ART CAMP UK

Allergy and Anaphylaxis Safety Policy

Issued: 1 November 2026 | Policy owner: Director, Art Camp UK | Review: annually and following relevant changes

1. Purpose and scope

Art Camp UK is committed to providing a safe and inclusive environment for children with allergies, including children at risk of anaphylaxis. This policy applies to our after-school clubs and holiday camps, including activities at host-school premises.

2. Information and individual plans

Parents and carers are asked to provide accurate allergy, medical and medication information before attendance, including an individual Allergy Action Plan where available. The session lead will review relevant information and communicate it confidentially to staff caring for the child. Individual risks, food, materials and activity arrangements will be considered before the session.

3. Staff awareness and training

All staff responsible for supervising children will be required to complete suitable allergy and anaphylaxis awareness training covering common allergens, prevention, symptom recognition and emergency response. Completion and refresher records will be retained. Training is being rolled out; no claim is made that all staff have already completed it. Online awareness training does not, by itself, demonstrate practical competence in using an adrenaline auto-injector.

4. Emergency preparedness

Before each session, the lead will confirm the emergency arrangements, access to prescribed adrenaline auto-injectors, the child's Allergy Action Plan where applicable, and the availability of someone appropriately trained and competent to administer adrenaline promptly. The availability of a school first aider or emergency kit must not be assumed, particularly outside school hours. Relevant staff should undertake practical auto-injector familiarisation using a trainer device.

5. Suspected anaphylaxis

Staff must act immediately, call 999 and state "anaphylaxis", follow the child's Allergy Action Plan and current emergency guidance, and ensure adrenaline is administered promptly by an appropriately trained responder. Do not delay emergency action while seeking a school contact. The child must be monitored and the emergency services' instructions followed. Parents or carers must be notified as soon as practicable.

6. Working with host schools

Art Camp UK will coordinate with host schools on emergency contacts, medication and equipment access, relevant school procedures and responsibilities during the club. At Wigton Moor Primary School, the school has advised that its emergency kit is beside the defibrillator in the KS1 corridor outside the staffroom. Access, eligibility for use and trained cover must be confirmed with the school before relying on this kit.

7. Incident reporting and review

All allergic incidents and near misses must be recorded and reported to Art Camp UK management and relevant school personnel, with appropriate notification to parents or carers. Risk controls, training needs and procedures will be reviewed following an incident and periodically.

8. Accountability

The session lead is responsible for confirming arrangements for each session. Art Camp UK management is responsible for training records, policy review and liaison with host schools. This policy supports, but does not replace, individual care plans, relevant statutory duties or emergency medical guidance.

Approved by: Jon Wiltshire, Director, Art Camp UK