



## **CATERING ALLERGY POLICY**

### **1. Policy Statement**

1.1. Shrewsbury School ('the School') recognises its responsibility for the safety of its pupils and staff and the need for awareness of the risk to individuals who may suffer from allergies or intolerances, particularly those that carry a life-threatening reaction. The management of these staff and pupils is outlined in the First Aid Policy.

The School recognises that we have staff as well as pupils on our roll who suffer from an identified allergy; most commonly these include peanut, tree nut, milk, egg, soy, wheat, fish and shellfish.

Staff need to be aware that other members of staff and some pupils may be allergic to certain other foods. It is the responsibility of our staff to gain an understanding of the individual needs of the pupils in their care.

### **2. Purpose of this Policy**

2.1. This policy seeks to: raise awareness; clarify practice and reassure staff (and parents) by providing them with guidelines to adhere to when working with pupils who have an identified dietary need.

### **3. Aims**

The aims of this policy are to:

3.1.1. Identify the potential threats and the actions which the School and parents can reasonably take to prevent the presence of food items containing allergens in the School.

3.1.2. Identify safeguarding and training requirements amongst staff and pupils to reduce, as far as possible, the risk of cross contamination that may lead to a food incident.

### **4. Potential Risks**

4.1. Any food on the School premises provided by ourselves or from outside.

4.2. Food brought into school for food projects.

4.3. Contact between persons who have handled food items known to present a risk (in or outside school) without appropriate food handling or hygiene training.

4.4. Catering on school/residential trips.

4.5. Events where food is served on the premises but not prepared on the premises i.e. Fun Day, staff events, cake sales.

4.6. Misinterpretation or a lack of understanding of the differences between a life-threatening 'allergy' or an 'intolerance' which may produce milder symptoms.

4.7. Lists of ingredients not explicitly naming the allergen (e.g. casein and whey as milk derivative, arachis oil is another name for peanut oil).

## **5. Reasonable Limits**

5.1. There are many food items that do not contain allergens, but which are labelled as being produced in factories that may contain allergens, therefore, cannot be guaranteed to be allergen free due to the potential for cross-contamination in preparation. It cannot reasonably be expected that all these items be kept out of school.

Items so packed and labelled will be permitted in school, in limited and controlled circumstances i.e. packed lunches or snacks provided by the School. Ingredients in products should be checked and should be used to inform decisions regarding acceptable use of a product in school (currently, ingredients that may cause an allergic reaction are listed in products in bold).

Parents and carers are asked **Not** to bring food into school Houses for birthdays or other events without prior consent from the Housemaster/ Mistress in charge.

If parents or carers send food into school they will be asked not to provide food which contains the obvious allergens i.e. nuts, coconut or sesame seeds which would include peanut butter, Nutella, all nuts and cooking oils containing nut oil.

## **6. Parent/Carer Responsibilities**

Parents and carers of children with an identified allergy are requested to do the following:

6.1.1. Inform the Health Centre Manager and provide any medical documentation necessary as well as any appropriate medicines as prescribed by the child's doctor to the Health Centre Manager.

6.1.2 Complete the Allergen form on the My School Portal.

6.1.3. Assist the School by educating their child and encouraging increasing independence in the child's awareness and management of their allergy.

6.1.4 Parents/carers must inform/ update the school if their child's allergens change e.g. new allergens or growing out of allergens i: e (milk ladder).

All parents and carers are expected to do the following:

6.2. If an allergen form is not returned by a parent, the school will assume that the pupil has no known allergies or intolerances.

## **7. School Staff Responsibilities**

7.1. All staff will be made aware of pupils with known allergies.

7.2. School staff, including teachers and other pupil facing staff members, must be proactive, as far as reasonably possible, in protecting pupils in their care who have a known allergy.

The school use a colour coding system to identify special diets. The colour code is as follows:

7.3.1. **RED**: Pupil has had a severe reaction / anaphylactic shock or has been medically diagnosed.

7.3.2. **AMBER**: Pupil has an allergy or intolerance.

7.3.3. **BLUE**: Pupil excludes foods due to preferences including religious beliefs.

7.3.4. Sodexo are mindful of all children who have special diets, whether producing food cooked on site or in the supply of packed lunches.

7.3.5. Sodexo will apply the same principles and routines when providing packed lunches to our pupils.

7.3.6. External residential trip organisers will be notified in advance of our visit of pupils in the group with allergies or intolerances.

7.3.7. Pupils will be educated in houses at the start of each school year so that they are aware of allergies and the importance of hand washing. They will be encouraged NOT to share food and to avoid the unintended spread of allergens through left over food.

7.3.8. Catering staff will participate annually in appropriate training to raise awareness of how to prevent an incident and to understand what to do when a child is suspected of having been exposed to an allergen (even if no symptom is shown) and how to identify anaphylaxis shock, as well as more mild reactions.

## **8. Pupils in the RED category**

8.1. We strongly recommend a pre-plated meal will be provided for them.

Whilst Sodexo can provide plated meals that do not include the nominated allergens, they cannot guarantee that dishes do not contain traces of allergens as they may be stored and prepared in the same areas as known or identified allergens.

8.2. A meeting CAN be set up between the school nurses, parents and the relevant Sodexo catering manager to discuss the child's special diet if desired.

8.3. Sometimes, pupils in the RED category with an allergy to nuts, are able to tolerate precautionary statements such as 'made in a factory containing nuts. If this is the case, we ask for this detail within the pupil's allergen information and go on the parents' instruction to if they can or cannot have MCs. We would recommend all pupils have a pre plated meal as this reduces risk.

## **9. Pupils in the AMBER or BLUE category**

9.1. Pupils within these categories may ask a member of the Sodexo catering team for any allergy information and this will be provided using the daily allergen checker.

## **10. Policy Promotion**

10.1. This policy will be promoted to staff and parents via a link on our Shrewsbury School food page on our website:

10.1.1. An initial circulation of its contents and making the policy available on the school website.

10.1.2. Renewed circulation at the beginning of each year.

10.1.3. Inclusion in new parent information.

10.1.4. School nurse and Sodexo meetings between parents of new children with allergies are available upon request.

10.1.5. Staff being informed and provided with training opportunities.

10.1.6. Training update at the beginning of each academic year.

10.1.7. Maintaining awareness by Sodexo staff of school staff and pupils with allergies.

10.1.8. Sodexo do not use nuts in any of the food they prepare. They are, however, unable to guarantee that dishes/products served are totally free from nuts/nut derivatives. This is because ingredients, for example, curry paste, may be made in a factory containing nuts, bread may be baked in a factory handling nuts or some production lines have machines lubricated with nut oil.

**Owner:** LS - General Services Manager  
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