



Allergies and Allergic Reactions Policy

Providers are responsible for ensuring they follow the current version of the framework for their provider type.

At Elite SF, we are aware that children may have or develop an allergy resulting in an allergic reaction.

We aim to ensure allergic reactions are minimised or, where possible, prevented, and that coaches are fully aware of how to support a child who may be having an allergic reaction.

Our Procedures

- **Coaches Awareness:** All coaches are made aware of the signs and symptoms of a possible allergic reaction, including:
 - Rash or hives.
 - Nausea, stomach pain, diarrhoea.
 - Itchy skin, runny eyes.
 - Shortness of breath, chest pain.
 - Swelling of the mouth and / or tongue.
 - Swelling of the airways to the lungs, wheezing, and anaphylaxis.

Admission Information: Before a child is admitted, we obtain information about:

- Special dietary requirements.
 - Preferences.
 - Food allergies and intolerances.
- **Ongoing Communication:** We maintain discussions with parents and, where appropriate, health professionals to develop allergy plans for any known allergies or intolerances. Parents are asked to inform coaches of any allergies or intolerances discovered after registration.

- **Information Sharing:** All relevant information is shared with coaches involved in preparing and handling food. An allergy register is kept in kitchens.
- **Safe Food Preparation:** All food prepared for a child with a specific allergy is made in an area free from contamination and served using clean equipment not in contact with allergenic food (e.g. nuts, gluten).
- **Menu Planning:** A manager, food handler, and the parents collaborate to ensure children with food allergies receive safe meals, including menu adjustments or substitutions.
- **Meal Supervision:** At each mealtime and snack time, coaches are responsible for ensuring food meets each child's allergy requirements.
- **Allergic Reactions:** If a child has an allergic reaction to food, insect sting, or plant, a paediatric first aid trained coach will act quickly and administer treatment as necessary. Parents are informed, and the incident is recorded in the incident book.
- **Specialist Treatment:** If specialist treatment is required (e.g., EpiPen), a coach working with the child, will receive specific medical training to administer it.

Food Information Regulations (FIR) 2014

We comply with FIR 2014 by:

- Displaying menus on the website, or online system.
- Identifying any of the 14 allergens used as ingredients in our dishes.

In the Event of a Serious Allergic Reaction Requiring Hospital Transport

A Manager or sports coach will:

1. Call an ambulance immediately if the reaction is severe. Coaches will **not** transport the child in their own vehicle.
2. Contact parents while waiting for the ambulance.
3. Ensure the Lead Coach will provide the emergency services with relevant documentation, medication, and possible comfort items.
4. Inform a member of the management team immediately.
5. Remain calm and reassure the child. Children witnessing the incident may also need support.
6. Inform Ofsted if a serious incident occurs requiring hospital treatment.

Policy Review

This policy is updated at least annually in consultation with coaches and parents or after a serious incident.

Acknowledgement and Acceptance (BrightHR)

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

Adopted on: 29th December 2025

Signed on behalf of Elite SF: J. Bartram

Date for review: 29th December 2026