



**The Romero
Catholic Academy**
Nurturing the Talent of Tomorrow



Allergen Policy

Responsible for policy:

Policy Status:

Chair of Directors

Catering

Good Practice

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Definitions

In this **Induction Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Allergen Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xiv **'Natasha's Law'** [Natasha's legacy becomes law - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/natasha-s-law) A Statutory Instrument (SI) was laid in Parliament (5 September 2019) tightening the rules by requiring foods prepared on any food business premises, to carry a full list of ingredients - known as 'Natasha's Law'.
- xv **Allergy** a condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.
- xvi **Allergen** a normally harmless substance, that triggers an allergic reaction in the immune system of a susceptible person.
- xvii **Anaphylaxis** anaphylaxis, or anaphylactic shock, is a sudden, severe, and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
- xviii **Adrenaline device** a syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext which are brand names.

1. Introduction

The Romero Catholic Academy recognises that members of school's communities (pupils, parents, visitors, and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods.

The Romero Catholic Academy is committed to a whole school's approach to the care and management of those members of the school's communities. This policy looks at food allergy and intolerances.

The Romero Catholic Academy position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification and reduction, instruction, and information. This will help encourage self-responsibility to all those with known allergens to make informed decisions on food choices. It is also important that the Academy has robust plans for an effective response to possible emergencies, as found in Supporting Pupils with Medications and Administration of Medicines Policy. This policy has been created to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014, and Natasha's Law October 2021.

The Academy is committed to proactive risk food allergy management through:

- Purchasing from known reputable suppliers.
- Not knowingly purchasing products that contain nuts in primary school environments and rejecting delivery of products that contain/may contain nuts in primary schools.
- Producing allergen free meals in a safe environment using appropriate equipment and ingredients, creating clean areas of safe segregation when producing allergen free meals to reduce risk of cross contamination.
- The daily creation and updating of allergen information forms for ready availability to kitchen and dinner hall personnel.
- Correct food labelling, storage, and stock ordering; and customer awareness of food produced on site to include readily available information.
- Provision of staff allergen awareness training on food allergies/intolerances, possible symptoms (e.g., anaphylaxis) recognition.
- Clear signage indicating where the picture file is located with affected pupils' pictures, names and class plus Epi Pen needs are in the school kitchen or available via electronic pay points where pupils purchase directly. These should be updated and be reissued at the start of a new school year to include new arrivals, when a pupil begins with the school, or the individual school is advised of a change of the pupil's allergy/intolerance status.
- Labelling of Site produced packaged products for consumption to include known allergens present and date information.

2. Food allergens

The **intent** of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at The Romero Catholic Academy. The policy sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information can be accessed to food allergens in the catering provision. The common causes of allergies relevant to this policy are the 14 major food allergens: (*Examples below are not exhaustive, all products should be checked for allergen information before use and recorded on the daily allergen sheet*).

- **Cereals** containing Gluten, including vinegars
- **Celery** including stalks, leaves, seeds, and celeriac in salads
- **Crustaceans**, (prawns, crab, lobster, scampi, shrimp paste, this is not an exhaustive list)
- **Eggs** - also food glazed with egg. *Lecithin is also an egg product*
- **Fish** - some salad dressings, relishes, fish sauce and paste, some soy and Worcester sauces
- **Soya** (tofu, bean curd, soya flour)
- **Milk and Dairy** - also food glazed with milk, chocolate / chocolate drops, custard, also lactose
- **Nuts**, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, and macadamia (Queensland) nuts, nut oils, marzipan)
- **Peanuts** - sauces, cakes, desserts, ground nut oil, peanut flour
- **Mustard** - liquid mustard, mustard powder, mustard seeds
- **Sesame** - bread, bread sticks, tahini, houmous, sesame oil
- **Sulphur dioxide/Sulphites** (dried fruit, fruit juice drinks, wine, beer) Sausages
- **Lupin**, seeds, and flour, in some bread and pastries
- **Molluscs**, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high-risk allergy and, as such, demands more rigorous controls. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life-threatening and uncomfortable, if suffered.

3. Definitions

<i>Allergy</i>	A condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.
<i>Allergen</i>	A normally harmless substance, that triggers an allergic reaction in the immune system of a susceptible person.
<i>Anaphylaxis</i>	Anaphylaxis, or anaphylactic shock, is a sudden, severe, and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
<i>Adrenaline device</i>	A syringe style device containing the drug adrenaline. This is an individual prescribed drug for known sufferers which is ready for immediate intramuscular administration. This may also be referred to as an Epi-Pen/ Ana pen or Jext which are brand names.

4. Responsibilities

Medical information for pupils is private and confidential.

However, it is the individual school's responsibility to pass any information on to the school Catering Team with regards to food allergies of pupils.

Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department. Teaching staff will be made aware directly from the school's administration team.
- A list with pupil pictures will be sent out to all staff at the start of the new school year outlining pupils with medical conditions and updated if a new pupil begins at the school or if the school is advised of a change in a pupil's allergy/intolerance status, including Epi Pen needs. Copies will be given to the kitchen, pupil specific classroom and dinner hall teams.
- This medical information will be provided and reconfirmed to the kitchen in advance of school trips and activities. This should be provided a minimum of 5 working days in advance using the pro forma provided to allow for correct ordering and supply of products.

The Parents/Carers are responsible for supplying the relevant pupil medication (adrenaline device).

- The school in co-operation with pupils/parents/carers are responsible for ensuring that they always have their medication available.

The Catering teams are also responsible for:

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for Romero Catering produced catering provision.
- Ensuring suppliers of all foods and catering suppliers are aware of the school's food allergy policy and the requirements under Natasha's Law, labelling law.
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts. Products containing or potentially containing nuts (marked as 'may contain') should be rejected in primary schools at point of delivery.
- Being aware of pupils and staff who have such food allergies and updating this training every three years or earlier if renewal dates specify, or a training need is identified.
- Clear labelling of items of Site prepared packaged food stuffs that may contain nuts and advising known allergens.
- The actual supply of foods to pupils will be in partnership with allergen trained school dining hall team members who will ensure that the correct meal is given to the correct pupil having checked the individual allergen needs, this will work as a further control measure to ensure correct meals are provided to correct pupils.

Educational Visits, Events, Enhancement programme *(example packed lunches/BBQs)*

- All **academic staff** must check and be aware of the allergen requirements of all pupils they are taking off-site and be responsible for ensuring that they **always have their medication available**.
- Where food intolerance has been identified, this must be relayed to the Catering Department if they are ordering or producing packed lunches/refreshments/food. This also includes the request for any BBQ/Burger Van food events. This should be provided a minimum of 5 working days in advance using the pro forma provided to allow for correct ordering and supply of products where food is being prepared to be taken offsite or for other events.
- **Accompanying Staff must also:**
 - Physically check that pupils have their medication before leaving site.
 - Ensure that all food collected from the Catering Department has been clearly labelled and they are aware of any foods that should not be given to pupils (also any foods that pupils may purchase outside of the school during the trip).
- When delivering 'Enhancement' sessions to pupils all food in primaries must be sourced and provided/produced as nut free, an allergen sheet will also be available listing all known allergens and positively indicate the presence of any of these in any food supplied/provided.

Charity/Fundraising Events

- Where a school has an open event where parents or staff bring food in for the pupils, it is important that the school informs those attending an open event, that pupils attending have allergies so these allergens can be identified, communicated and avoided. The Catering Department does not have any control over the food bought in during this time so it cannot be monitored.
- If the School hosts any 'coffee mornings' or 'bake day' type events for charity or fundraising it is important that no food poses a risk to the end consumer, however, this cannot be monitored by the Catering Department; monitoring/advising of allergens is the responsibility of the school.
- Where products are not produced on site, but sold by the school, food including some sweets, home bakes and many boxes of chocolates, appropriate signage should be in place. This should state the following: 'This item was not produced by the Romero Catholic Academy; therefore, we cannot guarantee that it does not contain nuts or any other allergen'. Allergen ingredients should be made readily available.
- Any site prepared packaged items for resale must advise allergen details and a clear use by date under Natasha's Law.
- All products should be plated separately and stored as such (wrapped where possible) to prevent cross contamination to other items for purchase when sold and or consumption when given.
- It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present. Allergen ingredient list should still be available.
- Products containing nuts should not be bought to primary school sites due to the risk of airborne transmission and due to the age of some pupils; being unaware of potential risks.

School Canteen; Cardinal Wiseman

The school canteen procures/produces many items that are available to the pupils to buy. Items that are sealed must carry their own allergen labels or be included on the branded packaging.

Staff will have access to further information of the ingredients used to make the items on sale.

If additional flavours or new lines are added this information must be updated. Where possible, during storage and display, items that are known to contain nuts (although they are individually wrapped and sealed during the manufacturing process) should be stored separately to other food items. This is to limit cross contamination and reduce risk.

Tills/points of sale will advise of individual pupil's allergen status electronically when a pupil/staff member 'signs in' to their account. This allergen information status will be input on the electronic system by school administration when registering pupils.

5. Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline.

Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat. Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction. Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)

Symptoms

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of tongue/throat and mouth
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea, and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness



When symptoms are those of anaphylactic shock the position of the pupil is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should not stand up.
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up.

Action to take:

Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken:

- If you are alone call with the pupil or adult, shout out for help.
- Ring 999 immediately to get the ambulance on the way. – state what has happened so that they can assess the situation and bring medication to the location. There should be no delay in using the person's medication. Locate the nearest first aider to come and assist.
- Use the person's adrenaline device*, or the one located in the school's agreed location for the pupil.
- Ensure that reception is aware that an ambulance is coming onto site and the Facility Site Officer if available on site to ensure quick entry.
- Stay in the immediate area to assist staff and/or direct the Emergency Services as requested.
- Ensure that accident or incident forms are filled out when applicable.