

<b>Document Name:</b>	<b>Allergies including Nut &amp; Food</b>
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### Document Information

**Scope:** Preston Vocational Centre (PVC) are aware that anyone who attends the Centre may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

**Key Objectives:** To minimise the risk of all persons suffering from allergy-induced symptoms including anaphylaxis whilst at PVC.

**Outcomes for Customers:** Providing a safe environment, with effective risk management, that minimises the student, staff, parent and visitor exposure to known trigger foods.

## **Introduction**

1. This policy is concerned with a whole team approach to the health care and management of anyone who attends PVC and is suffering from specific allergies.
2. PVC's position is not to guarantee a completely allergen free environment but rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.
3. The Statutory Framework states that the provider must obtain information about any dietary requirements/allergies. As such individuals or parents are asked to provide details of allergies in the referral forms, which are submitted before attending the Centre.

## **Statement of Intent**

4. Staff training and education is undertaken to ensure effective emergency response to any allergic reaction situation.
5. This policy applies to all members of PVC's community:
  - Centre Staff
  - Parents / Guardians
  - Volunteers
  - Supply staff
  - Students

## Definitions

6. Allergy – A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person. There are 14 specific allergens about which information must be provided:

- Cereals containing gluten e.g. wheat, rye, barley and oats
- Crustaceans e.g. prawns, crab and lobster
- Molluscs e.g. clams and mussels
- Eggs
- Fish
- Peanuts
- Nuts (e.g. almonds, brazil nuts and cashews)
- Soy beans
- Milk
- Celery
- Mustard
- Sesame
- Lupin
- Sulphur dioxide/sulphates (at a level above 10mg/kg or 10mg/litre); these are preservatives used in some food and drinks.

Anaphylaxis – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

Epipen – A brand name for a syringe-style device containing the drug 'Adrenalin' which is ready for immediate inter-muscular administration.

Minimised Risk Environment – An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan – A detailed document outlining an individual's condition, treatment and action plan for location of EpiPen.

### **Procedures and Responsibilities for Allergy Management**

7. Staff training in anaphylaxis management, including awareness of triggers and first aid procedures, including EpiPen training, to be followed in the event of an emergency.
  
8. Parents, guardians or individuals who are over 16 years old are responsible for providing, in writing, on-going accurate and current medical information to PVC and must report any changes in medical condition. This letter must detail the nature of the allergy; including:
  - The allergen (the substance the person is allergic to)
  - The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
  - What to do in case of allergic reaction, including any medication to be used and how it is to be used.  
Control measures – such as how the person can be prevented from getting into contact with the allergen.
  - If a person has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents, guardians or individuals who are over 16 years old.
  
9. Key staff are required to review and familiarise themselves with medical information.

10. Emergency medication should be easily accessible, especially at times of high risk.
11. It is the responsibility of the parent, guardian or individual who is over 16 years old to provide PVC with up to date medication/equipment clearly labelled in a suitable container.
12. In the case of life saving medication like EpiPens individuals will not be allowed to attend PVC without it.
13. Parents, guardians and individuals who are over 16 years old are required to provide up to date emergency contact information.
14. It is the individual's responsibility to ensure that the contents of lunches or snacks bought into the centre are safe to be consumed.
15. The wearing of a medic-alert bracelet is allowed at PVC.
16. Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.
17. If a medical form states that a person has an allergy then a Health Care Plan is needed. It must be in place before the person starts attending sessions. A risk assessment should be carried and any actions identified to be put in place. The Assessment should be stored with the person's Health Care Plan.
18. The Centre Manager will determine if a ban on certain foods is needed after a consultation with the parent/guardian or individual if over 16 years old and health professional.
19. All staff to promote hand washing after:
  - Going to the toilet
  - Coughing/sneezing/blowing your nose

- Touching your hair or face
  - Eating and drinking
  - Cleaning jobs or handling containers of cleaning chemicals
  - Dealing with rubbish
20. Snack time is monitored by staff and are peanut/nut free and other allergens depending on the people attending. All staff should know the procedures at snack and lunch time to ensure the safety of people with allergies. However staff cannot guarantee that foods will not contain traces of nuts.
21. All tables are cleaned with an approved solution.
22. A list of known allergens PVC's snacks can be found on posters in the break out room and kitchen.

### **Food Storage**

23. A date mark shows the date by which foods should be eaten.
24. Food items such as biscuits, jams, pickles, crisps and tinned food typically carry a 'best before' date. After this 'best before' date, the quality will have deteriorated even though the food will be safe to eat. So, a 'best before' date refers to the quality of the food.
25. Highly perishable foods, such as fish or dairy products are marked with a 'use by' date. Once the food has passed this date, it is unlikely to be fit to eat and will be thrown away. It is illegal to sell or serve food that has gone past its 'use by' date. It is also illegal to change a 'use by' date. So, a 'use by' date relates to food safety.
26. Storing food properly, keeping it covered, keeping things clean, checking temperature and moisture levels help to slow down natural spoilage.

27. Cool hot food as rapidly as possible so it passes through the danger zone temperatures quickly.
28. If food has to be reheated, make sure that the core temperature reaches at least 82°C.
29. Refrigerators and chillers should be kept at a temperature of 5°C or less. Hot food should be kept at temperatures of 63°C or higher.

This table is a quick reference guide to safe temperatures, along with the recommended period of time where appropriate.

<b>QUICK REFERENCE GUIDE TO SAFE TEMPERATURE</b>		
<b>Where</b>	<b>When to check temperature</b>	<b>Recommended safe temperatures</b>
<b>Delivery</b>	Every time perishable food is delivered	Less than 8°C (for refrigerated food)
<b>Storage</b>		
▪ Refrigerated	Daily, at least	Less than 5°C
▪ Freezer	Daily, at least	Less than 18°C
<b>Thawing</b>		
▪ Frozen meat and poultry	Whenever food is thawed	0°C to 5°C core temperature
<b>Cooking</b>		
▪ Poultry, joints of meat	Whenever food is cooked	Minimum core temperature of 75°C
<b>Cooling</b>	Whenever food is cooled	10°C or lower (within 90 minutes)
<b>Reheating</b>		
▪ Frozen meat and	Whenever food is reheated	Minimum core temperature of 82°C

poultry		
<b>Hot food on display</b>	Frequently throughout the display period	10°C or lower (within 90 minutes)
<b>Cold food on display</b>	Frequently throughout the display period	5°C or less

30. Stored food will be placed in air tight containers and FIFO (first in first out) method will be used to keep food organised and to use food before it goes bad.

### **Actions**

31. In the event of a person suffering an allergic reaction:
- Check to see if there is a Health Care Plan and follow instructions.
  - If no Health Care Plan and the person is suffering serious symptoms ring 999 and follow advice.
  - Contact parent or guardian to ask for advice if less serious symptoms.
  - Calm the person

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