

For compliance with:

- Health & Safety at Work etc Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Food Safety Act 1990
- The Requirements for School Food Regulations 2014
- Section 100 of the Children and Families Act 2014 - Supporting Pupils at School with Medical Conditions
- Food Information for Consumers Regulations 2014 - to be updated in October 2021 (so called new 'Natasha's Law')
- Food Safety and Hygiene (England) Regulations 2013

This document applies to:

- Head Teachers and Governors who have responsibilities as set out in the Health & Safety Policy.
- All school staff who are involved in overseeing/managing/monitoring the provision of food/foodstuffs/meals within the school including breakfast clubs, lunch meals and wrap-around provision outside of school core hours.
- Any school staff (including volunteers) who have a level of responsibility for delivering food in school or during off-site visits, including breakfast clubs, lunch meals and wrap-around provision outside of school core hours.
- All school staff who are involved in overseeing/managing/monitoring offsite visits where there is a provision of food/meals.
- Any school staff (including volunteers) who have a level of responsibility for delivering food/meals on offsite visits.
- All school staff (including volunteers) who are involved in delivering / overseeing / managing / monitoring school activities whether curricular, recreation or reward etc. which involves the exposure to, handling, use, preparation, consumption, storage and disposal of potential allergens (e.g., cooking classes, art and design work involving food products, science demonstrations, other non-food related activities etc.)
- Any external catering contractors that provide a food service to schools.
- External providers delivering a service where children could be exposed to allergens.

Uncontrolled when printed

Review History

This standard will be reviewed every three years or following legislative changes

Date	Version	Summary of changes	Amended by:
22.9.21	1.0	New document – FINAL DRAFT	KB/SL/AP

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Section 2 Identify potential 'allergen risks'

Introduction

Many children and young people within the UK community have food (or foodstuff) intolerances/allergies and/or other allergies (e.g., insect bites/stings, latex, pollen, animals, medication etc.). The level of sensitivity to an allergen and the subsequent impact will vary between individuals, with the potential risk of death or life changing impacts/injuries for those with the most severe reactions. The management of potential allergens in school settings, therefore, needs to be considered within the wider 'risk profile' of the school.

Parents/guardians are responsible for informing the school about significant allergies (and any changes to pupils' allergies) so that appropriate management measures can be put into place. Although the main focus of this standard is food allergens, there is an expectation that other allergens will be managed with a similar approach; using the concepts detailed in subsequent sections.

Purpose of this Standard

This Standard:

- Outlines the roles and responsibilities on all parties on the safe management of allergens in schools or activities related to the school.
- Provides a clear outline of the safe management principles schools must apply in managing allergens in schools.
- Signposts to further guidance and support on the safe management of potential allergens in schools.

Scope of this Standard

This standard relates to all *food (or foodstuff)/ products/ by-products that may be introduced in a school setting.

**'Food' (or 'foodstuff') means any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans. 'Food' includes drink, chewing gum and any substance, including water, intentionally incorporated into the food during its manufacture, preparation, or treatment*

It relates to any activity (food-related or otherwise) where a child or young person could come in to contact with an allergen with the potential risk of death or life changing

impacts/injuries. This includes any form of contact including air-borne, skin contact and eating/ ingestion.

This standard relates to all school activities where allergens may be present. This is of particular relevance to those at pre-secondary school or those with learning disabilities and includes (but is not limited to):

- Breakfast clubs and 'wrap around' provision.
- Serving of food at lunch times.
- Provision of snacks and (food) rewards/treats.
- Curricular activities including food preparation/cooking, forest school activities, science demonstrations, design and art work involving food products.

Whilst this standard relates to the safe management of allergens, the risk control principles should be applied for food products with cultural or religious requirements, such as Halal and Kosher.

Section 3 Responsibilities

This section sets out the responsibilities of the various stakeholders/ individuals involved for managing and delivering activities that involve allergen products.

3.1 Brighton & Hove City Council Directors, Assistant Directors and Heads of Service

Directors, Assistant Directors and Heads of Service will ensure, so far as reasonably practicable, that pupils/ students are not exposed to risks to their health from allergens by:

- Providing schools with access to a catering provider through which they can purchase a traded service to provide school meals.
- Providing sufficient resource to contract manage and scrutinise the delivery of the school meals service to ensure the contractor are meeting their contractual obligations and standards for health and safety and meal quality are maintained.
- Ensuring that the school meal service is inspected and monitored within schools.
- Maintaining this Standard and keeping it under review.

3.2 Head Teachers & Governing Body

The Head Teacher and Governing Body has responsibility to ensure the health, safety and welfare of its pupils/ students within its educational establishment and to ensure all reasonable steps have been taken to satisfy themselves that :

- There is a documented process to identify pupils/ students within the school with known allergens (in all phases) and this information is shared with all relevant stakeholders including third parties where necessary to maintain the safety of the child/ young person.
- Health Care Plans are in place to support pupils/students with complex health needs which includes known allergies and intolerances (where there may be serious health implications/risks). Health Care Plans are agreed with the parents/carers and include what steps should be undertaken in the event of an allergic reaction - for instance, the administering of medicine. Please refer to Administration of Medicines Standard and template documents on BEEM.
- The broader aspects of Safeguarding - prevention of harm and protection - are considered in the management of allergens and include children's health, safety and well-being, meeting the needs of children with medical conditions and providing first aid.
- There is consultation and agreement with any food provider on the process and procedures that will be followed for the delivery of food containing no known allergens to

the individuals concerned. Where there are doubts/concerns, the school should contact the local authority for advice and support.

- The school have received all necessary and relevant H&S documentation for the safe management of allergens from third parties, to include (but not limited to) risk assessments, method statements/ written procedures for allergen management.
- The school have sufficient trained staff in the management of allergens (including at least one senior staff member) and that allergen awareness is promoted within the school staff.
- The school have prepared their own risk assessments, both site specific and for individual children.
- School meal delivery is undertaken safely in their setting with clearly documented procedures for the delivery of the specific allergen-free/no-known allergens meal to the correct child/ young person. This will include the role of any third party, such as a catering contractor.
- All staff that are involved in the preparation/delivery of food on both sides of the serving counter have received training on allergen management and on the specific, local procedure they will follow.
- All staff are informed of the [common food allergens and intolerances](#) and [other common non-food allergies](#) to ensure they are aware of potential risks when planning curricular activities/ offsite activities.
- Parents/ guardians are informed of any activity that will involve a potential allergen and agree in writing how their child will be accommodated to ensure there is no risk to their health.

They will ensure:

- A named member of the Senior Leadership Team (SLT) is nominated within the school with responsibility for ensuring that the health and safety requirements for allergen management are carried out.
- Sufficient resources are made available for ensuring allergens (and allergen-related emergency situations) can be managed within the school – including the safe storage and immediate access to emergency medication for administration by trained staff.
- Allergen management is either considered within the schools Health & Safety Policy or a standalone Food Allergy Policy is developed detailing the school's arrangements - a model policy is provided in Appendix 1.
- Staff are appropriately trained and that the training is up to date.

- A process is in place to investigate and report any incidents or near misses involving allergens to the council's Health & Safety team and Schools Meals Manager, who will inform Regulatory Services (Environmental Health & Trading Standards) as required – e.g. where it relates to school meals delivered by a catering contractor.

3.3 Senior Leadership Team Member

The nominated Allergen Management Lead within the Senior Leadership Team is responsible for ensuring that related procedures are in place and followed. In particular they will ensure:

- Key staff understand their roles and responsibilities in relation to allergen management and have appropriate training.
- All parents/ guardians are requested to provide allergen information which is reviewed at least annually and should also update the school at the earliest opportunity if any new allergen/intolerance information becomes known to them.
- Parents/ guardians are informed of any necessary health and safety information, and consent is obtained where necessary prior to an activity involving allergen(s) takes place.
- Care plans are in place for any child/ young person that has a severe or complex allergy. These should be written in conjunction with the school SENCO, Allergen Management Lead, parent/guardian and any other relevant person. Parental confirmation/signature should be obtained and recorded.
- There is a first aid/ emergency plan in place in the event a child/ young person has an adverse effect from an allergen. This should be agreed with the parent/ carers.
- There is a process in place to monitor and assess ongoing arrangements.
- All allergen-related incidents or near misses are investigated and reported to the council's Health & Safety team (and Schools Meals Manager where it relates to school meals delivered by the catering contractor).

3.4 School Allergen Operational Lead

This role is a school representative responsible for dealing with the operational management of allergen matters and dealing with special diets/allergy queries:

- Manages the allergen information process and data provided by parents/ guardians and coordinates with School Meals Provider to ensure the information is consistent with their records.
- Ensures there is a (school) assigned lead/nominated person for allergen management in the dining hall (at least one). There should be a trained deputy to cover absence/provide additional support (if required) and consideration given to alternate arrangements where the lead / nominated people are not available.
- Acts as a central point for all queries regarding how the school manage allergens.

- Oversees allergen documentation and processes including holding copies of relevant School and Caterer/ external provider risk assessments.
- Is involved in the investigation of allergen related incidents and near misses, ensuring the potential source(s) are preserved for consideration and analysis, if necessary.
- Identifies training and awareness needs and ensures they keep themselves up to date with the topic.

3.5 All Staff/ Teacher(s)

All staff/ teacher(s) will ensure:

- They are familiar with the allergen management policy of the school and the first aid/ emergency procedures to follow in the event a child/ young person presents allergic symptoms.
- They are informed of allergens for the children/ young person under their direct care.

3.6. Staff/ Teachers undertaking an activity involving an allergen

The staff/ teacher(s) undertaking an activity involving allergen(s) will ensure:

- Children with known allergies are identified in advance and there is a risk assessment in place to cover the activity which identifies the risk(s) posed by any allergens and the control measures that will need to be followed.
- They have completed allergen management/awareness training at an appropriate level for the activity.
- Wherever possible, the risk of contact with an allergen will be avoided by not introducing the product in the school/ setting. Substitutions will be considered wherever possible, for instance using recipes that are free-from allergens or using alternative products.
- If there is an unavoidable need to use an allergen in an activity, consideration will be given to what alternative activity the child/ young person can undertake which does not treat them unfairly. Consideration of potential air-borne material (such as nut or citrus oil) and contaminated surfaces/ equipment will need to be managed.

3.7 Catering Contractors/ Third Party providers:

The catering provider has responsibility for:

- Ensuring they are fully informed of the allergens of every child/ young person they cater for (in all school phases *except mainstream secondary**) and this information is shared with all relevant staff. This is achieved by providing parents/ guardians with a special diet/allergy/ intolerance form that is returned directly to the contractor with relevant supporting medical evidence. This form will include nut-only allergies in case of a product contamination alert. The contractor is not expected to provide modified meals for pupils that have not been registered/ have not had a modified menu agreed.
- **In mainstream secondary schools – kitchen staff must be able to respond accurately to allergen ingredient questions from pupils/consumers and ensure allergen ingredients are clearly labelled on pre-packed/self-service foodstuffs (Natasha’s Law). There also needs to be an agreed process to share relevant allergen information (in advance, wherever possible) to ensure safety of consumers – esp. where individual needs may require a special menu.*
- Providing an individual child specific menu as agreed with parents/ carers for the specific child's needs. The menu must include the name of the child, agreed implementation date and all allergen information.
- Ensuring the menu is shared with the school and kitchen staff.
- Ensuring there is a site-specific risk assessment in place that covers the risk of allergens and all related work processes, which is shared with the school.
- Ensuring they have a robust, documented procedure for the management of allergens which includes (but is not limited to):
 - A detailed outline of how allergens are stored, used and disposed of.
 - Appropriate recipes are identified and followed.
 - There is a process for identifying allergens in new/substitute products, when the allergenic content of bought-in products/ingredients change and when menus change - recording this and communicating it clearly to all staff.
 - How cross-contamination is prevented and managed – including a process for product recalls for allergen contamination or manufacturer’s mis-labelling errors.
 - Food/ ingredients and special meals are labelled/covered with foil/clingfilm for each relevant child. Accurate allergen information is kept on any

- products/meals/ingredients used and the provision of this information (upon request) at any time.
- How they identify which child is to have the special meal at the point of service to ensure they receive the correct/labelled meal.
 - How they ensure updated/newly discovered allergy information is received/requested periodically, from parents/carers
 - Emergency procedures in the event that a child has come into contact with/ ingested an allergen and/or is having an allergic reaction, including raising the alarm with school staff and ensuring the potential source(s) are preserved for consideration and analysis, if necessary.
 - An agreed communication process between the Kitchen/Catering team's named Lead/Manager and the school's Allergen Operational Lead.
- Ensure all staff have had relevant allergen management training which includes specific and detailed instruction on the working procedures that need to be followed within each school/ specific location.
 - The responsibility for allergen management is clearly defined within the organisation and at all levels and there is a named lead (in each setting/kitchen) whose details are known to the school.
 - There are established communication mechanisms to inform, instruct and advise staff on allergen issues and a process to check that staff understand the allergen training and contractor's allergen management procedures.
 - There is a process in place for managing service of meals to children with allergies by catering staff who are covering absences at the school, who won't be familiar with the relevant children – e.g. what they should do when the named lead is off sick, who kitchen staff should check with about children with allergies etc.

3.8 Midday Supervisory Assistants (MDSA) / Supervisors

MDSA's and other staff that supervise the collection, consumption and disposal of food must ensure:

- They are informed by the school of all pupils/ young people under their supervision who have allergies/ intolerance and they know (as a minimum):
 - The children/ young people by sight and name.
 - Each child/ young person's allergens and what to avoid.

- The procedure for collecting/ delivering the right modified meal to each specific child/ young person.
- How to identify the signs of an allergic reaction and the emergency procedures to follow. This includes which children/ young people require an epi-pen and how to access it immediately.
- How to report incidents and/or near misses that involve allergens.
- They attend appropriate allergen management training.
- They keep informed of any allergen management information / updates following the school's communication processes.

3.9 Parents or Carers of a Child/ Young Person with known Allergies

Parents or carers of a child/ young person have no specific responsibilities under health and safety legislation; however, they are required to provide information about known (and any new/changes in) allergens and intolerances (for their child) to the school (where there may be serious health implications/risks); to share this with relevant third parties (e.g. in-school providers such as forest school) and directly to any catering provider or relevant third party, such as a wrap-around providers.

Parents/carers are to be informed by the school that they are responsible for providing any relevant emergency medication (e.g., Epi-pens, Asthma Inhalers etc.) to the school – ensuring these are in date and replenished, as necessary. However, the school will need processes in place to ensure that this is done.

Section 4 Actions required

4.1 Identify pupils/ students with allergies

There needs to be a robust system in place to identify all pupils/ students within the setting that have a known allergy. Parents/ guardians must actively be asked for this information (and also requested to provide timely updates where any new allergies are discovered) and responses formally documented. An example 'Allergen Information Form' is provided in Appendix 1.

Consideration needs to be given to the appropriate storage of allergy information which meets General Data Protection Regulation (GDPR) requirements.

4.2 Consider Whether Particular Products/ Allergens need to be Prohibited

Once the school has established the risks of allergens in the pupil/ student body, assess whether there are any allergens that are so severe as to necessitate the need to prohibit their use on site. Most schools have established 'no nut products' rules, for instance. The school's position on prohibiting specific allergens should be reviewed annually (and when there are new intakes) as information about allergies is updated from parents/ guardians.

Information about what items/ products are prohibited needs to be clearly and consistently communicated to all relevant parties including (but not limited to) staff and volunteers/ PTA's, parents/ guardians, school meal contractors, school meals contract manager, suppliers and pupils/ students. Parents/ guardians may inadvertently provide prohibited items in packed lunches or snacks provided from home, therefore regular and consistent messaging is key.

4.3 Consider whether further Support or Advice is needed

Where a parent/ guardian provides details of a complex medical condition or specific dietary needs linked to the management of allergens, consider what additional information is needed to ensure the school are able to fully assess the potential risk to the individual and what measures will be needed to ensure their health and wellbeing. Additional information could be obtained from their GP, Consultant, Nutritionist or other clinical specialist.

4.3. Complete Care Plans for Individuals with Severe Allergies

Where the school are informed of a severe allergy which could result in anaphylaxis or other critical response, ensure a care plan is in place with an up-to-date photograph of the child (identical to that in the kitchen), to support that child/ young person. Details of the allergens,

likely allergic response and necessary emergency procedures must be documented and agreed with the parent/ guardian. Details of the allergy can be included in existing care plans for the individual or as a 'standalone' care plan.

4.4. Communicate Allergen Information to Necessary Parties

Identify all staff that need to be made aware of the child/ young person's allergies and document how and when this information has been shared. The template 'Allergen Information Form' in Appendix 1 includes a section for this information to be recorded. Consider all staff, not just those that directly teach them and/ or support them during the serving and provision of meals.

[School to add an office only section on the 'Allergen Information Form' to record who (names of staff) and when informed.]

In addition to adults engaged in 'day to day' school activities consider:

- Breakfast club staff.
- Wrap-around provision.
- Visitors and third-party providers e.g., peripatetic teachers, coaches, clinicians such as Speech & Language specialists etc.
- Offsite visits and residential trips.
- Work experience placement providers.
- Volunteers undertaking cookery activities in class etc.

Use of School Sites by Third Parties

Where third parties use the school facilities for events or activities, consider whether there is a risk of contamination by their activity, for example, leasing out spaces with kitchens/ kitchenettes. Inform lessees/ hirers (including those where there may not be a charge such as PTA's) of any prohibited products/ materials that cannot be brought or used on site and your expectations on removal of waste/ cleaning after use.

4.5 Carry out Suitable and Sufficient Risk Assessment

A risk assessment needs to be in place to cover all activities where there is a risk that pupils/ students can come in to contact with allergens. Best practice is to include allergen risks in any relevant risk assessment as opposed to having a specific 'Allergies' risk assessment which may not cover the diverse risks and necessary control measures needed.

Aside from curricular activities where the risk of contact with an allergen should be considered as part of lesson planning, all extra-curricular events should also consider allergen management. This includes but is not limited to any event where food products or other potential allergens are in use.

For pupils/ students with severe allergies, consider whether an individual risk assessment is necessary for specific activities. The individual's care plan could be used to help inform the potential risks and what control measures would be necessary.

4.6 Establish Procedures for the Safe Production and Delivery of Food/ Meals

The school must establish a clear, safe process for the production of food and procedures to ensure the right food/ meal is served to the right individual. It is essential that consideration is given to:

- Identifying those with allergies and the nature of the allergens/ their needs.
- Processes are documented and all relevant staff have been trained on (and understand) them.
- Essential information is shared with all relevant staff in relation to how allergens are managed within the school.
- Emergency procedures are in place and staff know what to do in the event of an allergic reaction.
- Procedures are agreed and shared with all relevant parties including catering contractors/ suppliers/ voluntary groups (e.g., PTA).

An example Allergen Management Policy and Procedure is provided in Appendix 1.

Procedures for Identifying Pupils/Students at the point of Service

To ensure consistency across all Brighton and Hove City Council Schools the following measures must be included in the school's procedures for identifying pupils/ students with allergies at the point of service of food/ meals:

- Children requiring a modified menu are personally introduced to the kitchen team.
- Pupils requiring a modified menu are either placed at the front of the queue (or monitored within the queue) by a nominated school adult and supervised at the point of service.
- Modified meals are covered with foil or clingfilm and labelled with the child's forename and surname.

- Photographs displayed/available to be viewed (by kitchen and/or school staff) of each child with a modified menu at the point of service and updated annually.
- Pupils will be additionally identifiable in the dining room by wearing either a purple lanyard, purple wristband (non-latex) or using a purple tray – distributed by nominated school representatives (NSRs) and identification confirmed at point of service with/by catering staff.

Contractors will be expected to manage the point of service following their own health and safety procedures and processes and legal requirements. It is essential that the school and contractor/ third party consult and communicate on the process for serving meals to ensure all parties are clear on how the right meal will be given to the right child.

4.7 Provide Sufficient Training

Identify all staff that require allergy awareness training. It is recommended that all school staff (support and teaching) have basic awareness training so that they can identify common allergic reactions and know how to respond accordingly. However, all staff that carry out any activity involving potential allergens must have this awareness training.

All staff that work in the production, management and/or delivery of food/ meals and those who supervise pupils/ students at snack/meal times must have undergone specific allergy training and their understanding checked.

Note: The 'Administration of Medications Standard' includes the need for staff training/instruction in respect of pupils with special needs/ medical conditions/ use of epi-pen etc. The First Aid needs analysis should include any additional specific medical training required.

4.8 Ensure Management of Allergens is in the H&S Policy or as a Standalone Policy

The arrangements for the management of allergens should be documented within the school / and this could form part of the existing Health & Safety Policy or as a standalone Allergen Management Policy. A model policy has been produced in Appendix 1 for schools to adapt.

4.9 Maintain Confidentiality

Parents/ guardians must inform the school of any allergies or intolerances. Parents/ guardians must also inform the catering provider/ contractor via their application process for modified meals. This information is sensitive and its storage and use must follow the requirements of

GDPR. Permission must always be sought from parents/ guardians and where relevant the student before any information covered by the Data Protection Act is shared with Third Parties.

4.10 Report Incidents and Near Misses involving Allergens

Any incident or 'near miss' (where there was no injury but the potential for harm) involving the management of allergens must be reported and investigated following the school's accident/ incident/ near miss procedure. These incidents must also be reported to the council's Health & Safety team on an HS2 incident form and any instances involving the council's school meals contractor must also be reported to the School Meals Manager (susie.haworth@brighton-hove.gov.uk; [Tel: 01273293590](tel:01273293590), who will inform Regulatory Services (Trading Standards and Environmental Health Teams).

4.11 Monitoring the School Meals Service & Reporting Issues/ Concerns

The school have an important role to play in monitoring the quality, value for money (e.g., portion sizes) and safety of the school meal service. Whilst the council undertake formal contract monitoring of their school meal contract, schools are encouraged to raise any concerns or issues with the service (at the earliest opportunity) with the council.

This is essential where the issue or concern relates to food safety, hygiene and or allergen management. Schools should contact the council's School Meals Manager:

[email:susie.haworth@brighton-hove.gov.uk](mailto:susie.haworth@brighton-hove.gov.uk) or call: 01273 293590. Where schools employ their own meals contractor, the responsibility for contract monitoring and management sits with the school.

Section 5 Further information and Appendices

The Health Safety & Wellbeing Legal Register contains all relevant legislation such as the Health & Safety at Work Act and all Regulations.

Relevant links

Guidance on [common food allergens](#) and [other common non-food allergies](#).

General guidance on risk assessment: [Risk management: Five steps to risk assessment](#)

Health & Safety Standards and Related Documentation

BHCC Health and Safety Policy & Management Standard

Schools own Health and Safety Policy

BHCC Risk Assessment Guidance

Administration of Medications Standard

First Aid Standard

Appendix 1: Model Policy for Management in Allergens in Schools

Update/alter **red text** to make policy school specific:

Downs Infant School Allergen Management Policy

Declaration of Intent

The School is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Identifying all pupils/ students with known allergies and putting into place necessary controls to enable them to access and experience school safely and without detriment to their health.
- Being proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to remove all risks to pupils/ students with regards to allergens.
- Continuously improving its health and safety performance.

Responsibilities

The following staff are identified as responsible persons in relation to Allergen Management:

(Add or delete as appropriate)

Title	Responsibility (Add detail)	Name
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body.	Sarah Digon
Head Teacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management.	Hildi Mitchell
Nominated member of SLT	Ensuring that the health and safety requirements for allergen management are carried out.	Hildi Mitchell
School Allergen Operational Lead	Operational management of allergen matters, dealing with special diets/allergy queries and identifying staff that need	Molly Jones

Title	Responsibility (Add detail)	Name
	allergen awareness training - tracking attendance/ refresher requirements.	
Assigned Lead/nominated person for Allergen Management in Dining Hall (one plus deputy in case unavailable)	Accountable for special diets/lunch time arrangements by monitoring children with special diets until they have been served their meal.	YR Bam Hyland Y1 Caroline Nunnelly Mon-Wed, Kerri Briggs Thurs, Fri Y2 Charlotte Hill Deputies: Tracey Parsons, Lynn Day, Lisa Baker, Clare Kingan.
Midday Supervisory Assistant	Following allergen and other H&S procedures. Ensure children eat only their own meal and children with special diets are given their plated meal at the front of the line.	Sarah Harmes, Maria Byrne, Sophie Smith, Ami Vogel, Miyoko Bray, Linda Groundsell, Emma Colman, Anne Blunt, Chris Hill, Karen Li, Kristen McCully, Jade Guirey, Heather Gurr, Justine Reade, Catherine Crawford.
Teacher in charge – e.g. any activity (food-related or otherwise) where a child or young person could come in to contact with an allergen with the potential risk of death or life changing impacts/injuries.	Teachers to risk assess any activity involving potential allergens such as science experiments, arts and crafts, school trips, cooking, outside activities to identify risks and conduct individual risk assessment for children with known allergies. Ensure that any medication is taken with the child.	

Mainstream Secondary students are responsible for choosing their own food/ meal options that meets their dietary needs.

Communication of Allergen Information

Allergen information will be shared with all relevant school staff and third parties (with the consent of the parent/ guardian) for each individual pupil/ student:

School Staffing Group	How Communicated and recorded
Teaching staff	Class folders, updated on receipt of any new information; annual anaphylaxis training; e-mails for immediate notification of new changes.
In-house kitchen/ Catering Manager	Daily liaison with office staff; communication from parents about special diets though caterlink UK.
Support staff	Class folders, updated on receipt of any new information; annual anaphylaxis training; e-mails for immediate notification of new changes.
First Aiders	Class folders, updated on receipt of any new information; annual anaphylaxis training; e-mails for immediate notification of new changes.
Third Parties <i>[delete/ add as relevant]</i>	How Communicated and recorded
Wrap-around provision/ after school clubs	Parents liaise directly and provide own snacks, folder available in the office.
Clinical/ other professionals	Through SENCo.
Peripatetic teachers	Parents liaise directly.

Allergen Management Procedure:

Location of Allergen information	
Allergen Information Forms	School office red folder.
Allergen Risk Assessments	School office red folder.


Other: Medication and healthcare plans	School office.
Catering Provider Details (Delete if not relevant)	
Catering provider name and contact details	Caterlink UK jl@caterlinkltd.co.uk https://caterlinkltd.co.uk/
Senior Manager responsible for the management of the kitchen	Caroline Andrieu
Member of leadership team that has responsibility for the management of allergens in the kitchen	Hildi Mitchell, Headteacher
A photo of the Allergen / operational lead is displayed	School hall
'Allergen'/ operational lead has been introduced to the school/nominated representative.	Member of school staff, meeting to review this standard took place on 21/10/21
The school have a copy of the catering provider's allergen policy	School office.
Identifying Pupils/ Students with Allergies/ Special Diets	
Information on allergies is obtained from parents/guardians using the School's Allergy Information Form at the start of each academic year and on new intakes.	New intake form has section for medical needs, and an additional allergen information letter is sent out annually ON PAPER for all parents to return. Nil returns are required. Added to SIMs records.
Information on allergies is obtained from parents/guardians using the Contractors application form for special diet/ modified menu at the start of each academic year. Parents/carers also requested to provide timely updates where any new allergies are discovered.	Molly Jones receives and stores in school office and on children's files.
Copy of Special/ Modified Menu provided by Caterer/ Contractor	School office in allergy file.
Data on allergens for each pupil/ student is recorded	Molly places on allergy file and SIMs.
Allergen Management Procedure of Catering Provider	
Catering Provider Caterlink UK identifies pupils/ students with known allergies from parents/guardians using special diet/ modified menu application form	Parents request from Caterlink UK, Caterlink then sends to school Office. School send 2 copies to parents, for them to return one, and this is placed in the allergy folder.
Individual menu for specific child developed which contains none of the known allergens and a copy is provided to the parents/ guardians and the school	See above.
Responsibility to include a process for changes in recipes due to replacement/substitute ingredients or 'ready-made' products for checking of known allergens.	Kitchen manager checks against lists of ingredients.
Catering provider Caterlink UK have a documented induction/training process for	Add detail of what training by which role

new/cover/all staff which includes special menu pupils and processes.	
Catering provider Caterlink UK prepare individual special diet meals for pupils, containing no known allergens.	Kitchen staff ensure the right meal is given to the right pupil. For example: <ul style="list-style-type: none"> - plating, covering and labelling modified meals. - photographs displayed of each child with a modified menu at the point of service - Use of purple bands.
Catering Provider Caterlink UK have a process to report allergen incidents (and near-misses) to school.	Describe process and who investigates the incidents/ near misses
School Procedure for Identifying Pupils/ Students at point of Service	
Children requiring a modified menu are personally introduced to the kitchen team	At the start of each academic year or when a child starts mid-year; or when a menu change from catering provider necessitates the identification of a child
Pupils will be identifiable in the dining room by:	The use of a PURPLE coloured wrist band which is checked by the MDSA/TA of the class against the class folder.
Pupils requiring a modified menu are monitored within the queue and supervised by an adult.	Allocated member of SEN Team.
Where staff are collecting a meal on behalf of a pupil/ student they must ask the operational lead for allergens for confirmation of which meal.	
School staff will not add gravy or sauces without explicitly checking with the Kitchen manager, Caroline Andrieu.	
Emergency Procedures	
Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil.	Child's healthcare plan to be followed, and first aid procedures which are displayed in the medical area of the school office. All staff have annual anaphylaxis training.
All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.	HS1 forms are completed for all allergy incidents and near misses and reported to the LA. Any instances involving the council's school meals contractor must also be reported to the School Meals Manager (susie.haworth@brighton-hove.gov.uk; Tel: 01273293590.)

Policy Review:

This Policy will be reviewed by **the full governing body** annually. Date to be reviewed:

November 2022

Name: Hildi Mitchell	Name: Hesione Quinn
	
Date: 22/10/21	Date:



Downs Infant School - Allergy Information Form

Name of pupil:	
Date of birth:	
Year group and class:	
Name & Tel. No. of GP:	
Address of GP:	

Nature of allergy/allergies <i>(Note: School & caterer to be informed of any changes in allergies immediately)</i>	
Severity of allergy/allergies – mild, moderate or severe:	
Symptoms of an adverse reaction:	
Details of medical attention / emergency action required – e.g. antihistamines, adrenaline auto-injector	

Instructions for administering medication:	
Control measures to avoid an adverse reaction:	

Name of parent/carer:	
Relationship to child:	
Contact details of parent/carer:	
Parental signature & Date:	
Date for review (<i>at least annually or as required</i>)	