



The Adventure Starts Here

Let's Leap Allergy Policy

Company: Let's Leap Sports Academy

Applies to: Holiday Camps and Childcare Provision

Policy Owner: Director

Effective Date: September 2026

Review Date: September 2027

Purpose

Let's Leap Sports Academy is committed to providing a safe, inclusive, and supportive environment for all children in our care, including children with allergies, intolerances and other medical conditions that may require specific allergy management.

We recognise that allergic reactions can range from mild symptoms to life-threatening anaphylaxis. We therefore take all reasonable and proportionate steps to reduce the risk of exposure to known allergens and ensure that appropriate procedures are in place should an allergic reaction occur.

This policy applies to all Let's Leap Sports Academy holiday camps, childcare provisions, activities, and associated services.

Scope

This policy applies to all children attending Let's Leap Sports Academy, as well as employees, casual staff, agency workers, volunteers, contractors, managers, and any other individuals involved in the care and supervision of children.

The policy covers:

- Food allergies and intolerances.
- Anaphylaxis.
- Allergies to medicines.
- Insect sting allergies.
- Latex allergies.
- Allergies to plants, animals, cleaning products, arts and crafts materials or other substances.
- The safe storage and administration of prescribed emergency medication.
- Emergency procedures following a suspected allergic reaction.

Our Approach to Allergy Management

Let's Leap Sports Academy operates an allergy-aware approach across all our provisions.

We recognise that it is not possible to guarantee that a holiday camp or childcare setting is completely free from allergens. Instead, we focus on identifying known allergies, assessing individual risks, communicating relevant information to staff, and taking reasonable steps to minimise the possibility of exposure.

Children with allergies should be able to participate fully in Let's Leap activities wherever it is reasonably safe to do so.

Where an allergy presents a specific risk, we will consider reasonable adjustments to activities, food arrangements, supervision, or other aspects of the child's day.

Information Provided by Parents and Carers

Parents and carers are responsible for providing accurate and up-to-date information about their child's allergies, intolerances and relevant medical needs before the child attends Let's Leap.

Information provided should include, where applicable:

- The name of the allergy or intolerance.
- The known allergen or trigger.
- Any previous allergic reactions.
- The symptoms normally experienced.
- Whether the child has previously experienced anaphylaxis.
- Details of any prescribed medication.
- The location of emergency medication.
- Instructions for administering medication.
- An Allergy Action Plan or other relevant medical plan, where applicable.
- Any additional precautions or adjustments required.

Parents and carers must inform Let's Leap as soon as reasonably possible if their child's allergy, medication, or medical circumstances change.

Allergy Records and Communication

All known allergies and intolerances will be recorded within the appropriate Let's Leap registration, booking or medical records.

Relevant allergy information will be communicated to staff who are responsible for the child's care.

Where appropriate, staff will be briefed before the child attends, and any changes to the child's allergy arrangements will be communicated promptly.

Allergy and medical information will be treated confidentially and only shared with staff who need the information to safely care for the child.

Allergy Action Plans

Where a child has a diagnosed allergy that requires specific management, Let's Leap will work with the parent or carer to establish an appropriate Allergy Action Plan where required.

The plan should clearly identify the child's allergy, known triggers, symptoms, emergency symptoms, prescribed medication, and the action that staff should take in the event of a reaction.

Where appropriate, Let's Leap will use recognised allergy action plan formats recommended by relevant healthcare organisations.

Allergy Action Plans should be reviewed whenever there is a significant change to the child's circumstances.

Staff Responsibilities and Training

All staff working directly with children are expected to understand the importance of allergy management.

Staff will receive appropriate information and guidance regarding:

- Common signs and symptoms of an allergic reaction.
- The signs and symptoms of anaphylaxis.
- Individual children's known allergies.
- The location of emergency medication.
- Emergency procedures.
- The importance of preventing accidental exposure.
- Reporting allergy-related incidents and near misses.

Staff involved in preparing, handling, or serving food will also receive appropriate food allergen awareness and food hygiene guidance.

Staff must never assume that another member of the team is responsible for managing a child's allergy.

Food and Drink

Where Let's Leap provides food or drink, staff will take reasonable steps to ensure that known allergens are identified and managed appropriately.

Staff must check ingredient and allergen information before providing food to a child with a known allergy.

Staff must never guess whether a food contains a particular allergen. Where the allergen information cannot be confirmed, the food must not be provided to the affected child.

Reasonable measures will be taken to minimise cross-contact between allergens and food intended for children with known allergies.

Children will not be encouraged to share food or drinks.

Where food is provided by an external caterer, Let's Leap will obtain appropriate allergen information and communicate this to relevant staff.

Activities and Non-Food Allergens

Allergy risks will also be considered when planning and delivering activities.

Potential risks may include insect stings, latex, face paints, arts and crafts materials, plants, animals, cleaning products or other substances.

Where a known allergy is identified, staff will consider the child's individual circumstances when planning activities and will make reasonable adjustments where appropriate.

Medication

Where a child has prescribed emergency allergy medication, parents and carers must provide the medication in accordance with Let's Leap's medication procedures.

Medication must be clearly labelled with the child's name, be within its expiry date and be stored in a location that is secure but readily accessible to authorised staff.

Where required, emergency medication must accompany the child when they are taking part in activities away from the main camp or childcare area.

Staff will follow the child's individual Allergy Action Plan and relevant medication procedures.

Suspected Allergic Reaction

If a child is suspected of experiencing an allergic reaction, staff must remain with the child and follow the child's individual medical or Allergy Action Plan.

If the child is suspected of experiencing anaphylaxis or a severe allergic reaction, this must be treated as a medical emergency.

Where an adrenaline auto-injector has been prescribed, it should be administered in accordance with the child's Allergy Action Plan and staff training.

999 must be contacted immediately where anaphylaxis is suspected.

Staff must follow the instructions provided by emergency services and must not delay emergency treatment while attempting to contact the child's parent or carer.

A responsible member of staff must remain with the child until emergency medical assistance arrives.

Parents or carers will be contacted as soon as reasonably practicable, provided that doing so does not delay emergency treatment.

Allergy Incidents and Near Misses

All significant allergy incidents and relevant near misses must be reported to the Camp Manager or designated responsible person.

This includes situations where:

- A child has consumed a food containing a known allergen.
- Cross-contact is suspected.
- A child experiences symptoms of an allergic reaction.
- Emergency medication has been administered.
- Required medication was unavailable or inaccessible.
- Incorrect food was provided.
- Allergy information was not communicated appropriately.

Incidents will be recorded and reviewed to determine whether additional measures are required to reduce the risk of a similar incident occurring again.

Inclusion

Let's Leap Sports Academy is committed to ensuring that children with allergies are not unnecessarily excluded from activities or experiences.

Where an activity presents a potential allergy risk, staff will consider whether reasonable adjustments can be made to allow the child to participate safely.

Where this is not possible, an appropriate alternative activity or arrangement will be considered.

Responsibilities

Senior Management

Senior management are responsible for ensuring that appropriate systems are in place for the management of allergies across Let's Leap provisions.

Camp and Site Managers

Camp and Site Managers are responsible for ensuring that relevant allergy information is communicated to staff, medication is appropriately managed, and any allergy-related incidents are reported.

All Staff

All staff are responsible for following this policy, familiarising themselves with relevant allergy information, taking reasonable steps to prevent allergen exposure and responding promptly to suspected allergic reactions.

Parents and Carers

Parents and carers are responsible for providing accurate and up-to-date allergy information, supplying required medication and informing Let's Leap of any changes to their child's medical circumstances.

Monitoring and Review

Let's Leap Sports Academy will regularly review its allergy procedures and this policy to ensure they remain appropriate and effective.

The policy will be reviewed at least annually and sooner where there is a significant allergy incident, change in legislation, change in government guidance or change to Let's Leap's operational arrangements.



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