

# Urmston Grammar Food Allergen Policy



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## Introduction

Urmston Grammar School recognises that a number of community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods.

Urmston Grammar School is committed to a whole school approach to the care and management of those members of the school community. This policy looks at food allergy and intolerances.

***The school's 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 been created with guidance from the School's Medical Officer and the School Kitchen to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014.

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

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- Provision of a staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment.
- Being a 'Nut Aware' school

The intent of this policy is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Urmston Grammar School or attending any school related activity. 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 School Kitchen facilities.

The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs - also food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk - also food glazed with milk
- 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 Seeds - bread, bread sticks, tahini, houmous, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- 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.

## **Definitions**

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

## **General Aspects (pupils)**

The school will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- The AHT Inclusion being involved with the parents and the child in establishing an individual Medical Care Plan.
- Effective communication of the individual Care Plans to all relevant staff and departments.
- Ensuring staff first aid training includes anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. Posters with affected pupil's pictures, names and Houses are on display throughout the school.

## **Responsibilities**

Medical information for pupils is private and confidential. However, it is the responsibility of the Assistant Head Teacher for Inclusion and the SEN Medical Lead to pass any information on to the Catering Manager with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department.
- A list will be sent out to all staff at the start of the Autumn term outlining pupils with medical conditions.
- This medical information will be on SIMs for staff to download during trips and activities.
- The Medical Trainers who offer and deliver training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.

The parent/carer is responsible for supplying the relevant pupil medication (adrenaline device). Teachers are responsible for ensuring that they have their pupil's medication with them at all times.

Additional devices are located in the Medical Rooms. It is the responsibility of the SEN Medical Lead to keep these up to date.

***The Catering Staff are also responsible for:***

- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for school catering.
- Ensuring suppliers of all foods and catering suppliers are aware of the School's Food Allergy policy and the requirements under the labelling law.
- Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'.
- Being aware of pupils and staff who have such food allergies and updating this training every three years. All staff must be informed of this during their in-house induction training.
- Clear labelling of items of food stuffs that may contain nuts.

### **Packed Lunch Requirements**

Since this condition can be life threatening, we are asking all members of the school community for their help in minimising the risk to these children by:

- Avoiding giving children nuts or nut products in their packed lunches
- Avoiding giving nuts or nut products or snacks/bars containing nuts for break time snacks
- Avoiding supplying the school with cakes or food items containing nuts for birthday celebrations, sales, or events
- Avoiding sending containers such as cereal boxes for D&T/Art lessons into school which may have contained produce made with nuts

We do acknowledge in our allergy policy that many foods are labelled as '*may have been produced in a factory handling nuts and cannot be guaranteed to be nut free*'. Such items **will** be allowed in school as it would be unreasonable to expect these to be kept out of school.

- Please note where a member of staff notices a pupil eating a nut product, the product will be removed politely, and the member of staff will explain why this must be done.
- A phone call will then be made to the parent to explain what has happened, so they are fully informed and to remind them of the Allergy policy.
- Due to the severity of the problem, it is important that all parents understand and carry out the suggested measures and reduce the risk of allergic reaction to these children.

If you need help with what foods are recommended for a packed lunch, please see the school website.

We thank you in advance for your co-operation and support regarding this matter. If you have any questions or concerns, please feel free to contact Joanne Daley, School Business Manager

## Educational Visits and In-House Events

All academic staff must check the requirements of all pupils they are taking off site. This is part of the offsite risk assessment. All pupils' dietary information is on Sims. Where food intolerance has been identified, this must be relayed to the School Kitchen if they are ordering packed lunches or any foods for in-house events from our catering suppliers.

At least one staff member undertaking an offsite trip must have attended the School's Medication and Anaphylaxis training. This is part of the risk assessment. Staff must also:

- Physically check that pupils have their medication before leaving site.
- Ensure that all food collected from the Catering Department is served open and has been clearly labelled, checked against the allergen matrices and the child's specific allergies, if any. The allergens need to be checked when serving/distributing the food to the child simply asking if they have any allergies or intolerances when serving the item. This also needs to be done if the child purchases any food while on a school event.

The School Kitchen does not have any control over the food brought in during this time, so it is hard to monitor.

If an item of food is used for a school event that may contain nuts, a sign will be put directly in front of the food to make both staff and children aware. Any parent whose child has an allergy to nuts will be informed before the event to ensure the parent is happy for them to be at school during this time.

If your child brings in food products to celebrate their birthday with their classmates, they should:

- Not contain nuts and where possible products that read 'may contain nuts' are not sent in
- Sent in with the original packaging so that the labelling of allergens is clear enough for a member of staff to read and assess
- May be sent back home with your child if they pose any risk to the children in the school
- Birthday cakes will be sent home as we cannot cut and distribute them to the children

Parents of children who have an allergy will be contacted to make sure that they agree to their child being given food items, provided from outside of the school, as long as they are free of their child's particular allergen(s). Once permission has been given this will assume the risk that anything produced elsewhere cannot be 100% guaranteed by the school as allergen free or not cross contaminated with allergens.

## Charity Events

If the School hosts any 'staff coffee mornings' or 'bake days' for charity it is important that no food poses a risk to the end user, however, this is difficult for the school to monitor. Where products are not made on site, but sold by the school, appropriate signage should be in place. This will state the following:

**'This item was not produced at Urmston Grammar School therefore we cannot guarantee that it does not contain nuts or any other allergen'.**

External companies supplying food for clubs should have allergy awareness and food safety trained staff preparing and serving the food, and there should be allergen matrices in place for the food served.

A check will be made by staff on specific dietary information available for the children with allergies and intolerances participating to ensure that checks can be made prior to serving.

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.