



## Middleton Parish Church School

### Allergen Procedure

*'Excellence, Truth & Grace'*

*'Summing it all up, friends, I'd say you'll do best by filling your minds and meditating on things true, noble, reputable, authentic, compelling, gracious - the best, not the worst; the beautiful, not the ugly; strive for excellence, things to praise, not things to curse.'*

#### **Philippians 4:8**

#### **Introduction**

Our school recognises that a number of community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods. Middleton Parish Church School is committed to a whole school approach to the care and management of those members of the School community. This policy looks at food allergy and intolerances in particular.

At Middleton Parish Church School we want to ensure that every pupil has the opportunity to enjoy a healthy, balanced school lunch. Special diets are a very important part of our catering provision in schools. Allergen procedures are essential to ensure that the needs of each individual pupil can be safely met. It is crucial that this process is a joint approach between the child, parent/guardian, teaching staff and kitchen staff.

The school's position is not to guarantee a completely allergen free environment, rather 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. It is also important that the school has robust plans in place for an effective response to possible emergencies.

The School is committed to proactive risk food allergy management through:

- Proactively seeking allergy/dietary requirement information from parents/guardians.
- The encouragement of self-responsibility amongst those suffering from allergies by getting children to check the labelling of food and being diligent to their needs.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Middleton Parish Church School or attending any school related activity. The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise.

The common causes of allergies relevant to this policy are the 14 major food allergens detailed below: -

- Cereals containing gluten
- Celery, including: stalks, leaves, seeds and celeriac in salads
- Crustaceans (Seafood), including: prawns, crab, lobster, scampi and shrimp paste
- Eggs, also food glazed with egg
- Fish, including: some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya, including: tofu, bean curd, soya flour
- Milk, and food glazed with milk
- Nuts, including: almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan (contains almond)
- Peanuts, including: sauces, cakes, desserts, ground nut oil and peanut flour
- Mustard, including: liquid mustard, mustard powder and mustard seeds
- Sesame Seeds, including: some types of bread, bread sticks, tahini, hummus and sesame oil
- Sulphur dioxide/Sulphites, including: dried fruit, fruit juice drinks, wine, and beer
- Lupin (seeds and flour), including: in some bread and pastries
- Molluscs, including: mussels, whelks, oyster sauce, land snails and squid.

## **Allergen Procedure**

### **Step One**

- Parent/guardian will inform school of allergy/intolerance/dietary requirement via the pupil information sheet or via contact with the school office.

### **Step Two**

- School office will update allergy/dietary requirement list.
- School office will inform the kitchen via email and teaching staff and first aiders via CPOMS
- Class staff will update allergy/dietary requirement information sheet in classroom, i.e. photo, name, allergy/dietary requirement information.
- Kitchen staff will update allergy board in kitchen
- Office staff will update class ordering folder with child specific allergy sticker
- If required, a first aider will contact parent/guardian to ask for a health care plan meeting

### **Step Three**

- When preparing meals, the kitchen manager (Mrs O'Neill) will take responsibility for preparing and packaging meals for children with allergens. Preparation will be carried out in consideration of preventing any cross-contamination. These pre-packaged meals will be stickered with the child's name and the details of any allergy.
- Where the main meal isn't suitable, the kitchen manager will see if there is a possibility of adapting the choice. For example, it may be that a dish can be prepared without a cheese topping or a salad without celery.
- When preparing buffet style snacks for BASC, kitchen staff will label food with the contents. Choices will be kept consistent to support BASC serving. Child specific information will be clearly displayed in the BASC serving area.

- All meals prepared will have contents lists stickered to the packaging, with any of the relevant 14 allergens in bold.

#### **Step Four**

- In food consumption areas, details of children who have an allergy/dietary requirement will be clearly displayed with the child's photo.
- All meals delivered for children with allergy/dietary requirement will be named and labelled with the appropriate allergy, by the kitchen staff. This will ensure that the staff who distribute the meals will be aware of the allergies/intolerances within their class.
- All meals delivered will have the contents labelled with the relevant allergenic information.

#### **General measures**

- The Office staff will review the allergy/dietary requirement information held by the kitchen staff and class staff on a weekly basis and update as required.
- In all classrooms, the details of children who have an allergy/dietary requirement/intolerance will be clearly displayed with the child's photo; all supply staff and school staff unfamiliar to a classroom will be directed to this information.
- School is working towards all senior leaders and teaching assistants completing the Level 2 qualification in Food Hygiene for Catering.
- School is working towards all senior leaders and teaching assistants completing Paediatric First Aid training. This will include training in the case of a severe allergic reaction (anaphylactic shock).

#### **Definitions**

**Allergy:** A condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.

**Allergen:** A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis:** Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger e.g. food, stings, bites, or medicines.

**Adrenaline device:** A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext, which are particular brand names.