participants' food items to identify potential allergens.
- ◆ No sharing of food among participants will be allowed.

→ **Medication and Consent:**

- ◆ Parents/guardians must complete and sign a medication consent form, authorising staff to administer emergency medication if needed.
- ◆ Medication, including EpiPens, must be easily accessible to staff at all times.

→ **Participant Education:**

- ◆ Children will be educated about the importance of allergen safety and encouraged to seek staff assistance if they are unsure about any food items.
- ◆ Peer awareness will be promoted to encourage a supportive and safe environment.



Emergency Response Procedure

In the event of an allergic reaction, TIME is of the essence. Staff must adhere to the following emergency response steps:

1. **Immediate Assessment and Action:**
 - Identify symptoms and administer emergency medication if required.
2. **Call for Emergency Services:**
 - If another staff member is present, they should immediately call 999 and inform the emergency contact.
 - If alone, the coach should call 999 using speakerphone while administering first aid.
3. **Participant Safety:**
 - Remove the participant from the allergen exposure area.
 - Ensure all other children are escorted to a safe location and kept calm.
4. **Follow-Up:**
 - Notify the parent/guardian as soon as possible.
 - Complete an incident report detailing the events and response actions taken.

Ongoing Monitoring and Review

This policy will be reviewed periodically to ensure compliance with current regulations and best practices. Ultimate Kids Ltd is committed to working with parents and medical professionals to create a safe and inclusive environment for all participants.

