

Allergy Management Procedure Primary Education

Step by step guide- School cook

1. Give the school reception a copy of the parent pack found in this section of the 'purple folder'. The parent pack is for the school to give out should they have a pupils who have allergies or intolerances. Ensure that you keep a blank copy of the parent pack in this folder and then you have it as a reference.
2. The parent must complete the parent pack and return it to the school or yourself, with a current photo of their child and medically backed evidence of the child's allergy or intolerance.
3. On receipt of the above, contact the parent to arrange a meeting at a time that is convenient for your both. For Diabetic pupils, please skip to the Diabetic reference sheet, in this section of the 'purple folder'.
4. Ahead of the meeting, photocopy your current menu cycle and have your recipe folder to hand. Your recipe folder has all ingredient information listed and allergens. Hold the meeting near to the kitchen and then if you need to check bought in products you have access to the fridge, freezer and store cupboard.
5. You will find a blank menu template in this section of the 'purple folder' that can be used to fill in the child's specific menu when you meet with the parent.
6. Meet with the parent/ guardian and discuss what options are suitable on the menu and fill in the blank template with the items chosen. Use your recipe file to help with any queries and check the packets of bought in products for their allergen declarations. Allergens will be highlighted in **bold** on the packet. The parent/ guardian will guide this process as they are familiar with foods eaten at home
7. On the days where the main meal isn't suitable, see if there is a possibility of adapting the choice. You want to keep this simple as you are catering for the majority in school. It may be a case of serving something without sauce, or swapping pasta for potatoes. Our suppliers now have a wide range of allergen free foods available for you to access and for one of diets your Area Manager can authorise cash purchases for certain items bought from a supermarket.
8. By the end of the meeting you should have a menu that you and parent/ guardian are happy with and this can be signed off.
9. Advise the parent/ guardian that you will be updating the menu throughout the year and if they are happy you will adjust their child's menu when you do this and ask the class teacher to send a copy home for their records. You only need to meet with the parent/ guardian once if they are happy for you to do this.
10. Brief your catering team and the school of the menu you have created with the parent/ guardian and ensure the special diet form, photo and menu are kept together in this purple folder. Some schools allow Childrens medical forms and photos to be displayed in the kitchen. If your school is one of these, you need a letter from the head teacher advising that

this is the case. Due to data protection laws (GDPR) we cannot just automatically display these items. They must be kept in this folder, so that you can access them during lunchtime, unless you are instructed otherwise.

Daily allergen check/ team brief

At the beginning of each day, check the pupil's menus who have food allergies and bring the team together for an allergy brief. Make sure all of your team are aware of the children who have allergies and what dish they are having on that day.

Food deliveries and purchasing

Ensure you check your food deliveries for product substitutes or replacements. Sauces including gravy can sometimes vary their ingredients, so it is important to check this with every delivery. If you find a product has been substituted, see if it is suitable for the pupil.

If it is not, offer the pupil a jacket potato on that day and contact your supplier to ensure the product is replaced. If the new product is a permanent substitute, then adapt the child's menu and ask the school to contact the parent and inform them of the change, an updated menu can be left at reception for the parent to collect and agree to. *Please ensure the parent signs and dates to accept the changes*

Identity changes and growth of pupils

In a primary setting children grow fast and their features change. It is your responsibility as catering manager to ensure that the child is safe when dining in your dining room. If you notice a child has changed appearance (wears glasses, has had their hair styled differently or generally just grown up) you must contact the school and ask them for a recent photo of the child.

You must ensure that your team are confident to serve pupils who have food allergies. If something changes, use your morning team brief to advise your team and notify them of the change.

Support staff from a different unit or school

Please ensure that anybody who comes into your kitchen to work for the day, is aware of this procedure.