



Blatchington Mill School

Allergen Management Policy

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Date of last amendment: December 2025

Date to be reviewed: December 2026



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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:

Role	Responsibility	Name
Lead Governor for Health & Safety	Leads on matters within the Governing Board	Tim Shutler
Headteacher	Operational lead 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 related 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
Assigned Lead/nominated person for Allergen Management in Catering venues	Overall supervision and management of the service of meals to students including that allergen management processes are followed	Sarah Hextall - Senior Leader for Health & Safety
Assigned Lead for Allergen Management in Kitchen/Service Point	Accountable for safe preparation, production and storage (incl. labelling/covering of main/dessert special menus) prior to	Leigh Clifford - Chef/Manager Caterlink



	service/hand-over.	
Medical Lead	Collating and monitoring information about allergens ensuring that up to date information is shared as appropriate	David Troubridge - Medical 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.	Head Of Department, Food Head Of Department, 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 Group	How this is communicated and recorded
Staff	Document in Shared Drive, accessible to all school staff: Staff Channel -> H&S -> Student Medical Information Staff notices provide periodic reminders to check here for details
Students	Awareness about allergies and associated support is shared via a short presentation during tutor time
Third Parties	How this is communicated
Canteen/Catering Manager	Till system linked to SIMS that displays Allergen information and dietary requirements for the student before the transaction is allowed to proceed Caterlink have their own Allergen Management Policy - a copy is found in Appendix 1
Wrap-around provision/after school clubs	Existing staff included in arrangements outlined above
Clinical/Other professionals	Medical lead to share relevant information with clinical professionals
Peripatetic/Supply teachers	Supply teachers do not have access to Staff Channel,



	<p>but need to be aware. Medical information shared with cover information/documentation Currently Supply and Agency staff would immediately use email and phone systems to request urgent support</p>
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Allergen Management Procedure

Location of Allergen Information	
Allergen Information Forms	Update request sent to families each year to gather medical information Medical 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 Assessment	Adoption of Management of Known Food Allergies (Model RA for local adaptation in schools) - Appendix 2
Individual Health Care plans	IHCP completed for students with severe allergies and are linked to the Student Medical Information sheet in Staff Channel

Catering Provider Details	
Leigh Clifford	Caterlink 5655-Blatch@caterlinkltd.co.uk
Responsible for the management of the Canteen	Leigh Clifford
SLT 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 - Sarah Hextall
'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 around allergens	Allergen Champions information on School Website Caterlink's Allergen and Special Diet Guide attached as Appendix 1
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 This is also noted in SIMS under "Medical"



Allergen Management procedure Of Catering provider	
Catering Provider has information about students with allergies	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	<p>'Allergen Champions' know what allergens are in each product based on the ingredients used.</p> <p>Caterlink has a policy of no unnecessary allergens added to products.</p> <p>Source produce that has as few allergens in as possible</p> <p>Allergen Matrix that covers all allergens from all available products.</p> <p>FS13 completed for every product produced that lists the allergens for that product.</p> <p>Print out the spec sheets from the suppliers website to be stuck to storage containers</p>
Students seeking information	If any student has questions about the food, they should talk to any of the catering staff who will point them in the direction of a chef who have all the information about the product(s)
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 a known allergies
Catering providers manages risk	<p>The Chef/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.</p> <p>This member of SLT will immediately take the student to the medical room and ensure that the risk is managed.</p> <p>This needs to be recorded on an HS2 as an incident or a near miss</p>
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 medical lead who will contact home to inform the family. They will request an update on the student's condition.
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Emergency Procedures	
Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil	Some staff that are First Aiders are trained to administer Adrenaline Auto-injectors (EpiPens) if the student requires this. A list can be found on the AAI/EpiPen Tab of the First Aiders List: Staff Channel -> H & S -> First Aiders Spare EpiPens are held at West Wing Reception, Admin Hub, Student Services and Food Room 129. All key staff have been informed of this and have been provided with 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 communication 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 2026



Appendix 1 - Caterlink Allergen Management Policy



**Allergen and
Special Diet Guide**



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Team Acceptance of The Allergy and Special Diet Guide

I confirm I have read and understood the contents of the Allergy and Intolerance Guide

1. All team members must re-read the Allergen and Special Diet Guide and re-sign this form **every three years** as a minimum
2. All Allergen Champions must re-read the Allergen and Special Diet Guide and re-sign this form **every Year**

Name	Job Title	Date	Signature	Allergen Champion Signature



1. Introduction – Management Statement

When providing a catering service, we all play an important part in ensuring that the food we serve is safe. Particularly in our sites, where we are catering for a ‘vulnerable’ group, it is vital that every action we take and every decision we make is carefully thought through. We will help you to make the right decisions by providing you with training and guidance. It is very important that you take this seriously and ensure that you fully understand the important part that you play.

We recognise that there is an increasing number of people, particularly children, who suffer from food **allergies** and **intolerances**. Additionally, there are many people who have food **preferences**; this may be for many reasons including religion and beliefs.

The aim of this guide is to provide you with a clear approach to the management of these categories and above all, minimise the risk of an allergic/anaphylactic reaction to food served by our employees.

Caterlink is committed to ensuring that:

- There are clear and documented procedures for the management of allergies, intolerances, and special diets.
- Each team member understands the importance of the role and responsibility they hold with regards to allergy management.
- Adequate training is provided so that each team member is confident in the role they play.
- There is communication with the School/Client to ensure relevant information is received.

Please read this guide carefully and ensure you and your team understand fully what is expected of you when it comes to managing special diets within your School/Clients. If you have any questions, you should contact your Operations Manager in the first instance.

Best wishes,

Neil Fuller
Managing Director



2. Allergens and Intolerances

A. Overview

Having a food allergy or intolerance can have a major impact on a person's life. If they are served the wrong food or provided with misleading information, they could suffer; the degree to which they suffer will depend upon their 'category' of special diet – they could feel upset or unwell or they could die.

B. Food Allergy

A food allergy is when the body's immune system reacts abnormally to specific foods. The body sees the food as harmful and makes specific antibodies to 'fight off' the allergens found in these foods. This results in the release of histamine and other naturally occurring chemicals in the body. It is this release of histamine and chemicals which produce the symptoms we recognise as an allergic reaction.

Symptoms caused by an allergic reaction to food can range from skin reactions which include itching and rashes, swelling, gut symptoms, vomiting, stomach-ache, diarrhoea and also respiratory symptoms such as coughing, sneezing, asthma, blocked or runny nose.

In the most severe cases symptoms may develop rapidly and can be life threatening so requires urgent medical attention. Symptoms may include swelling of the lips, tongue or face, shortness of breath, throat constriction and breathing difficulties. Loss of consciousness may also occur. This collection of symptoms is known as anaphylaxis. Normally symptoms arise within a few minutes of eating or coming in to contact with an offending food, although symptoms may be delayed by up to a couple of hours.



C. What are the Key Allergens?

There are 14 key allergens identified, although people may have other allergies or a combination of several. The foods that most commonly cause allergic reactions are peanuts, tree nuts (such as almonds and Brazil nuts), eggs, milk, fish, shellfish, and sesame.

Caterlink does not knowingly use nuts in the preparation of freshly made dishes made in our kitchens in primary and secondary schools.

Allergen	Example Foods
Peanuts	Sauces, pesto, desserts, groundnut oil, peanut flour
Nuts (including almonds, Brazil nuts, cashews, hazelnuts, macadamia, pecan, pistachios, and walnuts)	Sauces, desserts, crackers, bread, ice cream, marzipan, ground almonds, nut oils
Fish	Fish products such as fishfingers or breaded/ battered fish, tuna, salmon. In other items such as salad dressings, pizzas, relishes, fish sauce, soy sauce, Worcester sauce.
Eggs	Cakes, sauces, pasta, quiche, meat products, vegetarian substitutes, mayonnaise, any foods brushed with egg wash.
Crustaceans	Seafood with legs, e.g., prawns, lobster, scampi, shrimp paste.
Sesame	In bread products such as burger buns, baguettes, bagels, and hot dog rolls. In tahini, hummus, sesame oil.
Milk	Yoghurt, cream, cheese, butter, milk powders and products glazed with milk.
Soya	As tofu or bean curd, soya flour and textured soya protein such as soya mince. In bread products and bread mixes. In some ice cream, sauces and desserts, meat products, vegetarian products.
Celery	Celery stalks, leaves, seeds, and celeriac. Prepared potatoes, carrots, and other vegetables. Salads, soup, celery salt, some meat products, and tomato ketchup.
Mustard	Mustard, mustard powder, and mustard seeds. Found in curry powders, salad dressing, marinades, soups, sauces, and meat products. Can be found in grains such as couscous.
Lupin	Lupin seeds and flour in some bread, breaded products, and pastry
Molluscs	Seafood without legs. e.g., mussels, whelks, squid, cockles, and snails, oyster sauce.
Cereals Containing Gluten (including wheat, rye, barley, oats, spelt)	Foods containing flour such as bread, pasta, noodles, couscous, cakes, meat products, sauces, breadcrumbs, stock cubes and foods dusted with flour. In oatly crumbles, flapjacks, or cookies. Can be found in spices or lentils.
Sulphur Dioxide and Sulphites	In meat products such as burgers or sausages. In bottled lemon juice, juice drinks, dried fruit, and vegetables such as chopped apricots, wine, and beer. Can be found in prepped dishes, such as prepped potatoes.



D. Food Intolerance

Food intolerances are more common than food allergies and can still make the person feel very unwell. The symptoms of food intolerance tend to come on more slowly, often many hours after eating the problem food. Typical symptoms include bloating and stomach cramps. Although not life threatening, it can and often does, make the sufferer feel extremely unwell.

E. Coeliac Disease

Some people have a medical condition known as coeliac disease. This is a serious illness where the body's immune system attacks its own tissues when gluten is eaten, which causes damage to the lining of the gut and means the body can't properly absorb nutrients from food. This can have long term health effects.

F. Religious Beliefs

Some families and children may choose to exclude, include, or prepare foods in a particular way according to their religious faith and beliefs. The eating of these foods will not make the person unwell but may cause them mental suffering if eaten by mistake.

There will be individual differences and varying levels of adherence to religious beliefs. This is by no means prescriptive as some families and children within these faith groups may not observe the dietary practices stated.



G. Anaphylaxis Infographic

You could save a life...

Anaphylaxis is a serious, potentially fatal allergic reaction. Symptoms of an allergic reaction can range from mild to severe, and can include one or more of the following:

- Mouth:** swelling (tongue and/or lips), itchy mouth, blue-tinged lips
- Throat:** trouble breathing/swallowing/speaking, tightness, hoarseness
- Lungs:** repetitive cough, shortness of breath, wheezing
- Heart:** faintness, weak pulse, dizziness, confusion, paleness
- Skin:** hives, itchy rash, swelling, flushing
- Gut:** vomiting, diarrhoea, cramp pain
- Other:** sense of doom, loss of consciousness

If you observe signs of an allergic reaction, get help immediately from the school office or first aider

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3. Location Manager Responsibilities

The location manager has overall responsibility for the implementation of the *Allergen and Special Diet Guide*. The key areas of responsibility are as follows:

- **Early Years/ Primary School:** Request written confirmation from the school/client about which pupils have an allergy, intolerance, or special dietary requirement. This confirmation can be requested using the Caterlink Food Allergy and Intolerance Form (**Appendix A**) and should be requested at the beginning of each academic year, and also at the start of any new contract. This should be sent along with medical evidence from a professional medical source e.g., a registered doctor or dietitian.
- Be aware of the school's process for identifying pupils requiring a special diet meal option and raise any concerns with the Operations/ Line Manager in writing if this process is not fit for purpose and thus are not confident in being able to identify pupils. The Operations Manager will agree a solution with the school.
- Raise any concerns about allergies, intolerances, or special dietary requirements directly to the school and the Operations/ Line Manager as soon as possible, and if necessary, in writing until it is resolved. Until it is resolved, and you have updated written confirmation you should err on the side of caution and assume the child has an allergy.
- If requested by the Operations/ Line Manager and client, arrange to meet with or send a special dietary menu to the parents of a pupil with an allergy, intolerance, or special dietary requirement.
- Ensure all of the kitchen team are trained in allergen management to the required level.
- The pre-service briefing sheet (FS13) is a mandatory tool that should be used to track/communicate potential allergens.
- Adhere to the **hospitality catering procedures in Section 4.K of this document**, if requested to cater for hospitality events.
- Ensure that the Allergy Notice (**Appendix C**) is displayed in a prominent position at each service point.



- Caterlink does not knowingly use nuts in the preparation of freshly made dishes made in our kitchens in primary and secondary schools. If you are operating a primary or secondary kitchen it's your responsibility to ensure that your site/kitchen does not purchase products containing nuts.
- If cooking food to be transported to other locations (e.g., a dining centre), ensure that the site receiving the food have all up to date allergen information, including the FS13 sheet, and that staff are briefed.
- **Ensure that only the allergen champion (location manager and potentially duty location manager) give out verbal allergen advice or communicate to customers which allergens are present in dishes. No other kitchen team members are permitted to do so.**



4. Management of Allergens and Special Diets

This section explains the key areas which need to be managed.

A. Collecting Information on Allergies, Intolerances and Special Dietary Requirements

Most schools will have their own procedure for collating dietary information from parents. Each school may differ in their processes and this guide is designed to outline the minimum procedure required. Where a location manager has any concerns about the information provided, they should raise it with their Operations Manager in writing as soon as possible.

Prior to the start of each new academic year (or contract start in new contracts) parents should be asked by the school to provide updated and accurate dietary information for their children. This request is normally made by the school or client directly to the parents.

To coincide with this, we must request information from the school around which pupils have allergies, intolerances, or special dietary requirements, and what those are. Schools may choose to provide this in their own format, or they can use our Food Allergy & Intolerance form (**Appendix A**).

Caterlink will complete the LACA Special Diet Risk Analysis Process for Caterers where required to determine whether a safe menu can be provided.

The school should review this information at the start of each academic year, and as and when parents provide updates throughout the school year. The location manager should liaise with the school to ensure up to date information is provided.

B. Identifying Pupils with Allergies, Intolerances and Special Dietary Requirements at the Counter

Most early years settings, primary schools and SEND schools will have their own method of identifying pupils with allergies, intolerances, or special dietary requirements at the counter. This may include solutions such as:

- A member of school staff supervising pupils with allergies, intolerances, and special dietary requirements as they go up to the counter.
- Wrist bands or lanyards for the relevant pupils, issued by the school.
- A different coloured tray only to be used by pupils with a dietary requirement.

Best practice would be for school staff to supervise pupils with allergies, intolerances, and special dietary requirements as they collect their meal, and for this to be plated up and on a different coloured tray, where practical.

Secondary schools & Colleges we advise that pupils ask at the counter for allergen information.



C. Allergen and Special Diet Training

All Caterlink staff should ensure that they complete all online allergen and special diet training allocated to them, within the designated time period.

All Area/ Support Managers, Operations Managers, Operations Directors, Account Directors must attend the **Caterlink Allergen & Special Diet Training Session**.

D. Menu Planning

Menus should be planned, reviewed or obtained in advance to ensure those children with special dietary requirements are considered. This will avoid risks of errors during busy service periods.

For any complex or bespoke special dietary requests, such as pupils with diabetes, phenylketonuria or cystic fibrosis, contact your line manager who will liaise with the nutrition team where needed.

Early Years/ Primary Schools: The location manager should obtain the menu and relevant supporting information from their line manager for the term ahead.

E. Ingredients

All suppliers will provide accurate written details about all ingredients. Most suppliers will provide a helpline or advice on ingredients. **Please contact supply chain if there is any doubt about ingredients or allergens.**

Cash purchases can only be made from reputable supermarkets (e.g., Sainsbury's, Tesco, Waitrose, Asda, and Morrisons) after authorisation from Operations/ Line Manager. All products will need to be checked for tree nuts or peanuts before purchasing. For any products purchased, a blank FS13 will need to be completed for any dishes that the ingredients are used in, detailing up to date allergen information.

It is the location managers responsibility to ensure that they know what is in the food served. For any allergy information, always check packaging, **never assume**. Foods that can cause severe allergic reactions can be found in unlikely products.

F. Deliveries

Deliveries should be checked to make sure that what is delivered is what was ordered and ensure the relevant labelling information is visible on packaged goods. Check that the food delivered is the same brand as normally used. Different brands may have different ingredients.

Extra precaution will need to be taken when a supplier sends an alternative to what was ordered. This happens on occasion due to stock shortages - **check the ingredients first, do not just assume. If in doubt, do not accept the product.**



Check ingredient and allergen labelling on all items especially processed goods, packet mixes and frozen foods to ensure that nuts are not present in the ingredients. Beware of making assumptions when it comes to familiar items, for example, nut oils are often used to grease the moulds for choc ices.

Check to ensure the packaging is intact and no potential contamination could have occurred.

G. Storage

All foods that are stored need to be labelled with the approved back of house food label (**Appendix D**), which includes food items that have been decanted and the original packaging disposed of.

- Where an ingredient 'contains' one of the 14 key allergens, clearly mark the corresponding allergen box.
- Where ingredients note 'may contain' one of the 14 key allergens, write MC in the box next to the relevant allergen.
- If there is none of the 14 key allergens within an ingredient, clearly mark the box that states **No Key Allergens**

H. Cross Contact

Preparation

Think Allergy! When preparing food, are you preventing the risk of cross contact.

Equipment

Ensure hands, utensils, cutlery, and work surfaces are washed scrupulously after handling foods containing potential allergens

Cooking

If cooking in oil, consider what food was previously cooked in the same oil (for example fish fingers or vegetarian sausages) and if needed complete a blank FS13 sheet which details any cross contamination as 'may contains'. Establish a method for labelling fryers to avoid cross-contact.

Make sure any probes or cooking utensils are thoroughly cleaned and sanitised before each use.

Storage

Ensure all stored food is suitably wrapped/ enclosed in a sealed container to prevent cross-contact with other foods when in storage.



I. Recipes

Do not make recipe changes without informing front of house team members via the daily pre-service briefing and filling out a blank Pre-Service Allergen Checker (FS13). Do not add anything to recipes, including garnishes after the pre-service briefings have taken place.

Early Years/ Primary Schools: Sites should use the online recipe file which have flagged allergy advice for guidance.

J. Service

It is good practice for a pre-service briefing to be held before all food service periods. This pre-service briefing should be carried out by the location manager (allergy champion). The Pre-Service Allergen Checker (FS13) is a mandatory tool that should be completed and used during the briefing.

Ensure that only the allergen champion (location manager and potentially duty location manager) give out verbal allergen advice or communicate to customers which allergens are present in dishes. No other kitchen team members are permitted to do so.

Do not allow your team to bring in food products from home. Remember the rules also apply to gifts. Birthdays, Christmas or appreciation chocolates are typical examples - Quality Street & Ferrero Rocher contains nuts which are banned in all schools.

K. Hospitality Catering

The Location Manager must ask the person booking the hospitality if any customers attending have any allergies or special dietary requirements.

If 'YES' separate food must be prepared for the customer and labelled separately.



L. What to do in an emergency

- If a customer suddenly becomes seriously ill and collapses, in the first instance contact the nominated first aider. If, however, they cannot be contacted immediately call 999 and give the following information: "This is an emergency. A customer has collapsed, and we believe they are suffering from anaphylaxis" (pronounced anna-fill-axis).
- Someone should wait at the entrance to the establishment to direct the ambulance crew to the patient.
- Do not administer medication under any circumstances.
- Remember, in severe cases of anaphylactic shock, death from contact with the wrong food can take place in less than 10 minutes. Immediate action is vital.
- In most schools/ locations someone holds an antidote to administer to known allergy sufferers. Make staff aware of who this person is and how they may be contacted.
- Ensure all of the catering team are aware of the nominated first aider/s and how to contact them.

Nominated first aiders at my location are:



5. Appendix

The forms and documents referenced throughout this guide can be found in this section. All forms are available to download from The Vine, or from your designated office.

Appendix A: Food Allergy & Intolerance Form

caterlink feeding the imagination		Food Allergy & Intolerance Form	
By completing this form, you wish to inform the school that your child has a food allergy or intolerance or a food-related medical condition and wish to have a menu provided for your child to have a school lunch. This form is not to be used for lifestyle choices such as veganism or religious dietary requirements.			
Caterlink work closely with their suppliers and aim to be as accurate as possible, but it must be noted that they can only be guided by the information the suppliers provide, like the process of a parent catering for a child's special diet. It is essential that all parties concerned work together when providing a safe special diet and that this is reviewed with every menu change, therefore please ensure this form is fully completed with clear and accurate information.			
It is vital that all forms are accompanied with a referral letter from a medical professional (G.P/ consultant /dietician). This form must be handed into the school and discussed with them (NOT the Caterers).			
PUPIL DETAILS			
Child's Name			
Class	Date of birth		
Date form issued to the school and to whom			
Is this a new form, or an updated one?	New	Updated	
Please circle which food allergy or intolerance the child has <i>(These do not include lifestyle or religious choices)</i>	Peanut	Milk	Crustacean
	Celery	Nuts	Sesame Seeds
	Eggs	Molluscs	Gluten
			Soybean
			Mustard
			Fish
			Lupin
			Other*
*If you need more room, please use the other side of the page to provide further detail and state here "please turn over"			
Acceptable medical evidence enclosed – documentation from a professional medical source i.e., a medical doctor, registered dietitian, nurse or other qualified NHS medical professional.			Tick
REACTION/MEDICATION INFORMATION FOR SCHOOL USE			
INFORMATION FOR SCHOOL: Please give details of what the symptoms are when exposed to the above declared allergens and intolerances and what level of exposure is required to cause a reaction, e.g., airborne, contact or ingestion			
Is Auto Adrenaline injector (e.g., EpiPen) required?	Yes	No	
If answered yes to the above question, please state clearly which of the allergens this relates to:			
If EpiPen / Medicine is needed who is to be contacted and is it to be kept on site at the school			
SCHOOL DETAILS			
Name of School			
School Address (in full)			
PARENT/GUARDIAN DETAILS			
Main Contact Name & relation to child			
Main Contact - Phone Number(s) / E-mail address			
Second Contact Name & relation to child			
Second Contact phone number			
DATA PROTECTION			TICK
I'm happy for my child's allergen information to be passed to Caterlink to enable them to assist the school in appropriate food provision			
I'm happy for my child's allergen information to be displayed next to the main servery area to enable the catering staff to check allergy information			
Parent name:	Signature:	Date:	

Updated August 2023



Appendix C: Allergy Notice



IF YOU HAVE A SPECIFIC ALLERGY OR DIETARY REQUIREMENT, PLEASE LET US KNOW.

We use a wide range of ingredients with many of our products containing various allergens. As such there may be traces of various allergens present across our product range.

Customers who are intolerant or allergic to certain ingredients are advised to request further information from the Cook/Manager prior to purchase.

Our trained Allergy Champion (Cook/Manager) would be pleased to tell you what's in our food, the steps we take to avoid cross-contamination & help assist you with your choice.

Neil Fuller
Managing Director



Appendix D: Back of House Label & Stickers Example

FOOD NAME/BATCH CODE: TUNA MAYONNAISE	
OPENING DATE: / /	THIS ITEM CONTAINS/MAY CONTAIN (MC) THE FOLLOWING KEY ALLERGENS:
PREP DATE: 03/06/23	<input type="checkbox"/> SESAME
FROZEN DATE: / /	<input type="checkbox"/> MOLLUSCS
DEFROST DATE: / /	<input checked="" type="checkbox"/> FISH/FISH SAUCE
USE BY DATE: 04/06/23	<input type="checkbox"/> SOYA / SOYBEANS
PRINT NAME: Russell	<input type="checkbox"/> CELERY / CELERIAC
	<input type="checkbox"/> SHELLFISH / CRUSTACEANS
	<input checked="" type="checkbox"/> EGGS
	<input type="checkbox"/> NO KEY ALLERGENS
	<input type="checkbox"/> MILK
	<input type="checkbox"/> MUSTARD
	<input type="checkbox"/> LUPIN
	<input type="checkbox"/> SULPHITES
	<input type="checkbox"/> PEANUTS
	<input type="checkbox"/> TREE NUTS
	<input type="checkbox"/> GLUTEN



Appendix 2 - Management of Known Food Allergies

Risk Assessment Form Version:1				For further info on risk assessment see: BHCC Risk Assessment Guidance		To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the most likely impact (I) the accident might have, considering the control measures already in place. L x I = R			
Task / Activity Covered by the assessment	<i>Management of Known Food Allergies (Model RA for local adaptation in schools) Lunch time/activities/events etc.</i>			Likelihood (L)	X	Impact (I)			
Workplace	Blatchington Mill School			Almost Impossible	1	Insignificant (minor injury, no time off)			
Date of Assessment	11/11/25	Date Assessment to be reviewed	December 2026	Unlikely	2	Minor (non-permanent injury up to 7 days off)			
Person Completing	David Troubridge	Manager/ Head teacher	Kate Claydon	Possible	3	Moderate ((injury causing more than 7 days off)			
Staff involved in assessment				Likely	4	Major ((death or serious injury)			
				Almost Certain	5	Catastrophic (multiple deaths)			
				Low =1-3	Moderate = 4-7	Significant = 8-14	High = 15-20		

Note: Please refer to the **Schools Allergen Management Standard** when completing this risk assessment and/or any other risk assessments, where allergies need to be considered and controlled.



What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as don
				L	I	R		L	I	R	
1.	Lack of overarching allergy management arrangements and risk assessments to cover activities where pupils/students may come into contact with allergens.	Pupils/ Students	<ul style="list-style-type: none"> BHCC Schools Allergen Management Standard adopted, shared with staff and followed. Allergen management Policy developed and on website. School risk assessments in place/being reviewed (and shared with relevant staff) to cover all activities where there is a risk that pupils/students can come into contact with allergens. Caterer's allergen management risk assessment/protocols in place and checked as 'suitable and sufficient' School Allergen Operational Lead oversees allergen documentation and processes including holding copies of relevant School and Caterer/external provider risk assessments. School/PTA considers the management of allergies, when planning any events where food/refreshments are to be provided/served. School to consider specifying what food parents/carers can send in and particularly in relation to homemade goods. (e.g., no nuts, almond flour etc.) Allergen Management Lead to check any ingredients of pre-packed food purchased or brought in by parents/carers, to identify any allergens e.g., nuts/may contain traces of nuts. 								



2.	Pupils/students with food allergies not identified/school not notified by parent/carers.	Pupils/ Students	<ul style="list-style-type: none"> • Medical information/registration form completed at start of each school year (for new/existing pupils) which includes known allergies, recorded and shared with relevant staff. • Parents/carers reminded periodically [annually] to report any new/changes in allergies/intolerances, where there may be serious health implications/risks. Medical lead to follow up with family if school becomes aware of a change • Allergen information shared with relevant third parties. 									
3.	No consideration of products or severe allergens which may need to be prohibited.	Pupils/ Students	<ul style="list-style-type: none"> • Relevant documentary evidence – e.g., Medical information forms, Health Care Plans, Occupational Health/Medical Specialist information etc. - used to establish the risks of allergens in the pupil/student/staff body. • Where any allergens are so severe, use is/may necessitate prohibiting onsite – [e.g., some schools have established ‘not nut products’ rules]. Detail any prohibited allergens. • Information about what items/ products are prohibited clearly and consistently/regularly communicated to all relevant parties including (but not limited to) staff and volunteers/ PTA’s, parents/ guardians, school meal contractors, school meals contract manager, suppliers and pupils/ students. • Any prohibited products reviewed annually – new intakes, leavers and/or updated allergy information from parents/guardians etc. 									



4	Health Care Plans not completed for individuals with severe allergies.	Pupils/ Students	<ul style="list-style-type: none"> • Health Care Plans in place to support pupils/students with complex health needs which includes known allergies and intolerances (where there may be serious health implications/risks). • Health Care Plans are agreed with the parents/carers and include what steps should be undertaken in the event of an allergic reaction/emergency - for instance, the administering of medicine. • Health Care Plans kept confidential but shared with relevant staff – e.g. First Aiders, School Allergen Operational Lead, staff providing direct care etc. • Periodic reminders sent to parents/carers to provide any relevant allergy information updates [annually]. 							
5.	Allergy information not shared with all necessary parties/providers/caterers.	Pupils/ Students	<ul style="list-style-type: none"> • Allergen information / special menu requirements shared with relevant staff but not limited to e.g. School Allergen Management Lead (within SLT), School Allergen Operational Lead, First Aiders, appropriate Teachers/Staff, MDSAs, any catering provider including in-house and external catering contractors, Parents/Carers, others detailed at 4.4 in BHCC Schools Allergen Management Standard. • Annual reminder to all staff about the centralised list. • Information stored in SIMS on the Medical Tab. • Spot check of Tills system to confirm all data is sync'd and up-to-date • Allergen information considered and shared when any activity involves food or the possibility of contact with a known allergen 							



6.	Allergy information out of date and/or conflicts on school/caterer records.	Pupils/ Students	<ul style="list-style-type: none"> • Parents/carers reminded periodically [annually] to report any new/changes in allergies/intolerances, where there may be serious health implications/risks. • Medical lead to follow up with family if school becomes aware of a change • School liaises with Catering Contractor/on-site kitchen allergen lead to ensure food allergy details match – esp. when new allergens are advised to either party. Spot check of Tills system to confirm all data is sync'd and up-to-date 									
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7.	Lack of procedures for the safe production of food/foodstuffs/meals.	Pupils/ Students	<ul style="list-style-type: none"> ● Catering provider contract managed, inspected and monitored by Blatchington Mill School ● Caterer fully informed of every child/young person they cater for – via own special diet/allergy/intolerance form completed by parent/carer with supporting medical evidence. ● Individual child-specific special menu agreed between Caterer and parent/carer and final copy shared with kitchen staff and school. ● School consultation, communication and agreement with catering provider on the site-specific process and procedures that will be followed for the safe delivery of allergen-free food to the individuals concerned. ● Documented process in place for “transported/meals served off site. This includes segregation/clear labelling of allergens in dishes/labelled for a specific child and handover/double check at service point. (see section 10) ● Documented process as above for school trips and where packed lunches are provided. ● Sign off sheet provided with transported meals with clear identification. ● Other foods to have the 14 key allergen information included and updated if any substitute products have been used. ● All kitchen staff must have relevant allergen management training/documented process for storage, use and disposal of allergens – including prevention of cross-contamination – and this must be documented/monitored and staff understanding checked by Caterer. ● Kitchen staff/Caterer to have a process for identifying allergens in new/substitute products, when the allergenic content of bought-in products/ingredients change and when menus change - recording this and communicating it clearly to all staff. ● Caterer to have process/additional trained staff in place to cover unexpected absence of kitchen allergen lead. 							
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			<ul style="list-style-type: none"> Scheduled meetings between the school (Allergen Management Lead and/or School Allergy Operational Lead) and catering provider to monitor and assess ongoing arrangements – records kept. Where there are doubts/concerns, the school will contact the local authority for advice and support - School Meals Manager (susie.haworth@brighton-hove.gov.uk; Tel: 01273 293590). 						
8.	Staff not trained/inducted in allergy awareness or action to be taken in the event of an emergency/allergic reaction. <i>(including the accessibility and administration of medication)</i>	Pupils/ Students	<ul style="list-style-type: none"> All kitchen staff must have relevant allergen management training/documented process for storage, use/production and disposal of allergens – including prevention of cross-contamination etc. All school staff familiar with allergen management policy of the school and the first aid/emergency procedures to follow in the event a child/young person presents allergic symptoms. Trained first aid staff and any prescribed medication – e.g., epi-pen/antihistamine – immediately accessible/available to care for and administer such emergency medication. [State location of emergency medication – Note: must be immediately accessible yet avoid unauthorised access. West Wing Reception, Student Services, Admin Hub, Food Room 129]. Staff informed/aware of allergies for children/young people in their direct care. Relevant school staff completed allergen management/awareness training at an appropriate level for their role/activity being undertaken – recorded, refreshed and understanding checked. 				<i>Consider: Allergy Awareness training / supporting information for pupil body</i>		



9.	Key school staff (e.g. Allergen Leads) and/or catering staff absent.	Pupils/ Students	<ul style="list-style-type: none"> Contingency arrangements [state what] in place to ensure allergen-trained school personnel/deputy are always available to respond to allergen queries, emergencies and operational matters. Kitchen staff/caterer to ensure all staff (incl. any deputy and cover arrangements) have allergen management training which includes specific and detailed instruction on the specific school site working procedures. 								
10.	Child given the wrong meal and/or not properly identified at point of service.	Pupils/ Students	<ul style="list-style-type: none"> Children with special menus personally introduced to kitchen team and personally known to supervising school staff. Supervising staff aware of/have immediate access to allergen information, in the event of any concern/doubt. Photographs displayed/available to be viewed (by kitchen and/or school staff) of each child with a modified menu at the point of service and updated annually. Handover arrangements noted and agreed when preparation and cooking of meal takes place off-site Identification confirmed/agreed at point of service by catering/school staff. 								



11.	Children swap (allergy identifying) wristbands, lanyards or trays before/after service or share food.	Pupils/ Students	<ul style="list-style-type: none"> • Child with food allergies/special menus personally known to supervising staff. • Share allergy awareness raising materials (contact LA if unable to locate any resources) so allergies and the consequences can be raised sensitively with all children to promote a positive and helpful attitude to the issue. 								
12.	Staff/caterers/children unaware of requirement to report allergen concerns, near-misses or incidents.	Pupils/ Students	<ul style="list-style-type: none"> • Staff reminded that any incident or 'near miss' (where there was no injury but the potential for harm) involving the management of allergens must be reported to the school's nominated Allergen Management Lead (within SLT) and School Allergen Operational Lead. • School Allergen Operational Lead involved in the investigation of allergen related incidents and near misses, ensuring the potential source(s) are preserved for consideration and analysis, if necessary. • School reminds Caterer of need to report allergen incidents/near-misses and request/provided with copy of caterer's allergen incident investigation report. • HS2 incident form completed and submitted to BHCC H&S team healthandsafety@brighton-hove.gov.uk • Instances involving the council's school meals contractor also reported to the School Meals Manager (susie.haworth@brighton-hove.gov.uk; Tel: 01273 293590, who will inform Regulatory Services (Trading Standards and Environmental Health Teams) when required. 								