

# Cadley Kids Club Nut Allergy Policy

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## Statement of intent

Cadley Kids Club strives to ensure the safety and wellbeing of all members of its community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school due to nut allergies.

To effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, to ensure the health and safety of their children.

This does not guarantee a completely nut-free environment; however, this policy will be utilised to minimise the risk of exposure to nuts, encourage self-responsibility, and plan for an effective response to possible emergencies.

## 1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Human Medicines (Amendment) Regulations 2017

1.2. This policy has due regard to all relevant guidance including, but not limited to, the following:

- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE (2015) 'Supporting pupils at school with medical conditions'

## 2. Definitions

2.1. Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

2.2. Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

2.3. Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

2.4. Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, or swollen tongue
- Difficult or noisy breathing
- Persistent dizziness
- Becoming pale or floppy
- Suddenly becoming sleepy, unconscious or collapsing

### 3. Roles and responsibilities

#### 3.1. The Board of Trustees is responsible for:

- Ensuring that staff receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.
- Ensuring that all members of staff have read this policy and understand the emergency procedures within it.

#### 3.2. The Co-ordinators are responsible for:

- Ensuring the club environment is as nut-free as possible.
- The development, implementation and monitoring of this policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that the club dietary information and the associated protocols are effectively implemented, including those in relation to labelling foods that may contain nuts.
- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding anaphylaxis, as well as the necessary precautions and action to take.
- Ensuring that staff are aware of, and act in accordance with, the school's policies regarding food and hygiene, including this policy.

#### 3.3. All staff are responsible for:

- Ensuring that they do not bring any products containing nuts into the school.
- Acting in accordance with the school's policies and procedures at all times.
- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Promoting hand washing before and after eating.
- Monitoring all food supplied to pupils by both the school and parents, including snacks, ensuring food containing nuts is not provided.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with nuts.
- Ensuring that any necessary medication is out of the reach of pupils but still easily accessible to staff members.
- Liaising with the school SENCO and pupils' parents to ensure the necessary control measures are in place.
- Informing the Co-ordinator if they have an allergy to nuts.

#### 3.4. Parents are responsible for:

- Notifying the club of the following information:
  - Whether their child is allergic to nuts
  - What medication to administer should an allergic reaction occur
  - Specified control measures and what can be done to prevent the occurrence of an allergic reaction
- Keeping the club up-to-date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the club with up-to-date emergency contact information.
- Providing the club with written medical documentation, including instructions for administering medication as directed by their child's doctor.

- Providing the club with any necessary medication.
- Communicating to the club any specific control measures that can be implemented to prevent the child from coming into contact with nuts.
- Providing the club with written details regarding their child's nut allergy.
- Working alongside the club to develop an Individual Health Plan (IHP) to accommodate their child's needs, as well as undertaking the necessary risk assessments.
- Signing their child's IHP, where required.
- Acting in accordance with any allergy-related requests made by the club, such as not providing nut-containing items in their child's snacks.
- Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.
- Ensuring that any food their child brings to club is safe for them to consume.
- Liaising with staff members running breakfast and afterschool club regarding the appropriateness of any food or drink provided.

### 3.5. Pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Being proactive in the care and management of their allergies.
- Notifying a member of staff immediately if they believe they are having an allergic reaction, even if the cause is unknown.
- Notifying a member of staff when they believe they may have come into contact with something containing nuts.
- Learning to recognise personal symptoms of an allergic reaction.
- Keeping necessary medications in an agreed location that members of staff are aware of.
- Developing greater independence in keeping themselves safe from allergens.

- Notifying a staff member if they are being bullied or harassed as a result of their nut allergy.

#### 4. Prohibited foods

- 4.1. The club is committed to ensuring our pupils with nut allergies are not at risk of an allergic reaction.
- 4.2. All food products containing nuts are prohibited. The club expects parents to not send any food into the club at any time. Only club food provided will be eaten.
- 4.3. Parents, pupils and staff will be mindful that the following food products are prohibited:
  - Cereal bars
  - Peanut butter sandwiches
  - Packs of nuts
  - Chocolate bars containing nuts
  - Any food with made in a factory that may contain nuts)
  - Any food that says Nuts in
- 4.4. In addition to the list above, food packaging that states a product contains nuts, or is unsuitable for people with nut allergies, means that the product will be considered prohibited.
- 4.5. The club will not use nuts in any prepared snacks.
- 4.6. Staff will not bring products containing nuts into the club.
- 4.7. Any prohibited items will be removed, and a nut-free alternative will be provided.
- 4.8. Bird feeders containing seed and nuts will not be on the premises or grounds.

#### 5. Staff training

- 5.1. Staff members will receive appropriate training and support relevant to their level of responsibility, to assist pupils with managing their allergies.
  - Be trained to recognise the range of signs and symptoms of an allergic reaction to nuts.

- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild-moderate symptoms.
- Understand that AAI should be administered without delay as soon as anaphylaxis occurs.
- Understand how to access AAI.
- Be aware of how to administer an AAI should it be necessary.

## 6. Emergency response

- 6.1. Parents will provide the club co-ordinator with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.
- 6.2. Pupils will not be able to attend club without any life-saving medication that they may have, such as AAI.
- 6.3. All members of staff involved with a pupil with a known nut allergy will be aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.
- 6.4. Any specified support that the pupil may require will be outlined in their IHP.
- 6.5. All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

### Mild-moderate allergic reactions

- 6.6. Mild-moderate symptoms of an allergic reaction include the following:
  - Swollen lips, face or eyes
  - Itchy/tingling mouth
  - Hives or itchy skin rash
  - Abdominal pain or vomiting
  - Sudden change in behaviour

### Anaphylaxis

- 6.7. Anaphylaxis symptoms include the following:
  - Persistent cough
  - Hoarse voice

- Difficulty swallowing, or swollen tongue
  - Difficult or noisy breathing
  - Persistent dizziness
  - Becoming pale or floppy
  - Suddenly becoming sleepy, unconscious or collapsing
- 6.8. In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor with their legs raised, and will call for help from a designated staff member via a two-way radio system or phone.
  - 6.9. The designated staff member will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.
  - 6.10. Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI.
  - 6.11. A copy of the Register of AAIs will be held in Cadley kids club for easy access in the event of an allergic reaction.
  - 6.12. If necessary, other staff members may assist the designated staff members with administering AAIs.
  - 6.13. The emergency services will be contacted immediately.
  - 6.14. A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain flat and still.
  - 6.15. The Co-ordinator will be contacted immediately, as well as a suitably trained individual, such as a first aider.
  - 6.16. If the pupil stops breathing, a suitably trained member of staff will administer CPR.
  - 6.17. If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.
  - 6.18. If a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.
  - 6.19. A designated staff member will contact the pupil's parents as soon as is possible.

- 6.20. Upon arrival of the emergency services, the following information will be provided:
- Any known allergens, including nuts, the pupil has
  - The possible causes of the reaction, e.g. nuts
  - The time the AAI was administered – including the time of the second dose, if this was administered
- 6.21. Any used AAIs will be given to paramedics.
- 6.22. Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.
- 6.23. Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.
- 6.24. A member of staff will accompany the pupil to hospital in the absence of their parents.
- 6.25. If a pupil is taken to hospital by car, two members of staff will accompany them.
- 6.26. Following the occurrence of an allergic reaction, the governing board, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

## 7. Monitoring and review

- 7.1. The co-ordinator is responsible for reviewing this policy annually.

This policy was adopted by: Cadley Kids Club	Date: 22/02/23
Reviewed:	Date: 19/11/25
To be reviewed: December 2026	Signed: Angela Jackson Catherine Horrocks

# Nut-free School Letter to Parents from CKC

RE: Banning nut-based products from Cadley Kids Club

As you may already be aware, we have pupils that will be attending the club and school, who has a severe peanut allergy. The pupil's anaphylaxis (allergic reaction) can occur as a result of digestion, inhalation or any other contact with nut-based products. For their safety, all nut-based products have been banned from Cadley Kids Club.

From this point forward, please do not send your child into club with any nut-based product for a snack or packed lunch - this includes products that may contain traces of nuts. Potential allergens could include the following:

- Spreads, e.g. chocolate spread
- Cereal bars
- Some types of biscuit containing nuts
- Condiments, e.g. satay sauce
- Cakes containing nuts
- Some snack pots containing nuts

We also ask that, if your child consumes any nut-based product before school, they wash their hands thoroughly and rinse their mouth before entering Cadley Kids club. We understand that these measures may seem extreme; however, we want to ensure the health and safety of all our pupils, and the pupil in question's allergy is so severe that even the slightest of contact with nuts would cause a severe and potentially life-threatening reaction.

Further to these provisions, the club will no longer be serving any food that contain nut-based products - this includes products that are labelled as 'may contain traces of nuts'. We will also ensure all food tables are disinfected before and after being used with antibacterial wipes and cleaning fluid.

Due to the severity of the pupil's allergy, if any pupil is found with a nut-based product after this letter has been distributed, the school will have to confiscate and dispose of the item immediately.

Due to the severity of the situation, please can you sign the return form below and send it to the Cadley Kids club.

Thank you in advance for your cooperation with this matter.

Kind regards,

Mrs Horrocks

Miss Jackson

CKC Coordinators.

✂.....

I understand the terms outlined in this letter and I agree to not send my child into school with nut-based products in their lunch or snacks. I understand that, if my child persistently brings nut-based products into school.

Name of child: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

