



## NORLAND PLACE SCHOOL

### FOOD ALLERGY POLICY (Whole School, including EYFS)

Reviewed: September 2022	Next Review Date: September 2023
Responsibility: BD	
Location (s): SMT Drive, Staff Handbook, Parents' Handbook, School Website, Staff Room Policy Folder	

#### Statement of Intent

Norland Place School Catering Department is committed to reducing the risk to children, staff and visitors with regard to the provision of food and the consumption of allergens in food which could lead to an allergic reaction.

Norland Place School Catering Department is unable to guarantee a completely allergen free environment. However, we will aim to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies, as detailed in the First Aid Policy.

#### Objectives of this Policy

- To promote food allergen awareness to staff, children and visitors at Norland Place School.
- To provide clear guidance to all catering staff on their responsibilities for the provision of food to anyone using the catering facilities who may have a food allergy or a food intolerance.
- To ensure that relevant food allergy training and food hygiene training are provided for all catering staff.
- To ensure appropriate information and support is available for staff.

#### Allergy Labelling Legislation

From 13 December 2014, legislation (the EU Food Information for Consumer Regulation 1169/2011) requires food businesses to provide allergy information on food sold unpackaged. There are also changes to existing legislation on labelling allergenic ingredients in prepacked foods. More information about the new European legislation can be found on the Food Standards Agency (FSA) website.

#### Background

##### What is a food allergy?

Food allergies affect 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 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) anywhere on the body. In most extreme cases, difficulties in breathing and a severe fall in blood pressure (anaphylactic shock) can prove fatal.

##### What is a food intolerance?

This does not involve the immune system in the same way and is not usually as severe as a food allergy. Symptoms usually take longer to appear and may include headaches, fatigue and digestive problems. Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredient will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no adverse reaction.

#### Who is at risk?

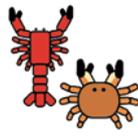
Anybody can develop a food allergy or intolerance at any time in their life, irrespective of whether they have consumed the food previously. A person with an allergy is at risk even if they consume a small amount of the food allergen.

#### Common Food Allergens

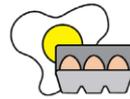
There are currently 14 allergens that must be clearly stated if they are present in the food on offer. People may report allergies to other foods not on the list below.



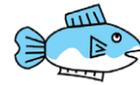
celery



crustaceans



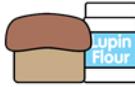
eggs



fish



gluten



lupin



dairy



molluscs



mustard



nuts



peanuts



sesame



soya



sulphur dioxide

### Responsibilities

Parents provide information regarding children's food allergies and office staff are responsible for generating and updating the NPS Medical Register, as well as cascading the information to all staff.

All catering staff are responsible for ensuring all food provided has the relevant allergy information available and that they are aware of the needs of individual children, as indicated by the NPS Medical Register.

Teaching and non-teaching staff must also observe the needs of individual children and ensure that they served the appropriate food at all times.

### Staff Training

Chefs must also attend the following mandatory courses:

- Food Hygiene Certificate
- CIEH Level 2 Food Safety
- A recognised training course on food allergy awareness

Catering Assistants must attend the following mandatory courses:

- Basic Food Hygiene Certificate
- Food allergy awareness (delivered internally or externally)

All training records will be maintained by the Chef Manager and stored in a shared training file, which will be regularly updated.

Casual and agency service staff must be trained on food allergy awareness by the agency and/or complete an online allergy awareness course.

**Good kitchen and service practices**

- All dishes produced in house will be from standard ingredients from approved suppliers.
- Where allergenic ingredients are packaged openly/loosely, they are stored separately to reduce the risk of contamination.
- All foods that are prepared for special diets must be prepared in an area that is sanitised and free from cross contamination. Separate colour coded chopping boards and equipment will be used for this purpose.
- Equipment/utensils used in the preparation and serving of food are handled and cleaned appropriately to avoid cross-contamination.
- The food once prepared must be stored with cling film and labelled as required.
- Where dishes contain any allergens, this must be clearly identified and shared with the staff serving on a daily basis.
- If in doubt, the staff must check with the Chef Manager.
- For ease of identification children who have a specific diet requirement use 'place mats', which indicate their food related needs.
- A seating plan is also available for all staff to identify where the children sit. In the LY children with allergies are normally seated near a member of staff.
- In the event of an adverse allergic reaction, all staff must follow the procedures outlined by the current First Aid Policy.

**Communication**

- All catering staff are encouraged to communicate with staff and children to help them find food that is safe for them to eat.
- Daily menus are shared with parents through the school website.