

# **Blackpool Skills Academy – Allergy Management Policy**

## **Policy for the Management of Food Allergies in the Canteen and Kitchen**

### **1. Policy Statement**

Blackpool Skills Academy is committed to safeguarding the health and wellbeing of all students, including those with food allergies or intolerances. This policy sets out procedures for identifying, managing, and responding to the needs of learners with allergies, particularly in relation to food prepared or consumed within the Academy's kitchen, canteen, and other shared eating environments.

We aim to minimise the risk of allergic reactions by promoting awareness, good practice, clear communication, and a robust risk management process.

### **2. Purpose**

The purpose of this policy is to:

- Ensure the safety of students with food allergies while on Academy premises
- Provide staff with clear guidance on managing allergies in food preparation and serving areas
- Outline the responsibilities of staff, students, parents/carers, and external partners
- Support compliance with relevant legislation, including the Equality Act 2010, Food Information Regulations, and Health & Safety at Work Act

### **3. Scope**

This policy applies to:

- All students enrolled at Blackpool Skills Academy
- All staff involved in catering, supervising meals, or supporting students with known allergies
- Visitors, contractors, and third-party providers using the kitchen or canteen
- Any area where food is stored, prepared, or consumed

#### 4. Identification and Recording of Allergies

- Medical and dietary information is collected at enrolment and reviewed at least annually
- All known allergies are recorded securely in student records and Individual Healthcare Plans (IHPs)
- Information is shared with relevant staff (e.g. catering team, tutors, support staff) on a need-to-know basis
- Emergency contact and medication information is stored and updated regularly

#### 5. Preventative Measures in the Canteen and Kitchen

- A **comprehensive allergen matrix** is maintained and made available for all menu items
- Meals are labelled with allergen content, and allergen-free meals are clearly identified
- **Cross-contamination prevention** protocols are followed, including the use of separate utensils and prep areas
- Catering and supervisory staff receive **allergen awareness training**, refreshed annually
- Allergen signage is displayed prominently in food service areas
- Risk assessments and allergy audits are reviewed **monthly** or after any incident

#### 6. Student Support and Supervision

- Staff supervising meal or snack times are made aware of students with allergies and how to respond in an emergency
- Students are educated through PSHE and induction about the importance of not sharing food
- Visual identifiers (e.g. wristbands or lanyards) may be used for high-risk students, with consent
- Designated first aiders are trained in the use of EpiPens and emergency protocols for anaphylaxis

## **7. Emergency Response**

- Individual Healthcare Plans (IHPs) outline emergency procedures for each student with allergies
- Emergency medication (e.g. EpiPens) is stored securely but accessibly, and staff are trained in its use
- An emergency response protocol, including contacting 999 and notifying parents/carers, is in place
- Allergy drills are conducted at least **once per term**

## **8. Communication with Parents/Carers**

- Parents/carers must inform the Academy of any known or suspected allergies during enrolment or as soon as possible thereafter
- Parents are expected to supply emergency medication and ensure it is in date
- The Academy communicates any changes to procedures or risks promptly and seeks consent where appropriate

## **9. Responsibilities**

### **Senior Leadership Team**

- Ensure implementation and review of this policy
- Oversee training and resourcing needs
- Monitor compliance with legal and safeguarding obligations

### **Catering Manager**

- Maintain allergen logs and ensure proper labelling and food preparation standards
- Conduct monthly allergen audits
- Ensure all kitchen staff are appropriately trained

### **Designated Safeguarding Lead (DSL) / SENCO**

- Maintain up-to-date Individual Healthcare Plans (IHPs)
- Liaise with parents/carers and medical professionals as needed
- Ensure all relevant staff are aware of students with high-risk allergies

### **All Staff**

- Follow the procedures outlined in this policy
- Supervise students during food-related activities
- Take swift action in line with emergency procedures if an allergic reaction occurs

## **10. Policy Review**

This policy will be reviewed **annually**, or sooner in the event of a serious incident, changes to statutory guidance, or updates to student medical needs.

**Policy Date:** September 2024

**Next Review:** September 2025

**Approved by:** Senior Leadership Team