



Trust Allergen Policy

Policy Version Control	
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Policy prepared by (name and delegation)	Nick Blackburn CEO
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Introduction

A food allergy is defined as an adverse health effect arising from a specific immune response that occurs reproducibly on exposure to a given food. The immune response can be severe and life-threatening. Although the immune system normally protects people from germs, in people with food allergies, the immune system mistakenly responds to food as if it were harmful. One way that the immune system causes food allergies is by making a protein antibody called immunoglobulin E (IgE) to the food. The substance in foods that cause this reaction is called the food allergen. When exposed to the food allergen, the IgE antibodies alert cells to release powerful substances, such as histamine, that causes symptoms that can affect the respiratory system, gastrointestinal tract, skin, or cardiovascular system and lead to a life-threatening reaction called anaphylaxis. Although the number of children with food allergies in any one school may seem small, allergic reactions can be life-threatening.

On 13 December, new legislation (the EU Food Information for Consumers Regulation 1169/2011) will require food businesses to provide allergy information on food sold unpackaged, in for example catering outlets, deli counters, bakeries and sandwich bars and school canteens. There will also be changes to existing legislation on labelling allergenic ingredients in pre-packed foods. The new EU legislation requires caterers in all sectors to provide information on the presence of allergens in all menu items by December 2014. The EU law has listed 14 allergens that need to be identified if they are used as ingredients in a dish. The allergens are: Celery, cereals containing gluten, crustacean, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, and soya and sulphur dioxide.

Catering teams will need to be trained to be allergen aware and consistent in communicating with customers who have allergies. Failing to produce this information will breach the Food Safety Act. The information will need to be available on demand either verbally or in written format and will be monitored and inspected via Environmental Health Officers.

Purpose

The purpose of having an Allergen Policy is:

- 1) Assist and support the Trust to achieve compliance with current legislation
- 2) Support implementation of a food allergy management system within catering
- 3) To set out communication methods from parent to administration to catering of pupils and staff with allergies
- 4) To provide a clear statement of how the Trust communicates with customers who have allergies.
- 5) Ensure employees understand their obligations and standards expected with regard to handling allergens to ensure safety of pupils and staff with allergies at all times
- 6) Ensure the highest standards of practice are followed by identifying Trust standards and procedures

Communications

Parents

Parents may report a food allergy at any point in the school year; allergies may also be reported at point of filling out forms in the transition period. When parents report a food allergy to school administration/year leader or SEN staff parents should provide the following:

- A recent photo of the child.
- Information about the food allergen, including a confirmed written diagnosis from the child's doctor or allergist.
- Information about signs and symptoms of the child's possible reactions to known allergens.
- Information about the possible severity of reactions, including any history of prior anaphylaxis (even though anaphylaxis can occur even in children without a history of prior anaphylaxis).
- Treatment for responding to a food allergy reaction or emergency, including whether an epinephrine auto-injector should be used.
- Information about other conditions, such as asthma or exercise-induced anaphylaxis that might affect food allergy management.
- Contact information for parents and doctors, including alternate phone numbers in case of an emergency.

Administration

School administration staff will forward any existing care plans from primary School to the designated member of staff in school who is responsible for pupils with care plans and medical conditions.

When allergies are reported after transition or admission the designated member of staff will prepare a care plan. Care plans are checked by the school nurse. The designated member of staff will provide catering department with a copy of care plans for pupils with food allergies. Care plans will include and confirm whether the pupil has a breakfast/break or lunch food from the school catering department. Care plan will also confirm a 24 hour pre order system to ensure food prepared for pupils with allergies is prepared in a separate area to avoid the risk of cross contamination. Any updates or changes to care plans will be updated to the catering department.

Catering Staff

Catering departments across the trust will have a photograph in the kitchen displayed where staff only can see highlighting pupils with allergies. A copy of the care plans will be stored in a dedicated file for pupils with allergies; a copy of the care plan will also be included in staffs training files where they will sign to confirm they are aware of the pupil's allergies and what foods they must avoid. Files are stored in the catering managers office, staff have access to this throughout the day when catering is in operation.

Catering will document any pre orders for pupils in the safer food better business diary which is in use in the kitchen areas daily, the catering team will liaise with lunchtime staff on a daily basis of any orders for pupils. It is not a legal requirement to display allergens on the menu, there is a danger here if we do in that when a substitute product is sent or a menu item is changed due to a delivery problem the menus are not updated.

What is a requirement is that we encourage customers to ask what is in the food if they have an allergy or special diet to talk to us this can be achieved displaying posters and notices within the dining areas.

Catering department will display notices in food service areas encouraging customers with allergies to talk to the team and inform them of allergies. Catering will display notices telling customers allergens may be present in the food prepared on site. On request catering managers will meet with parents to plan a menu specific for their child's needs. The notice will also be displayed on the websites within the catering section.

Control Procedures

All units follow the Safer Food Better Business HACCP system. Produce is purchased from designated suppliers using agreed products and brands as per recipe. Supplier lists are stored in each catering department across the trust. A photograph is displayed in the kitchen of pupils with food allergies for staff to see daily for easier recognition of pupil. Catering staff have access to allergen file for up to date information on pupils with allergies. Staffs are trained to refuse any goods on delivery that are split, damaged, dented or in poor condition in line with safer food better business system. Staffs are trained to check deliveries for substitute products that may contain allergens, to check for labels displaying "new improved recipe" in case an allergen has been added.

Hard copies of recipes that include all menu items prepared on site will be available in all catering departments across the trust. Catering teams will have access to these at all times and will be aware where they are stored. Catering departments will have access to support from Lingfield trust's catering director who has access to on-line nutritional software where the recipes are stored in case a paper copy is lost or damaged. Catering staff can call all suppliers to request product information a list of these numbers is displayed in all units across the trust.

All catering staffs are trained on how to read labels correctly when looking for allergens, how to check recipes for allergens and how to communicate with customers with allergies. A system is in place to prepare meals ordered for customers with allergies in a dedicated area to reduce the risk of cross contamination. Staff are trained not serve foods if they are in any doubt of an allergen being present.

Events in School

Events in school are required to comply with the new legislation this would include events such as: a charity cake sale, garden fete, Christmas lunch for the community, biscuits for production evenings etc. When food for these events is produced in the catering departments a copy of the relevant allergen information will be made available. For an event where pupils or staff or visitors are supplying food they must supply the relevant information to school. A form will be given to the person responsible for the organisation of the event to document what will be sold and what allergens if any are present in the food. This form should be seen before the goods are sold. It is the person responsible for the event to gather this information and to make sure this information is available. If products are bought in ready cooked for an event such as a pack of cakes but are

sold loose out of the packaging, the packaging needs to be kept for allergen information for the customers. The school cannot be held responsible for the accuracy of the information from another source this will be highlighted on the form (appendix1). If any departments or visitors require advice on what is required they can contact the schools catering departments. The form after the event should be stored within catering department in case any queries emerge in the weeks after the event. Recommend these records are stored for 3 months.

Validation

School catering departments will be inspected by Environmental Health to confirm that they are compliant with the new legislation. The unit manager in each school kitchen will monitor and observe staff when preparing allergens to confirm they are following correct procedures. The unit manager will spot check the catering teams to ask what is in dishes to ensure their method of communication is correct. These spot checks will be recorded by unit managers. Lingfield Trust's Catering Director will support termly audits on catering departments that will include allergy management.

Breach of Policy

Any breach of policy will be investigated initially by the Trust's School Business Manager, Premises and Admin. The investigation will identify the circumstances surrounding the breach, a review of operating procedures, staff competency and training. Additionally the SBM will produce an action plan to ensure that measures are in place to ensure future breaches do not occur. The decision to implement the staff disciplinary policy will depend on the nature of the breach and will again be the responsibility of the Trust's SBM, in conjunction with the Trust's Executive Headteacher and HR advice. A full report will be provided to Governors should a breach occur.

Review Date: July 2017

Appendix 1

School Event

Date

Person Responsible for event.....

Person cooking/ supplying food for event

Please fill in the allergen details overleaf for any food products on sale or available at the event. Food sold or available that is pre packed with allergen labelling is not required. Food that is sold loose out of packaging is required. This information must be available at all school events, failure to provide this information will result in products not being sold or available at the event.

Please note: Lingfield Education Trust is not responsible for the accuracy of the information of allergens on products prepared outside of the catering department.

Product	Milk	Molluscs	Mustard	Nuts	Peanuts	Sesame seeds	Soya	Sulphur Dioxide	Celery	Cereal containing gluten	Crustacea	Eggs	Fish	Lupin