

Putteridge Primary School



Food Allergy Policy

September 2023

Introduction

Putteridge Primary 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.

Putteridge Primary 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.

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 for an effective response to possible emergencies. This policy has been created with guidance from the School's Medical Officer and the School Kitchen to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014.

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

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- 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.
- Being a 'Nut Aware' school

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Putteridge Primary 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. It is also intended to outline how information can be accessed to food allergens in the School Kitchen facilities.

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

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs - also food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)

- Milk - also food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan)
- Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, houmous, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high risk allergy and, as such, demands more rigorous controls. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life-threatening and uncomfortable, if suffered.

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 (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.

General Aspects (pupils)

The School will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- The AHT Inclusion being involved with the parents and the child in establishing an individual Medical Care Plan.
- Effective communication of the individual Care Plans to all relevant staff and departments.
- Ensuring staff first aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Posters with affected pupils pictures, names and Houses are on display throughout the School.

Responsibilities

Medical information for pupils is private and confidential. However, it is the AHT for Inclusion, Vicki Prowle and Paula Rand responsibility to pass any information on to the Catering Manager with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department.
- A list will be sent out to all staff at the start of the Autumn term outlining pupils with medical conditions.
- This medical information will be on SIMs for staff to download during trips and activities.
- The Medical Trainers who offer and deliver training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.

The parent/carer is responsible for supplying the relevant pupil medication (adrenaline device). Teachers are responsible for ensuring that they have their pupils medication with them at all times.

Additional devices are located in the Medical Rooms. It is the responsibility of the Sandra Kenneford to keep these up to date.

The Catering Staff are also responsible for:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for school catering.
- Ensuring suppliers of all foods and catering suppliers are aware of the School's Food Allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'.
- Being aware of pupils and staff who have such food allergies and updating this training every year. All staff must be informed of this during their in-house induction training.
- Clear labelling of items of food stuffs that may contain nuts.

Packed Lunch Requirements

Since this condition can be life threatening, we are asking all members of the school community for their help in minimising the risk to these children by:

- Avoiding giving children nuts or nut products in their packed lunches
- Avoiding giving nuts or nut products or snacks/bars containing nuts for break time snacks
- Avoiding supplying the school with cakes or food items containing nuts for birthday celebrations, sales, or events
- Avoiding sending containers such as cereal boxes for DT / Art lessons into school which may have contained produce made with nuts

We do acknowledge in our Allergy policy that many foods are labelled as '*may have been produced in a factory handling nuts and cannot be guaranteed to be nut free*'. Such items **will** be allowed in school as it would be unreasonable to expect these to be kept out of school.

- Please note where a member of staff notices a pupil eating a nut product, the product will be removed politely and the member of staff will explain why this has to be done.
- A phone call will then be made to the parent to explain what has happened so they are fully informed and to remind them of the Allergy policy.
- Due to the severity of the problem, it is important that all parents understand and carry out the suggested measures and reduce the risk of allergic reaction to these children.

If you need help with what foods are recommended for a packed lunch please see the school website.

We thank you in advance for your co-operation and support regarding this matter. If you have any questions or concerns, please feel free to contact either Cecilia McCarthy, School Business Manager

Procedures for Lessons involving Food items/Cookery

- A ParentMail message is sent home to inform parents/carers that a lesson involving the use of food/cookery is taking place this term – this could be for Art, DT, Science, Humanities etc.
- The allergens matrix is filled in for the ingredients/food item(s) being used.
- If there is a child in the class with specific allergies, then a face-to-face conversation will take place with the parent to discuss how the child can be included in the lesson and the ingredients/items that will be used. This will be recorded on the risk assessment.
- If a parent of a child with allergies does not deem suitable for the child to take part in the activity, the child needs to go to a different classroom whilst the activity takes place. Once the activity has been completed, all surfaces within the classroom need to be thoroughly wiped down and the room needs to be ventilated.
- The risk assessment is adapted by the teacher to meet the needs/allergies of their class. This is sent to SLT for checking, at least a week before the activity takes place.
- All staff within the year and those taking part in the lesson(s) will be informed of any children with allergies, what the allergies are and the treatment needed.
- Please ensure that staff in other year groups who are located nearby are informed prior to the lesson taking place, so that they can make any necessary adjustments required for children in their class (it is imperative that this information is shared, as we have a number of children within the school with airborne allergies)
- EpiPen's/medication goes with the child to the lesson – spare epi-pens are located in the PPA room, should these be required.
- The class medical box will be in the room with the children taking part in the activity.

- Children with allergies to be monitored carefully throughout the lesson.
- If a child is allergic to something that has been made, then this must be stored outside of the classroom (preferably in a sealed container) and only given to children when they are leaving at the end of the day – child(ren) with the allergy must be at the front of the line so they do not come in to contact with the product.

Educational Visits and In-House Events

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' dietary information is on Scholarpack under Dietary Requirements. Where food intolerance has been identified, this must be relayed to the School Kitchen if they are ordering packed lunches or any foods for in-house events from our catering suppliers.

At least a staff member undertaking an offsite trip must have attended the School's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from the Catering Department is served open and has been clearly labelled, checked against the allergen matrices and the child's specific allergies, if any. The allergens need to be checked when serving/distributing the food to the child simply asking if they have any allergies or intolerances when serving the item. This also needs to be done if the child purchases any food while on a school event.

The School Kitchen does not have any control over the food brought in during this time so it is hard to monitor.

If an item of food is used for a school event that may contain nuts, a sign will be put directly in front of the food to make both staff and children aware. Any parent whose child has an allergy to nuts will be informed before the event to ensure the parent is happy for them to be at school during this time.

If your child brings in food products to celebrate their birthday with their classmates they should:

- Not contain nuts and where possible products that read 'may contain nuts' are not sent in
- Sent in with the original packaging so that the labelling of allergens is clear enough for a member of staff to read and assess
- May be sent back home with your child if they pose any risk to the children in the school (not necessarily in their class only)
- Birthday cakes will be sent home as we cannot cut and distribute them to the children

Parents of children who have an allergy will be contacted to make sure that they agree to their child being given food items, provided from outside of the school, as long as they are free of their child's particular allergen(s). Once permission has been given this will assume the risk that anything produced elsewhere cannot be 100% guaranteed by the school as allergen free or not cross contaminated with allergens.

Charity Events

If the School hosts any 'staff coffee mornings' or 'bake days' for charity it is important that no food poses a risk to the end user, however, this is difficult for the School Kitchen to monitor. Where products are not made on site, but sold by the School, appropriate signage should be in place. This will state the following:

'This item was not produced at Putteridge Primary School therefore we cannot guarantee that it does not contain nuts or any other allergen'.

As we are working towards full allergen safety compliance we will attempt to source external companies who supply food for events that have allergy aware and food safety trained staff preparing and serving the food.

A check will be made by staff on specific dietary information available for the children with allergies and intolerances participating to ensure that checks can be made prior to serving.

All products should be plated separately, and stored as such (wrapped where possible) to prevent cross contamination to other items for sale.

It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.

Appendices – No. 2 Activities involving Food items/Cookery Risk Assessment

Activity being undertaken:

Age of pupils:

Number of pupils involved in the activity:

Number of support staff/helpers:

Recipe being cooked/prepared:

Date of lesson/s:

Children with allergies:

Hazard	Who could be harmed	Risk level – low, medium, high	What are you doing to control the risk?	Who is responsible?	Date when this action was checked/ completed?
General hygiene	Pupils, staff	Medium	<ul style="list-style-type: none"> - Pupils taught the need for personal hygiene. - Ensure that warm water, soap and towels (disposable) are available. - Cuts etc. are covered with waterproof adhesive dressings. - Tie back long hair. - Pupils are taught about not sneezing/coughing into food e.g. into a tissue or elbow. - Hand sanitiser is used. 		
Food contamination (food poisoning) <i>Ready to eat/cooked food coming into contact with raw food</i>	Pupils, staff	Medium	<ul style="list-style-type: none"> - Pupils are instructed/educated on the significance of hygiene in the kitchen – e.g. the importance of washing hands with soap and water after handling certain foods like raw meat, or after sneezing, etc. - Different coloured chopping boards for different food types (or if all same colour, use separate boards to avoid cross contamination) - Store food correctly in the fridge. - Ensure food is clearly labelled. 		

			<ul style="list-style-type: none"> - Separate chopping boards and utensils used for raw and cooked foods. - Chopping boards and utensils used for raw food are washed up last. - Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. - Ensure ovens are the correct temperature. - Check dates on food (use by, best before, etc.). - Once opened, food packaging should be appropriately sealed and kept for the recommended time on the packet/tin. 		
<p>Burns</p> <p><i>[Insert any heat, fire or electrical hazards relevant to your lesson, e.g. oven, kettle, toaster food processor/blender]</i></p>			<ul style="list-style-type: none"> - First aid box in kitchen, qualified First Aider on site. - Fire blanket/CO2 extinguisher located in kitchen/nearby. - COSHH risk assessment in place for cleaning products. - Pupils instructed in how to use oven safely (if applicable) - Ensure correct supervision from a teacher/member of staff. - Check ovens and hobs are correctly turned off at the start and end of all sessions. - Ensure sleeves are rolled up when using a hob. - Use a flameless hob where possible. - Ensure pupils know how to use heat sources correctly. - Ensure pan handles are turned inwards away from pupils. - Ensure correct cooking utensils are used e.g. non-heat conducting. 		

			<ul style="list-style-type: none"> - Ensure oven gloves are used. 		
<p>Cuts</p> <p><i>[Insert any cut hazards relevant to your lesson, e.g. knife, grater, peeler]</i></p>			<ul style="list-style-type: none"> - First aid box in kitchen/room being used, qualified First Aider on site. - Pupils should receive correct education and training for age-appropriate knife skills. - Use bridge and claw technique. - Use snipping technique. - Correct size and sharpness of knives are used. - Knives are kept in a locked draw, box or cupboard. - Soft foods are used when learning knife skills. - Use of knives is supervised by an adult if required. - Pupils are aware of how to manage cuts. - Blue plasters are kept in in the first aid box in the cooking room/easily accessible during cooking lessons. - Pupils are aware of how to manage cuts. - Box graters are use on a flat surface. - Grating is introduced using appropriate foods (e.g. hard or soft). 		

<p>Choking, allergies, intolerances <i>[Insert any choking, allergy or intolerance hazards relevant to your lesson, e.g. size of food samples, types of food used, cross-contamination risks]</i></p>			<ul style="list-style-type: none"> - Parents are contacted prior to the activity/cookery lesson taking place and face to face meeting organized. - If a parent of a child with allergies does not deem suitable for the child to take part in the activity, the child needs to go to a different classroom whilst the activity takes place. Once the activity has been completed, all surfaces within the classroom need to be thoroughly wiped down and the room needs to be ventilated. - Members of staff have a record of pupils' allergies or dietary needs. This is accessible during cooking lessons. - Staff have received training on allergens and how to manage allergic reactions. - Epi-pens and medication accessible in all cooking lessons. Spare Epi-pens in the PPA room if required. - Recipes are adapted to ensure they are safe and inclusive (as inclusive as possible, though it should be noted that some activities may require pupil withdrawal). - Lesson plans and recipes have key allergens listed. - Staff check labels and packaging for allergens. 		
<p>Trip, slip, fall <i>[Insert any trip, slip or fall hazards relevant to your</i></p>			<ul style="list-style-type: none"> - Chairs are safely removed from tables/tucked under. - Spillages are reported to a member of staff and cleaned promptly. 		

<i>lesson, e.g. furniture, bags, spillages]</i>			<ul style="list-style-type: none"> - Pupils are reminded to move around the classroom safely e.g. walk. - There is a visual check to ensure all walkways are clear, no obstructions, etc. - Wet floor signs are available. 		
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Name of risk assessor:	Job title:
Date of risk assessment:	Review date:
Names of members of staff who have read the risk assessment:	Signatures: