

ALLERGY PROCESS FOR CATERING TEAMS (PRIMARY SCHOOLS)

Process Document HS005

Distribution: All School Staff, contracted Catering Staff and Management

Allergy Process for Catering Teams (Primary Schools)

The purpose of this Process Diagram is to ensure that pupils within SV MAT Primary Schools with allergies are kept safe during food preparation and service in Primary settings and in accordance with the SV MAT **Students with Medical Conditions, Allergy and Anaphylaxis, Administration of Medication Policy¹**.

This process supports catering provider allergen duties and the school's duty to safeguard pupils with medical needs.

1

Allergy Information Received -

- The school will share confirmed pupil allergy information with their catering manager
- Information will include:
 - Pupil name
 - Allergen(s)
- Catering manager will confirm receipt of this information and their understanding
- Catering staff will use the information to manage pupils' food safely

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Menu Planning and Ingredients -

- Catering staff will check menus and ingredients for allergens
- Caterers will plan an individual menu for any child with an allergy (to be as close to the same menu choices as the standard menu as possible for inclusion purposes)
- Catering staff will only use approved ingredients
- Catering staff will ensure that no substitutions are made unless allergen safety is confirmed
- Catering staff will check and control what is served for children with a known allergen.

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Food Preparation -

- Catering staff will follow the Caterer's food safety and allergen management procedures, developed in line with food hygiene law and recognised industry practice²
- Catering staff will ensure that cross contact / contamination is prevented through safe handling, storage and preparation methods
- Catering staff will ensure that surfaces and equipment are thoroughly cleaned before use

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Food Service -

- Catering staff will identify pupils known to have allergies and ensure that they are served meals that are known to be safe
- Catering staff and school staff supervising meals will ensure that meals are not swapped or shared
- Catering staff and school staff remain attentive during service
- School staff will support and supervise children as required

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Changes or Issues -

If an allergen safe meal cannot be provided:

- Catering staff will stop service for that pupil and inform the school immediately
- Catering staff will not improvise or substitute until an alternative safe choice is confirmed and documented
- Caterers to provide information to school about substitution provided and why for school to share with parents/carers
- School to share information about substitution with parents/carers if a child has received a different meal than expected

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If an Allergic Reaction / Anaphylaxis is Suspected -

- A child without a known allergy may still have an allergic reaction to a food substance
- Catering staff will stop service and get trained school staff immediately
- Caterer to provide trained school staff with ingredient list as soon as possible
- School staff will follow the school's emergency arrangements and the pupils Allergy Action Plan / Individual Healthcare Plan (IHP)
- School staff will ensure that allergic reactions and near misses are recorded on iAM Compliant

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Review -

- School or Caterer to share any food related concern or incident with the other party without delay
- Caterer and school will regularly review controls
- Caterer and school will agree improvements, where appropriate
- Caterers' Group Manager to report all concerns to the Headteacher and SV MAT Chief Operating Officer in weekly update email

Notes:

¹Where requested, the SV MAT **Students with Medical Conditions, Allergy and Anaphylaxis, Administration of Medication Policy** may be shared with a school's Catering Manager

² - Food Standards Agency guidance on food safety and allergen management for food businesses