



## ALLEYN'S SCHOOL FOOD ALLERGIES POLICY

<b>Name of Policy</b>	Food Allergies Policy
<b>ISI Regulation</b>	N/A
<b>Reviewed by</b>	SMT
<b>Author/SMT</b>	Mrs CM Morgan, Director of Finance
<b>Date of school review</b>	September 2021
<b>Date of next school review</b>	September 2022

Alleyn's School (the School) recognises its responsibility for the safeguarding of its pupils and the continuous need for awareness of the risk to pupils who may suffer from food allergies or intolerances, particularly those identified to be at risk of anaphylaxis. This policy applies to both the Senior School (SS) and Junior School (JS), including EYFS (JS). The management of these pupils is outlined separately in the Anaphylaxis policy (Appendix 8) of the SS and JS First Aid Policies.

The School recognises that there are pupils at the School who suffer from many food allergies including, but not exclusively, the 14 named allergens and they also vary in terms of their severity and complexity.

### **Purpose of this Policy**

The purpose of the policy is to protect pupils from potentially harmful food allergens and prevent harm by seeking to develop procedures and practices, raise awareness throughout the School, and to reassure and train staff by providing guidelines when working with these pupils.

### **Aims**

The aims of this policy are to:

- Identify the potential threats and the mitigating actions.
- Take all reasonable actions to prevent the presence of certain foodstuffs containing allergens in the School.
- Provide safeguarding and training amongst staff and pupils in order to reduce the risk of allergic reaction.
- Ensure the School adheres to the relevant food allergy regulations when catering for pupils and staff both on site and off site.

### **Potential Threats and Actions**

The potential threats have been identified as follows and relevant mitigating action is also noted, with further detail about these actions set out below and in the Appendices.

Potential Threats	Mitigating actions
Any food on the school premises provided by the School	The School's Catering Team follow Food Hygiene and Health and Safety Laws and Regulations, which will include Natasha's Law from October 2021. The Catering team also comply with the School's specific allergy policy, "Practical Application of Allergen Management policy". All catering staff receive regular training and some staff having additional training for enhanced allergen management roles.
Allergens in food brought into school via snacks/lunch from home (i.e., cake days, break- time snacks)	Regular reminders are made to pupils and staff and visitors are asked <u>not</u> to bring nuts, sesame or coconut or their derivatives on to the School site.
Events where food is served on the premises but not prepared on the premises i.e., Holly Fair, Founder's Day, Cake Sales	Regular reminders to pupils, staff and any visitors to the site are made <u>not</u> to bring nuts, sesame or coconut or derivatives on to the site.
Food brought in for Food & Nutrition ("F&N") lessons or co-curricular activities.	Staff and pupils are made aware of <u>not</u> using nuts, sesame or coconut or their derivatives. The School Nurses inform the F&N staff about any pupils with food allergies.
Lists of ingredients not explicitly naming the allergen (e.g., casein and whey as milk derivate, arachis oil as another name for peanut oil...)	Allergen information is required for all 14 named allergens for all food prepared on site and any packaged food sold on site also contains this allergy information. Further allergen information will be required following the introduction of Natasha's Law in October 2021.
Contact between persons who have handled related foodstuffs (in or outside school) and allergy sufferers, without appropriate handwashing	Handwashing and hygiene have become a normal way of School life due to Covid protocols in place and such protocols will be encouraged post Covid. Catering staff wear gloves.
Catering or exposure to an allergen on educational visits and trips	Specific trip protocols are set out for JS packed lunches made by the School's catering team. All SS pupils bringing a packed lunch are reminded <u>not</u> to bring food containing nuts, sesame or coconut or their derivatives prior to the trip. Pupils are reminded not to share their packed lunch with others. Further procedures are in place for residential trips.

### **Specific actions by School Staff**

To safeguard pupils with these food allergies, nuts/sesame/coconut (including peanuts) and products containing nuts/sesame/coconut are not permitted on to the School site. A sign is displayed as pupils, staff and visitors enter the School site.

The School Nurses record food allergen information, together with any other medical information about pupils, on to the School's management information system. This information is made available to relevant staff such as the Catering Team administrator, form tutors/ teachers, the F&N Department and Educational Visits/Trips leaders.

At the start of the academic year, the School Nurses will write annually to all parents to request they complete a separate **Food Allergy Form** before the start of each academic year *if* their child has a food allergy. A copy of this form is included in **Appendix A**. They will also inform parents that the School cannot fully guarantee that the site remains nut, sesame or coconut-free particularly given the "may contain traces" on much of the packaging for those food items purchased for on-site consumption.

The Food Allergy Form should be completed by parents of all pupils who have a food allergy/intolerance every year. The School Nurses will check to ensure that there is a completed Food Allergy Form for all pupils that have notified the School with food allergies/intolerances as recorded on the Management Information System.

The School has an **Allergen Control Matrix** to assess the level of risk in providing each pupil with varying dietary needs, safe food from within the School catering environment. This is included in **Appendix B**.

On receipt of the completed Food Allergy Form the School Nurses will review the Form to:

- check that this agrees with the information held on the School's management information system.
- confirm the appropriate allergen risk level for each pupil using the Allergy Control Matrix.
- send copies of all completed Food Allergy Forms to the Catering Team Administrator. The School's kitchen infrastructure and its constraints have formed part of this risk level assessment.

The School is likely to be able to cater for all pupils with a Risk Level of 3, 4, 5 and 6

- All Junior School pupils with serious allergies and a Risk Level 3 must have a pre-plated meal, if it is considered appropriate to cater for them at School. The *only* exception to this will be for JS pupils with serious allergies to nuts, sesame seeds or coconut (or their derivatives) since these ingredients are not used in the kitchen. In this case, the parents will be required to complete an **Opt-Out of Pre-Plated Lunch Form** included in **Appendix C**.
- Parents of Senior School pupils are able to opt out of the pre-plated meal if they sign the relevant **Opt-Out of Pre-Plated Lunch Form**.

The School *may not* be able to cater for pupils with Risk Level 1 and 2, and the catering for any pupil in Risk Level 1 and 2 will be assessed and determined on an individual basis which will result in School staff such as the Head of Catering, the School Nurses and other Senior Staff, meeting the parents, as appropriate.

Consideration about the risk of catering for an individual child with a Risk Level 1 and 2 will include whether their allergies are to nuts, sesame seed or coconut (not permitted on the School site) and whether their food allergies are only within the **Named 14 allergens**, listed in **Appendix D**.

Should a decision be made that the School cannot cater for an individual's food allergies, then the School will confirm this in writing to the parents and the pupil will bring to School a packed lunch and other snacks and in the JS a suitable adjustment to fees will be made.

The School cannot cater for individual pupils' taste requirements; its priority for special diets must be those with medically evidenced food allergies and intolerances.

The School catering staff will prepare food for pupils with known allergies in a controlled area that minimises the risk of cross contamination.

The School catering team will adhere to the Practical Application of Allergen Policy and all food allergen laws and regulations in catering for pupils, staff and visitors on site. In particular, this includes the completion of the SS13 allergen checker being prepared by the person preparing the food to show the allergens which are contained within each food product/meal.

The School catering team do not knowingly purchase, store or use any products which contain nuts, sesame or coconut. Their procedures on ordering and delivery include checks to ensure that products delivered to the kitchens do not include these ingredients.

School staff will receive the appropriate allergy training which is commensurate with the role they undertake at School, such as staff who regularly supervise JS pupils eating lunch, and there will be allergy awareness training provided to appropriate staff on a regular basis.

Staff embarking on food projects or using food as part of their educational provision, such as the Food & Nutrition (F&N) Department, must take responsibility for checking with the food allergy status for all the pupils in their class and check for pupils with food allergies with the School Nurses.

If the F&N Department use nuts, sesame or coconut products within lessons, there must be special measures put in place to ensure the safety of the pupils and consult with the School Nurses and they follow the risk assessment set out in Appendix 10 of the Senior School's First Aid Policy.

### **Specific actions for School trips/ educational visits**

These actions should be read in conjunction with the Educational Visits Policies for the Junior and Senior Schools; in particular Section B10 for the Senior School, and the Junior and Senior Schools' First Aid Policy, which includes an Appendix on Adrenaline Auto Injectors (AAIs).

The Trip Leader of an Educational Visit should confirm whether any of the pupils attending the trip have any food allergies and their severity, such as requiring AAIs. It is important that the Trip Leader understands the severity of the food allergy by reference to the Food Allergy Risk Matrix.

The Trip Leader should identify an Allergy Champion on the trip (preferably not the Trip Leader) to take responsibility of pupils with food allergies on the trip.

Some pupils have particular food allergies which will need to be taken into consideration when planning a trip. Should an educational visit require the pupils to bring a packed lunch from home the following wording must be used in the Allyn's Post to parents: ***Please ensure that no nut, coconut or***

***sesame products are included in your child's packed lunch*** and the Trip Leader should remind Senior School pupils attending about the rules for packed lunches ensuring that there are no nuts, sesame or coconut products or derivatives included in them.

For pupils with Food Allergy Risk Levels 1, 2 and 3, the Trip Leader should consider whether further the following actions should be taken:

- Advising the coach, rail or airplane organisations providing the transport about serious food allergies and to ask that they take the necessary mitigating factors. This could include extra cleaning of a seat for the allergenic child and announcing
- Advising the destination/residential centre of any pupil or staff food allergies.
- The accompanying member of staff allocated to supervise this child is aware of what an allergic response looks like and has received training to administer an AAI.

Where a pupil has an Allergen Risk Level of 1 or 2, the Trip Leader should consult the School Nurses for further guidance on whether more guidance is required, particularly with regards to packed lunches.

Pupils with AAIs and antihistamine medication should ensure that they bring their AAIs and medication on the trip, as well as the member of staff collecting the additional AAIs from the School Nurses for the trip. The Trip Leader should ensure that the additional AAIs accompany the child during the trip, so that they are on the same coach/ transport/ destination.

Pupils are reminded not to share their packed lunches with others.

The Junior School pupils and staff are supplied with packed lunches for School trips and sports teas, which require further detailed protocols set out in **Appendix E**.

### **1. Policy Promotion**

This policy will be promoted to staff and parents through:

- An initial circulation of its relevant contents
- Renewed and updated circulation at the beginning of each academic year
- Inclusion in new parent information on the Hub and booklets for Junior School and Lower, Middle and Upper School pupils.
- Awareness by staff of pupils with allergies
- Staff being informed and provided with training opportunities
- Fellow pupils in classes being made aware (with parental and child permission) and pupil encouraged to let friends/class know of their allergies

### **2. Consistency of Policies**

A copy of this policy will form part of New Staff Induction (policies) and monitored by the Senior Deputy Head or Junior School Deputy Head and should be read alongside other policies appertaining to the care of our children.

*This form is to be completed by parents of all children attending Alleyn's Junior or Senior Schools, who have a food allergy or intolerance.*

The School understands that food allergies can present serious problems for some pupils and that this is part of the School's responsibility towards safeguarding its pupils. This form is designed to collect detailed information about pupils who have food allergies/intolerances so that we can cater and take care of them safely.

Name of pupil \_\_\_\_\_

Year group/ form \_\_\_\_\_

1. Does your child have an allergy or intolerance to any of the following 14 major allergens as listed below or any other allergens?

No  **THERE IS NO NEED TO COMPLETE THIS FORM**

Yes  Please tick the relevant boxes below:

- |                                  |                                       |                                     |                                    |   |
|----------------------------------|---------------------------------------|-------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Milk         | <input type="checkbox"/> Crustacean | <input type="checkbox"/> Soybeans  | <input type="checkbox"/> Fish                               |
| <input type="checkbox"/> Nuts    | <input type="checkbox"/> Sesame Seeds | <input type="checkbox"/> Celery     | <input type="checkbox"/> Mustard   | <input type="checkbox"/> Lupin                              |
| <input type="checkbox"/> Eggs    | <input type="checkbox"/> Molluscs     | <input type="checkbox"/> Gluten     | <input type="checkbox"/> Sulphites | <input type="checkbox"/> Other (please state in Box 2 or 3) |

2. If you ticked any of the above boxes, please list which of these allergens could cause anaphylaxis:

3. If you ticked any of the above boxes, please provide further details of the nature of the food allergy/ intolerance and its seriousness:

4. Has this food allergy or Intolerance been medically diagnosed?

*PLEASE TICK AS APPROPRIATE*

Yes  No

5. Has the relevant medical information about these food allergies/ intolerances been provided to the School Nurses? This is a requirement by the School

*PLEASE TICK AS APPROPRIATE*

Yes  No

Alleyn's School uses Risk Levels for their food allergen management and to identify special diets. PLEASE TICK WHICH YOU CONSIDER DESCRIBES BEST YOUR CHILD'S REACTION TO EACH FOOD ALLERGIES/INTOLERANCE:

RISK LEVEL	Allergy severity	Provide details of which food	School considerations
1	Your child has a severe life threatening allergy/ anaphylactic shock. They do not need to be in direct contact with diagnosed allergens e.g. <b>airborne or multiple sensitivities</b> beyond the 14 major allergens (listed earlier).		The School may <i>not</i> be able to cater safely for your child and they may need to bring in a packed lunch to School. Your child may need to eat their lunch in a different place to the Dining Hall.
2	Your child has a severe life threatening allergy/ anaphylactic shock if in contact with the diagnosed allergen or <b>more than 3 sensitivities/ allergens.</b>		The School may <i>not</i> be able to cater safely for your child and they may need to bring in a packed lunch to School. Your child may need to eat their lunch in a different place to the Dining Hall.
3	Your child has a severe life threatening allergy/ anaphylactic shock if they <b>ingest the diagnosed allergen.</b>		Your child should be able to eat the catering provided by the School and this should be a pre-plated meal to avoid cross-contamination.
4	Your child becomes <b>very unwell</b> if they ingest a food, diagnosed as allergic or intolerant but does not go into anaphylaxis e.g. coeliac.		Your child will be able to eat the catering provided by the School and this could be a pre-plated meal to avoid cross-contamination.
5	Your child experiences <b>minor ill health</b> if they ingest food which they are known to be intolerant (e.g. nausea).		Your child should be able to eat the catering provided by the School and this could be a pre-plated meal to avoid cross-contamination.
6	Your child experiences no ill-health after they ingest their food but <b>wishes to avoid certain food</b> for religious or moral / beliefs reasons.		There is a balanced choice on the menu each day to accommodate the different religious or moral/ beliefs/reasons. Unfortunately, due to the limited size of the kitchen relative to the scale of catering operations each day, there are no specifically designated areas for cooking food for religious reasons such as Halal.

**If you have ticked level RISK LEVELS 1 & 2:**

The School *may not* be able to safely cater for your child.

This decision will depend on the number and type of food allergies your child experiences, for example the catering for serious allergies to nuts, sesame seed and coconut which are not permitted on site are lower risk.

Following the completion of your form and return to the School Nurses, the Head of Catering and/or Senior School staff will be in touch with you to meet and discuss the individual catering needs for your child.

**If you have ticked RISK LEVEL 3, and in some cases RISK LEVELS 1 and 2:**

**Currently, the School will cater for pupils within these risk level categories by providing a freshly prepared pre-plated meal for them however this is under review.**

**FOR JUNIOR SCHOOL PUPILS**, a pre-plated meal is the safest way to minimise the risk to the pupil and it is compulsory for all JUNIOR SCHOOL PUPILS in Risk level 1,2 or 3 category unless they are allergic to nuts, sesame seed and coconut which are not used in the School's kitchens.

**FOR SENIOR SCHOOL PUPILS**, pre-plated meal is the safest way to minimise the risk to the pupils in terms of minimising the risk of cross-contamination for pupils in Risk Category Level 1,2 or 3 however if you DO NOT want a pre-plated meal to be provided to your child then please tick the following box and we will ask you to complete a further OPT-OUT form to confirm this in writing.

Tick for OPT OUT FORM (if applicable)

**Parent Acceptance**

Whilst the School can provide meals which do not include nominated allergens for certain pupils, we **cannot guarantee** that dishes do not contain traces of allergens, as they will be stored and prepared in the same areas as nominated allergens. There is a risk of cross contamination on display counters, particularly self-service areas such as salad bars and dessert counters.

Please be aware that while the School do not use nuts, sesame seed or coconut in any of the food we prepare and serve, we are unable to guarantee that dishes/products served are totally free from nuts, nut derivatives, sesame and sesame derivatives and coconut and coconut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.



I confirm that the information supplied within this document is correct and that I have read and accept the information included in this form and that I will inform the School, via the School Nurses, immediately of any changes in my child's food allergy/intolerance status:

<b>Name of Parent</b>	
<b>Signature of Parent</b>	
<b>Date</b>	

**PLEASE RETURN YOUR FORM TO THE SCHOOL NURSES BEFORE THE START OF TERM**

## Allergen Control Matrix

## Appendix B

The purpose of this Allergen Control Matrix is to assess the level of risk in providing each pupil, with varying food allergies and intolerances, safe food from within the School catering environment. The environment and its constraints have formed part of this categorisation assessment.

The School may not be able to cater for pupils with Risk Level 1 and 2, and the catering for any pupil in Risk Level 1 and 2 will be assessed and determined on an individual basis.

RISK LEVEL 1		RISK LEVEL 2		RISK LEVEL 3	
Risk Description	Risk Controls	Risk Description	Risk Controls	Risk Description	Risk Controls
Risk of anaphylaxis – does not need to be in direct contact with diagnosed allergen (e.g. airborne) or multiple sensitivities beyond the 14 major allergens	<ul style="list-style-type: none"> <li>The School would need to review if catering can be provided.</li> <li>A bespoke risk assessment and risk controls would need to be agreed.</li> </ul>	Risk of anaphylaxis if in contact with the diagnosed allergen or more than 3 sensitivities	<ul style="list-style-type: none"> <li>Food prepared separately in designated area.</li> <li>Food stored in separate hotplate/ separate dedicated container.</li> <li>Persons preparing or serving food change their gloves beforehand.</li> <li>Food plated with separate utensils.</li> <li>All food that is provided is recorded and double check by an additional member of the team.</li> </ul>	Risk of anaphylaxis if ingests the diagnosed allergen	<ul style="list-style-type: none"> <li>Food prepared separately in designated area</li> <li>Food stored in separate hotplate / separate dedicated container.</li> <li>Persons preparing or serving food change their gloves beforehand.</li> <li>Food plated with separate utensils.</li> <li>All food that is provided is recorded and double check by an additional member of the team.</li> </ul>
The School endeavours to be <b>nut, coconut, and sesame free</b> in all food procured and produced on site. Due to this preventative measure, the risk levels for a pupil with these allergies may be at a lower level than the pupil's overall risk level.					
Hazard Analysis and Critical Control Point (HACCP) is in place to control the risk of cross contamination during food preparation. All allergens are tracked through comprehensive labelling.					

RISK LEVEL 4		RISK LEVEL 5		RISK LEVEL 6	
Risk Description	Risk Controls	Risk Description	Risk Controls	Risk Description	Risk Controls
Become very unwell if ingests a food stuff diagnosed as being allergic or intolerant to (but does not go into anaphylaxis) e.g. coeliac	<ul style="list-style-type: none"> <li>• Information on the ingredients readily available.</li> <li>• Ensure that there is a good variety of suitable choices at each serving period.</li> </ul>	Minor ill-health if ingests food known to be intolerant to (e.g. nausea)	<ul style="list-style-type: none"> <li>• Information on the ingredients readily available.</li> <li>• Ensure that there is a good variety of suitable choices at each serving period.</li> </ul>	No ill-health after ingesting food but avoid for religious or moral reasons	<ul style="list-style-type: none"> <li>• Ensure that there is a good variety of suitable choices at each serving period.</li> </ul>
<p>The School endeavours to be <b>nut, coconut, and sesame free</b> in all food procured and produced on site. Due to this, risk controls for a pupil with these allergies may be at a lower level than the pupil's overall risk level.</p>					
<p>HACCP in place to control the risk of cross contamination during food preparation. All allergens are tracked through comprehensive labelling.</p>					

## OPT OUT OF PRE-PLATED MEAL FORM

### Appendix C

Alleyn's School has adopted a Food Allergy Policy that states where we cater for children with a special diet in the "Risk Levels 1, 2 or 3", a pre-plated meal will be provided to pupils at Alleyn's School.

**However, I write to confirm that I do not wish for a pre-plated meal for**

\_\_\_\_\_ (Your child's name) \_\_\_\_\_ (Form)

By opting out of a pre-plated meal, I confirm that I have read and understood that:

- Whilst the School can provide meals which do not include nominated allergens for certain pupils, we **cannot guarantee** that dishes do not contain traces of allergens, as they will be stored, prepared and served in the same areas as dishes with nominated allergens. There is a risk of cross contamination in the kitchen and display counters, particularly self-service areas such as salad bars and dessert counters.
- Whilst the School do not use nuts, sesame seed or coconut in any of the food we prepare and serve, we are unable to guarantee that dishes/products served are totally free from nuts and nut derivatives, sesame and sesame derivatives and coconut and coconut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.

<b>Name of Parent</b>	
<b>Signature of Parent</b>	
<b>Date</b>	

### **Celery**

This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.

### **Cereals containing gluten**

Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats are often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour.

### **Crustaceans**

Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.

### **Eggs**

Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.

### **Fish**

You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.

### **Lupin**

Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.

### **Milk**

Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.

### **Molluscs**

These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews.

### **Mustard**

Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.

### **Nuts (not brought on site)**

Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.

### **Peanuts (not brought on site)**

Peanuts are actually a legume and grow underground, which is why they are sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.

**Sesame seeds (not brought on site)**

These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, humus, sesame oil and tahini. They are sometimes toasted and used in salads.

**Soya (sometimes known as soybeans/products thereof)**

Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.

**Sulphur dioxide (sometimes known as sulphites)**

This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer.

BEFORE THE TRIP:

- Medical information about those attending the trip is sent from the Junior School Nurse to the Catering Administrator using a standard JS trip template.
- One senior member of the kitchen staff prepares the packed lunch and writes up the SS13 allergy sheet for the packed lunch for each allergen child.
- The Head of Catering (or Deputies) will check the lunch and photograph the ingredients used.
- An individual cooling bag will be supplied for each lunch of an allergenic pupil or pupil with a specific dietary requirement (such as gluten free).
- The pupil's packed lunch is packaged individually in a cooling yellow bag with their name on it and the individual allergy sheet (SS13) and Remember Me Sheet prepared for *each* pupil placed inside this yellow lunch bag.
- The Head of Catering (or Deputies) will review *all* SS13 paperwork ahead of the trip to ensure it is completed properly and that copies have been retained in the catering office.
- For each pupil classified within Risk Matrix Levels 1, 2 or 3, the Head of Catering (or Deputies) will email the Junior School Nurse photos of the ingredients used for their lunch together with a scan of the individual allergen sheet SS13 and Remember Me Sheet, unless they are only allergic only to nuts, sesame and coconut and their derivatives since these allergens are not used in the kitchen. The email should be copied to the Junior School Administrator.
- For pupils with a Risk Matrix Level of 1, 2 or 3 and if the School is catering for them, the Junior School Nurse should check the email contents to ensure that the name of the child is right and that the photos of the ingredients do not include the food they are allergic to.
- The photos of the ingredients used in the lunch is emailed to the parents of the pupil with a Risk Matrix Levels, 1,2 or 3 by the Catering Administrator unless they are only allergic only to nuts, sesame and coconut and their derivatives since these allergens are not used in the kitchen.

THE MORNING OF THE TRIP:

- A member of the Catering Team will ensure that all the appropriate SS13 paperwork is included with the packed lunches which is then given to a member of Junior School Staff.

DURING/ AFTER THE TRIP:

- A member of Junior School staff will check that the SS13 paperwork for the relevant child is inside the yellow allergy sandwich box, and if it is not, then the child should not be given this lunch and they should ring School to check whether they can.
- Spare allergen-free snacks should be taken on a trip just in case there is a query over a particular lunch and then there is always additional food available for a pupil with an allergy.
- SS13 paperwork is retained by Junior School staff during the trip and returned to Junior School Office or the Catering Department after the trip.