

## Allergies and Allergic Reactions Policy and Procedure

At Gilfach Goch Community Association (GGCA) we are aware that people including children and young people may have or may develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a adult/child who may be having an allergic reaction.

### Our procedures

- Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in an adult, child or young person. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis.
- We ask people including parents to share all information about allergic reactions and allergies on registration forms and to inform staff in writing of any allergies discovered after registration
- We share all information with all staff and keep an allergy register in the Children and Young People's Office
- Where a child or young person has a known allergy, the Children and Young People's Development Officer will carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting at the setting and share this assessment with all staff
- Although we do not provide meals, we do provide snack and offer service users including children and young people the opportunity to engage in cookery activities. If an adult/child has a specific allergy we will avoid cross contamination of food by avoiding the purchase of said food item/s or where we are unable to avoid said items, we will ensure preparation is in a separate area, using clean, separate utensils.
- The Children and Young Peoples Development Officer and relevant staff/sessional workers will work with individuals, parents/carers to ensure someone with specific food allergies receives no food at the setting that may harm them. This may include designing an appropriate snacks and cookery activities or substituting specific food items
- Seating will be monitored for children and young people with allergies. Where deemed appropriate staff will sit with the child who has allergies and where age/stage appropriate staff will discuss food allergies and the potential risks
- If a child or young person has an allergic reaction to food, a bee or wasp sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment, if appropriate. We will inform parents and record the information in the incident book and on the allergy register. If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child or young person and where possible the Children and Young People's Development Officer will receive specific medical training to be able to administer the treatment to each individual child.

### Transporting to hospital procedures

The staff member, Children and Young People's Development Officer or a Senior Manager must:







- Call for an ambulance immediately if the allergic reaction is severe. DO NOT attempt to transport the sick adult/child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s)/carers and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany a child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child or young persons belongings if possible
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children and young people. This may mean temporarily grouping them together
- Inform a member of the management team immediately
- Remain calm at all times. Vulnerable adults, children and young people who witness an incident may well be affected by it and may need lots of reassurance. Staff may also require additional support following the accident/incident.

This policy was adopted on 15.05.2025 and will be revised by 15.05.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		19 / 06 / 2025
Olive Frances Vice Chair of Trustees		25 / 05 / 2025

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