



Lostock Hall Academy

Educating the Future

ALLERGENS AND SPECIAL DIET POLICY

Version 1.0

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VERSION HISTORY

Version	Date Effective	Changes	Consultation
1.0	15.05.15	Revision - Food Information Regulation changes	7-15.05.15

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SECTION 1 – CONTEXT

1.1 Introduction

Lostock Hall Academy catering service is committed to meeting the needs of our customers and will endeavour to meet their expectations.

In order to meet our commitments it is our policy to provide a meal for all customers, including those with medical diets and other dietary requirements.

It is Academy policy to provide a menu for those with:

- medically diagnosed food allergies;
- cultural dietary needs;
- vegetarian or vegan diets;
- food intolerances; and/or
- any medical condition that affects eating requirements.

1.2 Risk Management and Training

It is our policy to safely provide special diets by operating a rigorous food safety management system as part of our central Hazard Analysis and Critical Control Point (HACCP) system, which identifies the appropriate controls and working instructions required for the provision of special diets.

The Academy, through our Food Service Options training provider, will provide all necessary training and instruction to the catering team and monitor effectiveness.

1.3 Legal Context

The Food Information Regulations (FIR) came into force on 13 December 2013. In summary these include:

- new rules for date-of-first-freezing labelling have been introduced for certain frozen foods;
- allergen information will now need to be provided for non-pre-packed and pre-packed-for-direct-sale food (as well as for pre-packed food);
- there is a minimum font size for mandatory information (including where this is repeated voluntarily, such as 'front of pack' nutritional information);
- nutrition information becomes mandatory from December 2016 for the majority of pre-packed food and must be presented in a consistent format. The EU Food Information Commission (FIC) sets out how this should be presented;
- all meat products and preparations that have the appearance of a cut, joint, slice, portion or carcass of meat that have more than 5% added water need to indicate this as part of the name of the food. The same rules apply to fishery products that have the appearance of a cut, joint, slice, portion or fillet, or of a whole fishery product;
- minced meat has to meet the requirements of Annex VI Part B of EU FIC on fat and/or collagen levels;
- existing national measures on the composition of ice-cream will be revoked;
- changes to chocolate labelling have been made;
- changes to additives labelling on pre-packed for direct sale items have been made; and
- fresh and frozen pork, poultry, lamb and goat meat will have to be labelled with its origin from 1 April 2015.

Revisions in December 2014 relating to general labelling mean that it is necessary to outline our procedures for handling the service of special diets and the communication of allergen information to our customers.

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SECTION 2 – ALLERGENS AND SPECIAL DIETS

2.1 Dealing with Allergens and Allergies

Allergen information will be available and easily accessible to customers, in accordance with the Food Information Regulations (FIR) 2013, for all foods, for the following list of allergens:

- celery
- cereal containing gluten
- crustaceans
- eggs
- lupin
- milk
- molluscs
- mustard
- nuts
- peanuts
- sesame seeds
- soya
- sulphur dioxide

2.2 Managing Special Dietary Needs

It is the Academy's policy to provide a menu for those with medically diagnosed food allergies, food intolerances, cultural or lifestyle requirements e.g. vegetarians, or a medical condition that affects eating requirements.

The catering service understands that some people have particular sensitivities to certain foods the non – sufferers would find harmless. When someone has a food allergy, their immune system reacts to a particular food or food groups.

We recognise that severe allergies can cause life threatening reactions and that food intolerances do not involve the immune system and are not generally life threatening, but can make the customer feel unwell.

Account will also be taken of dietary and allergy related needs when organising school visits.

2.3 Responding to Allergen or Diet-related Incidents

If someone becomes unwell following consumption of food provided on the premises, they should (if well enough) be directed to the main reception area where a first-aid trained member of staff will be contacted to assess the situation and organise any necessary action.

If the person is not well enough to go to reception, a first-aid trained member of staff should be contacted to arrange for them to assess the situation, and a member of the Senior Leadership Team should also be notified.

A member of the Academy's Senior Leadership team will conduct an investigation that will include:

- establishing the food or drink consumed prior to the reaction;
- ascertaining whether the pupil has a known allergy or intolerance, and if so, if this has been reported to the Academy and recorded by the Academy on the pupil's record;
- determining which food or drink consumed may have caused the reaction;
- reviewing whether or not the food/drink was clearly labelled by the Academy and the manufacturer; and
- evaluating the first aid measures taken.

Following investigation the following actions will be taken where appropriate:

- liaising with the parent/carer;
- updating the pupil's record;
- reviewing the Academy's food labelling procedures;
- additional training for catering staff; and/or
- additional first aid training.

SECTION 3 – ROLES AND RESPONSIBILITIES

3.1 Senior Leadership Team (SLT)

The responsibilities of the SLT include:

- ensuring adequate training for catering staff in understanding special diets, their preparation, and the risk to consumers of non-compliance;
- ensuring that special diets are dealt with sensitively by all staff to minimise the risk of stigma, exclusion and social labelling;
- ensuring that staff organising school visits take account of dietary and allergy information provided by parents: and
- providing appropriate training for staff in recognising and responding to allergic reactions.

3.2 Pastoral Team

The pastoral team will ensure that the catering team are made aware of any relevant information that will assist in the provision of a suitable menu.

3.3 Catering Team (with assistance from Food Service Options)

The responsibilities of the catering team include:

- collating and providing allergen information relating to recipes and planned menus;
- providing nutritional data if requested;
- providing appropriate signage to advise customers on where to access allergen information;
- ensuring ingredient specifications for all products included in our menus are checked to ensure they meet the dietary requirements of our customers;
- monitoring the provision of special diets, communication of allergens and compliance with this policy;
- enabling the catering staff to be aware of pupils who require a special diet or who have an allergy;
- providing a suitable level of supervision to pupils when lunches are selected and served so that the welfare of the pupils is safeguarded;
- informing the Catering Supervisor of any changes to a pupil's dietary requirements;
- when required, providing a suitable meal using the standard menu recipes, allergen table and special diet checklist provided;
- advising customers of the allergen information as and when requested;
- following a specific set of working instructions that ensure the meal is prepared to minimise the risk of cross contamination;
- checking that the products delivered are the correct brands;
- ensuring that the labelling of the products being used is checked to determine that they do not contain the allergen relevant to that customer, prior to a meal being produced for a customer with a special diet or allergy; and
- displaying the appropriate signage and advising customers of where to access allergen information.