

Allergen Management Procedure



The Old School House

Established 1987

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|-----------------------------|----------------|-------------------------|
| Approved by: | Sharon English | Date: April 2026 |
| Date of last review: | April 2026 | |
| Next review due by: | April 2027 | |

1. Purpose

This procedure sets out how the school manages food allergens to keep pupils, staff and visitors safe when food is stored, prepared, served or consumed on site.

The school recognises that some allergens can cause serious or life-threatening reactions and must be managed carefully at all times.

2. Scope

This procedure applies to:

- Breakfast club
- Packed lunches prepared by school
- Hot lunches
- Snacks provided by school
- Food used in lessons or activities
- Food brought in for events or celebrations
- Staff handling or serving food

3. Legal Allergens

The school is aware of the 14 main allergens:

1. Celery
2. Cereals containing gluten
3. Crustaceans
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs
9. Mustard
10. Peanuts
11. Sesame

12. Soybeans
13. Sulphur dioxide / sulphites
14. Tree nuts

4. Roles and Responsibilities

Business Manager

- Ensure this procedure is implemented
- Ensure staff are trained
- Ensure records are maintained

Catering Lead / Food Staff

- Check ingredients and labels
- Maintain allergen information
- Prevent cross contamination
- Communicate clearly with staff before serving food

All Staff

- Follow pupil allergy plans
- Never guess ingredients
- Report concerns immediately

5. Pupil and Staff Allergy Information

The school will maintain an up-to-date Allergy Register containing:

- Pupil name
- Allergy/intolerance
- Severity
- Required action
- Medication location (if applicable)
- Parent/carer contact details

The register will be updated:

- On admission
- When parents notify changes
- After medical reviews
- At least termly

Relevant staff must know where to access this information.

Staff Allergies

Staff members who consume food provided by the school should inform management of any known food allergies or intolerances.

Relevant staff involved in preparing or serving food will be made aware where necessary, and allergen information will be available on request.

Staff must not guess ingredients and should check with the catering lead before consuming any food if unsure.

In the event of an allergic reaction involving a staff member, normal first aid and emergency procedures will be followed.

6. Purchasing and Deliveries

As the school sources food through Tesco Click and Collect, the following controls apply:

- Orders will be placed only by authorised staff
- Online product substitutions will be checked carefully before acceptance
- No substitute product will be used until the allergen information has been checked
- Product labels will be checked on collection and again before first use where needed
- Unlabelled items will not be used
- Chilled and frozen foods will be transported back to school promptly and stored correctly on arrival
- If there is any uncertainty about ingredients or allergens, the item will not be served
- Receipts/order confirmations may be retained where helpful for traceability

7. Food Preparation Controls

To reduce allergen risks:

- Hands washed before food handling
- Clean surfaces used
- Separate utensils/equipment used where needed
- Ingredients checked every time
- Shared spreads/knives avoided where cross contamination may occur
- Allergen meals prepared carefully and identified clearly
- If unsure, food must not be served

8. Serving Food

Before serving:

- Check the pupil allergy register
- Confirm meal contents where required
- Ensure the correct meal goes to the correct pupil
- Staff supervising meals should be aware of pupils with allergies

The school will never rely on memory alone.

9. Packed Lunches

For packed lunches prepared by school:

- Fillings and ingredients checked before preparation
- Allergy-safe meals prepared separately where needed
- Lunches labelled if required
- Staff issuing lunches must know any pupil restrictions

10. Breakfast Club / Snacks

For breakfast and snacks:

- Cereal, milk, bread, spreads and snacks checked for allergens
- New products checked before use

- Allergy-safe alternatives provided where agreed
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11. Special Events / Food from Home

Where food is brought in for events:

- Parents may be asked not to send homemade foods where allergens cannot be verified
- Any shared food must be checked before distribution
- Safer alternatives may be used instead

12. Emergency Response

If a pupil shows signs of an allergic reaction:

1. Call for trained staff immediately
2. Follow the pupil's medical care plan
3. Administer prescribed medication (e.g. auto-injector) if authorised/trained
4. Call emergency services where required
5. Contact parents/carers
6. Record the incident and review controls

13. Training

Relevant staff will receive training/instruction on:

- Allergy awareness
- Reading labels
- Cross contamination prevention
- Emergency response
- This procedure

Training records will be kept.

14. Monitoring and Review

This procedure will be reviewed:

- Annually
- After any incident
- If menus change
- If pupil needs change
- If legislation/guidance changes

15. Related Documents

- Allergy Register
- Individual Healthcare Plans
- Food Safety Management System
- Cleaning Schedule
- Staff Training Record
- Incident Log