



# Broadway Academy Trust Policies

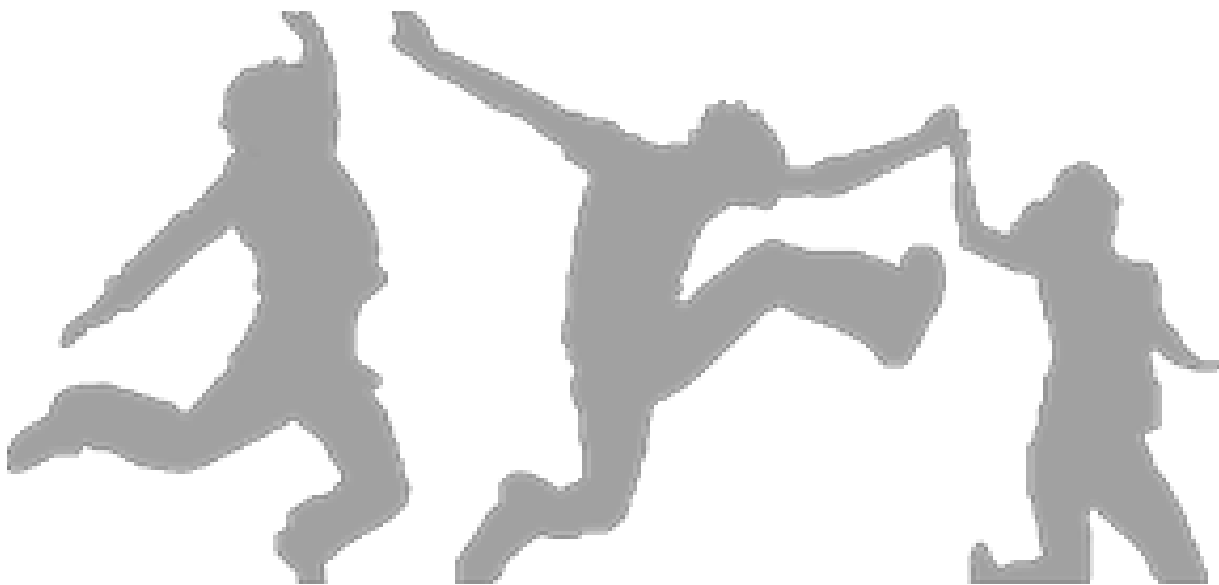
Our Children. Our Community. Believe it can be done!

## **Food Allergy Policy and Procedures**

**Approved by: Full Governing Board**

**Date approved: September 2025**

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## 1. Introduction

Broadway Academy Trust recognises that a number of community members (pupils, parents, staff and visitors) may suffer from potentially life-threatening allergies or intolerances to certain foods.

Broadway Academy Trust is committed to a whole school approach to the care and management of those members of our Academy community.

## 2. Purpose

### 2.1 ***The Trust's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification, instruction and information.***

This will encourage self-responsibility to all those with known allergens to make informed decisions on food choices.

### 2.2 It is also important that all sites have robust plans for an effective response to possible emergencies. This guide has been created with support from the Dukefield catering consultancy and the Trust operations lead to ensure compliance under the Food Information for Consumers Regulation (1169/2011) which came into force in December 2014.

### 2.3 The Trust is committed to proactive food allergy risk management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies
- Engagement and communication with key persons regarding safe allergen management for individuals
- Individual site autonomy to implement the guidance set out in this document to support and underpin their allergen management procedures
- The establishment and documentation of a comprehensive management plan for menu planning, food labelling, stores and stock ordering and customer awareness of food produced on site
- Provision of a whole school staff awareness programme on food allergies/intolerances, possible symptoms (anaphylaxis) recognition and treatment
- Being a 'Nut Free' Trust

### 2.4 The intent of this guide is to minimise the risk of any person suffering allergy-induced anaphylaxis, or food intolerance whilst at Broadway Academy or its external outdoor education site or attending any school related activities.

This document sets out guidance for staff to ensure they are properly prepared to manage such emergency situations should they arise. It is also intended to outline how information can be accessed for food allergens in the Academy's kitchen facilities.

### 2.5 The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals containing Gluten.
- Celery - including stalks, leaves, seeds and celeriac.
- Crustaceans - prawns, crab, lobster, scampi, shrimp paste
- Eggs - also food glazed with egg.
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces, Caesar dressing.
- Soya - tofu, edamame beans, bean curd, soya flour
- Milk - also food glazed with milk, cream, yogurt, cheese.
- Nuts (Tree) - almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan, praline.

- Peanuts (Groundnuts) - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, houmous, sesame oil
- Sulphur dioxide/Sulphites - dried fruit, fruit juice drinks, wine, beer
- Lupin - seeds and flour, in some bread and pastries
- Molluscs - mussels, whelks, oyster sauce, land snails and squid.

The allergy to nuts is the most common high risk allergy and, as such, demands more rigorous controls. Broadway Academy is committed to being 'nut free'. However, it is important to ensure that all allergies and intolerances are treated equally as the effect to the individual can be both life-threatening and uncomfortable, if suffered.

### 3. Definitions

'Allergy' - A condition in which the body has an exaggerated response to a substance (e.g. food or drug), also known as hypersensitivity.

'Allergen' - A normally harmless substance, which triggers an allergic reaction in the immune system of a susceptible person.

'Anaphylaxis' - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to a trigger (food, stings, bites, or medicines).

'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.

### 4. Students

4.1 The Academy ensures it has clear procedures and responsibilities to be followed by staff in meeting the needs of pupils with additional medical needs. This process includes:

- The SENCO and School First Aider being involved with the parents and the student in establishing an individual Medical Care Plan.
- Where appropriate – catering supervisors being involved with the parents in agreeing menu plans for individual children with specific requirements.
- Effective communication of the individual Care Plans to all relevant staff and departments.
- 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.
- Information about affected students is shared with catering staff, teachers and support staff as appropriate.

4.2 Further information on supporting medical needs and anaphylaxis/ adrenalin pen the [Supporting Students with Medical Needs Policy](#) on the Academy website.

### 5 Roles and responsibilities

5.1 Medical information for students is private and confidential. However, it is the SENCO, School First Aider and Student Support Managers' responsibility to pass any information on to the Catering Manager with regards to food allergies of pupils. Staff will be made aware of these pupils via:

- Staff training and instruction in the Catering Department.
- A list will be sent out to all staff at the start of the Autumn term outlining students with medical conditions. Subsequent updates will be supplied as and when required throughout the school year.

- This medical information will be on Arbor for staff to download during trips and activities.
  - Medical trainers who offer and deliver training to all staff in regard to the administration of the medication, also to brief all staff on anaphylaxis recognition and treatment.
- 5.2 The parent/carer is responsible for supplying the relevant student medication (adrenaline device).
- 5.3 Teachers are responsible for ensuring that students have access to their medication at all times.
- 5.4 Additional devices are located in the Medical Room. The School first aider will keep these up to date.
- 5.5 Catering Staff are also responsible for:
- Using only authorised suppliers and being the controlling point and contact for all purchases of food stuffs for academy catering
  - Ensuring suppliers of all foods and catering suppliers are able to provide the relevant ingredient information, as required
  - Ensuring suppliers of food stuffs are nut free as far as practically possible or labelled 'may contain nuts.'
  - Being aware of and accommodating students and staff who have food allergies and specific dietary needs, and liaising with key academy team members to ensure the information is up to date
  - All catering staff must be informed of the catering allergen management procedures during their in-house induction training, and frequent reviews and briefings will take place thereafter
  - Clear labelling of items of food stuffs that contain allergenic ingredients
  - Clear system and procedure for providing allergen free meals to pupils, staff or visitors as required.

## **6. Packed Lunch / food in school requirements**

- 6.1 Since some food allergies can be life threatening, all members of the academy community have a duty to help in minimising the risk to these students and staff by:
- Consider substituting nuts or nut containing products for nut free items in their packed lunches
  - Avoiding giving nuts or nut products or snacks/bars containing nuts for break time snacks
  - Consider ingredients of items when supplying the school with cakes or food items for birthday celebrations, sales, or events, and where possible avoiding products containing nuts
  - Where possible avoid sending containers such as cereal boxes for DT / Art lessons into school which may have contained produce made with nuts.
- 6.2 We acknowledge that many foods are labelled as 'may have been produced in a factory handling nuts and cannot be guaranteed to be nut free.' Such items are acceptable in the Academy as it would be unreasonable to expect these to be kept out of schools.
- 6.3 Where a member of staff notices a pupil eating a nut product in the Academy, a request will be made to substitute the item for something not containing nuts. Following up from this, communication with the parent /carer will be sought to inform of and explain the substitution.

- 6.4 Due to the severity of some food allergies, the Trust feel it is important to inform all parents to help foster understanding and support for our academy community, in following the suggested measures and reduce the risk of allergic reaction to students and staff.
- 6.5 If parents/carers need help with what foods are recommended for a packed lunch, they can talk to the school office or catering team.

## **7. Educational Visits and In-House Events**

- 7.1 All academic staff must check the dietary requirements of all pupils they are taking off site. This is part of the Academy's offsite risk assessment procedure. All students' dietary information is on Arbor under Dietary Requirements. Where a food intolerance, allergy, or cultural requirement has been identified, this must be relayed in advance to the Catering Manager if they are ordering packed lunches or any foods for in-house event.
- 7.2 As part of the Trip pack and risk assessment process, a staff member undertaking an offsite trip must have attended appropriate Medication and Anaphylaxis training. Staff should also:
- Physically check that pupils have their medication before leaving site
  - Ensure that all food collected from the Catering Department has been clearly labelled – with each student's name, checked against the allergen matrices and the student's specific dietary requirements, if any.
  - The allergens need to be checked when serving/distributing the food to the student, simply asking if they have any allergies or intolerances when serving the item. This should also be done if the student purchases any food while on a school event.
  - If an item of food is used for a school event that may contain nuts, a sign will be put directly in front of the food to make both staff and children aware.
- 7.4 If a student brings food products into the Academy e.g. to celebrate their birthday with their classmates they should:
- Not contain nuts and, where possible, products that read 'may contain nuts' are not sent in
  - Send in with the original packaging so that the labelling of allergens is clear enough for a member of staff to read and assess
  - Birthday cakes should be supplied whole in original packaging, and where possible should not include the phrase 'may contain' on the packaging
  - Parents of students who have an allergy will be contacted in advance to make sure that they agree to their child being given food items provided from outside of the school, as long as they are free of their child's particular allergen(s). Parental permission will assume the risk that anything produced off site cannot be 100% guaranteed by the school as allergen free or not cross contaminated with allergens.

## **8. Community events, charity events and external food provisions**

- 8.1 If the Academy hosts any public facing events or 'bake days' for charity it is important that no food poses a risk to the end user; however, it is not feasible for this to be monitored by the school catering team. Where products are not made on site, but sold by the Academy, appropriate signage should be in place. This will state the following:

***'This item was not produced at this School therefore we cannot guarantee that it does not contain nuts or any other allergen.'***

- 8.2 All products should be plated separately and stored (wrapped where possible) to prevent cross contamination to other items served / sold.

- 8.3 It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.
- 8.4 External companies supplying food for clubs should have allergy aware and food safety trained staff preparing and serving the food and there should be allergen matrices in place for the food served.
- 8.5 A check will be made by staff on specific dietary information available for the student with allergies and intolerances participating to ensure that checks can be made prior to serving.