



**Blatchington
Mill School**

Involvement, Achievement & Care

Blatchington Mill School

Blatchington Mill School - Allergen Management Policy

Date Policy Created: December 2023

Date of last amendment: December 2023

Date to be reviewed: December 2024



Declaration of Intent

The School is committed to meeting the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Children and Families Act 2014, and the Food Information Regulations 2014 and therefore achieving the following:

- Identifying all pupils/students and staff with known allergies and putting into place necessary controls to enable them to access and experience school safely and without detriment to their health.
- Being proactive by ensuring that safe systems and practices are established and maintained for managing allergens and adequate training is provided in order to minimise or so far as is reasonably practicable, to mitigate all risks to students and staff with regards to allergens.

Continuously improve the measures put in place to mitigate the risk to students and staff with regards to allergens.

Responsibilities

The following staff are identified as responsible persons in relation to Allergen Management:

Title	Responsibility	Name
Lead Governor for Health & Safety	Leads on H&S matters within the Governing body.	Tim Shutler
Headteacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management.	Kate Claydon
Nominated member of SLT	Ensuring that the health and safety requirements for allergen management are carried out.	Sarah Hextall - Senior Leader for Health & Safety
School Allergen Operational Lead	Operational management of allergen matters, dealing with special diets/allergy queries and identifying staff that need allergen awareness training - tracking attendance/ refresher requirements.	Sarah Hextall - Senior Leader for Health & Safety



Title	Responsibility	Name
Assigned Lead/nominated person for Allergen Management in Catering venues	Overall supervision and management of the service of meals to pupils/ students including allergen management processes are followed.	Sarah Hextall - Senior Leader for Health & Safety
Assigned Lead/nominated person for Allergen Management in Kitchen/Service Point (one plus deputy in case unavailable)	Accountable for safe preparation, production and storage (incl. labelling/covering of main/dessert special menus) prior to service/hand-over.	Giovanni Tagliamonte & Lucy Down - Managers of Innovate unit
First Aid Lead	Collating and monitoring information about allergens ensuring that up to date information is shared as appropriate	Lisa Goodman - First Aid Lead
Other roles - Assigned Leads for Allergen Management in Curriculum areas	Accountable for planning and communication of resources used in order to avoid any person experiencing allergic reaction to known allergens.	Jane Williams - HOD Food Qasim Haque - HOD Science

Mainstream Secondary students and staff are responsible for choosing their own food/ meal options that meet their dietary needs, they are actively encouraged to inform the school of significant allergies.



Communication of Allergen Information

Allergen information will be shared with all relevant school staff and third parties (with the consent of the parent/guardian) for each individual student:

School Staffing Group	How Communicated and recorded
Teaching staff	Document in Shared Drive, accessible to all school staff Staff Channel/H&S - Staff notices provide periodic reminders to check here for details
In-house kitchen/ Catering Manager	First Aid Lead provides Kitchen staff with up to date photo sheet indicating allergens. To be updated every term and earlier when new starters are identified as experiencing allergies
Support staff	Document in Shared Drive, accessible to all school staff Staff Channel/H&S - Staff notices provide periodic reminders to check here for details
First Aiders	Document in Shared Drive, accessible to all school staff Staff Channel/H&S - Staff notices provide periodic reminders to check here for details
Students	Information sharing and awareness raising about allergies and associated support is being devised by students.
Third Parties	How Communicated and recorded
Breakfast Club Staff	Existing staff included in arrangements outlined above.
Wrap-around provision/ after school clubs	
Contracted Kitchen/ Catering Manager	First Aid Lead provides Catering Managers with information. Catering company have their own allergy management policy



Coaching Staff	Document in Shared Drive, accessible to all school staff Staff Channel/H&S - Staff notices provide periodic reminders to check here for details
Clinical/ other professionals	First Aid lead to share relevant information with clinical professionals
Peripatetic/Supply teachers	Supply teachers do not have access to Staff Channel, but need to be aware Currently Supply and Agency staff would immediately use email and phone systems to request urgent support.

Allergen Management Procedure:

Location of Allergen information	
Allergen Information Forms	Update request sent to families each year to gather medical information. First Aid lead follows up with a medical Information form where a significant condition is identified. Details are added to Student Medical Information Sheet as shared with all staff via Staff Channel H&S
Allergen Risk Assessments	Risk Assessments are carried out for the most common Allergies, these are shared via Staff Channel H&S
Individual Health Care Plans	IHCP completed for students with severe allergies and are linked to the Student Medical Information sheet in Staff Channel H&S
Catering Provider Details	
Catering provider name and contact details	Innovate (IFG) IFG Limited Ground Floor – North Wing St Andrews House West Street Woking GU21 6EB



Senior Manager responsible for the management of the kitchen	Giovanni Tagliamonte & Lucy Down
Member of leadership team that has responsibility for the management of allergens in the kitchen	Sarah Hextall
Display a photo taken by the school of the Allergen / operational lead, with the agreement of the relevant member of staff	On the wall inside the kitchen, visible as one exits the kitchen to enter the servery. (SHX)
'Allergen'/ operational lead has been introduced to the school/nominated representative.	Allergen lead has introduced themselves as holding the responsibility in person
The school have information about the catering companies procedures and labelling around allergens	This is currently held in the Operations drive, not widely shared, a policy has been requested.
The school has a manual detailing all ingredients used for each dish prepared and/or sold by the catering company. This includes highlighting of allergens.	This is updated with all changes to the menu and is shared on the Food at Blatch page of our website and a copy is displayed in the canteen servery area. This is accessible to all customers.
Identifying Pupils/ Students with Allergies/ Special Diets	
Information on allergies is obtained from parents/ guardians using the School's Allergy Information Form at the start of each academic year and on new intakes.	Google Form sent to parents/carers of all students who have notified us their child has an allergy/severe allergy This information is then saved as a spreadsheet and uploaded to Staff Channel/H & S
Allergen Management Procedure of Catering Provider	
Catering Provider has information about students with allergies	An updated list of students with allergies including their photograph is displayed in the kitchen The students' accounts on the tills include a summary of their allergies (visible to the staff only)
Catering Provider has information about allergens in products	The caterers' recipes are analysed by a software programme that highlights all allergens This information is shared for every product sold in a manual that is available in hard copy in the canteen and on our website
Students seeking information	If any student has questions about the food then they should ask one of the Senior Managers, it is the responsibility of the Senior Managers to ensure that all




	staff are able to give accurate information about the food that they are serving.
Students should make safer choices	Secondary school students need to make their own choices of what they eat and drink. Catering staff will let a student know if they see them making a choice that is a risk.
Staff collecting food for a student	Students should take responsibility for collecting their own food. If, in exceptional circumstances, this is not possible then the member of staff must check the medical information sheet for any known allergies.
Catering providers manages risk	The Senior Manager of the catering unit will raise a concern as a matter of urgency with the nearest member of the senior leadership team if they see a child choosing food that could cause a severe reaction. This member of SLT will immediately take the student to the medical room and ensure that the risk is managed. This needs to be recorded on an HS2 as an incident or a near miss.
Catering provider follows up concern	If there is a less than severe risk from a student choosing a food that contains an item that they are allergic to this will be brought to the attention of the first aid lead who will contact home to inform the family. They will request an update on the student's condition.
Emergency Procedures	
Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil.	Four members of First Aid staff are trained to administer Adrenaline Auto-Injectors, if the student requires this. Spare Epipens are held at West Wing Reception, Student Services and the Medical Room. All staff have been informed of this and have been provided with online training in the use of Epipens as well as what to look out for in relation to anaphylactic shock.
All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.	There is a two way flow of reporting between the catering provider and the school.



Policy Review:

This Policy will be reviewed by the Health & Safety Committee annually.

Date to be reviewed: December 2024

Name: Ms K Claydon

Date: 29/01/2024