



FOOD ALLERGEN POLICY SENIOR

SCHOOL DIVISION:	SENIOR
POLICY DIVISION:	MEDICAL (CATERING)
POLICY OWNER:	SCHOOL NURSE
DATE:	APRIL 2018
RATIFIED BY:	WSLT

1. Introduction

Claremont School is committed to protecting members of the school community and any visitors with regard to the provision of food and consumption of allergens in food. Claremont School is not in a position to guarantee a completely allergen free environment, but works to minimise the risk of exposure, encourage responsibility and plan for effective response to any reaction to allergens.

2. Objectives

To promote awareness of food allergens and bring these to the attention of students and staff members.
To provide clear guidance to all catering staff on their responsibilities for the provision of food to members of the school community and visitors with a confirmed food allergy.
To ensure that appropriate education/training is available and implemented for any catering staff involved in providing food to customers with food allergies.
To ensure appropriate information and support is available for staff.

3. What is a food allergy?

Food allergies involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: Itching or a strange metallic taste in the mouth; swelling of the throat and tongue; difficulty in swallowing or speaking; abdominal cramps; nausea and vomiting; skin hives (nettle rash) on the body, or, in the most extreme cases, difficulties in breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal.

4. What is food intolerance?

This does not involve the immune system in the same way as a food allergy. Symptoms usually take longer to develop and may include headaches, fatigue and digestive problems. Food intolerance is harder to diagnose than a food allergy.

5. Responsibilities

The Head Chef, or in their absence, the Sous Chef, is responsible for ensuring that any food provided to persons with a food allergy is appropriate for their needs. The Head Chef will ensure that the kitchen has stock, or can access the necessary ingredients to offer suitable alternatives for people with allergies, intolerances and coeliac disease. This includes wheat/gluten free breads/pasta and dairy free alternatives to cow's milk/ butter spreads.

The Head Chef will ensure that allergen information is provided on all foods recorded in the list of common food allergens (see below). This information will be supplied on Allergy Data Sheets and displayed in the Dining Room so that it can be easily accessed by all. This also applies to food which is pre-packed such as sandwiches and wraps.

6. Kitchen Staff Training

All kitchen staff must undertake the following training:

- Food Hygiene Certificate
- Food Safety
- Food Allergy Awareness
- EpiPen Training

All training records will be clearly located and maintained in the School Kitchen with copies kept in the School Office. These records will also contain annual refresher training records.

7. Kitchen and Service Practices

All dishes which are produced in-house will only contain ingredients from approved suppliers. Any ingredient/supplier changes affecting standard ingredients will be detailed. Where allergenic ingredients are contained in open packaging, they will be stored separately to reduce the risk of contamination. Equipment/utensils used in the preparation of food for people with food allergies/intolerances are cleaned according to standard procedures (see FSA manual). A specific area of the kitchen will be sought for the preparation of any food for someone with a food allergy. The area will be sanitised before use to prepare food. When preparing food for anyone with a food allergy/intolerance the chef will wear gloves and wash their hands before and in between preparation tasks. All food produced for people with a food allergy/intolerance will be stored separately from other food and covered in cling film. It will then be clearly marked. If any dishes contain common allergens, they will be clearly labelled at the entrance of the Dining Room.

8. Food Service

The supervisor on duty will ensure the correct food is supplied to the correct persons.

Normal food handling procedures should apply (e.g. washing hands, wearing disposable gloves and aprons).

Staff are aware to keep any serving utensils separate to avoid cross contamination.

9. Allergen Identification

The examples given are not exhaustive.

- Cereals containing gluten e.g. wheat, rye, barley, oats, bread, wheat flour, biscuits, crackers, pasta, breakfast cereals (including items like breadcrumbs and batter), cakes, pastry, semolina, soya sauce.

It is also found in many processed foods such as soups, gravies, sauces, sausages, haggis, fish cakes and all processed foods must be checked to ensure they are gluten free.

- Celery and celeriac e.g. stalks, seeds and leaves, salads, soups and celery salt, stock cubes, stew pack, some meat products.
- Eggs e.g. hens, duck, turkey, quail, goose, gull and guinea fowl. Cakes, sauces, pasta, mayonnaise, glazed produce, some meat products (e.g. meatloaf, used as a binder), quiche, mousse, foods brushed with egg, Quorn.
- Fish, crustaceans and molluscs e.g. all fish, prawns, lobster, crab, clams, oysters, mussels and langoustine, soy and Worcestershire sauce. Thai fish sauce, relish, some salad dressing, fish extracts, oils and paste.

- Milk e.g. cow, sheep and goat. Milk powder, yoghurt, butter, margarine, cheese, cream, ghee, milk glazed products, ice cream, custard and other milk puddings.
- Milk powder and milk products are used in many manufactured products. Some processed meats, chocolate, some canned fish, Quorn.
- Mustard, mustard paste, seeds, leaves, flour, salad dressings, marinades, soups, sauces (e.g. cheese sauce), curries, some meat products, occasionally cheese scones.
- Peanuts, arachis or groundnut oil, peanut flour, satay sauce, refined peanut oil.
- Cakes, biscuits, ice cream desserts, breakfast cereal, salad dressing, confectionary and vegetarian products.
- Other nuts e.g. walnuts, cashew, pecan, brazil, pistachio, macadamia, Queensland, almonds, hazelnut, pine nut, chestnut, cakes, biscuits, sauces, desserts, bread, crackers, ice cream desserts, praline (hazelnut), some chocolate spreads, nut butters, essences and oils, marzipan, frangipane (almond), pesto, nut salad dressings, breakfasts, confectionary and vegetarian products.
- Sesame seeds, oil or paste, tahini, hummus, furikake, gomashio and bread.
- Soya e.g. flour, tofu, bean curd, textured soya, tofu, textured vegetable protein, soy sauce.

10. Allergic Reactions

All catering staff will be trained in the signs and symptoms of an allergic reaction and the appropriate emergency response procedure.

Claremont believes that managing food allergies is not limited to providing safe food to those with food allergies/intolerances. The school should also provide a safe, tasty and nutritious meal in an environment in which they feel comfortable and accepted.

The School Kitchen will continue to manage a student's allergy requirement and will keep all other staff up to date with any concerns surrounding their dietary needs. All information concerning a student will be kept confidential in line with Claremont School's Data Protection Policy.

If you require any further information regarding the School's Allergy Policy or the procedures relating to it, please do not hesitate to contact the School Office.

11. Policy Owner

The policy owner is the School Nurse, in collaboration with the Catering Department.

12. Issue Date

Issue date: April 2018.

13. Review Date

This policy will be reviewed annually. The next review is due in April 2019.

Ratified by WSLT:



**Ms M Booth
School Nurse**

April 2018