

# Food Allergies Policy

## Policy

1. Wellsway Multi Academy Trust ('the Trust') is committed to reducing the risk to members of the school community and visitors with regard to the provision of food and the consumption of allergens in food which could lead to an allergic reaction.
2. This policy will be placed on the Trust's website and will be reviewed annually.
3. This policy will be implemented as part of an individual school's whole school allergen policy which may vary between schools within the Trust.

## Statement

4. The Trust is not in a position to guarantee a completely allergen free environment, however it will take all reasonable steps to minimise the risk of accidental exposure to allergens, encourage self-responsibility, and plan for effective response to possible emergencies.

## Objectives of this policy

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

## **Allergy Labelling Legislation**

9. The Trust will comply with all requirements of food labelling requirements.

### **What is a food allergy?**

10. 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 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; and in most extreme cases difficulties in breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal.

### **What is a food intolerance?**

11. 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 and may include headaches, fatigue and digestive problems.

12. Food intolerance is harder to diagnose than a food allergy. The person with a known intolerance 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?**

13. Anybody can develop a food allergen 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.

14. 1% of the population are known to have a true allergy, which equates to around 1.5 million in the UK. In addition, about 1 in 100 of the UK population has coeliac disease and needs to avoid gluten.

### **Common Food Allergens**

15. Listed below are the 14 most common allergens which are expected to be identified to consumers by the caterer:

- Cereals containing gluten, (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains)
- Crustaceans
- Eggs
- Fish
- Peanuts

- Soybeans
- Milk and products thereof (including lactose)
- Nuts i.e. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and products containing them
- Celery and celery seeds
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO<sub>2</sub>.
- Lupin
- Molluscs

An allergen identification table is set out in **Appendix 1**.

16. People may report allergies to other foods not on the above list. Most common in the UK are kiwi, peas, other legumes (beans etc), other seeds and other fruits and vegetables. In some cases, people only need to avoid these when raw and can have them cooked.

### **Responsibilities**

17. All catering staff are responsible for ensuring that any food provided for pupils, staff or visitors with a food allergy is appropriate for their needs.
18. The head cook will ensure that the kitchen has stock, or can access the necessary stock ingredients, to offer suitable alternatives for people with allergies, intolerances and coeliac disease, this includes wheat / gluten free bread and pasta, and alternatives to cow's milk and butter / margarine spreads (e.g. milk free spread).
19. The head cook will ensure that allergen information is provided on all foods / listed in the list of 'Common Food Allergens' listed above. This also applies to food pre-packed such as wraps and sandwiches.

### **Staff Training**

20. All catering staff must attend training at an appropriate level for their responsibilities, to include;
  - Level 2 Food Safety in Catering
  - A recognised training course on Food Allergy Awareness (if not included in the Level 2 training)
  - Refresher training on a regular basis as specified in the Food Safety Policy

21. First aiders should be available within each school who have had training in the signs and symptoms of an allergic reaction and emergency response procedures. All catering staff must also be aware of the signs and symptoms of an allergic reaction and emergency response procedures. **Appendix 3.** Staff at each school where there is a known allergy should have epi-pen training if needed in an emergency.

## **Good Kitchen and Service Practices**

### **Kitchen**

22. All dishes which are produced in-house will be from standard ingredients from 'approved' suppliers. Any ingredient changes / supplier changes affecting standard ingredients will be detailed.
23. Where allergenic ingredients are packaged openly / loosely, they are stored separately to reduce the risk of contamination.
24. Equipment / utensils used in the preparation of food for people with a food allergy are cleaned in segregation according to standard procedures which under normal circumstances should be sufficient.
25. 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 it is used to prepare food and separate identifiable chopping boards will be used to reduce the risk of cross contamination of allergens.
26. When cooking food for people with a food allergy or intolerance the kitchen staff will wear gloves and will wash their hands before and in-between preparation tasks.
27. All food produced for people with food allergy or intolerance will be placed away from other food and covered appropriately. It will then be clearly marked with the person's name and dietary requirement.
28. Where dishes contain common allergens, they are clearly labelled.

### **Food Service**

29. On receipt of the food the head cook on duty must check that the special meal ordered for the person with a food allergy or intolerance has been supplied and is appropriate for the person. Any concern should be immediately discussed with all catering staff.
30. Normal food handling procedures should apply (e.g. washing hands, wearing disposable gloves and aprons).
31. Staff are trained to keep serving utensils segregated to avoid any allergen cross-contamination.

32. All tables are cleaned with an appropriate cleaning solution.

**Good communication**

33. Staff are trained to escalate any concerns a school member or visitor may have regarding a food allergy or intolerance to the head cook or the Catering Operations Manager if they are at all unsure about the information they should give.

34. **Appendix 2** sets out the steps people with food allergies should take when they are dining in a school within the Trust.

## Appendix 1

### Allergen Identification Table

The examples given are not exhaustive.

Cereals containing gluten e.g. Wheat, Rye, Barley, Oats, Spelt and Kamut	<p>Bread, wheat flour, biscuits, crackers, pasta, breakfast cereals (including items like breadcrumbs and batter), cakes, pastry, semolina, soya sauce</p> <p>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.</p>
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 produces, 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. Cows, Sheep and Goat	<p>Milk powder, yoghurt, butter, margarine, cheese, cream, ghee, milk glazed products, ice cream, custard and other milk puddings</p> <p>Milk powder and milk products are used in many manufactured products.</p> <p>Some processed meats, chocolate, some canned fish, Quorn.</p>
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, Pinenut, Chestnut	Cakes, biscuits, sauces, desserts, bread, crackers, ice cream desserts, praline (hazelnut), some choc spreads, nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings, breakfasts, confectionary, vegetarian products.
Sesame seeds	Oil or paste, tahini, houmous, furikake, gomashio, bread
Soya e.g. Flour, Tofu, Beancurd, Textured Soya	Tofu, textured vegetable protein, soy sauce, soy

## **Appendix 2**

### **Pupils and visitors with food allergies dining in the School**

The risks of eating food prepared by others can be reduced significantly through good communication. It is the responsibility of the parents of pupils who attend any Trust school, or any adult using the catering facilities with the food allergy to ensure they communicate their food Allergy requirements in advance of eating in the dining facilities to ensure reasonable measures can be taken to provide them with suitable food.

This should include completing a school medical declaration form and/or communicating with the head cook at each school.

#### **What should School members do?**

1. As soon as you join the School, please provide any information regarding known food allergies in order to inform the catering department of them.
2. Please advise the school if you have a life-threatening food allergy. A meeting will be set up where all concerned attend to put in place a protocol. If you carry lifesaving medication like an EpiPen, you should carry this medication with you at all times when you are in the school or ensure with the school that it is readily available to their first aiders.
3. At food service, you should check any display allergens or discuss your needs with a member of the catering team.
4. You should make yourself known to a member of the service or kitchen staff to communicate clearly your food allergy. Information regarding your food allergy will be known to the Kitchen if you have previously provided the school with
5. For pupil breakfast and lunch, you should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Food service staff are trained to seek assistance from the kitchen if they are unsure what is in the food.

#### **What should guests attending conferences and events do?**

1. Advise your event organiser about your food allergy as soon as possible before you arrive at the conference or event.
2. At food service, you should check any display allergens or discuss your needs with a member of the catering team.
3. You should make yourself known to a member of the service or kitchen staff to communicate clearly your food allergy. Information regarding your food allergy will be known to the Kitchen if you have previously provided the school with
4. You should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Food service staff are trained to seek assistance if they are unsure what is in the food.



## Appendix 3

# Actions in the event of someone suffering a severe allergic reaction

Immediate action is vital.

If an allergic person becomes ill, it is likely that person – or someone with them – will state that they are suffering an allergic reaction.

They may use the word

**“ANAPHYLAXIS”**

Immediately send someone to dial 999 giving the following information:

**“This is an emergency. A customer has collapsed and we believe they are suffering from anaphylaxis”**. (Pronounced Ana-fill-axis).

Speak clearly so that the ambulance crew will know exactly where to go.

Reception should be contacted immediately after the 999 phone call.

They will stand at the School entrance to direct the ambulance crew to the patient.

Request the assistance of a First Aider until the ambulance crew arrive.

Keep calm and make the patient feel comfortable.

All staff trained in First Aid will know what to do if someone suffers from anaphylaxis.

Note: Severe reactions can take place within a few minutes and in very extreme cases where prompt treatment is not sought – can be fatal.

**If a protocol is in place for the person then this must be followed.**