



Food Allergen Policy and Procedure

Date	Review date	Policy Lead	Nominated Governor
01.09.24	01.09.25	K Pooni P Gamble	
			Ratified: Date: September 2022

Introduction

Dormston School is committed to reducing the risk to pupils, staff and visitors regarding the provision of food and the consumption of allergens in food, which could lead to an allergic reaction.

This policy will be available on the Dormston School website and will be reviewed annually.

Statement

Dormston School Catering Department is unable to guarantee a completely allergen free environment. However, we will aim to minimise the risk of exposure by hazard identification, instruction and information. This will encourage self-responsibility to all those with known allergens to make informed decisions on food choices.

Objectives

- To promote food allergen awareness to students, staff and visitors to Dormston School
- To provide clear guidance, training and support to all catering staff on their responsibilities for the provision of food to anyone using the catering facilities who may have a food allergies or intolerances.

Allergy labelling legislation

From 13th December 2014 legislation (the EU Food Information for Consumer Regulation 1169/2011) requires food businesses to provide allergy information on food sold unpacked.

There are also changes to existing legislation on labelling allergenic ingredients in prepacked foods.

Natasha's Allergy Law came into effect on 1st October 2021. The Food Information Regulations now include new requirements for the labelling of allergens on prepacked for direct sale (PPDS) foods which are packaged on the premises before a consumer orders them.

What is a food allergy?

Food allergies affect the body's immune system. The body reacts to certain allergens in food by producing antibodies which can cause immediate and sometimes severe symptoms, such as itching or strange metallic taste in the mouth, swelling of the throat and tongue, difficulty in swallowing or speaking, abdominal cramps, nausea and vomiting, skin hives anywhere on the body. In extreme cases difficulties in breathing and a severe fall in blood pressure (anaphylactic shock) can prove fatal.

What is a food intolerance?

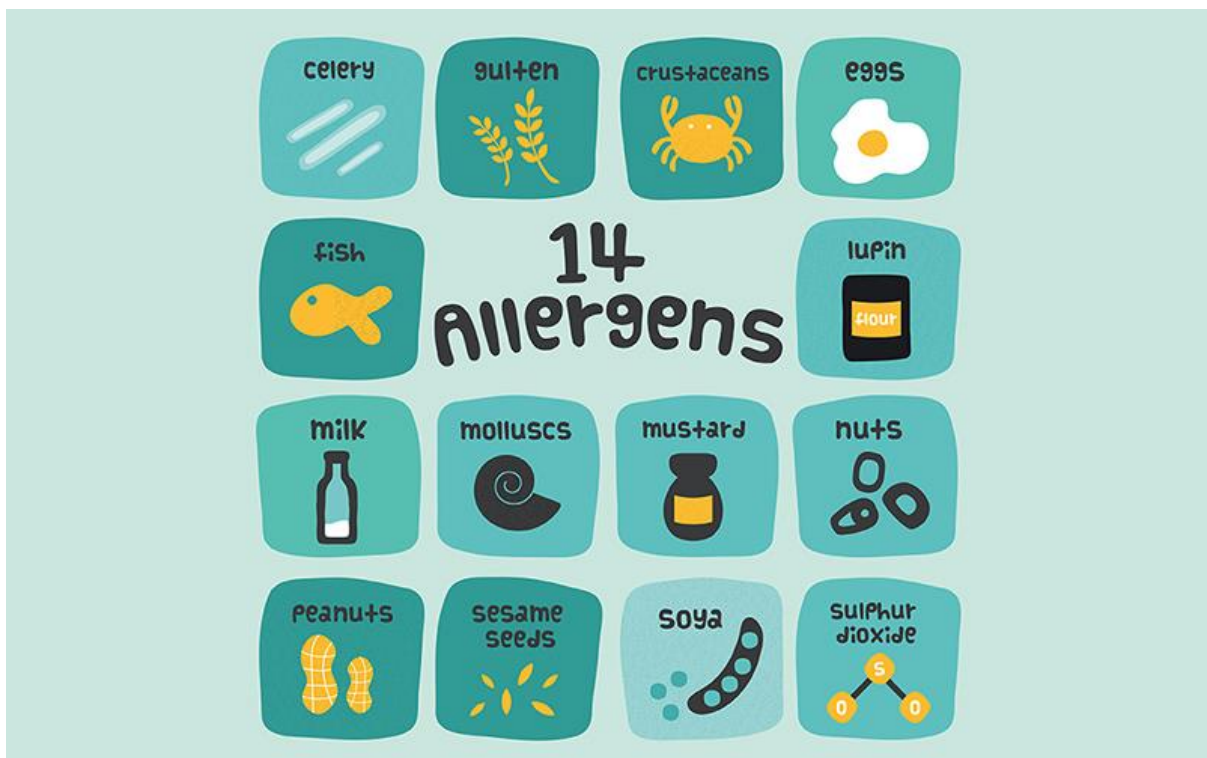
This does not involve the immune system in the same way and is not usually as severe as a food allergy. Symptoms usually take longer to appear and may include headaches, fatigue, and digestive problems.

Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredient will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no adverse reaction.

Coeliac disease is a lifelong autoimmune disease caused by a reaction to gluten. 1 in 100 people have the condition. Symptoms include bloating, nausea, wind, constipation, and weight loss. Once diagnosed it is treated by following a gluten free diet for life.

Common food allergens

There are currently 14 allergens which must be clearly stated if they are present in the food on offer at our establishment. People may report allergies to other food not on the below list. Most common in the UK are Kiwi, Peas, Seeds and other Fruit and Vegetables, people may only need to avoid when raw.



Responsibilities

At Dormston School the Catering Manager, along with the School Business Manager, is responsible for ensuring all food provided to students and staff has the relevant allergy information available on the recipe stock system.

Medical information of students is to be held within the Catering Department with all relevant care plans. Students and staff with allergens will have their data inputted onto the biometric till system as a precautionary measure, so catering staff can capture this during service and ask relevant questions.

Staff training

All catering staff must undertake the following mandatory courses:

- Food Hygiene Certificate
- CIEH Level 2 Food Safety
- Allergen Training
- Food Standards Agency Allergen Awareness

The Catering Manager and Lead Support will in addition be trained on:

- Health and Safety for Food
- Supervising Food Safety in Catering
- NVQ Professional Cookery
- First Aid at Work

All training records will be maintained by the Catering Manager/Business Manager and stored in a shared training file which will be regularly updated and checked. Casual and agency staff must be trained on Food Allergy Awareness and hold Food Safety Level 2 by the appropriate agency.

Deliveries

All dishes which are produced in house will be from standard ingredients from approved suppliers. Any ingredient changes/supplier changes affecting standard ingredients will be detailed and a matrix held on site. Any damages to food packaging or food itself will not be accepted on site. Foods with short shelf life will also not be accepted unless being used same day.

Any branding changes will be reported by the suppliers to the Catering Manager and new data sheets will be created and allergen matrix updated.

On the day product changes will not be accepted as time will be needed to obtain specific allergen information.

Good kitchen and service practises

Where allergenic ingredients are packaged openly and loosely: they will be stored and sealed separately to reduce the risk of contamination.

Equipment/utensils used in the preparation of food for consumers with food allergies are cleaned according to standard procedures (HACCP Food Management Manual) which meets regulations and criteria set.

Colour coded utensils and boards will be used for service and food preparation.

All foods which are prepared for special diets must be prepared in an area which is sanitised and free from cross contamination.

When cooking food for consumers with a food allergy or intolerance this must be prepared before any other food to avoid cross contamination. The area must be cleaned before preparation and after use. The food must be stored with cling film and allergen labelling used. If refrigerated it must be placed on a separate shelf to avoid any cross contamination.

If staff wear gloves and disposable aprons they will change before and after.

All menu's and recipes are planned using software from our food suppliers, Bidfood and Philip Dennis to ensure absolute accuracy in allergen information when preparing meals

Food service

Where dishes contain any of the 14 allergens, this must be clearly identified through labelling and chalk boards.

The Catering Manager will provide a service brief to all catering staff prior to service times. This will include menu familiarisation and information relating to menu items containing allergens, this is to ensure students in our care make the correct choice and it becomes common practice going forward, preventing any allergic reactions.

An ingredients matrix will be available at each service point and catering staff will be trained on how to use the information. Chef recipe cards will be placed on servery with the daily menu choice and all allergens in each food selection. This will also be available at each mobile outlet within the school.

PPDS (Prepacked Direct Sale) foods will have clear allergen labelling for all consumers. Hot lunch menu food presented in our River Café dining space will have all allergens identified on chalk boards, and chef allergen card displayed.

Students and staff are encouraged to ask questions if unsure and a member of the catering staff will be able to advise further.

Separate utensils will be used for allergen foods to avoid cross contamination. Allergen foods will be kept separate and labelled.

Break service food choices will be bagged up separately and students will be able to identify which allergens apply via signage displayed.

Cold grab and go sandwiches/baguettes/pasta pots and wraps will have all allergens listed on packaging. Students are encouraged to ask catering staff if unsure and further information can be given.

All home-baked cakes will have allergen information on signage next to service points.

Students/staff and visitors are advised not to risk but to ask if unsure.

Students who have known allergens have been entered onto our till system. If allergen food is chosen catering staff members have been trained and will refuse the purchase to maintain safety and well-being of our students. Phone calls will be made to parents and new care plans formed before future purchases.

Allergens for food are entered on to the biometric till system to safeguard purchases that are not permitted, pupils will not be served by staff if allergen is present in chosen food.

School Management of severe allergies (ANAPHYLAXIS)

All staff must make themselves aware of the School First Aid Policy. This outlines Anaphylaxis and the recognition and treatment that should be followed. They will also be provided with anaphylaxis guidance on how to administer an auto injector provided by our School Health Advisor.

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline.

Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat. Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason, have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE (Personal Protective Equipment))
- Drugs (illegal and prescription)

Anaphylaxis has a wide range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of tongue/throat and mouth
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness

When symptoms are those of anaphylactic shock the position of the pupil is very important because anaphylactic shock involves a fall in blood pressure.

- If the pupil is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should not stand up.
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).

If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up. Action to take: (Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken)

- Ring (9) 999 immediately to get the ambulance on the way.
- Ring main reception to send a designated first aider – state what has happened so that they can assess the situation and bring medication to the location. Please note that the staff may not be able to attend immediately, and there should be no delay in using the person’s medication.
- Locate the nearest first aider to come and assist.
- Use the person’s adrenaline device, students are expected to have two on them at all times in line with our managing medications policy, there is always a spare on site – this is stored in an unlocked cupboard within the Heads of House offices.
- Stay in the immediate area to assist the Emergency Services
- Ensure that accident forms are filled out if applicable.

This Food Allergen Policy will be reviewed every academic term and staff trained on all new legislation, procedures and policies set by Food Standards Agency.

Version Control

Last Reviewed: September 2024

Next Review: August 2025