

Shireland Collegiate Academy Trust

Whole Trust Allergy Policy

Committee and Date Approved	Trust Board – Summer 2026
Category	Recommended
Next Review Date	Annually unless change in legislation –
Policy Availability	Trust Website
Officer Responsible	CSO

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

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1. Aim of the Policy

Shireland Collegiate Academy Trust (S-CAT) is committed to providing a safe, inclusive and supportive environment for pupils, staff, visitors and members of the wider Trust community who have allergies. This policy sets out the Trust's approach to allergy management, food allergen controls, prevention of allergic reactions and emergency response arrangements.

2. Scope of the Policy

This policy applies to the Trust, all academies within the Trust and Shireland Learning Limited. It applies to pupils, employees, agency workers, casual workers, volunteers, visitors, contractors and community users where relevant.

- All food purchased, prepared, served or sold by the Trust or its academies.
- Food brought into school by pupils, staff, parents, visitors or external providers.
- Classroom, curriculum and enrichment activities involving food or other potential allergens.
- Breakfast clubs, after-school clubs, school events, lettings and community activities.
- Educational visits, residentials, sporting fixtures and off-site events.
- Allergy risks arising from food, animals, insect stings, latex, medication or environmental triggers.

3. Definitions

Food intolerance

Food intolerance is difficulty digesting certain foods and having an unpleasant physical reaction to them. Symptoms may include tummy pain, bloating, wind and/or diarrhoea, usually occurring a few hours after eating the food. <https://www.nhs.uk/conditions/food-intolerance/>

Food allergy

A food allergy occurs when the body's immune system reacts unusually to specific foods. Symptoms can affect different areas of the body at the same time and can be very serious. Symptoms may include tingling or itching in the mouth, hives, swelling of the face, mouth, throat or other areas of the body, difficulty swallowing, wheezing or shortness of breath, dizziness, nausea, vomiting, abdominal pain or diarrhoea. In the most serious cases, a person may experience anaphylaxis, which can be life-threatening. <https://www.nhs.uk/conditions/food-allergy/>

Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction. It must always be treated as a medical emergency.

Asthma

Asthma is a long-term respiratory condition which is commonly associated with allergy. Many pupils at risk of anaphylaxis also have asthma. Asthma symptoms and anaphylaxis may occur together and can be difficult to distinguish. Pupils with both asthma and allergy may be at increased risk of severe allergic reactions and must have appropriate medical information, medication and support arrangements in place.

4. Whole-School Approach to Allergy Management

Each academy will adopt a whole-school approach to allergy safety. Allergy management is not solely the responsibility of catering staff or first aid staff. All staff must understand their role in preventing exposure, recognising symptoms and responding quickly in an emergency.

- Catering and dining arrangements.
- Classroom and curriculum activities, including science, food technology, craft, sensory and enrichment activities.
- Celebrations, reward events, fundraising activities and food-based activities.
- Breakfast clubs, after-school clubs and wraparound provision.
- Packed lunches, snacks and food brought from home.
- School trips, residential visits, sporting fixtures and off-site activities.
- Visitors, contractors, lettings and community events.

5. Roles and Responsibilities

Trust Board

The Trust Board is responsible for ensuring that the Trust has an appropriate policy framework for allergy management and that arrangements are reviewed regularly.

Chief Executive Officer and Executive Leadership Team

The CEO and Executive Leadership Team are responsible for ensuring that Trust-wide expectations are communicated to academies and that appropriate compliance and assurance arrangements are in place.

Principal

The Principal is responsible for ensuring that this policy is implemented effectively within their academy. This includes appointing an Allergy Lead, ensuring pupils with allergies are identified, ensuring Individual Healthcare Plans are in place, monitoring training, ensuring spare AAls are available and ensuring incidents are reported and reviewed.

Allergy Lead

Each academy must appoint a named Allergy Lead. This should normally be a member of the senior leadership team with responsibility for medical, pastoral or welfare arrangements.

Medical Needs Lead / First Aid Lead

The Medical Needs Lead or First Aid Lead is responsible for coordinating medical information, supporting Individual Healthcare Plans, checking medicines where delegated and supporting staff in understanding emergency procedures.

Catering Manager

The Catering Manager is responsible for implementing catering-specific requirements including allergen matrices, delivery checks, storage, preparation, service, labelling, catering training and reporting food-related allergen incidents.

Teaching and Support Staff

All teaching and support staff are responsible for being aware of pupils with allergies in their care, attending training, recognising symptoms, considering allergy risks in lesson planning and reporting concerns, incidents or near misses.

Parents and Carers

Parents and carers are responsible for informing the academy of allergies and medical needs, providing medication, updating the academy when needs change, participating in healthcare plan reviews and considering food sent into school.

Pupils

Where age and understanding allow, pupils with allergies should understand their allergy, avoid sharing food, alert an adult if they feel unwell and carry medication where this is agreed. Pupils without allergies should be respectful, avoid sharing food and follow staff instructions.

6. Identifying Pupils, Staff and Visitors with Allergies

Each academy must maintain up-to-date records of pupils with allergies through its MIS and medical systems. Catering staff must have access to the information needed to serve food safely, while maintaining appropriate data protection safeguards.

- Information should be collected on admission, annually through data checks and whenever a parent or carer reports a new allergy.
- For severe or complex allergies, records should include a photograph, year group, allergen or trigger, severity, symptoms, medication, location of medication, emergency action plan, meal arrangements and emergency contacts.
- Staff with severe food allergies should inform the Trust through new starter and update processes. Where required, information may be shared with catering teams or relevant colleagues on a need-to-know basis.
- Visitors using Trust catering facilities should be invited to declare dietary requirements through booking or event arrangements.

7. Individual Healthcare Plans and Allergy Action Plans

All pupils with a diagnosed allergy requiring active management must have an Individual Healthcare Plan or allergy action plan. The plan should be developed in partnership with parents/carers and, where appropriate, healthcare professionals – see appendix. These should be attached to the Arbor and Medical Tracker systems.

- Known allergens or triggers.
- Symptoms of mild, moderate and severe reaction.
- Prescribed medication and location of medication.
- Whether the pupil carries their own AAI.
- Emergency response steps.
- Parent/carers emergency contact details.
- Catering or meal arrangements.
- Arrangements for trips and off-site activities.
- Reasonable adjustments required to support inclusion.

Plans must be reviewed at least annually, following any allergic reaction or near miss, when medication changes, when a pupil's condition changes or before significant educational visits or residential.

Pupils with both asthma and allergy are at increased risk of severe allergic reactions. Where a pupil has both conditions, relevant asthma information and action plans should be incorporated into the Individual Healthcare Plan. Emergency asthma inhalers will be considered alongside spare AAIs.

8. Food Allergen Management

The Trust will maintain robust food allergen controls across delivery, storage, preparation, cooking, service and display. Catering staff must know whether regulated allergens are present in any food prepared or served and must be able to provide accurate allergen information.

Delivery

On delivery, catering staff must check that goods delivered match goods ordered, no unauthorised substitutions have been made, packaging is intact, spillages or contamination risks are identified and allergen information is checked where products change.

Storage

Storage areas must allow products to be identified and must prevent cross-contamination. Food allergens should be stored in clearly marked, sealed containers and, where appropriate, on dedicated shelves or in dedicated areas of stores, fridges or freezers.

Preparation

Catering staff must use standardised recipes, check food labels and ingredient information, prepare meals for pupils with allergies separately where required, clean and sanitise surfaces before and after preparation and use separate equipment where appropriate.

Cooking

The risk of cross-contamination must be considered and controlled as part of HACCP. Where appropriate, separate fryers, toasters, ovens, grills, tools and temperature probes should be used for food allergens.

Service and Display

Menus must provide clear allergen information. Catering teams must hold detailed information on allergens contained within food served and must ensure that changes, substitutions or “may contain” information are reflected in allergen matrices before service.

Food for classroom activities or events

Food should not be brought in by staff for formal curriculum activities or school based events. Where this is required it should be ordered through the school office or catering team.

9. The 14 Food Allergens

There are 14 food allergens controlled by legislation. Catering staff must know if any of these allergens are present in food prepared or served and must be able to provide this information to customers.

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts

- Peanuts
- Sesame seeds
- Soya
- Sulphur dioxide and sulphites

10. Other Food Allergens

The Trust recognises that some individuals may be seriously allergic to foods or substances outside the 14 regulated allergens. Where this applies, staff must be able to provide full ingredient information and work with the academy to support an appropriate risk assessment.

11. Natasha's Law and Prepacked for Direct Sale Food

The Food Information (Amendment) (England) Regulations 2019, known as Natasha's Law, require food businesses to provide full ingredient lists and allergen labelling on foods prepacked for direct sale on the premises. All S-CAT academies must ensure that prepacked for direct sale food is labelled with the name of the food, a full ingredients list and allergenic ingredients emphasised within the list.

The Trust will maintain appropriate labelling systems to support compliance with these requirements.

12. Nut Aware Approach and Food Brought into School

S-CAT academies are nut aware. Academies will restrict, where reasonably possible, nuts and foods containing nuts being brought onto school premises. However, the Trust cannot guarantee that any academy is completely nut free.

The catering department will not actively purchase food items containing nuts unless specifically authorised as part of an agreed arrangement. Some products may contain traces of nuts due to manufacturing processes and this must be made clear in allergen matrices.

Academies may issue local guidance asking parents and carers to avoid high-risk foods such as packaged nuts, peanut butter, chocolate spreads containing nuts, cereal bars containing nuts, nut-based sauces and sesame products where relevant.

13. Risk Assessment

Risk assessments must be completed for pupils at risk of anaphylaxis or significant allergic reaction where they are taking part in activities involving known or likely allergens.

- Food technology, cooking and baking.
- Science experiments involving food or biological materials.
- Art, craft or sensory activities involving food packaging or ingredients.
- Animal handling or visits involving animals.
- Visits involving farms, insects, plants or environmental allergens.
- School trips, residentials and external catering.
- Events where food is prepared, shared or sold.

14. Classroom, Curriculum and Enrichment Activities

Staff must consider allergy risks when planning lessons or activities involving food, natural materials, animals, latex, plants or other potential allergens. Where food is used as part of the curriculum, staff must check allergy information, consult the Allergy Lead where required, provide safe alternatives, avoid unnecessary exclusion and ensure appropriate cleaning and handwashing arrangements are in place.

15. Educational Visits, Residential and Off-Site Events

Pupils with allergies must not be excluded from school trips or events because of their allergy unless there is a clear, evidenced and unavoidable safety reason. Reasonable adjustments must be made to support safe participation.

- Allergy information must be reviewed before the visit.
- Medication and AAls must be available and accessible.
- Staff attending the visit must understand the pupil's allergy action plan.
- Catering arrangements must be checked in advance.
- Emergency procedures must be known.
- A spare AAI should be taken where appropriate and permitted.
- Risk assessments must include allergy risks.

16. Adrenaline Auto-Injectors

Requirement to hold spare AAls

Each academy must maintain spare, in-date adrenaline auto-injectors for emergency use in accordance with statutory guidance, manufacturer instructions and Trust procedures.

Purchasing of spare AAls

The Allergy Lead, supported by the Principal and where applicable the Medical Needs Lead/First Aid lead etc, is responsible for ensuring that spare AAls are purchased and maintained. Each academy must determine the number of spare AAls required, the appropriate dosage, whether more than one location is required due to site size and the replacement process when AAls are used or nearing expiry.

Storage

- Stored at room temperature in accordance with manufacturer instructions.
- Protected from direct sunlight and extremes of temperature.
- Clearly labelled.
- Accessible to staff at all times.
- Not locked away in a way that delays emergency response.
- Stored separately from individual pupils' prescribed AAls.
- Located so that they can be accessed quickly in an emergency.

Monthly checks

Each academy must identify at least two members of staff responsible for checking spare AAls monthly. Checks must confirm that the AAI is present, in date, appears undamaged, is stored appropriately and that replacement AAls have been ordered where expiry is approaching. A record of monthly checks must be retained.

Use of spare AAls

A spare AAI may be used where a pupil has medical authorisation and parental consent for use of the school's spare AAI; where the pupil's own AAI is unavailable, expired, broken, misfired or has already been used; or where emergency circumstances require immediate action in accordance with law and emergency guidance.

Emergency anaphylaxis kit

Each academy must maintain an emergency anaphylaxis kit containing spare AAls, instructions for use, manufacturer information, storage instructions, a checklist of AAls with batch numbers and expiry dates, a monthly check log, a record of use and a list/register of pupils for whom a spare AAI may be administered where consent/authorisation is in place.

17. Emergency Response to Allergic Reaction

Mild or moderate reaction

Symptoms may include itching, rash, hives, sneezing, mild swelling, nausea or stomach discomfort. Staff should stay with the pupil, follow the pupil's allergy action plan, inform the Medical Needs Lead or first aider, administer prescribed medication if authorised, monitor symptoms closely, inform parents/carers and escalate immediately if symptoms worsen.

Suspected anaphylaxis

Symptoms may include difficulty breathing, wheezing, swelling of the tongue or throat, difficulty swallowing, persistent coughing, collapse, becoming pale, floppy or unresponsive, dizziness, confusion or rapid deterioration following exposure to a known allergen.

1. Administer the pupil's AAI without delay, or use the school's spare AAI where appropriate.
2. Call 999 immediately and say "anaphylaxis".
3. Lay the pupil flat with legs raised unless breathing difficulties require them to sit.
4. Do not allow the pupil to stand or walk.
5. Administer a second AAI after the advised interval if symptoms do not improve and a second device is available.
6. Contact parents/carers.
7. Ensure a member of staff stays with the pupil until emergency services arrive.
8. Send the used AAI with the ambulance crew.
9. Record and report the incident.

18. Training

All staff must receive allergy awareness training at least annually. Catering-specific allergen training remains mandatory for catering staff and must also be completed annually.

- Common allergens and allergy triggers.
- Difference between food intolerance, allergy, asthma and anaphylaxis.
- Recognising symptoms of allergic reaction.
- Recognising when breathing difficulties may indicate anaphylaxis rather than an asthma attack.
- Emergency response procedures.
- How and when to call 999.
- Location of AAls & emergency asthma inhalers and how to access them.
- How to administer an AAI.

- Responsibilities for pupils with Individual Healthcare Plans.
- Reducing cross-contamination and exposure risk.
- Inclusion, wellbeing and bullying risks for pupils with allergies.
- Reporting incidents and near misses.

Additional role-specific training must be provided for catering staff, lunchtime supervisors, trip leaders, first aiders, agency and casual catering staff and staff supporting pupils with high-risk allergies.

19. Casual, Agency, Supply and Temporary Staff

All casual, agency, supply and temporary staff must be made aware of relevant allergy procedures before commencing work. Catering agency and casual staff must complete the relevant induction checklist and receive the allergen information sheet before their first working shift.

Supply teachers and temporary support staff must be informed of pupils with allergies in their care, relevant Individual Healthcare Plans, emergency procedures, how to summon help and food or activity restrictions.

20. Visitors, Contractors, Lettings and External Catering

Where visitors, contractors or community users bring food onto academy premises, they must comply with academy allergy procedures. Where food is brought in as part of an external event, this must be approved by the Allergy Lead and Principal and due processes put in place to ensure risk has been reduced. External caterers must comply with food allergen legislation and provide accurate allergen information.

21. Mental Health, Wellbeing, Inclusion and Bullying

Pupils with allergies may experience anxiety, social isolation or bullying related to their allergy. Academies must ensure that pupils with allergies are supported to participate fully in school life. Allergy-related bullying must be addressed in line with the academy's behaviour and anti-bullying procedures.

22. Incident Reporting, Investigation and Lessons Learned

All allergy incidents and near misses must be reported immediately to the relevant senior member of staff, the Allergy Lead, the Principal and, where food is involved, the Catering Manager and Trust Catering Operations Manager. All incidents must be investigated within 24 hours wherever possible.

- What happened and the allergen or trigger involved.
- Whether procedures were followed.
- Whether the pupil's plan was accurate and accessible.
- Whether staff responded appropriately.
- Whether catering, supervision, communication or training issues contributed.
- Actions required to prevent recurrence.

Significant incidents and near misses must be logged on S-CAT systems (Medical Tracker) and any time an AAI is used this should be reported to the Trust. Lessons learned must be shared with relevant staff and used to update procedures, training or risk assessments.

23. Providing Meals to Other Settings

Where S-CAT provides meals to another setting, such as a nursery or another school, the requesting setting is responsible for providing accurate information about the number of portions required and any special dietary requirements. S-CAT catering teams must ensure that special meals are prepared safely, cross-contamination is minimised, meals are packaged and labelled separately and transport arrangements maintain safety.

24. Local Academy Procedures

Each academy must complete and maintain local allergy procedures. These procedures must be signed by the Catering Manager and Principal and reviewed annually, or sooner following an incident or significant change.

25. Monitoring, Compliance and Assurance

Each academy must maintain evidence of compliance with this policy, including a named Allergy Lead, completed local allergy procedures, up-to-date allergy registers, Individual Healthcare Plans, staff training records, AAI monthly check logs, allergen matrices, incident and near-miss records and relevant risk assessments.

The Trust may undertake periodic audits of allergy arrangements as part of its wider compliance and assurance framework. Principals must provide assurance that the policy is implemented within their academy and that significant risks or incidents have been escalated appropriately.

26. Links to Other Policies

- S-CAT Medical Needs Policy
- S-CAT Health and Safety Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Behaviour Policy
- Anti-Bullying Policy
- Data Protection Policy
- Lettings Policy
- Catering and Food Safety Procedures

Appendix A – Local Academy Allergy Procedures

Every S-CAT academy must complete this checklist annually. It should be signed by the Catering Manager, Allergy Lead and Principal and retained locally for audit purposes.

Procedure	Details	Notes / Local Arrangements
Identify pupils with allergies	How do you identify and ensure that all relevant staff and serving staff are aware of pupils with allergies and meal plans?	
Information storage	Where is allergy information kept? Is it accessible to relevant staff? How is GDPR maintained?	
Food delivery and storage	How is food checked at point of delivery, labelled and stored correctly?	
Meal selection	How do you ensure pupils do not select meals containing allergens?	
Meal preparation	How do you minimise cross-contamination and prepare special meals?	
Food labelling	How do you label food to indicate potential allergens and verify accuracy?	
Customer information	How do pupils, staff and visitors access allergen information? What happens if a menu item changes?	
Staff training	How do you train staff to recognise and respond to allergic reactions?	
Emergency procedures	What are the emergency procedures in case of allergic reaction or anaphylaxis?	
AAI storage and checks	Where are spare AAIs stored? Who checks them monthly?	
Cleaning procedures	What cleaning procedures avoid cross-contamination?	
Educational visits	How are allergy risks managed for trips, residentials and off-site events?	

Signed Catering Manager: _____

Signed Allergy Lead: _____

Signed Principal: _____

Date: _____

Appendix B – Catering Manager Musts with Regards to Allergens

All catering managers must:	Complete
Have quick access to an up-to-date list of pupils with allergens. Severe allergies must be highlighted and meal plans identified.	
Ensure food received on delivery is inspected for substitutions, damaged packaging and contamination risk.	
Store food in a way that removes or reduces the risk of cross-contamination.	
Prepare special meals separately from other meals, with appropriate cleaning and washing of utensils before and after preparation.	
Have a complete allergy matrix identifying all 14 food allergens within the menu, accessible to catering staff.	
Review the allergy matrix regularly and whenever menus, products or suppliers change, including “may contain” information.	
Provide easy access to the matrix for users requiring allergen information.	
Display notices showing the 14 food allergens.	
Ensure all prepacked for direct sale food is labelled appropriately with ingredients and allergen information.	
Know the contact details of the person in charge of medication and the procedure to follow in a medical emergency.	
Ensure all catering staff are appropriately trained on food allergies and internal procedures.	
Know the academy Allergy Lead and ensure food-related allergy concerns are escalated promptly.	

Appendix C – Individual Healthcare Plan Template

This should be attached to the Arbor Record and should be completed for any young person who has active management of an Allergy

Pupil Details

Full name	
Date of birth	
Year group / class / form	

Profile

Confirmed allergen(s)	
Suspected allergen(s), if any	
Known triggers / exposure routes e.g. ingestion, contact, airborne	
Previous reaction history and symptoms	
Known high-risk situations in school	
Food provided from home / school catering / both	
Reasonable adjustments required	

Medication and AAI Arrangements

Medication / Device	Dose	Where stored	Expiry date	Self-carry / staff-held / both

Attach the pupil's BSACI or healthcare-professional-approved Allergy Action Plan where available. Schools should ensure emergency medication is accessible, in-date and known to relevant staff. Spare AAIs should be managed through a clear school-level process.

Emergency Response Plan

If anaphylaxis is suspected: administer adrenaline without delay, call 999 and state "anaphylaxis", keep the pupil lying down with legs raised unless breathing is difficult, and do not allow the pupil to stand or walk.

If symptoms do not improve after 5 minutes, administer a second AAI if available.

Contact parents/carers as soon as emergency action is underway. A pupil who has received adrenaline must be transferred to hospital for medical observation.

After the incident, complete an incident record, notify appropriate leaders, review learning and update the IHP/risk assessment where required.

Day-to-Day Allergy Management Controls

Area	Control Measures Required	Person Responsible
Classroom activities		
Dining hall / lunchtime		
School catering and menus		
Food technology / practical lessons		
Breakfast / after-school clubs		
Trips and residentials		
PE / sports fixtures		
Visitors, events and celebrations		
Bullying / inclusion and wellbeing		

Parent/Carer Consent and Agreement

- ☐ I confirm the information in this plan is accurate to the best of my knowledge.
- ☐ I consent to school staff administering the medication listed in this plan where needed.
- ☐ I consent to the use of the school's spare AAI and/or spare Asthma inhalers in an emergency, where permitted and clinically appropriate.
- ☐ I agree to provide in-date medication and inform the school immediately of any change in medical advice.

Name	Signature	Relationship / Role	Date

Appendix D – Casual Staff Induction Checklist

Please complete this form for all casual catering staff before their first working shift.

Welcome and Introduction	Notes	Tick when completed
Start / finish times and breaks		
Tour of kitchen and facilities		
Fire exits and assembly point		
First aid and allergy emergency procedures		
Uniform and hygiene		
Allergen information pack issued		
Allergen briefing completed		
Cleaning procedures		
Mobile phone and smoking policy		

Name of Casual Worker: _____ Date Completed: _____

Signed by Casual Worker: _____ Signed by Manager: _____

Appendix E – Agency Staff Induction Checklist

Please complete this form for all agency catering staff before their first working shift.

Allergen Control Requirement	Tick to agree
I understand and will comply with allergen legislation and Trust procedures.	
I will take instruction from the Line Manager or Supervisor on allergen control.	
I will not use unauthorised products or change recipes without approval.	
I will use agreed recipes for all food production without exception.	
I will complete allergen matrix information and receive allergen briefing before food service.	
I understand emergency procedures for severe allergic reaction and how to summon help.	

Name of Agency Worker: _____ Date Completed: _____
Signed by Agency Worker: _____ Signed by Line Manager: _____

Appendix F – Allergen Information Sheet for Casual and Agency Staff

Shireland Collegiate Academy Trust

Allergen Information Sheet – for casual and agency staff

Please issue this information sheet to all Casual and Agency Staff prior their first working shift.

Shireland Collegiate Academy Trust is committed to reducing the risk to members of the Academy and visitors with regards to the provision of food, and the consumption of allergens in food which could lead to an allergic reaction.

As a casual worker it is essential that you understand the key role that you have on serving safe food. We are required by law to provide to customers the information regarding allergens.

You should never serve food if you haven't been told by a Supervisor, or Catering Manager, the allergen information regarding the dish.

Definitions: Food Intolerance and Food Allergy:

The 14 food allergens



Since December 2014 The Food Information Regulation requires that food businesses must provide information about the allergenic ingredients in any food sold or provided.

These 14 major allergens must be mentioned (either on a label or through provided information such as menus).

Food Service and hygiene

- Before your shift starts, you should be correctly dressed (with your hair tied back if long) and always before starting to work to wash your hands.
- You will always receive a briefing at the start of your shift, and you will be given all the information regarding allergens (allergen briefing). Please make sure you understand and ask any questions you may have. There are no stupid or silly questions!
- On buffets always keep serving utensils separate to avoid cross contamination.
- We will use labels on the tables whenever possible to identify dietary needs or table plans. Always inform the customer that you are serving by saying for instance: *"this is the gluten free option that you have ordered"*. This is an extra step to ensure that you are giving the correct food to the right person.
- Good communication is key to ensure that safe food is served and it is important to pay extra care regarding the allergen information.
- Never assume the ingredients or allergens on the food always read the information given and/or ask questions to the line manager.

Emergency procedures - Severe allergic reaction

In case of a severe allergic reaction always inform the Catering Manager as soon as possible and follow internal Academy procedures.

Appendix G – Example Allergy Matrix for Dishes/Menus

Notes: State the name of the cereal(s) containing gluten** in that column AND/OR the name of the nut(s)* in that column

Use M/C in any column to reference May Contain and add anything else or specific information in the last column

DISHES															
	Celery	Cereals containing gluten**	Crustaceans	Eggs	Fish	Lupin	Milk	Molluscs	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur dioxide	'May Contain' Ingredients
e.g. Tuna Salad	✓			✓	✓		✓		✓						

Appendix H – Example Allergy List for Catering Manager Folders

Order so severe cases are at the top and highlighted

Photo	Name	Year Group	Conditions / Preferences (not food allergies)	Food Allergy / Intolerance	Medication	Meal Action Plan	Risks
	Pupil A	3	n/a	Peanuts	Epipen (held with student)	Separate meal prepared with ingredients that are fully nut free. Meal prepared in separate area and stored in the allergy fridge/storage area Plated and covered with cling film and labelled before handing to student.	Severe High risk
	Pupil B	6	Eczema	Dairy	Antihistamine (available in first aid room)	Dairy free meal, prepared using dairy free ingredients. Stored in separate area. Plated and covered with cling film and labelled before handing to student.	Mild/Moderate Medium risk
	Pupil B	6	No Fish (Preference) Vegetarian (Preference)	n/a	n/a	Uploaded onto Cunninghams / Meal Manager	Low

Appendix I – Academy Allergy Compliance Audit Checklist

Requirement	RAG	Evidence	Action / Owner
Named Allergy Lead appointed			
Local allergy procedures completed and signed			
Up-to-date allergy register in place			
IHP / allergy action plans in place for relevant pupils			
All staff allergy awareness training completed			
Catering allergen training completed			
Spare AAIs available and accessible			
AAI monthly checks completed			
Emergency anaphylaxis kit complete			
Allergen matrices up to date			
PPDS / Natasha's Law labelling compliant			
Trip procedures include allergy risks			
Incident / near miss log reviewed			
Website policy publication checked			