

# WEST PARK ACADEMY

## Allergen Policy



Review July 2019

## Introduction

A food allergy is defined as an adverse health effect arising from a specific immune response that occurs reproducibly on exposure to a given food. The immune response can be severe and life-threatening. Although the immune system normally protects people from germs, in people with food allergies, the immune system mistakenly responds to food as if it were harmful.

One way that the immune system causes food allergies is by making a protein antibody called immunoglobulin E (IgE) to the food. The substance in foods that cause this reaction is called the food allergen. When exposed to the food allergen, the IgE antibodies alert cells to release powerful substances, such as histamine, that causes symptoms that can affect the respiratory system, gastrointestinal tract, skin, or cardiovascular system and lead to a life-threatening reaction called anaphylaxis. Although the number of children with food allergies in any one school may seem small, allergic reactions can be life-threatening.

On 13 December 2014, new legislation (the EU Food Information for Consumers Regulation 1169/2011) came into effect that requires food businesses to provide allergy information on food sold unpackaged, in for example: catering outlets; deli counters; bakeries; sandwich bars and school canteens. There will also be changes to existing legislation on labelling allergenic ingredients in pre-packed foods. The new EU legislation requires caterers in all sectors to provide information on the presence of allergens in all menu items by December 2014. The EU law has listed 14 allergens that need to be identified if they are used as ingredients in a dish.

The allergens are:

- Celery
- Cereals Containing Gluten
- Crustacean
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts
- Peanuts
- Sesame Seeds
- Soya
- Sulphur Dioxide.

Catering staff will need to be trained to be allergen aware and consistent in communicating with customers who have allergies.

Failing to produce this information will breach the Food Safety Act.

The information will need to be available on demand either verbally or in written format and will be monitored and inspected via Environmental Health Officers.

## **Purpose**

The purpose of having an Allergen Policy is:

- Assist and support West Park Academy to achieve compliance with current legislation
- Support implementation of a food allergy management system within catering
- To set out communication methods from parent to administration to catering for pupils, staff and visitors with allergies
- To provide a clear statement of how West Park Academy communicates with pupils, staff and visitors who have allergies.
- Ensure employees understand their obligations and standards expected with regard to handling allergens to ensure safety of pupils, staff and visitors with allergies at all times
- Ensure the highest standards of practice are followed by identifying Academy standards and procedures

## **Communication**

### **Parents**

Parents may report a food allergy at any point in the school year; allergies may also be reported at point of filling out forms when a pupil starts at West Park Academy.

When parents report a food allergy to the school office, class teacher or SEN staff, parents should provide the following:

- A recent photo of the child
- Information about the food allergen, including a confirmed written diagnosis from the child's doctor or allergist
- Information about signs and symptoms of the child's possible reactions to known allergens
- Information about the possible severity of reactions, including any history of prior anaphylaxis (even though anaphylaxis can occur even in children without a history of prior anaphylaxis)
- Treatment for responding to a food allergy reaction or emergency, including whether an epinephrine auto-injector should be used
- Information about other conditions, such as asthma or exercise-induced anaphylaxis that might affect food allergy management
- Contact information for parents and doctors, including alternate phone numbers in case of an emergency.

## **Administration**

The school office will forward any existing care plans to the designated member of staff in school who is responsible for pupils with care plans and medical conditions.

When allergies are reported after admission, the designated member of staff will prepare a care plan. Care plans are checked by the school nurse. The designated member of staff will provide the school kitchen with a copy of care plans for pupils with food allergies. Care plans will include and confirm whether the pupil has a breakfast/break or lunch food from the school kitchen. Care plans will also confirm a 24 hour pre order system to ensure food prepared for pupils with allergies is prepared in a separate area to avoid the risk of cross contamination. Any updates or changes to care plans will be updated and passed to the school kitchen staff.

## **Catering Staff**

The school kitchen will have a photograph displayed where staff only can see highlighting pupils with allergies. A copy of the care plans will be stored in a dedicated file for pupils with allergies; a copy of the care plan will also be passed to the class teacher where they will sign to confirm they are aware of the pupil's allergies and what foods they must avoid. Files are stored in the kitchen and staff have access to this throughout the day when catering is in operation.

The catering manager will document any pre-orders for pupils in the Safer Food Better Business Diary which is in use in the kitchen daily, the catering team will liaise with lunchtime staff on a daily basis regarding any orders for pupils/staff or visitors.

It is not a legal requirement to display allergens on the menu, there is a danger here if we do so, that when a substitute product is sent or a menu item is changed due to a delivery problem the menus are not updated.

The catering manager will display posters and notices in the dining hall encouraging staff, pupils and visitors with allergies to talk to the team and inform them of allergies.

The catering manager will display notices telling customers allergens may be present in the food prepared on site. On request the catering manager will meet with parents to plan a menu specific for their child's needs. The notice will also be displayed on the website under Enjoying School: Eating Well.

## **Control Procedures**

The catering manager follows the Safer Food Better Business HACCP system. Produce is purchased from designated suppliers using agreed products and brands as per recipe. Supplier lists are stored in the kitchen.

A photograph is displayed in the kitchen of pupils with food allergies for staff to see daily for easier recognition of pupil. Catering staff have access to allergen file for up to date information on pupils with allergies.

Staff are trained to refuse any goods on delivery that are split, damaged, dented or in poor condition in line with safer food better business system.

Staff are trained to check deliveries for substitute products that may contain allergens, to check for labels displaying “new improved recipe” in case an allergen has been added.

Hard copies of recipes that include all menu items prepared on site will be available in the catering department. The catering team will have access to these at all times and will be aware where they are stored. The catering manager will have access to the Academy on-line nutritional software where the recipes are stored in case a paper copy is lost or damaged. The catering manager will have access to suppliers on-line support system to look up products and query ingredients. The catering manager can call all suppliers to request product information and a list of these numbers is displayed in the kitchen.

The Catering Manager has a Level 3 Award in Managing Allergens in Catering. All catering staff are trained on how to read labels correctly when looking for allergens, how to check recipes for allergens and how to communicate with customers with allergies.

A system is in place to prepare meals ordered for children and staff with allergies in a dedicated area to reduce the risk of cross contamination. Staff are trained not serve foods if they are in any doubt of an allergen being present.

## **Events in School**

Events in school are required to comply with the new legislation and this would include events such as: a charity cake sale, garden fete, Christmas lunch for the community, biscuits for production evenings etc.

When food for these events is produced in the school kitchen, a copy of the relevant allergen information will be made available. For an event where pupils or staff or visitors are supplying food they must supply the relevant information to school.

A form will be given to the person responsible for the organisation of the event to document what will be sold and what allergens if any are present in the food. This form should be seen before the goods are sold. It is the person responsible for the event to gather this information and to make sure this information is available.

If products are bought in ready cooked for an event such as a pack of cakes but are sold loose out of the packaging, the packaging needs to be kept for allergen information for the customers. West Park Academy cannot be held responsible for the accuracy of the information from another source and this is highlighted on the form (Appendix 1). If any departments or visitors require advice on what is required they can contact the schools catering departments. The form after the event should be stored within catering department in case any queries emerge in the weeks after the event. It is recommended that these records are stored for 3 months.

## **Validation**

The school kitchen will be inspected by Environmental Health to confirm that they are compliant with the new legislation. The catering manager will monitor and observe staff when preparing allergens to confirm they are following correct procedures. The catering manager will spot check the catering teams to ask what is in dishes to ensure their method of communication is correct. These spot checks will be recorded by the catering manager. The finance director will conduct termly audits on the school kitchen that will include allergy management.

## **Breach of Policy**

Any breach of policy will be investigated initially by the Finance Director. The investigation will identify the circumstances surrounding the breach, a review of operating procedures, staff competency and training. Additionally the Finance Director will produce an action plan to ensure that measures are in place to ensure future breaches do not occur. The decision to implement the staff disciplinary policy will depend on the nature of the breach and will again be the responsibility of the Finance Director, in conjunction with the Principal. A full report will be provided to Directors should a breach occur.

## Appendix 1

**School Event** .....

**Date** .....

**Person Responsible for event**.....

**Person cooking/ supplying food for event** .....

Please fill in the allergen details overleaf for any food products on sale or available at the event.

Food sold or available that is pre packed with allergen labelling is not required to be listed.

Food that is sold loose out of packaging is required to be listed.

This information must be available at all school events. Failure to provide this information will result in products not being sold or available at the event.

**Please note: West Park Academy is not responsible for the accuracy of the information of allergens on products prepared outside of the catering department.**

**Appendix 1** (continued)

<b>Product Name</b>	<b>Celery</b>	<b>Cereal containing Gluten</b>	<b>Crustacea<sup>1</sup></b>	<b>Eggs</b>	<b>Fish</b>	<b>Lupin<sup>3</sup></b>	<b>Milk</b>	<b>Molluscs<sup>1</sup></b>	<b>Mustard</b>	<b>Nuts</b>	<b>Peanuts</b>	<b>Sesame Seeds</b>	<b>Soya</b>	<b>Sulphur Dioxide<sup>2</sup></b>

**Footnotes:**

1. Molluscs include many of the most important seafoods such as abalone, clams, mussels, octopus, oysters, squid, and scallops as well as terrestrial snails. Marine Molluscs and Crustacea (shrimps, prawns, crabs, crayfish and lobsters) are both known as shellfish.
2. Sulphur Dioxide is sometimes used as a preservative for dried apricots, dried figs, and other dried fruits, owing to its antimicrobial properties, and is called E220 when used in this way in Europe. As a preservative, it maintains the colorful appearance of the fruit and prevents rotting. It is also added to sulphured molasses.
3. Although Lupin Flour is present in very few products manufactured in the UK, it is present in many European bakery and pasta products, some of which are imported to the UK.