

Allergy Policy

This policy should be considered alongside and in conjunction with Halcyon's First Aid Policy (Guidance of the use of Epi-pens to counter Anaphylactic Shock), Admissions Policy and Data Protection Policy.

Halcyon is committed to the care and management of those members of the School community who may suffer from potentially life-threatening allergies or intolerances to certain foods.

1. Policy Statement

The School intends, as far as possible, to be free of food allergens but does not guarantee a completely allergen-free environment. This applies and is limited to the School operations at 33 Seymour Place, during school hours (07:00 - 18:00). Halcyon operates in a shared-use building with West London Synagogue and does not have control over all food - and potential allergens - brought into the building.

2. Policy Objectives

Our objectives are to minimise the risk of exposure to food allergens by

- **Hazard identification**
 - To promote awareness of the nature of food allergens and bring these to the attention of the community.
- **Instruction**
 - To ensure that appropriate education/training is available and implemented for any catering staff involved in preparing food.
 - To provide clear guidance to all catering staff on their responsibilities to members of our community and visitors who have a confirmed food allergy.
- **Information**
 - To ensure appropriate information and support is available for staff.

We aim to encourage self-responsibility so that all those with known allergens can 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 to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014.

3. Definitions

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

What is a food allergy?

The body's immune system reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: itching or a strange metallic taste in the mouth; swelling of the throat and tongue; difficulty in swallowing or speaking; abdominal cramps, nausea and vomiting; skin hives (nettle rash) anywhere on the body; and in most extreme cases difficulties in breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal.

What is food intolerance?

This does not involve the immune system in the same way as allergens, and is usually not as severe. Symptoms usually take longer and may include headaches, fatigue and digestive problems. Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredient will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no adverse reaction.

Who is at risk?

Anybody can develop a food allergen or intolerance at any time in their life irrespective of whether they have consumed the food previously. A person with an allergy is at risk even if they consume a small amount of the food allergen.

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4. Common Food Allergens

The common causes of allergies relevant to this policy are:

- A. Cereals containing Gluten (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof
- B. Celery including stalks, leaves, seeds and celeriac in salads
- C. Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- D. Eggs - also food glazed with egg
- E. Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- F. Soya (tofu, bean curd, soya flour)
- G. Milk - also food glazed with milk (including lactose)
- H. Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan)
- I. Peanuts - sauces, cakes, desserts, groundnut oil, peanut flour
- J. Mustard - liquid mustard, mustard powder, mustard seeds
- K. Sesame Seeds - bread, breadsticks, tahini, houmous, sesame oil
- L. Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- M. Lupin (i.e. in baked products - bread, pastries, pies - pasta or noodles, sauces, beverages and meat based products, such as burgers and sausages. Foods free of gluten, soy or genetically modified ingredients may contain lupin).
- N. Molluscs (i.e mussels, scallops, oysters, clams, snails, periwinkles, whelks, squid and octopus).

Please note that this list is not exhaustive and people may report allergies to other foods not on the above list. Most common in the UK are kiwi, peas, other legumes (beans etc), other seeds and other fruits and vegetables. In some cases, people only need to avoid these when raw and can have them cooked.

5. Responsibilities

The Catering Manager will

- A. maintain a management system for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site.
- B. is responsible for ensuring that any food provided for students, staff and visitors who have an allergy is appropriate for their needs.
- C. will ensure that the kitchen has stock or can access the necessary stock ingredients to offer suitable alternatives for people with allergies, intolerances and coeliac disease. This includes wheat/gluten free bread and pasta, and alternatives to cow's milk and butter/margarine spreads (e.g. milk free spread).



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- D. will ensure that allergen information is provided on all food/listed in the list of 'Common Food Allergens' listed above. This information will be supplied in **Allergy Data Sheets** (See Appendix 1) that can be easily seen by students, staff and visitors. This also applies to pre-packed food such as wraps and sandwiches.

6. Staff Training

The Catering Manager must also attend the following mandatory courses:

- A. Food Hygiene Certificate
- B. CIEH Level 2 Food Safety
- C. A recognised training course on Food Allergy Awareness

Casual service staff must be instructed on food allergy awareness and local procedures by the Catering Manager before commencing work.

Permanent members of the catering department will all be first-aid trained. All catering staff must be trained in the signs and symptoms of an allergic reaction and emergency response procedures

7. Good Kitchen and Service Practices

A. Kitchen

- I. All food produced in-house will be from standard ingredients from 'approved' suppliers. Any ingredient changes/supplier changes affecting standard ingredients will be detailed.
- II. Where allergenic ingredients are packaged openly/loosely, they are stored separately to reduce the risk of contamination.
- III. Where dishes contain common allergens, they are clearly labelled at the entrance to the dining area.
- IV. Equipment/utensils used in the preparation of food for people with a food allergy are cleaned according to standard procedures (see HACCP manual) which under normal circumstances should be sufficient.
- V. A separate area of the kitchen will be sought for the preparation of any food for someone with a food allergy. The area will be sanitised before it is used to prepare food. There are separate chopping boards.
- VI. When cooking food for people with a food allergy or intolerance the Catering Manager will wear gloves and will wash their hands before and in-between preparation tasks.

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- VII. All food produced for people with food allergy or intolerance will be placed away from other food and covered in cling film. It will then be clearly marked with the person's diet.

B. Food Service

- I. The catering team must check that the special meal ordered for the person with a food allergy or intolerance has been supplied and is appropriate for the person. Any concern should be immediately discussed with appropriate Catering Manager
- II. Normal food handling procedures should apply (e.g. washing hands, wearing disposable gloves and aprons).
- III. Staff are aware to keep serving utensils separate to avoid cross contamination.
- IV. All tables are cleaned with an appropriate solution.

C. Good communication

Staff are trained to escalate any concerns regarding a food allergy or intolerance to a line manager if they are unsure.

8. General Aspects

- A.** The Catering Manager is responsible for
- I. using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for School catering.
 - II. Ensuring suppliers of all foods and catering suppliers are aware of the School's food allergy policy and the requirements under the labelling law.
 - III. Ensuring suppliers of food stuffs are nut free or labelled 'may contain nuts'.
 - IV. Clear labelling of items of food stuffs that may contain nuts.
- B.** The School has clear procedures and responsibilities, followed by staff, in meeting the needs of students with additional medical needs.
- I. Parents make a full disclosure of a student's medical needs through the admissions process.
 - II. The Wellbeing Team will record and collate medical information and create any necessary IHPs.
 - III. The Wellbeing Team will pass any information on to the Catering Manager with regards to students with food allergies.
 - IV. The Wellbeing Team reports to the Director, who reports to the Board.

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C. Medical information for students is private and confidential and is stored in line with Halcyon's Data Protection Policy and Privacy Policy (GDPR).

These procedures include:

- I. Establishing an individual medical health plan for students with allergies.
- II. Effective communication of the individual health Plans to all relevant staff.
- III. 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.
- IV. Ensuring notices with affected students' pictures and names are on display.
- V. Ensuring that allergen information is accessible to all parties who visit the School.
- VI. During bookings for external events, ensuring guests are informed of the requirements for any known person with food allergies/intolerances. This should be undertaken during the booking process. This information should then be passed to the Catering Manager to allow them to plan appropriate menus and selections of food.
- VII. Holding information folders during each service outlining the contents of all dishes at the service.

If the School hosts any external events, evening workshops, coffee mornings, or hosts parents who provide food brought from outside School, it is important that no food poses a risk to those with allergies. 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 School, therefore we cannot guarantee that it does not contain nuts or any other allergen'. All products should be plated separately, and stored as such (wrapped where possible) to prevent cross contamination to other items for sale.



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Appendix 1: Exemplar Allergy Data Sheet

Allergy Data Sheet

Day:Date:

	CEREAL 	EGGS 	FISH 	PEANUTS 	CRUST- ACEANS 	SOYA BEAN 	NUTS 	CELERY 	MUSTARD 	SESAME 	SULPHUR DIOXIDE 	LUPIN 	MOLLUSCS 	MILK 
ALLERGIES LUNCH														
Tomato Basil Soup	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>						
Chicken Curry									<input checked="" type="checkbox"/>					
Spaghetti Bolognese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>						
Place			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Pasta Bake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												<input checked="" type="checkbox"/>
Vegetable Curry														
BBQ Pork	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>						
ALLERGIES SCR														
Chicken Curry									<input checked="" type="checkbox"/>					
Place			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Vegetable Curry									<input checked="" type="checkbox"/>					

Approved by Board of Trustees, December 2018

This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.

