



HIGHFIELD AND BROOKHAM SCHOOL ALLERGEN MANAGEMENT POLICY

We are required by law to provide allergen information to our students, staff and visitors. The regulations cover the 14 most common allergens.

The 14 allergens are:

1. Celery and celeriac
2. Cereals containing gluten – wheat, rye, barley, oats, spelt or kamut
3. Crustaceans (e.g. prawns, lobster, scampi, crab, shrimp paste)
4. Egg
5. Fish
6. Lupin (seeds and flour used in Europe for pastries and breads)
7. Milk
8. Molluscs - mussels, whelks, squid, land snails, oyster sauce
9. Mustard
10. Nuts and nut oil
11. Peanuts
12. Sesame
13. Soya
14. Sulphur dioxide and sulphites

Many allergens are hidden where you would least expect them to be. We ensure that our staff are familiar with the constituents of EVERY ingredient (e.g. Worcester sauce usually contains anchovies (fish), many gravy mixes contain milk, celery and gluten). Our staff examine the ingredients list on the packaging carefully and check with the supplier if necessary.

Deliveries

Any foods which are delivered as substitute products are double checked as they may not have the same ingredients as the usual product.

Product labelling

On the 1st October 2021, the new Allergen Regulations come into effect. The new “**Natasha’s Law**” requires all **pre-packaged foods prepared on site** to be labelled with a full list of ingredients highlighting any of the 14 main allergens that are present in the ingredients.

Pre-packaged foods include any items that are prepared on site, packaged up and displayed on a shelf or in a chiller. This includes items such as sandwiches, salads, pasta pots baguettes, cakes etc.



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Here is the list of Information required on any food item packaged on site.

- **Product Description** – This must be an accurate description of what the product is made from, e.g. Cheese and Chutney Sandwich.
- **Use by Date.**
- **Full list of ingredients** – This includes listing all ingredients contained in the finished product. So, in the Cheese & Chutney Sandwich example, all the ingredients would need to be listed that are contained in the sandwich – bread, chutney, cheese, spread and any other foods added. Staff are careful to include all ingredients that may have been added to the finished product – for example chicken marinated in buttermilk will contain **milk**.
- **Identification of any of the 14 main allergens.** These should be identified as follows – flour (gluten), prawns (crustaceans), tahini (sesame), cheese (milk) etc., so it is clear which ingredient is the allergen.
- **Nutritional Value** – this is not currently a requirement, however it may become so in the future. If the labelling system used includes the ability to detail the nutritional information on the label, it may be a good idea to add this now rather than revisiting it at a later date.

Products that do not require labelling.

- Toasties/paninis etc. that are pre-made ready for toasting but not packaged, but are then put in a takeaway bag when cooked do not require a label.
- Sandwiches that are made to order do not require full labelling – such as rolls for the allergen children in their packed lunches if pre-ordered.
- Items that are not pre-packaged.
- Any foods that are on display (i.e. Sausage Roll or Cakes) that are displayed unpackaged.



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Managing Allergy Information

- All Catering staff are trained in Allergen Awareness.
- Allergens are clearly displayed on blackboards at every service time for each dish. This includes all foods which manufacturers state “may contain” certain allergens.
- A daily staff briefing informs all staff on any allergens in the lunch dishes for that day. This includes cooking processes (potential cross contamination in the fryers for example), the oil that food is cooked in, dressings and sauces.
- Stringent preparation procedures are in place as it is important to prevent cross contamination when preparing foods that can cause allergic reactions.
- The Catering Team are informed in writing by the school with full details of students with allergies or those needing special diets. The catering department are notified of any changes throughout the term.

For students under 12 years

- Details of all students with food allergies or intolerances are provided to the Catering Manager by the school.
- If appropriate, the catering team will prepare dishes specific to the student's needs.
- All Brookham children have mats on their trays which show what their allergies are. Children in Highfield read the menus, where the allergens are highlighted and if unsure they will ask a member of the service team who have all been briefed on the daily food choices and allergies.
- All service staff are fully briefed in the students' specific needs.
- All catering service staff are able to confirm students' requirements and appropriate food selections.
- If a student has a severe allergy their lunch is made separately (made specifically for the individual, covered, labelled and stored separately from other foods). Their meal is checked by the Dining Supervisor before being handed over.



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Managing Allergens continued...

For students above the age of 12 years

- Details of all students with food allergies or intolerances are provided to the Catering Manager by the school.
- If appropriate we will prepare dishes specific to the student's needs. In this case the student's food will be prepared separately from the main menu and will be individually plated, covered, labelled and stored separately from other foods. The student is able to speak to any member of the service team or a supervisor about their allergy at lunch time.
- For students that make their own lunch choices without being supervised by school, and for school staff and visitors, there is a clear notice in the dining room advising them to inform a member of the Catering Team if they have any food allergies or intolerances. The service staff can then advise on any allergens in the dishes.
- There are menus displayed on all counters highlighting the allergens in each dish.



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ANAPHYLAXIS

This is a severe allergic reaction at the extreme end of the allergic spectrum, affecting the entire body, and can occur within minutes of exposure. The main causes are attributed to nuts, seeds and seafood; nuts being the major food that hits the headlines regularly.

How to recognise a reaction

Early symptoms include

- Itchy, urticarial rash anywhere on the body (raised itchy rash that suddenly appears)
- Runny nose and watery eyes
- Nausea and vomiting
- Dizziness

Danger signs include

- Swelling of the lips, tongue and throat
- Cough, wheeze, tightness of chest or shortness of breath
- Sudden collapse or unconsciousness

For severe symptoms, follow the emergency procedure below:

- Call School Nurse
- Call an ambulance
- Monitor the individual's condition carefully
- If the individual's EpiPen device is available, it can be administered into the thigh muscle (through clothing if necessary) by the person themselves or trained personnel
- Ensure the individual goes to hospital, even if the initial treatment has reduced the severity of the reaction