



The Spire Church of England Learning Trust

Allergen Management Policy 2024 - 2027

This policy is reviewed and updated by Claire Miles, Trust Catering Manager and is approved on a triennial basis by the Trust Board. Once ratified this will be shared with all schools within the Trust.

This policy will be subject to ongoing review. It may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.

Reviewed: February 2024

Ratified: February 2024

Next review date: February 2027

In collaboration with



We are required by law to provide allergen information to our students, staff and visitors. The Food Standards Agency (FSA) regulations cover the 14 most common allergens.

The 14 allergens are –

1. Celery and celeriac
2. Cereals containing gluten – wheat, rye, barley, oats, spelt or kamut
3. Crustaceans (eg. prawns, lobster, scampi, crab, shrimp paste)
4. Egg
5. Fish
6. Lupin (seeds and flour used in Europe for pastries and breads)
7. Milk
8. Molluscs - mussels, whelks, squid, land snails, oyster sauce
9. Mustard
10. Nuts and nut oil
11. Peanuts
12. Sesame
13. Soya
14. Sulphur dioxide and sulphites

We have nominated suppliers and have a specified product list of foods we purchase from each supplier so we can manage which products contain which allergens.

IMPORTANT - Spire food is freshly prepared in our hub kitchen. Whilst we and our ingredients' suppliers take precautions, we cannot 100% guarantee that any product is free from allergens due to the risk of cross - contamination. Ingredient and allergen information can be found by contacting the hub kitchen on 01905773362.

Deliveries

All ingredients lists and allergens are checked on all products as they are delivered.

Nuts

We do not store, prepare, or cook with nuts in any of our kitchens. If a product is labelled as "May Contain Nuts" (as it has been manufactured at a site which handles nuts) we label the item or dish as "May Contain Nuts". We work with our suppliers to limit these products in our kitchens.

Buffets

Buffets are difficult to manage for those with allergies as there is potential for cross contamination of food falling on other foods by customers. There will always be a sign on, or near the buffet table requesting people with an allergy or food intolerance to ask a member of our team for information on the allergens contained in the foods. We also note on the sign the buffet food may not be suitable for those with food allergies as due to potential cross contamination on the buffet table.

Allergen Management

1. The school management provide details and photos of students with food allergies/intolerances/other dietary requirements. The Food Standards Agency state that facial recognition is an important factor in managing students with allergies or dietary requirements. For GDPR compliance, all student details that are supplied to the kitchen have been agreed by the parents. These photos will have notes of food allergies/intolerance/dietary requirements as follows – “No Milk”, “No Pork” etc – there is no requirement to give a reason (ie allergy/religious reasons). These photos should be displayed in the kitchen near the servery and are for the attention of all catering staff.
2. Staff are trained in Allergen Awareness.
3. A daily staff debrief informs all staff on any allergens in the lunch dishes for that day. This includes cooking processes, any oil that food is cooked in, marinades, dressings and sauces.
4. As an added precaution, we have a notice in the servery to direct students/staff/visitors to inform a member of the Catering Team if they have any food allergies or intolerances so your team can then advise on the ingredients in the dishes.
5. Some students have special meals prepared for them in advance to cater for their severe food allergies. These meals are prepared individually and will be wrapped, labelled and stored separately for the student.
6. Children under 12 years with a severe allergy are supervised with their lunch choices or issued with a coloured wristband/lanyard or plate.
7. Allergens in the dishes are noted on the menu or on the Allergen Matrix. This includes all foods which manufacturers state “**may contain**” certain allergens. Foods on the serving counter are also labelled with any allergens contained in that dish.
8. We check the information on our menus, allergen matrix and the counter signage are accurate each day.

9. If there are any changes to the allergens published we place a prominent sign on the counter next to the dish and instruct staff to mention the changes to all students choosing that item.
10. Stringent preparation procedures are in place in the kitchen as it is important to prevent cross contamination when preparing foods that can cause allergic reactions. We prepare foods/dishes for people with an allergy separate from other foods to avoid cross contamination.
11. Salad bars are displayed so items containing any of the main allergens are displayed at the front, closest to the server, to avoid spillage from one container to another
12. Separate spoons/tongs are used in all salad display containers
13. We **ALWAYS** double check allergens for any dishes to be issued to a student with a food allergy

Natasha's Law

“**Natasha's Law**” requires all **pre-packaged foods prepared on site** is labelled with a full list of ingredients highlighting any of the 14 main allergens that are present in the ingredients.

Pre packaged foods include any item that is prepared on site, packaged and displayed for direct sale (ie. on a shelf or chiller). This includes items such as pre wrapped sandwiches, salads, pasta pots, baguettes, cakes etc.

ANAPHYLAXIS is a severe allergic reaction at the extreme end of the allergic spectrum, affecting the entire body, and can occur within minutes of exposure. The main causes are attributed to nuts, seeds and seafood; nuts being the major food that hits the headlines regularly.

How to recognise an anaphylaxis reaction Early symptoms include

- Itchy, urticarial rash anywhere on the body (raised itchy rash that suddenly appears)
- Runny nose and watery eyes
- Nausea and vomiting
- Dizziness

Danger signs include

- Swelling of the lips, tongue and throat
- Cough, wheeze, tightness of chest or shortness of breath
- Sudden collapse or unconsciousness

For severe symptoms, follow the emergency procedure below:

- Call First Aider, call an ambulance and do not leave person unattended.
- If a student's EpiPen device is available, it can be administered into the thigh muscle (through clothing if necessary) by the person themselves or trained personnel.
- Ensure person does go to hospital, even if the initial treatment has reduced the severity of the reaction.

February 2024