



Coten End Primary School

Allergy Policy

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1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of an allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [allergies in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Kerry Pope, Assistant Head, Inclusion Manager and DSL.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring that allergy and special dietary information is recorded and collated for all relevant pupils.
 - The information collection and record keeping is delegated to the School Business Manager (SBM) and the administration team.
- The allergy lead and SBM will ensure:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have an allergy action plan completed by a medical professional where appropriate
 - All staff receive an appropriate level of allergy training
 - All staff are aware of the school's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
 - Keeping stock of the school's adrenaline auto-injectors (AAIs) and inhalers
 - Regularly reviewing and updating the allergy policy

3.2 School administration team

The school administration team are responsible for:

- Coordinating the paperwork and information from families
- Coordinating medication with families
- Checking spare AAIs and inhalers are in date
- Keeping pupil monitoring folders up to date and available in the following locations –
 - Classes – information limited to relevant pupils
 - Front office – whole school listing
 - First aid stations (US Hall and LS Year1/2 corridor) – whole school listing
 - Shining Stars - whole school listing
- Printing and distribution of purple lanyards with allergy information for pupils
- Any other appropriate tasks delegated by the allergy lead

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required – all staff to complete AAI and Asthma Awareness courses annually
- Being aware of specific pupils with allergies in their care and the details of their care plans
- Checking that AAIs and inhalers are in date, requesting replacements if required and sending out of date AAIs and inhalers home with parents
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Ensuring that purple lanyards are worn by pupils with allergies at lunchtime

3.4 First Aiders

In addition to the responsibilities of teaching and support staff, 'first aiders' will also be responsible for helping to administer AAIs. These are members of staff who have volunteered and been trained to help pupils with AAIs in an emergency. The designated members of staff are:

Name	Location/ room number
Ann Cunningham	Reception
Louise Ellis	Reception
Jane Pittock	KS2

Donna Tetlow	Office
Louise Patterson	KS1, Senior MD Supervisor
Nicola Plaskett	KS1
Katie Rebbeck	KS2, Senior MD Supervisor
Gillian Lawson	SEND TA
Louise Cunliffe	KS2
Vasiliki Kopaila	KS2, MD Supervisor
Katie Wiseman	KS2, MD Supervisor
Jessica Heatley	KS1
Katrina George	Office
Sarah Williams	Office
Sue Higgins	KS2
Toni Darby	Reception
Kelsey Swaby	Rec/KS1

3.5 Parents

Parents are responsible for:

- Being aware of our school's allergy policy
- Promoting and maintaining allergy awareness among their children
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers (and spacers), antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

3.6 Pupils with allergies – age appropriate

Depending on the age of pupils, they are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their inhaler

3.7 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

The school works closely with our food providers 'Educaterers' who follow an allergen management procedure – Special Dietary Requirements 'Purple' Process – to manage the provision of special diets to our pupils.

As part of this procedure, Educaterers will ensure that:

- Catering staff receive appropriate training and can identify pupils with allergies
- School menus are available for parents to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction, and therefore we operate a nut-free policy. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds
- Home baked items that contain nuts

If a pupil brings these foods into school, the food may be confiscated.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered.

5.5 Animals

The school will ensure the following:

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact – this includes contact with our school dog, or any interaction with visitors such as guide dogs.
- Pupils with animal allergies will not interact with animals

5.6 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher or another member of staff

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

This links to our 'supporting pupils with medical conditions' policy.

- The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
 - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil
 - A photograph of each pupil to allow a visual check to be made
- The register is kept in an easily accessible location. Class sets include details of individuals in each class, a whole school register is kept in the front office, in Shining Stars and at each first aid station, and can be checked quickly by any member of staff as part of initiating an emergency response

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Members of staff are trained in the administration of AAIs
- If a pupil has an allergic reaction, the staff member will follow the pupil's allergy action plan
 - If an AAI needs to be administered, a designated member of staff member will use the pupil's own AAI, or if it is not available, a school one, where permission has been granted. It will only be administered by a designated member of staff trained in this procedure
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and follow our normal first aid procedures
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed, following their allergy action plan if available.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead or SBM is responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs and Inhalers are purchased from Eureka! School First Aid and Hygiene online. Headteacher approval is required for any purchases.
- Three spare 300 mcg AAIs and three Inhalers will be held in school – one in Upper School and two in the front office and one 150 mcg AAI will be kept in the front office. All will be clearly labelled as spare

- AAI's will be the Epipen brand and the inhalers will Salbutamol.
- Dosages for AAI are as follows:
 - For children under 6 years old, a dose of 150 microgram adrenaline is used
 - For children 6-12 years, a dose of 300 microgram adrenaline is used
 - Both dosages are as recommended in the Department of Health 'Guidance on the use of adrenaline auto-injectors in schools.
- Doses for inhalers should follow an individuals' care plan.

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff always have access, but out of the reach and sight of children.
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed. Spare AAIs are located in the upper school (teaching kitchen) and the Front Office.
- Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

Donna Tetlow and Sarah Williams are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions, using a sharps bin.

7.5 Use of AAIs off school premises

- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events
- Any pupil prescribed an AAI will have this taken with them on any trip off school premises, and will be kept by their group leader
- The school emergency AAI will be taken on trips where a pupil has a prescribed AAI and allergy action plan, for emergency use

7.6 Emergency anaphylaxis kit

The school holds an Emergency Anaphylaxis Kit at the front office. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage

- Manufacturer’s information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered

An Emergency Asthma Inhaler Kit is also located at the front office.

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies

Training will be carried out annually by the allergy lead.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- The Allergy Team ‘Schools Allergy Code’ (Appendix 1)
- Educaterers Allergen Management ‘Purple’ Procedure (Appendix 2)

Reviewed June 2024	Kerry Pope
Next review June 2025	

Appendix 1 – Schools allergy code

Schools Allergy Code

Allergic disease is the most common chronic condition in childhood. An allergic reaction occurs when a person's immune system is triggered by a substance that is usually considered harmless. Whilst most allergic reactions are mild, some can be very serious and cause anaphylaxis which is a life-threatening medical emergency.

The Code is not a set of rules and regulations but it is a guide to best practice in achieving a whole school approach to allergy safety and inclusion. It has been drawn up by the Benedict Blythe Foundation and The Allergy Team, with the backing of leading allergy clinicians and the Independent Schools' Bursars Association.

All schools are encouraged to use the Schools Allergy Code to ensure good allergy management in their setting. The Code and its accompanying Checklist are free resources.

Principles of good practice

1. **Take every allergy seriously** - allergic reactions are unpredictable and every child with a diagnosed allergy should be included in the measures outlined in the Code.
2. **Every child matters** - allergies are as unique as the children who have them. It is crucial that an individualised approach is adopted to implementing the Code, working with families and children to understand their experiences.
3. **Prioritise safety and inclusion over the 'status quo'** – responding to the needs of children with allergy can require finding new ways of doing things, with schools prioritising safety and inclusion every time.

Code guidance

1. **Take a whole-school approach**

Every member of the school community should understand allergy and their responsibility for reducing risk, from pupils and parents to staff members. Allergy management is not just the responsibility of the catering and medical team.

 - 1.1 **Build the knowledge and skills of all staff through targeted training and education.** This will include understanding risk reduction and the importance of inclusion, as well as first aid response to allergic reaction.
 - 1.2 **Weave allergy awareness into classroom activities, for example lessons on nutrition and PSHE.**



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- 2. Communicate clearly** Give people information about the school's approach to allergy clearly and frequently.
- 2.1 Establish an Allergy and Anaphylaxis Policy which is written in plain English and accessible. The policy should be published online and communicated to all staff and relevant members of the school community, including parents. This should be a dynamic document that is frequently reviewed and updated.
 - 2.2 Ensure open communication with parents, teachers, support staff and caterers about the individual needs of children, based on co-created Individual Healthcare Plans (IHPs) for all children with allergy.
- 3. Have clear governance and risk management** Create an awareness of allergy risk across all activities and processes.
- 3.1 Ensure clear governance structures and clearly defined roles and responsibilities including a Designated Allergy Lead.
 - 3.2 Make sure allergy policies and procedures are regularly reviewed and reported on by Designated Allergy Lead.
 - 3.3 Allergy should form a part of every risk assessment.
- 4. Readiness to respond** Have systems, processes, and medication in place for emergencies.
- 4.1 Ensure that pupils prescribed with adrenaline pens have two in-date devices accessible at all times.
 - 4.2 Hold spare adrenaline pens and make sure everyone knows where they are.
 - 4.3 Establish annual risk reduction and anaphylaxis training for all staff.
 - 4.4 Publish an Anaphylaxis Emergency Response Plan which enables staff to respond confidently and immediately to an allergic reaction.
 - 4.5 Rehearse the Anaphylaxis Emergency Response plan.

Schools Allergy Register

To join the Schools Allergy Register of those observing the Code and to display a trust mark, schools must be assessed by The Allergy Team. Schools that do this will be supported throughout the process and receive free access to The Allergy Team's allergy and anaphylaxis training for staff.



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schoolsallergycode.com



Schools Allergy Code Checklist

- Whole school approach**
- Annual training for all staff delivered, recorded and any refreshers scheduled (Reminder: training must include reducing risk to help prevent allergic reactions, emergency response and supporting wellbeing and inclusion of pupils with allergies)
 - School-wide allergy awareness programme (for example assemblies, PHSE content, staff sessions, communication with all parents and pupils)
- Clear communication**
- Comprehensive Allergy and Anaphylaxis Policy in place
 - Allergy and Anaphylaxis Policy made available and clearly signposted e.g. on website
 - Date set to review Allergy and Anaphylaxis Policy
 - Individual Healthcare Plans created for all pupils and shared as appropriate
- Governance and risk management**
- Clear governance structure agreed and communicated
 - Defined staff roles agreed, including Designated Allergy Lead
 - Review process for policies and procedures agreed
 - Risk assessments include section on allergy management
- Readiness to respond**
- Clear policy implemented for adrenaline pen storage and/or carrying
 - System in place to record expiry date of adrenaline pens
 - Spare pens located appropriately around the school
 - Emergency Response Plan written and circulated to all staff
 - Rehearsal of Emergency Response Plan scheduled
 - Annual anaphylaxis drill planned and scheduled



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Appendix 2 –



Allergen Management Procedure

As of the 13th December 2014 EU legislation, EU Food Information Regulation No. 1169/2011 (FIR) and Food Information for Consumers Regulation (FIC) became effective. Caterers are now required by law to be able to provide customers with accurate information on the EU's 14 major food allergens if they are included in any of the food products they produce, sell or serve. From 1st October 2021, the way food businesses provide labelling information on Prepacked for Direct Sale (PPDS) food will change. These changes outlined in Natasha's Law, will provide essential information to help people with a food allergy or intolerance to make safe choices when buying PPDS food.

Infant, Junior and Primary Schools

Educaterers Ltd devised a Special Dietary Requirements 'Purple' Process to safely manage the provision of special diets to pupils in Infant, Junior and Primary Schools. This process is held within the purple Allergy Awareness Handbook as purple is the recognised industry standard colour associated with food allergens.

The 'Purple Process' is mandatory for all Educaterers Ltd employees, to ensure that whichever school they work in they follow exactly the same procedure to check that the appropriate meal is served to safeguard the health and safety of pupils. Each employee receives Allergy Awareness training before they are permitted to serve food to pupils and receive Allergy Awareness refresher training thereafter.

The Allergy Awareness Handbook contains the following:

- Register of Staff
- Special Diet Request Forms
- Special Dietary Requirements (Purple) Process
- Special Dietary (Multiple or Complicated) Requirements Process
- Special Dietary Requirements Work Instruction
- Special Dietary Requirements Records
- Generic Multiple Allergen Advisory Sheets for current 3 week menu cycle covering the EU's 14 major food allergens

Educaterers Ltd liaise with schools to ensure that information provided by parents/carers regarding pupils with food allergies and intolerances who chose school lunches, is provided to the Catering Supervisor, or in the case of schools without kitchens, to the Catering Supervisor at the school that supplies the meal.

Educaterers Ltd can provide, free of charge, purple cards or purple wristbands to the school to clearly identify a child with a food allergy or intolerance.

Allergen Management Procedure (Caterers\ISO\Allergy Awareness Handbook)	Page No: 1 of 2	Document Ref: CP059	Revision: 2	Issue Date: 26/01/2021
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If a school already has a process in place that accurately identifies pupils with food allergies and intolerances and the school wants to continue to use this process, then Educaterers Ltd are happy to work with them to ensure the safety of these pupils.

Where a child has complicated, multiple allergens Educaterers Ltd will do all we can to provide a nutritious meal if requested. We can offer the support of our nutritionist to liaise with parents/carers/medical professional direct if required.

Secondary Schools and Sixth Form Colleges

All Educaterers Ltd's recipes are held onsite and contain a list of ingredients and allergen information which provides catering staff with the information they require to assist pupils with special dietary requirements. This information is also available for inspection by the customer upon request.

All display menus and price lists contain the following text;

"We have information regarding the allergenic content of dishes and products on our menus. If you are unsure please ask a member of the catering staff for assistance."

All foods prepacked for direct sale (PPDS) are labelled with the name of the item and a full list of ingredients with allergens highlighted, to comply with Natasha's Law which comes into effect from 1st October 2021.

Each employee receives Allergy Awareness training before they are permitted to serve food to pupils and receive Allergy Awareness refresher training thereafter.

Where a young person has complicated, multiple allergens Educaterers Ltd will do all we can to provide a nutritious meal if requested. We can offer the support of our nutritionist to liaise directly with the young person/parents/carers/medical professional, if required.

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ALLERGEN AWARENESS - PURPLE FOLDER

All Educaterers Ltd staff must be trained on use of the PURPLE PROCESS before they are permitted to serve food.

Register of staff, Allergy Awareness – The Purple Process must be signed by employee on completion of training.

On seeing a child wearing a PURPLE WRISTBAND or presenting a PURPLE CARD all Educaterers staff must STOP AND CHECK the correct meal to be served as written down on the Record of Special Dietary Requirements Prepared Form kept in the PURPLE FOLDER. If in doubt advice must be sought from the Site Catering Supervisor before the meal is served.

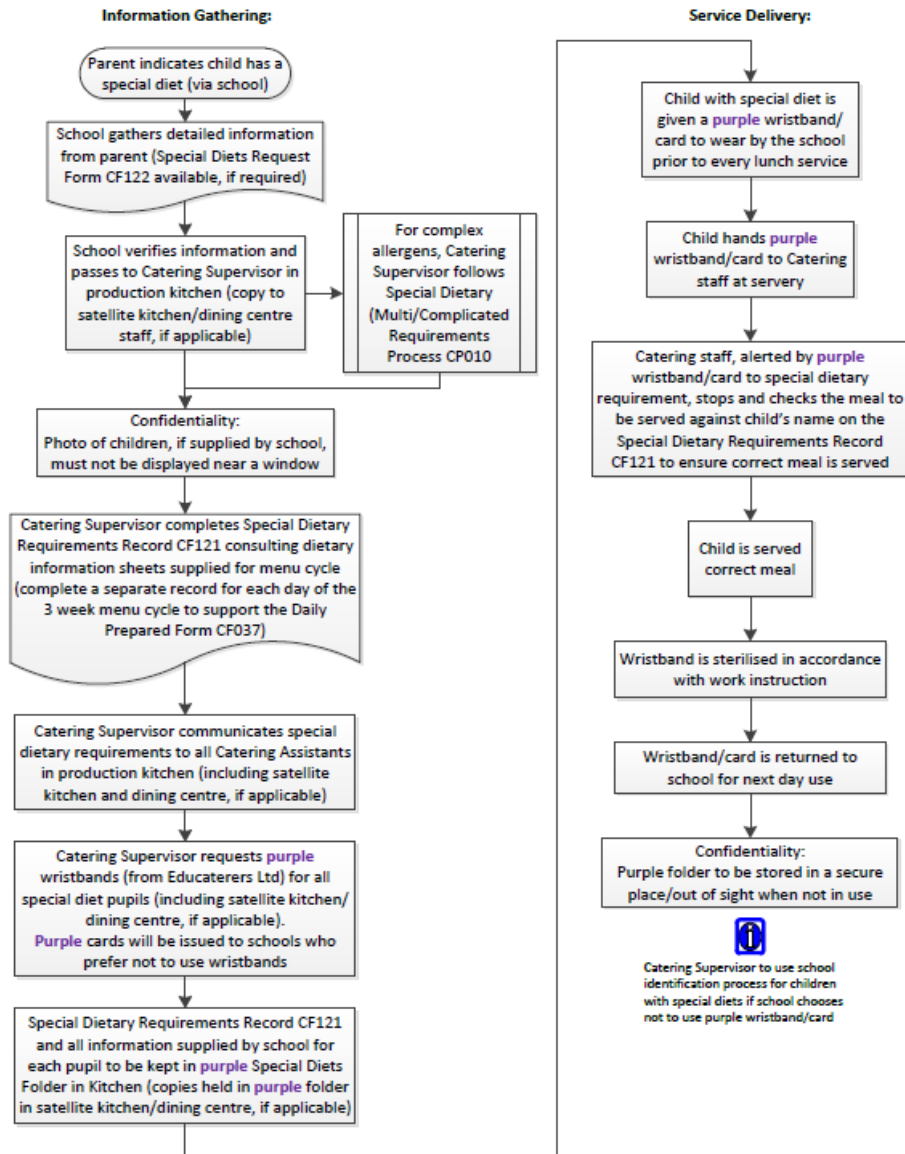
It is the schools responsibility to ensure all special diet information relating to pupils, is current and verified by the school representative before supplying it to Educaterers Ltd staff.


Contents of PURPLE FOLDER

1. Special Dietary Requirements Record (CF121) – one for each day of 3 week menu cycle.
2. Information on individual pupils' special diet requirements supplied by the school in whichever format they choose (this could include Educaterers Ltd Medically Identified Special Diets Request Form).
3. Generic Multiple Allergen Advisory Sheets for current 3 week menu cycle.
4. Named child, site specific, complicated special diets prepared by Educaterers Ltd Nutritionist in partnership with the child's parent/carer, the school and any other health professional i.e. Community dietician.


Allergy Awareness Handbook Contents (Caterers\ISO\Allergen Awareness Handbook)	Page No: 1 of 1	Document Ref: SWI157	Revision: 4	Issue Date: 28/09/2018
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Special Dietary Requirements (PURPLE) Process

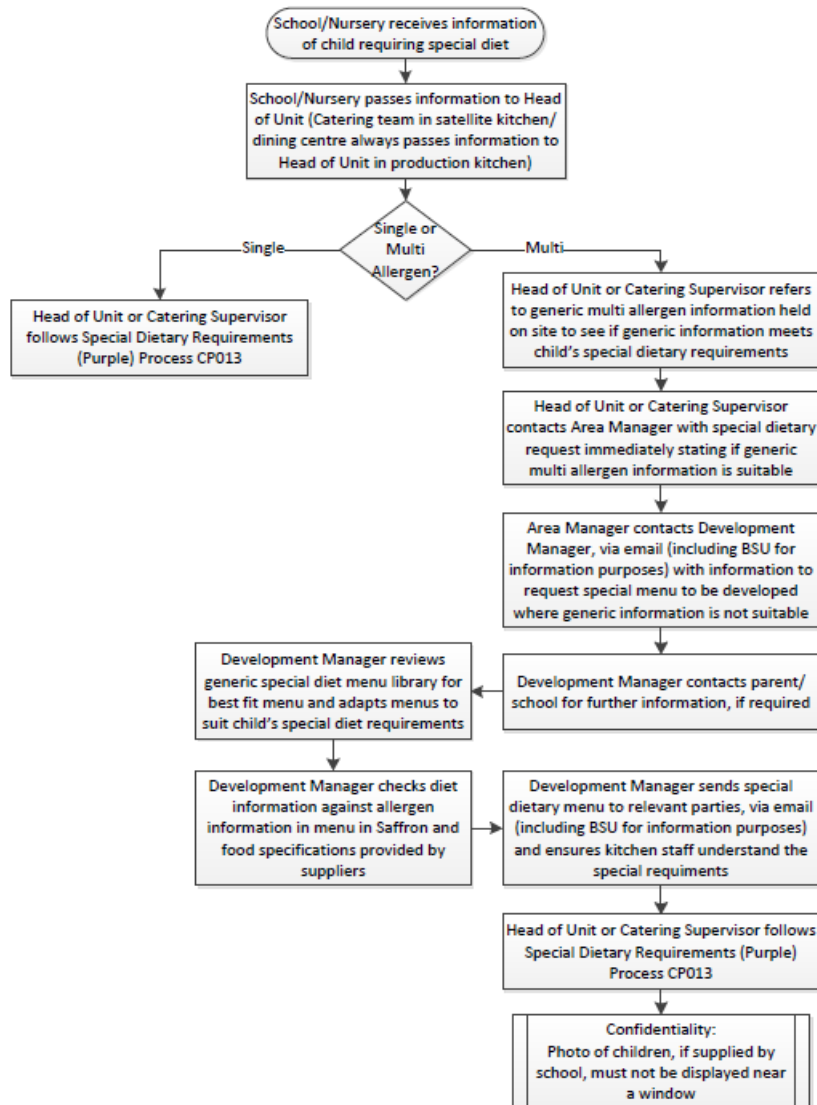



 Catering Supervisor checks ingredient labels of substitutions in menu against special dietary requirements and, if unsure, contacts Head Office for further advice


Special Dietary Requirements (Purple) Process (Caterers/ISO/Procedures & Processes)	Page No: 1 of 1	Document Ref: CP013	Revision: 4	Issue Date: 03/03/2018
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 Catering Supervisor to use school identification process for children with special diets if school chooses not to use purple wristband/card

Special Dietary (Multi/Complicated) Requirements Process



 Written confirmation from a child's parent/carer is required in order to produce/amend a special diet

 Catering Supervisor checks ingredient labels of substitutions in menu against special dietary requirements and, if unsure, contacts Head Office for further advice

Special Dietary (Multi/Complicated) Requirements (Caterers\ISO\Procedures & Processes)	Page No:	Document Ref:	Revision:	Issue Date:
	1 of 1	CP010	3	01/09/2017

School Name: _____

**Medically Identified Special Diets Request Form
and Religious and Dietary Preferences**

You have been given this form because you have indicated to us that your child requires a special diet due to a food allergen or intolerance. In order for our school meal provider, **Educaterers Ltd**, to ensure that all special diets are correctly catered for, we request that a letter is provided to confirm the medical diagnosis of the allergy before any special diets are issued. This will ensure everybody is working to the same restrictions.

This form should also be used for any religious or dietary preferences to ensure Educaterers can also cater for these requirements

Child's name Year Group

Does your child have an allergy or intolerance to any of the following allergens?
Please put against all that apply:

- Peanuts Gluten Milk Egg Nuts
 Soya Lupin Molluscs Shellfish Fish
 Mustard Sesame Sulphites Celery

Other, please state

If you have marked any of the above boxes, please provide further details of the nature of the allergy/intolerance below.

Has the allergy/intolerance been medically diagnosed? Yes No

Religious and Dietary Preferences

Please provide details of foods your child cannot eat due to religious faiths, beliefs or dietary preferences. Please put against all that apply:

- Vegetarian Pescatarian (vegetarian/can eat fish No Beef
 No Pork Halal Vegan

Other, please state

Special Diets Request Form (Caterers)ISOAllergen Awareness Handbook)	Page No: 1 of 2	Document Ref: CF122	Revision: 5	Issue Date: 22/08/2021
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Data Protection

Please confirm this information and a photograph, where provided, can be passed to Educaterers Ltd catering team.

I consent to this information being shared with the Educaterers Ltd catering team and the photograph, where provided, being used in line with the school's policy.

Name of Parent/Carer completing this form

Signature Date

Daytime contact telephone number

and/or

Email address

Please return the completed form to the school office, who will verify the information and advise the catering team of your child's requirements.

*It is essential to let the school know **in writing** if there are any changes to your child's food allergies and intolerances or if your child no longer requires a special diet. Educaterers Ltd may not be able to change the agreed special diet without this confirmation – this to ensure the meal is safe to be served to your child.*

School Representative's Signature

Date

Educaterers Ltd will process the personal information provided on this form in accordance with the General Data Protection Regulations. The data will be retained only for the purpose to provide medically identified and other special dietary requirements. We will keep this information for the duration your child is enrolled at the school and will be confidentially disposed of when no longer required for this purpose. The legal basis for our use of this information is 'Necessary for reasons of substantial public interest, to safeguard the health of data subjects'. Under data protection legislation, individuals have some legal rights in respect of personal information we process from you. Please see our website for further details www.educaterers.co.uk

Special Diets Request Form (Caterers/ISO/Allergen Awareness Handbook)	Page No: 2 of 2	Document Ref: CF122	Revision: 5	Issue Date: 22/06/2021
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WORK INSTRUCTION

Topic: **Special Dietary Information**

Responsibility of: **Head of Unit/All Staff**

N.B. Special dietary needs should be confirmed in writing by parents, doctors or dieticians to the school, to ensure that the correct meal is served.

It is critical that the allergy process and the recording of information is followed in every case

Single Allergens

For pupils with single dietary requirements the Head of Unit should consult with the school and use the Menu Listing with Allergies (held in Menu folder) to check which foods are suitable to serve to the pupil.

Multiple Allergens

For pupils with multiple dietary requirements these **must** be referred to the Area Manager immediately.

Dining Centres/Nurseries

The Head of Unit and staff at the Dining Centre/Nursery **must** communicate with each other to ensure they know which pupils have special dietary requirements. They must follow the above procedure regarding single or multiple allergens.

Procedure

The Special Dietary Requirement Record CF121 must be completed to list all pupils with dietary needs. This record must show the type of allergy the pupil has and detail what they can safely eat.

Completion of the Record

- Enter Site Code and Menu date (this is the date of the menu cycle e.g. Sept 2021).
- Enter Menu week and day.
- Enter the pupils name(s) then tick all the boxes that apply to show the child's allergens e.g. if the pupil has a nut & fish allergy - tick the nut and fish boxes **only**.
- In the "Other" column list any other food allergies not listed in the boxes e.g. strawberries, mustard.
- The Red and Green main course menu choice boxes have been headed R, G. In the 2 blank menu choice columns identify all other choices that you serve e.g. JP-Jacket Potato, CL-Cold Lunch, DB-Deli Bag
- Under all 4 menu choice columns TICK the menu choices that are safe for the pupil to eat for that day. If the pupil is **unable** to eat a particular item, leave the box blank. E.g. for a pupil with a dairy allergy the JP box would NOT be ticked as the Jacket Potato menu includes cheese on a daily basis. Jacket Potato with Tuna Mayo would be written in the large Main Course box as this would be the safe option for the pupil to eat.
- Repeat the above for the carbohydrate, vegetables, dessert and drink columns. If the pupil is able to eat anything on the menu that day then all the boxes can be ticked.

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- For pupils with dietary/religious food preferences, complete the Dietary/Religious Preference Form CF262 noting the name of the pupil, the year/class they are in and their dietary or religious preference e.g. vegetarian/pescatarian/vegan/no beef/no pork/Halal etc. This should be placed in the Allergy Awareness Handbook (Purple Folder) and referred to on a daily basis to ensure that a suitable meal is served to these pupils.

All staff working in the unit (including contracted staff, supply or staff from another unit) must know the menu that is safe or suitable to cook and serve to pupils who have special dietary requirements.

The Allergy Awareness Handbook (Purple Folder) must contain full, up to date, information on all the pupils with allergies or dietary/religious preferences and be revised immediately if there are any changes to a pupils allergen or dietary information. Any old out of date information must be disposed of securely (pupil information must be returned to the school).

Pupils with complex allergies may have menus created especially for their needs. Ensure any special menus are listed on the Special Dietary Requirement Record CF121 and held in the Allergy Awareness Handbook (Purple Folder).

Some schools provide photos of pupils with special dietary requirements. These photos may be placed in the Allergy Awareness Handbook but if they are displayed in the unit they **must not** be on view near a window or where the pupil could be identified by anyone other the school staff.

Over a period of time, the pupil's dietary requirements may change. It is essential that any changes be provided in writing from either the parent and/or the school. **Do not** change a meal until confirmation has been received in writing.

If the pupil's dietary requirements become more complex you must contact your Area Manager immediately.

If anyone believes that a pupil has received a food item which may not be safe they must inform the school and their Area Manager immediately.

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Educaterers Ltd – Special Dietary Requirements Record

Other	L - Lupin
SU – Sulphates	M - Mustard
M – Mustard	MO - Molluscs
C – Celery	CR - Crustaceans
S - Sesame	

Menu Date	Menu Week	Day	Primary Menu (please specify)
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Name of Pupil	Dairy	Gluten	Egg	Peanut / Nut	Fish	Soya	What <u>IS</u> Safe to Eat and Drink												
							Other Allergy Please Specify	Main Course			Main Course	Carbohydrate	Vegetable	Dessert	Sponge Containing Egg	Drink			
								R	G										

Natasha's Law

Natasha Ednan-Laperouse died after suffering from an allergic reaction to an undisclosed ingredient in the pre-packed unlabelled baguette she purchased. This has resulted in the government implementing stronger laws to protect all of those with food allergies (estimated 1 in 5 people) and give them a greater confidence in the food they purchase being **SAFE**. Currently, food prepared on the premises in which it is sold is not required to display allergen information on the label, meaning allergy sufferers sometimes lack confidence when buying food to eat whilst they are away from home.

Natasha's Law will come into effect on 1st October 2021 and will require all food businesses to provide a full ingredients lists and allergen labelling on **ALL** foods pre-packaged for direct sale (PPDS) on the premises.

The new rules will require all PPDS food to have the following clearly displayed on the packaging:-

- Name of the food
- Full ingredients list, with any of the 14 allergenic ingredients emphasised

Allergens to be emphasised

Cereals containing Gluten
Peanuts
Nuts
Soya
Celery
Lupin
Mustard
Sesame
Molluscs
Crustaceans
Milk
Eggs
Fish
Sulphur Dioxide

From 1st October PPDS food **MUST NOT** be put out on display or used to top up for sale **WITHOUT** an ingredients label. This will be against the law. Educaterers will monitor labelling of PPDS food during internal audits and LTV, etc. EHO will also do checks during their inspections.

Natasha's Law will apply to all food that is prepared in the unit and put into some form of wrapping prior to being chosen and purchased e.g. jelly and whip pots with

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lids and pasta salad boxes. If the packaging needs to be opened to get to the food inside then it is considered to be PPDS e.g. fully wrapped burgers DO need a label. Freshly baked paninis or prepared baguettes put into a bag for service that is not sealed or folded over at the top DO NOT require a label.

You will only be able to serve PPDS foods that we have supplied an ingredients label for.

Allergen information is already listed on pre-packaged items that are brought in for direct sale e.g. Muller yogurts, drinks, Tiffin sandwiches, etc.

Ensuring the accuracy of the allergen information in the foods we serve in our units requires 'Allergen Management' that is implemented into our existing HACCP plan in the Food Safety Management System. Any substitutions received must have their labels checked and reported to Head office before use as stated in our HACCP.

All recipes **MUST** be strictly adhered to as the pre-printed ingredients labels are made up using these recipes from our recipe file. The labels will include only the ingredients stated in the recipe and any sub ingredients from made up items i.e. sauces. All ingredient specifications are provided to us by our suppliers so that detailed accurate labels can be produced.

As normal any items/dishes that are served to the customer onto a plate or put into a wrapping at the point of service are covered by the allergen information on our menus and at the bottom of the recipes.

All staff should be aware of what ingredients and allergens are in the dishes if asked and know where to find the information if they are unsure in any way.

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