



# Allergen Policy

Allergen Policy for Conwy County Borough Council Schools

Policy reviewed: *Spring 2025*

Policy valid until: *Autumn 2028*

Policy owned by: *The Headteacher*

Headteacher: \_\_\_\_\_

For and on behalf of the Governing Body: \_\_\_\_\_

This policy will be reviewed every three years and as required.

The objective is for every learner to eat well in school. To be offered a nutritious school lunch that is tasty, safe, and value for money. This policy will be followed when a learner or parent/carer informs the school or a member of the kitchen that the learner has a food allergy or needs a special diet.

### **Kitchen staff Action**

- The law on this subject requires the caterer/food provider to know the risks to the consumer and the caterer/food provider is expected to make the decision regarding the safety of the food for the customer.
- Ready to eat food exposed in the kitchen must be washed before service e.g. Fruit and salad leaves
- Change into kitchen uniform at work.
- Do not consume snacks or food brought from home whilst wearing the kitchen uniform.

### **Learners Information**

- As soon as a learner or parent/carer reports the learner has an allergy or a special diet; food containing the allergen must not be given food to the learner.
- The information will be stored by the school administration process on the pupil record.
- At the earliest date the school cook will meet with the learner's parent/carer (or the learner in Secondary school) to agree what food can be served to the learner.
- A list will be made and a note how the learner will be made known to the kitchen staff each day when the learner requests food.
- Examples of how the kitchen staff know about the learner's allergy
  - i) a photograph at the hatch with a list of the permitted food next to the name and photograph
  - ii) the Learner is accompanied by a member of teaching staff when they collect their food
  - iii) Older learners make themselves known to an assigned member of kitchen staff daily.

***Food Taken for consumption off site must be supplied with an ingredients list and the allergens highlighted.***

### **Food Suppliers**

- Food suppliers will provide detailed ingredient lists for every food product received with allergens in the list highlighted.
- The school menu will be planned and displayed with a list of the allergens against each dish.
- If the food supplier has to make a substitute, the substitute product must have the exact ingredients of the original. If this is not the case then a notice must be provided to Education Catering before delivery or a notice to the cook on delivery of the different product and the different ingredients.
- If the supplier fails to notify Education Catering of the change in product it must provide an explanation for the failure and introduce a procedure change to ensure there is no recurrence.
- Repeated failure to comply with this condition could result in a change of supplier.

### **Cross Contamination**

- i) Ingredients used generally in the kitchen. E.g. Flour, milk, eggs. The School cook will make the learner/parent/carer aware that there are ingredients used freely in the kitchen on the food mixers, in the ovens and through the dishwashers that cannot be eliminated.  
It could be that the school kitchen is unable to provide food that is sufficiently free from the allergen for the learner to eat safely and therefore the learner will have to bring their own food from home.

- ii) Utensils, equipment and cloths. Note the allergens will not be destroyed by heat and will only be removed by thorough washing. Washed cloth, equipment and utensils could still contain grains of flour, egg protein and milk protein or any of the allergens used in the kitchen daily.
- iii) Clothes. Kitchen staff must change into their kitchen uniform in work. The uniform must be well laundered and free from contamination from outside. Should staff take a snack food break they must change out of their kitchen uniform to prevent contamination from the snack food they eat falling onto the food they are preparing and serving.
- iv) It is policy for staff not to bring food containing nuts into the school for their own consumption.
- v) Any equipment used to transport food must be thoroughly cleaned and when possible kept separate from food containers containing allergens.
- vi) Kitchens that are used after the school lunchtime by other organisations and agencies. The people using the kitchen must clean the work surfaces at the beginning of the shift to remove any food allergens, and pathogens from the kitchen.

## **Record Keeping and Training**

- Education Catering is responsible for training the school kitchen staff in this policy.
- Head teachers are responsible for the training of Breakfast Supervisors and the Midday Supervisors.
- The Food Standards Agency Allergen training module will be used to provide knowledge. An Area Catering Manager visit will provide one to one training on this policy.
- The training will be recorded on the Employee Training Record as completed the FSA Allergen Awareness course and the one-to-one Allergen Policy training provided by the Manager.

## **Link to training**

[Home | FSA Food Allergy Training](#)

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