

# Guidance for Managing Food Allergy risk for Out-of School Activities (Clubs and Societies)

This will guide you through the essentials needed to manage food allergy risks more effectively in out of school settings such as after-school clubs, trips, residential, holiday camps and grassroots programmes etc.

## 1. Pre-trip planning and risk assessment



### > Identify food allergic students:

- Compile a list of individuals with known food allergies, detailing their specific allergens, reaction history, and prescribed medications.
- Ensure all staff, including chaperones, are aware of individuals with known food allergies and their allergy action plans.

### > Communicate with parents and guardians:

- Request updated medical information and necessary documentation, including emergency contact details.
- Obtain written consent for administering medication and first aid.
- Discuss individual needs with parents, ensuring they are comfortable with planned accommodations.
- You can find our 'Planning School Trips guidance on our website as an example:  
<https://www.allergyschool.org.uk/resource/planning-school-trips-table/>

### > Venue and activity risk assessment:

- Contact trip venues in advance to discuss food allergy policies, availability of allergen-free food options, and emergency response protocols.
- Identify potential exposure risks (e.g., food sources) using our Top 14 Food Allergens post:  
<https://www.allergyschool.org.uk/resource/14-allergens-colour/>
- Check where your local accessible medical facilities or emergency responders are.





## ➤ Medication and emergency protocols:

- Verify that prescribed medications are accessible and stored correctly.
- Ensure at least 1 member of staff has had appropriate first aid training to respond to a food allergy emergency. Allergy School have created a film to educate staff on how to respond to a food allergy emergency and anaphylaxis: <https://www.allergyschool.org.uk/resource/film-3/>
- Assign trained personnel to carry and administer emergency medication if necessary.
- First aid training for Anaphylaxis: you can find a PDF with the critical steps to take in the event of an allergic reaction or anaphylaxis on our website: <https://www.allergyschool.org.uk/resource/first-aid/>

## 2. Communication and training during the trip



### ➤ Inform all stakeholders:

- Ensure that all staff members, volunteers, and external providers are aware of the individual's food allergies and understand their roles in prevention and emergency response.
- Assign roles to staff members, ensuring at least one trained individual is always present.

### ➤ Provide Food Allergy management training:

- Educate staff on recognising an allergic reaction to food, ranging from a mild reaction to anaphylaxis.
- Provide training on the correct administration of Adrenaline Auto-Injector (AAI's).

## 3. Medication management during the trip



### ➤ Ensure accessibility of medications:

- Confirm that students carry their prescribed AAIs (Adrenaline Auto-Injector) and any other necessary medications. Staff should also have access to these medications during all activities.
- Check medication validity: Verify that all medications are current and have not expired.



## 4. Food allergen safe environment during the trip



### > Safe food handling and allergen management:

- Enforce a strict no food-sharing policy.
- Coordinate with catering services or parents to provide safe food options.
- Encourage individuals to wash hands before and after eating.
- Ensure surfaces, utensils, and storage areas are properly cleaned to avoid cross-contact. Carry your own disinfectant wipes.
- Monitor external food brought in; refer to our Food Labels guide:  
<https://www.allergyschool.org.uk/resource/food-labels/>

## 5. Emergency preparedness during the trip



### > Establish clear emergency protocols:

- Develop and communicate a detailed action plan for responding to allergic reactions to food, including roles, responsibilities, and emergency contact information.
- Ensure communication readiness: Equip staff with reliable communication tools to contact emergency services promptly if needed.

## 6. Post-trip review



### > Debrief and document:

- After the trip, review the effectiveness of food allergy management strategies, document any incidents, and gather feedback to improve future practices.
- Update individual healthcare plans as necessary: Revise individual healthcare plans based on any new information or experiences gained during the trip.

