



# THE LOUGHBOROUGH Schools Foundation

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Policy Title: LSF Food Allergen, Intolerance Policy

Version Number: 20230801

Approved By: Executive Committee

Date Approved: 20230919

Point of Contact (Reviewer): Catering Operations Manager

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## **1) Policy**

Loughborough Schools Foundation is committed to reducing the risk to students, staff and visitors with regards to the provision of food and the consumption of allergens in foods we serve, which could lead to an allergic reaction. The Schools' position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification, instruction and information. This will encourage self-responsibility to all those with known allergens to make informed decisions on food choices.

It is also important that the School has robust plans for an effective response to possible emergencies. This policy has therefore been created with guidance from the Schools' Medical Team, Compliance and Health & Safety and with the Catering Department ensuring a whole school approach to the care and management of those members of the School community most affected.

## **2) Legislation**

LSF recognises, as at the date of approval of this policy, the legislative framework around the provision of food allergen information largely contained in the Food Information for Consumer Regulations (FIC) (1169/2011) which requires food businesses to provide allergy information on all foods sold unpackaged in relation to the 14 Common Food Allergens. We also recognise the Food Information Regulations 2014 (FIR) as the enforcement regulations mandating our legal requirement in this field.

## **3) Background**

The common causes of allergies relevant to this policy are the 14 Common Food Allergens:

- 1) Cereals containing Gluten
- 2) Celery including stalks, leaves, seeds and celeriac in salads
- 3) Crustaceans: prawns, crab, lobster, scampi, shrimp paste
- 4) Eggs - also food glazed with egg
- 5) Fish and as found in some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- 6) Soya: tofu, bean curd, soya flour, soya milk
- 7) Milk/Dairy produce - also food glazed with milk
- 8) Tree Nuts including nut oils and marzipan
- 9) Peanuts and as found in sauces, cakes, desserts, ground nut oil, peanut flour
- 10) Mustard including liquid mustard, mustard powder, mustard seeds
- 11) Sesame Seeds and as found in bread, bread sticks, tahini, houmous, sesame oil
- 12) Sulphur dioxide/Sulphites as found in dried fruit, fruit juice drinks, wine, beer
- 13) Lupin seeds as found in some bread and pastries
- 14) 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 which is why the Schools' kitchens no longer use Tree Nuts or Peanuts in cooking. A Parental/Guardian Declaration on admission to the Schools, and reviewed at each Key Stage, will request Parents and guardians to inform the catering department on whether their child's Nut allergy includes the known industry standard declarations of:

- Made in a factory that handles nuts
- May contain nuts
- May contain traces of nuts

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. Therefore, the Parental Declaration at admissions, and again reviewed at each Key stage, will also cover all 14 legislative common Food Allergens listed above.

#### **Definitions:**

Allergy	A condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.
Allergen	A normally harmless substance, that triggers an allergic reaction in the immune system of a susceptible person.
Anaphylaxis	Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).
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 particular brand names.

#### **4) Scope**

This policy applies to all staff working for the Foundation at all levels, whether permanent, fixed-term or temporary. Catering staff, in particular, must be a focus due to the inherent nature of their role in providing food to students, staff and visitors. However, the Medical Team must be involved with parents, guardians and the child in establishing an individual medical Care Plan and the effective communication of the individual Care Plans to all relevant staff and departments.

#### **5) Aims: All Foundation Staff**

- LSF Executive team, supported by Compliance and Health & Safety, aim to promote food allergen and intolerance awareness in all staff, pupils and visitors to LSF.

#### **5.1) Aims: Catering Staff and management**

- Aim to provide clear guidelines to all catering staff on their individual responsibility for the provision of food to anyone using the catering facilities who has made LSF aware of their food allergy, intolerance, their diagnosis of Coeliac Disease or their requirement as part of their religious belief.

#### **6) Responsibilities**

- The Foundation admissions department** will provide Catering with accurate, up-to-date information at application, pre-admission and on newly registered pupils, notifying catering of adjustments to individual pupil allergens, medical, intolerances or religious requirements as this information is received by them. This should be reviewed at each Key Stage change for the pupil. At initial admission, and at Key Stage changes, both the Medical Team and the Catering Team will assess if an individual diet can still be safely managed within the catering department. If parents/guardians fail to make us aware of any allergen the Foundation reserves the right to withdraw the offer of School lunches.
- The Medical Team** will follow-up with parents, using “Notes for Medical Team” form (appendix 1) to assist catering in obtaining a deeper understanding of individual

pupil's needs and seeking clarification on any ambiguous information surrounding food allergens. This should be provided by the parent or guardian in the form of a medical assessment from either a doctor or dietitian.

- c. **A decision that the school is unable to provide** wrap around care meals will be used only in extreme cases, usually associated with, but not exclusive to, a pupil with multiple, complicated dietary restrictions:

**Examples:**

- High sensitivity to egg and egg derivatives: Lysozyme, Albumin, Ovoglobulin as examples
  - Unable to have onions and garlic or any derivatives thereof
  - Unable to have pepper spice
  - Unable to tolerate any Dairy products along with an intolerance to any Soya products
  - Legumes including peas, beans, lentils and Peanuts.
- d. **A decision that the school is unable to provide** a pupil school lunches and wrap around care meals involve the following steps:
- The Catering Manager/ Catering Operations Manager and Medical Team will make a recommendation to the Head of School.
  - The Head of School will consult with the parents on the recommendation and make the final decision.
- e. **The Medical Team** are responsible for administering the relevant pupil medication (adrenaline device). Pupils are responsible for ensuring that they have their medication with them at all times
- f. **All staff members** must check the requirements of pupils they are taking off site ensuring that pupils who require an Adrenaline Device have it in their possession. This medical information will be available on the school Management Information System for staff to download in preparation for trips and activities. Instruction and information on how to retrieve this information, and its importance, will be given to all staff at one of the annual Inset training sessions.
- g. **All First Aid staff** will be instructed by the Medical Team about the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.
- h. **The Catering Managers** will ensure all pupil information concerning allergens, intolerances and religious requirements are updated termly and communicated to all catering staff. Pictures and names of pupils, with a brief description of their food requirements, can be displayed within the kitchens and servery and updated at the beginning of the school year or as information changes.
- i. **The Catering Operations Manager** and the individual Catering Managers are responsible for ensuring all staff serving and preparing foods are provided with the relevant training and Catering Managers are responsible for the up-keep of training record documentation to this affect. The Catering Managers must also ensure all shifts and services, including Hospitality, have up-to-date recipe information showing all Common Food Allergens.
- j. **The Catering Managers** will ensure all legal and local allergen notifications are displayed correctly and that staff have appropriate information and support to advise customers accurately on dish content.

- k. **Executive Head Chefs**, or equivalent, will ensure that all recipes and associated allergen information is accurate and up-to-date on the recipe stock system, will ensure dishes containing any of the Common Food Allergens, as listed in section 3, are prepared, stored and cooked separately, labelled clearly and are easily identifiable for all customers and must provide a pre-service brief to all front of house staff prior to service, demonstrating the above.
- l. **All Catering staff** shall take responsibility for following guidelines and training given, express any concerns they may have and ensure the product is protected from accidental contamination.
- m. **The Catering Managers** will ensure any Casual or Agency staff working in their kitchen understands the allergy requirements of the tasks they are set and are supervised to ensure compliance with legislation.
- n. These same rules and regulations apply to all Non-Lunch Catering provided on campus by the Catering Team, including Tuck Shops, Vending, Buffets and School events.

## 7) Responsibilities for food provision beyond the scope of LSF

- a. **Charity Events, Parent Association events, etc.:** If a School hosts a 'staff coffee mornings' or 'bake days' for charity or a Parent Associations event it is important that no food poses a risk to the end user. Therefore, where products are not made by the Catering Department, but sold by the School, appropriate signage should be in place. This will state the following: 'This item was not produced by Loughborough Schools Foundation; therefore, we cannot guarantee that it does not contain nuts or any other allergen'. All products should be plated separately and stored as such (wrapped where possible) to prevent cross contamination to other items for sale. It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present. (Appendix 2)
- b. **External Commercial Events:** External users of the LSF campus will have sole responsibility for the safety of their invited guests and, again, it is important that no food poses a risk to the end user. The Commercial Department will ensure the contract signed by the Hirer will guarantee this responsibility is acknowledged, accepted, and covered in relevant liability insurance documents. The hirer is also responsible for cleaning post event to ensure all trace elements of potential allergens are removed.

## 8) Monitoring

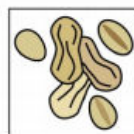
- a. The Compliance Manager will be responsible for the general management of the LSF Food Allergen, Intolerance and Religious requirement Policy. A report will be produced on an annual basis, using feedback from the Operation Catering Manager and the Medical Team, to demonstrate how the Policy is being complied with and provide information on actions taken to amend any points in conjunction with any future recommendations initiated by the Government.

## Appendix 1: Notes for Medical Team

Pupil Name: \_\_\_\_\_

Year: \_\_\_\_\_

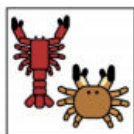
Which of the 14 allergens has been mentioned on the pupil's form?



Peanuts



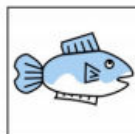
Nuts



Crustaceans



Molluscs



Fish



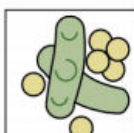
Eggs



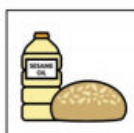
Milk



Cereals  
containing  
Gluten



Soya



Sesame seeds



Celery



Mustard



Lupin



Sulphur Dioxide

1	<b>If nuts are mentioned, please ask:</b>	Please ask which nuts?	
		Can the pupil tolerate products that “may contain nuts”?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Can the pupil tolerate products that are “made in a factory that handles nuts”?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Can the pupil tolerate products that “may contain traces of nuts”?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	<b>If eggs are mentioned, please ask:</b>	Is the allergy for Raw eggs? Is the allergy for cooked eggs? Is it for Religious reasons? Can they have eggs if cooked in products?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3	<b>If dairy is mentioned, please ask:</b>	Can we substitute milk for: Soya Milk If no please use the notes section to give us instruction on which product we can use.	Yes <input type="checkbox"/> No <input type="checkbox"/>

		<p>Can you clarify please:</p> <p>Is it just drinking milk they can't have?</p> <p>Can they have milk in cooked dishes, i.e Sauce?</p> <p>Can they tolerate Cheese?</p> <p>Please use the notes section to elaborate.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>4</b>	<b>If Wheat or Gluten are mentioned, please ask:</b>	<p>Is the pupil under medical supervision for Coeliac Disease?</p> <p><b>Can they tolerate Gluten-free oats?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please skip to <b>question 6</b></p>
<b>5</b>	<b>If not Coeliac Disease, please ask:</b>	<p>Is the pupil allergic/intolerant to:</p> <ul style="list-style-type: none"> <li>• Wheat</li> <li>• Wheat Germ</li> <li>• Rye</li> <li>• Barley</li> <li>• Bulgur</li> <li>• Couscous</li> <li>• Semolina</li> <li>• Spelt</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>6</b>	<b>If Soya is mentioned please ask:</b>	<p>Which other soya derivative products is the pupil allergic to:</p> <ul style="list-style-type: none"> <li>• Soya Lecithin</li> <li>• Textured Vegetable Protein TVP</li> </ul>	
	<b>What other allergies/intolerance have been mentioned</b>	Please list these below and delve deeper with the parent/guardian as to the severity	



	<b>on the pupil's form?</b>  <b>Please list here</b>	of each allergy/intolerance.	
	<b>Notes:</b>                               <p>LSF is unable to guarantee a completely allergen-free environment. However, we will aim to minimise the risk of exposure through correct storage and handling techniques and strive to prepare foods for pupils with specific dietary requirements with ingredients to match their requirements.</p>		
	<b>Signed by:</b> _____  <b>Who were you speaking to:</b> _____  <b>Date:</b> _____		















## Appendix 2: Bake Sale Recipe Card disclaimer

### ALLERGENS: CHEF RECIPE CARDS

Dish/ingredient:

Date:

Chef:

 Celery <input type="checkbox"/>	 Cereals containing gluten <input type="checkbox"/>	 Crustaceans <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>
 Lupin <input type="checkbox"/>	 Milk <input type="checkbox"/>	 Mollusc <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts <input type="checkbox"/>
 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphur Dioxide <input type="checkbox"/>	<b>TICK THE ALLERGENS WHICH ARE IN THE DISH</b> <input checked="" type="checkbox"/>

Notes: DEAR CUSTOMER:

This item has NOT been prepared by the Foundation catering department and thus the Schools cannot guarantee that it does not contain nuts or any other allergen. Please ensure you check the ingredients before you purchase/eat.

Reviewed and checked by:

















You can find this template and others, including more information at [www.food.gov.uk/allergy](http://www.food.gov.uk/allergy)

Dish/ingredient:

Date:

Chef:

 Celery <input type="checkbox"/>	 Cereals containing gluten <input type="checkbox"/>	 Crustaceans <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>
 Lupin <input type="checkbox"/>	 Milk <input type="checkbox"/>	 Mollusc <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts <input type="checkbox"/>
 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphur Dioxide <input type="checkbox"/>	<b>TICK THE ALLERGENS WHICH ARE IN THE DISH</b> <input checked="" type="checkbox"/>

Notes: DEAR CUSTOMER

This item has NOT been prepared by the Foundation catering department and thus the Schools cannot guarantee that it does not contain nuts or any other allergen. Please ensure you check the ingredients before you purchase/eat

Reviewed and checked by:



You can find this template and others, including more information at [www.food.gov.uk/allergy](http://www.food.gov.uk/allergy)