



LONGHILL

HIGH SCHOOL

Allergen Management Policy

Lead Author:	Jimmy Hollingworth, School Business Manager
Policy:	Model Policy
Changes:	New Policy
Review date:	November 2027



Longhill High School - Allergen Management Policy

Declaration of Intent

The School is committed to meeting the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and therefore achieving the following:

- Identifying all pupils/ students 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 remove all risks to pupils/ students with regards to allergens.
- Continuously improving its health and safety performance.

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.	Mr Watts/Matt Vermeer
Head Teacher	Operational lead of H&S within the school and ensuring there are safe processes in place for allergen management.	Mrs Rachelle Otulakowski
Nominated member of SLT	Ensuring that the health and safety requirements for allergen management are carried out.	Jimmy Hollingworth (School Business Manager)
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.	Darryl Spain (Catering Manager)

Title	Responsibility	Name
Assigned Lead/nominated person for Allergen Management in Dining Hall (one plus deputy in case unavailable)	Accountable for special diets/lunch time arrangements.	Darryl Spain (Catering Manager) (Systems in place for catering team to check arrangements in DS absence)
Senior Midday Supervisory Assistant	Overall supervision and management of the service of meals to pupils/ students including allergen management processes are followed.	n/a
Midday Supervisory Assistant	Following allergen and other H&S procedures.	n/a
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.	Darryl Spain (Catering Manager)
Other roles	Head of Creativity and Enterprise as lead on Food Technology – Mr Iozzi Outdoors Co-ordinator as lead on school camp – Alex Hinks-Roberts Education Visits Co-ordinator to lead on school trips – Kim Hazell	

Mainstream Secondary students are responsible for choosing their own food/ meal options that meets their dietary needs.

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 pupil/ student:

School Staffing Group	How Communicated and recorded
Teaching staff	School Bulletin/Virtual Staff Room
In-house kitchen/ Catering Manager	School Business Manager – allergen list sent by Student Services as and when there is a change
Support staff	School Bulletin/Virtual Staff Room
First Aiders	School Bulletin/Virtual Staff Room – allergen list shared with Longhill Sports Centre as and when there is a change
Third Parties	How Communicated and recorded
Breakfast Club Staff	n/a
Wrap-around provision/ after school clubs	n/a
Contracted Kitchen/ Catering Manager	See above
Coaching Staff	n/a
Clinical/ other professionals	Student services
Peripatetic teachers	Student services

Allergen Management Procedure:



Location of Allergen information	
Allergen Information Forms	Student Services/Virtual Staff Room/In Registration Form
Allergen Risk Assessments	P:\Staff\Health & Safety\Risk Assessments\Allergens
Other	
Catering Provider Details	
Catering provider name and contact details	In House
Senior Manager responsible for the management of the kitchen	Darryl Spain (Catering Manager)
Member of leadership team that has responsibility for the management of allergens in the kitchen	Jimmy Hollingworth (School Business Manager)

Display a photo taken by the school of the Allergen / operational lead, with the agreement of the relevant member of staff	In the Kitchen – Darryl Spain to ensure in place and displayed and shared with his team.
'Allergen'/ operational lead has been introduced to the school/nominated representative.	SBM managers has weekly line-management meetings with Catering Manager
The school have a copy of the catering provider's allergen policy	In House
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.	If a parent identifies an allergy on their child's medical form, then student services will liaise with them so that we have a signed Allergy information form in place for each child. They then ensure that this is shared with staff via the bulletin and saved on SIMS.
Information on allergies is obtained from parents/guardians using the Contractors application form for special diet/ modified menu at the start of each academic year. Parents/carers also requested to provide timely updates where any new allergies are discovered.	The forms will be saved on Health Care Plans and saved on SIMs and shared with catering team.
Copy of Special/ Modified Menu provided by Caterer/ Contractor	Darryl Spain (Catering Manager) will save and maintain these records.
Data on allergens for each pupil/ student is recorded	Admin and Cover Manager via Student Services
Allergen Management Procedure of Catering Provider	
Catering Provider (In House) identifies pupils/ students with known allergies from parents/guardians using special diet/ modified menu application form	Darryl Spain and HOY meets with pupil and parent/ guardians to discuss modified diet. Records kept on SIMs and Kitchen office School Allergy Information Form
Individual menu for specific child developed which contains none of the known allergens and a copy is provided to the parents/ guardians and the school	A menu is built with the information from the student and parents/guardians to include foods liked and that aider to the GOV foods standards. This shared with the HOY/SIMs and in the Catering Managers Office
Responsibility to include a process for changes in recipes due to replacement/substitute ingredients or 'ready-made' products for checking of known allergens.	Ingredients are checked daily by the Catering Manager and the pupil is made aware that in this situation changes may be necessary to the structured menu.
Catering provider in house have a documented induction/training process for new/cover/all staff which includes special menu pupils and processes.	Yearly training is completed by all the Canteen kitchen staff and recorded in the personal folders and online Hays portal. Canteen know where documented special menus are and for which student.
Catering provider in house prepare individual special diet meals for pupils, containing no known allergens.	All food products are fully labelled, information is also available on request.
Catering Provider in house have a process to report allergen incidents (and near-misses) to school.	Investigations are sent to the HOY and reported to the council's Health and Safety team
School Procedure for Identifying Pupils/ Students at point of Service	
Children requiring a modified menu are personally introduced to the kitchen team	The HOY introduces a student to the Catering Manager before setting up special menus to build trust and familiarity.

Pupils will be identifiable in the dining room by:	n/a in secondary school
Pupils requiring a modified menu are placed at the front of the queue (or monitored within the queue) and supervised by an adult.	n/a in secondary school
Where staff are serving a special/modified meal that has been prepared and cooked off-site they must check that the identified/labelled meal provided is as expected/as per the agreed menu. Ensure they avoid potential cross contamination when plating this food.	
Where staff are collecting a meal on behalf of a pupil/ student they must ask the Allergen Champion/ operational lead for allergens for the meal.	
School staff will not add gravy or sauces without explicitly checking with the Allergen Champion/ Operational lead for allergens that it is safe to do so.	
Emergency Procedures	
Emergency First Aid arrangements are in place in the event of an allergen incident for each pupil.	First Aiders are available in student services during food service and are available via the school radio system.
All allergen incidents (and near misses) are reported to the Health and Safety Team on a HS2 incident form.	Reported via HS2 and student services Any instances involving the council's school meals contractor must also be reported to the School Meals Manager (susie.haworth@brighton-hove.gov.uk; Tel: 01273293590.)

Policy Review:

This Policy will be reviewed by **Jimmy Hollingworth** annually. Date to be reviewed: **as required**

Name: Mrs R Otulakowski	Name: Sean Burke
	
Date: 28 th November 2024	Date: 2 nd December 2024

Example – School Allergy Information Form

Name of pupil:	
Date of birth:	
Year group/class:	
Name & Tel. No. of GP:	
Address of GP:	

<p>Nature of allergy/allergies</p> <p><i>(Note: School & caterer to be informed of any changes in allergies immediately)</i></p>	
<p>Severity of allergy/allergies – mild, moderate or severe:</p>	
<p>Symptoms of an adverse reaction:</p>	
<p>Details of medical attention / emergency action required – e.g., antihistamines, adrenaline auto-injector</p>	
<p>Instructions for administering medication:</p>	
<p>Control measures to avoid an adverse reaction:</p>	

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Name of parent/carer:	
Relationship to child:	
Contact details of parent/carer:	
Parental signature & Date:	
Date for review (<i>at least annually or as required</i>)	