

Policy Lead: GDRP and Compliance Manager/HCC/Catering Manager	Date: February 2025	Revision due: February 2026
Date of Amendment:	Staff Initials:	



Food Allergens Policy

Policy

Worksop College and Ranby House are committed to reducing the risk to pupils, staff and visitors with regard to the provision of food and the consumption of allergens in food which could lead to an allergic reaction.

This Policy will be placed on the College's website and will be annually reviewed.

Statement

Worksop College and Ranby House are not in a position to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Objectives of this policy

- To promote awareness of the nature of food allergens and bring these to the attention of pupils, staff, and visitors
- To provide clear guidance to all staff who handle or serve food (food handlers) on their responsibilities for the provision of food to pupils, staff and visitors with a confirmed food allergy.
- To ensure that appropriate education/training is available and implemented for any catering staff and school staff involved in providing food to pupils, staff and visitors with food allergies.
 - To ensure appropriate information and support is available for staff.

Allergy Labelling Legislation

From 13 December 2014, legislation (the EU Food Information for Consumers Regulation 1169/2011) required food businesses to provide allergy information on food sold unpackaged. There were also changes to legislation on labelling allergenic ingredients in prepacked foods.

The legislation only covers information about major allergens intentionally used as ingredients. They do not cover allergens present following accidental contact.

Natasha's Law came into effect on 1st October 2021. The legal requirement is to provide a full ingredients list with clear allergen labelling on all Pre-Packed for Direct Sale Foods (PPDS)

Background

What is a food allergy?

Food allergies involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: itching or strange metallic taste in the mouth; swelling of the throat and tongue; difficulty in swallowing or speaking; abdominal cramps, nausea and vomiting; skin hives (nettle rash) anywhere on the body; and in most extreme cases difficulties in breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal.

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Anaphylaxis is a severe, life-threatening, generalised or systemic hypersensitivity reaction. It is characterised by rapidly developing life-threatening airway and/or breathing and/or circulation problems usually associated with skin and mucosal changes. The diagnosis is supported if a patient has been exposed to an allergen known to affect them.

What is food intolerance?

This does not involve the immune system in the same way and is not usually as severe as a food allergy.

Symptoms usually take longer and may include headaches, fatigue and digestive problems. Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredient will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no adverse reaction.

Who is at risk?

Anybody can develop a food allergen or intolerance at any time in their life irrespective of whether they have consumed the food previously. A person with an allergy is at risk even if they consume a small amount of the food allergen.

Common Food Allergens Listed below:

- Cereals containing gluten, (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof
- Crustaceans and products thereof
- Eggs and products thereof
- Fish and products thereof
- Peanuts and products thereof
- Soybeans and products thereof
- Milk and products thereof (including lactose)
- Nuts i.e. almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and Queensland nuts and products thereof
- Celery and products thereof
- Mustard and products thereof
- Sesame seeds and products thereof
- Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO₂.
- Lupin and products thereof
- Molluscs and products thereof

An allergen identification table is set out in **Appendix 1**.

People may report allergies to other foods not on the above list. Most common in the UK are kiwi, peas, other legumes (beans etc), other seeds and other fruits and vegetables. In some cases, people only need to avoid these when raw and can have them cooked.

Responsibilities

Parents/Guardians

It is essential that anyone suffering with an allergy report this to Worksop College and Ranby House immediately. Parents are asked to complete a medical form when their child joins College/Prep which details any information regarding allergies and food intolerances. This information can then be shared with the relevant departments who will help to ensure this pupil's allergy is managed within College/Prep. If an allergy develops once a pupil is already enrolled at College/Prep then the parent/guardian should inform the Designated Allergy Lead and Health

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and Wellbeing Centre as soon as possible. **Appendix 4** sets out the steps people with food allergies should take when they are dining in the College/Prep.

College pupils, staff and visitors with food allergies dining in the College

The risks of eating food prepared by others can be reduced significantly through good communication.

It is the responsibility of the person with the food allergy to ensure that the correct steps are carried out to reduce as many of the risks as possible. Appendix 4 sets out the steps people with food allergies should take when they are dining in the College.

Catering

The Designated Allergy Lead for dietary needs at Worksop College and Ranby House will be the Catering Manager/HCC staff who can be contacted via catering@wsnl.co.uk or hcc@wsnl.co.uk.

The Catering Manager, or in their absence the Assistant Catering Manager, are responsible for ensuring that any food provided for pupils, staff or visitors with a food allergy is appropriate for their needs.

The Catering Manager will ensure that the kitchen has stock or can access the necessary stock ingredients to offer suitable alternatives for people with allergies, intolerances and coeliac disease. This includes wheat/gluten free bread and pasta, and alternatives to cow's milk and butter/margarine spreads (e.g. milk free spread). Soya milk should be available on request.

The Catering Manager will ensure that allergen information is provided on all food/listed in the list of 'Common Food Allergens' listed above. This information will be supplied in **Allergy Data Sheets (see Appendix 2)** that can be easily seen by pupils, staff and visitors.

All food pre-packed such as wraps and sandwiches, pasties and cakes must be labelled with a full ingredients list highlighting all, if any allergens that the food item contains by law, as stated in Natasha's Law October 2021. HCC staff can administer appropriate medication and offer advice.

The location of Allergy Data Sheets is set out in **Appendix 3**.

Boarding

Boarding houses operate 'No Nut' policies. Direct nut content in food is completely avoided in the supply of food items by the school / boarding staff. Boarders are regularly reminded that they must not bring such items into the boarding house or school, and any such items found are confiscated by boarding staff.

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Medical information about pupils with allergies is shared with all boarding staff involved in the house of the pupils concerned; this includes staff who come into contact on a sporadic basis (e.g. for an exeat). Medical information is also available to all teaching and boarding staff on iSAMS. Details of pupils who are known to have anaphylaxis are displayed in the SCR.

Boarding houses with pupils at risk of anaphylaxis hold appropriate EpiPen's in-house. Boarding staff will use nominated outside caterers only when outside catering is required. There are emergency EpiPens in the Ante Hall and in the HCC. It is advised that all pupils and staff who have a diagnosis of anaphylaxis should carry 2 prescribed EpiPens on their person at all times.

EpiPens are also available in the SCR and named locations throughout the school. **For locations see Appendix 3.**

Boarding staff are routinely trained in the administration of this emergency medication. **see Appendix 5.**

Staff Training

ALL food handlers must also attend the following courses:

Food Hygiene Certificate Level 2 Food Safety

Food Hygiene Certificate Level 3 Food Safety

Food Hygiene and Safety (EduCare)

A recognised training course on Food Allergy Awareness

All training records will be maintained by Human Resources. (The records will also show annual refresher training.)

Casual service staff must be trained on food allergy awareness and local procedures by the Assistant Catering Manager before commencing work.

All Catering Department staff and first aiders must be trained in the signs and symptoms of an allergic reaction and emergency response procedures – **see Appendix 5.** There will be at least two first aiders in the Catering Department.

The College Nurses and First Aid Trainers provide training for staff on how to administer the emergency medication.

All staff must understand that immediate access to EpiPens and/or antihistamine tablets/syrup is vital. The Health Care Centre has spare EpiPens and antihistamine tablets or a bottle of antihistamine syrup. Each pupil who carries an EpiPen will also have a 'spare' in case of emergency. These are kept in the SCR in the 'Emergency EpiPen' box and are individually labelled. Please note all pupils prescribed an auto injector should also carry their own spare medication; this is their responsibly to do so. **For a full list of locations see Appendix 3.**

Good Kitchen and Service Practices

Main College Kitchen

All dishes produced in house are from a standard recipe card and will be from standard ingredients from 'approved' suppliers. Any ingredient changes/supplier changes affecting standard ingredients will be detailed in the recipe card.

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Where allergenic ingredients are packaged openly/loosely, they are stored separately to reduce the risk of contamination; if there is a spillage and a risk is present then all food products must be discarded.

Equipment/utensils used in the preparation of food for people with a food allergy are cleaned according to standard procedures (see HACCP manual) which under normal circumstances should be sufficient.

A specific area of the kitchen will be sought for the preparation of any food for someone with a food allergy. The area will be sanitised before it is used to prepare food. Separate identifiable chopping boards (purple) are used.

When cooking food for people with a food allergy or intolerance, the Chef will wash their hands before and between preparation tasks.

All food produced for people with a food allergy or intolerance will be placed away from other food and covered in cling film. It will then be clearly marked with the person's name or allergy.

Where dishes contain common allergens, they are clearly labelled in the allergen check sheet on the Allergen Noticeboard in the Ante Hall leading into the Dining Hall.

Food Service

All meals for pupils, staff and visitors with allergies or intolerances will be served by the Chefs from the kitchen. If the main food offering on the hot servery is appropriate for the pupil, staff or visitor they may be served at the hot servery. Any concern should be immediately discussed with appropriate kitchen staff.

Normal food handling procedures should apply (e.g. washing hands, wearing disposable gloves and aprons). Staff are aware to keep serving utensils separate to avoid cross contamination. All tables are cleaned with an appropriate solution (hot soapy water).

Good communication

Staff are trained to escalate any concerns a pupil, staff or visitor may have regarding a food allergy or intolerance to a line manager if they are unsure

Appendix 1

Allergen Identification Table	
The examples given are not exhaustive. Cereals containing gluten e.g. Wheat, Rye, Barley, Oats, Spelt and Kamut	Bread, wheat flour, biscuits, crackers, pasta, breakfast cereals (including items like breadcrumbs and batter), cakes, pastry, semolina, soya sauce. It is also found in many processed foods such as soups, gravies, sauces, sausages, haggis, fish cakes and all processed foods must be checked to ensure they are gluten free.
Celery and Celeriac e.g. Stalks, Seeds and	Salads, soups and celery salt, stock cubes, stew pack, some meat products
Eggs. e.g. Hens, Duck, Turkey Quail, Goose, Gull and Guinea Fowl	Cakes, sauces, pasta, mayonnaise, glazed produces, some meat products (e.g. meatloaf, used as a binder), quiche, mousse, foods brushed with egg, Quorn
Fish, Crustaceans and Molluscs e.g. all Fish, Prawns, Lobster, Crab, Clams, Oysters, Mussels and Langoustine	Soy and Worcestershire sauce. Thai fish sauce, relish, some salad dressing, fish extracts, oils and paste
Milk. e.g. Cows, Sheep and Goat	Milk powder, yoghurt, butter, margarine, cheese, cream, ghee, milk glazed products, ice cream, custard and other milk puddings Milk power and milk products are used in many manufactured products. Some processed meats, chocolate, some canned fish, Quorn.
Mustard	Mustard paste, seeds, leaves, flour, salad dressings, marinades, soups, sauces (e.g. cheese sauce), curries, some meat products, occasionally cheese scones.
Peanuts	Arachis or groundnut oil, peanut flour, satay sauce, refined peanut oil. Cakes, biscuits, ice cream desserts, breakfast cereal, salad dressing, confectionary and vegetarian products.
Other nuts e.g. Walnuts, Cashew, Pecan, Brazil, Pistachio, Macadamia, Queensland, Almonds, Hazelnut, Pine Nut, Chestnut	Cakes, biscuits, sauces, desserts, bread, crackers, ice cream desserts, praline (hazelnut), some choc spreads, nut butters, essences and oils, marzipan and frangipane (almond), pesto, nut salad dressings, breakfasts, confectionary, vegetarian products.
Sesame seeds	Oil or paste, tahini, houmous, furikake, gomashio, bread
Soya e.g. Flour, Tofu, Bean Curd, Textured Soya	Tofu, textured vegetable protein, soy sauce, soy, chocolate
Sulphites and Sulphur Dioxide	Vinegars, Dried fruits, Wine, Beers Salad dressing

Appendix 2 (Example Allergy Data Sheet)

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PLEASE SEE TODAYS MENU | ALLERGEN ASSOCIATIONS ARE BELOW

										
Vegetarian	Milk	Eggs	*Gluten	Peanuts	Soya	Molluscs	Mustard	Celery	Sulphur	Lupins

	Vegetarian	Milk	Eggs	*Gluten	Peanuts	Soya	Molluscs	Mustard	Celery	Sulphur	Lupins
<u>PENNE CARBONARA</u>		X									
<u>YORKSHIRE PUDDING</u>	X	X	X								
<u>PICKLED RED CABBAGE</u>	X										
<u>COLESLAW</u>								X		X	
<u>HOT DELI</u>											
<u>CARROT CAKE</u>	X	X	X								
<u>BISCOFF CHOC MOUSSE</u>	X	X									
<u>CREAM AND CHOC CROIS</u>	X	X	X								
<u>TRIPLE CHOCOLATE CAKE</u>	X	X	X								

Secondary labels

Appendix 4

What should people with food allergies do if dining at Worksop College and Ranby House?

What should College/Prep members do?

Pupils

As part of the joining process you will be asked to declare any allergies or food intolerances that you have. This information will be shared with the Catering Department.

Please advise the Health Care Centre Staff if you have a food allergy.

If you carry lifesaving medication like an EpiPen, you should carry this medication with you at all times when you are in the College/Prep.

At food service, you should check the **Data Allergy Sheet** on display. If you are allergic to a food that is not on the regulatory list, it will not be included on the Data Allergy Sheet provided.

You should make yourself known to a member of the catering staff to communicate clearly your food allergy. Information regarding your food allergy will be known to the Kitchen if you have entered this information on your joining forms or you have informed the Health Care Centre Staff.

For pupil breakfast, lunch and supper you should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Catering staff are trained to seek assistance if they are unsure what is in the food.

Staff

If staff have any food allergies or intolerances they should inform the Catering team via email stating the allergy or intolerances and of which food(s).

What should guests attending conferences and events do?

Complete dietary requirement section on venue hire booking form.

Advise your event organiser about your food allergy as soon as possible before you arrive at the College.

At food service, you should check the **Data Allergy Sheet** on display. If you are allergic to a food that is not on the regulatory list, it will not be included on the Data Allergy Sheet provided.

You should make yourself known to a member of the catering staff to communicate clearly your food allergy.

It is advisable to give the College staff a clearly written or typed card with the foods you need to avoid. Information regarding your food allergy will be known to the Kitchen if your event organiser has passed this information to the Catering Department or Enterprise/Lets.

You should only eat the food on offer if you are content that the person you have informed about your food allergy has clearly understood everything you have communicated. Food service staff are trained to seek assistance if they are unsure what is in the food.

Appendix 5

Procedure for the care and treatment of persons with allergies and anaphylaxis. (Taken from the Resuscitation Council UK Guidelines. 2021.)

Recognition of symptoms

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty in breathing or affects the heart rhythm or blood pressure.

Any one or more of the following symptoms may be present, these are often referred to as the ABC symptoms:

- **AIRWAY**-swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing)
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

Additional Symptoms

Other symptoms that might be present include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

Immediate action is vital.

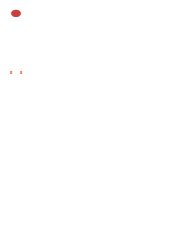
- If an allergic person becomes ill, it is likely that person – or someone with them – will state that they are suffering an allergic reaction. They may use the word **“ANAPHYLAXIS”**
- Immediately send someone to dial 999 giving the following information:
“This is an emergency. A customer has collapsed and we believe they are suffering from anaphylaxis”. (Pronounced Ana-fill-axis).
- Speak clearly so that the ambulance crew will know exactly where to come.
Address: Worksop College, Cuthbert’s Avenue, Worksop S80 3AP.
What3words: chemistry.breached.sniff
Address; Ranby House, Straight Mile, Ranby DN22 8HX
What3words: packet.repaying.lodge
- Main Reception should be contacted immediately after the 999 phone call.
- Reception staff will stand at the College/Ranby House entrance to direct the ambulance crew to the patient.
- Request the assistance of a First Aider from the Health Care Centre [01909 537100](tel:01909537100) until the ambulance crew arrive.
- Lie the person down and raise their legs if possible to help blood flow back to the heart and vital organs; if they are struggling to breathe, prop them up but keep them on the floor/bed.
- Avoid standing or sitting the person on a chair even if they are feeling better as this will lower the blood pressure drastically and they could be at risk of their heart stopping.
- **If a pupil and they are known to be anaphylactic they should have their EpiPen in their possession - locate this and ADMINISTER ADRENALINE VIA the EPIPEN/JEXT IMMEDIATELY using their EpiPen or the pupil’s own spare EpiPen from the SCR.**

**How to use
an adrenalin autoinjector**

{EpiPen, Jext or Emerade)



First Aid for Ufe
-The First Aid Experts-



1. Hold in your dominant hand



2. Remove the cap with your other hand



3. Swing and jab the tip of the autoinjector into your upper outer thigh (with or without clothes, but avoiding seams)



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4. Hold the injection in place for 10 seconds



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5. Massage the injection site for 10 seconds



6. Phone for an ambulance

©First Aid for Ufe 2017

- Stay with the casualty and keep them lying down.
- Ensure the used EpiPen is taken to hospital with the person in the ambulance

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- If the person is feeling no better or appears worse after ten minutes you may need to give a second injection if available using **the other thigh muscle** as adrenaline causes vasoconstriction (reduced blood flow), which could impair absorption of the second dose if given in the same thigh twice.
- Cardiorespiratory arrest following an anaphylactic reaction can occur; Start cardiopulmonary resuscitation (CPR) immediately. Rescuers should ensure that help is on its way, as early advanced life support (ALS) is essential.
- Stay with the person until the ambulance arrives.

Note: Severe reactions can take place within a few minutes and in very extreme cases where prompt treatment is not sought – can be fatal.

If a protocol is in place for the person then this will be followed.

Please contact the College Nurses for advice, help and support and for further information or training in the administration of emergency medication.

If you have any further questions regarding this Policy please contact Neil Smith (Manager Catering) or Andrew Whitworth (HCC).

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