

Hoole Enterprise Trust – Time for You (HETTY)

Allergy and Preparation of Food Policy

Our aims:

At HETTY we aim to ensure that children and staff are safeguarded against food hazards including risk of allergic reaction, cross contamination and food poisoning.

Our Allergy and Preparation of food policy outlines the measures that we take in order to keep the children safe from potential hazards.

Activities using food products are risk assessed and adaptations are made to ensure no child is excluded due to food allergies or intolerances. We ensure that food is safely prepared and stored by appropriately trained staff so that we can serve food and use food products in a safe way.

Our Procedures

- All parents are advised not to put nuts in school bags for snack. If children should bring their own snack from home, staff to read the labels in order to determine if the food poses an allergy risk for any of the children present.
- Food brought into the Setting from home must be prepacked and allergens clearly stated on the label. Staff will assess whether the said item can be consumed in the setting
- All staff are made aware of signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash of hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling of the airways to the lungs, wheezing and anaphylaxis.
- We ask all parents to share all information about allergic reactions and allergies and medical information on their enrolment form
- We share all allergy information with staff and keep an allergy chart, showing which children suffer food allergies which is kept in the food preparation areas. Children with allergies are also identifiable on the register and also in the medical folder along with their medical care plan and other information
- Where a child has a known allergy, the parents must complete a care action plan outlining allergens and triggers and what steps to take to relieve symptoms. Parents must also provide relevant

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medication. This will be stored in the setting clearly labelled with the child's name, expiry dates must be checked termly

- In the event of a reaction, A Medication Administration Form is completed by staff who record who dispensed the medication, dosage and time administered, along with staff witness. Staff and parents sign and the record is stored in the medicine folder within the setting.
- When on outings away from the setting, staff must take a photocopy of medical healthcare plans, any medication required and emergency contact details of the child. This ensures appropriate procedures are to hand.
- All food prepared for a child with a specific allergy is prepared in a separate area where there is minimal risk of cross-contamination.
- Food suitable for allergy sufferers is served on identifiable plates or labelled in a bag with the child's name and allergy written clearly on it.
- HETTY staff and parents will work together to ensure a child with specific food allergies receive no food which could cause them harm. Staff may request that parents provide medical evidence of allergies from the child's general practitioner if deemed necessary. This will be essential if your child requires a hot lunch from Edsential as part of their policy on serving children with allergies and intolerances.
- Seating arrangements at mealtimes will be monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies in smaller groups.
- All first aid trained staff have received epi-pen training (2018) as part of their Paediatric First Aid training course. Paediatric training also covers how to administer first aid to children, young people or adults who are choking.
- All fruit is washed and cut to an appropriate size before its eaten. Staff are aware of choking hazards specifically relating to those of children under 5 years old. Grapes, cherry tomatoes, blueberries etc are always sliced into 4 to ensure they don't pose a choking hazard to the children. Carrots and apples, along with other hard fruit and vegetables are sliced lengthways to ensure they are served safely to children.
- Staff wear aprons when preparing and serving food and hands are washed before and after any preparation of food.
- Staff with shoulder length hair or longer tie it up when preparing and serving food

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- Staff preparing and serving food wear blue plasters over open wounds and cuts.
- All staff are allergen awareness trained using the FSA free online training course <https://allergytraining.food.gov.uk/> (Nov 2022)
- Staff who prepare hot food for after school snack have a minimum of level 2 food hygiene and preparation training which is reviewed and monitored, updated where the manager deems necessary.
- Allergy matrix of all regularly used food items is visible to all staff to check for allergens.
- Staff are aware how to interpret allergy information on food packaging
- Staff take extra precautions when providing food for children with food allergies., This includes ensuring children with food allergies are never served food where the label or packaging states 'may contain' specific allergens they are allergic to. E.g a child with a nut allergy will not be served with a food product that states 'may contain nuts' or 'may also contain nuts'
- Food storage facilities include separate storage boxes for foods containing the main allergens and ensure that foods used for messy play and food consumption are kept separate.
- Fridge temperatures are recorded and kept within safe parameters, below 5°C. Opening and closing fridge checks are done daily. Fridge monitoring is reviewed and evaluated 4 weekly by the management team.
- Staff discard spoiled, rotten or out of date food and report to food supplier if food items spoil before the use by date on the packaging.
- Food with damaged packaging is discarded immediately and recorded in fridge opening and closing checks.
- Staff regularly use the same supplier to purchase food to ensure continuity with allergen information and ingredients list.

Lunches provided by Edsential catering team:

- All hot food at lunch time is prepared in the school kitchen by an external catering company - Edsential who work within Hoole C of E Primary school.
- If a child with a specific dietary requirement wishes to have a hot dinner, parents/carers will be required to obtain a letter confirming the dietary need by the child's general practitioner.

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- Edsential are provided with copies of allergy details of children via secure email, sent by HETTY staff, the allergens and intolerances team at Edsential prepare a personalised menu for the child based on their dietary requirements, this is communicated with the catering team at Hoole C of E Primary school.
- Food for children with specific dietary needs is served on clearly identifiable plates (white with purple rim) these are covered with a clean plate and labelled with the child's name
- If HETTY staff have a query about food served by Edsential staff, the catering team can be reached by internal phone before the food is served.
- Edsential staff temperature probe hot food to ensure it is heated to safe temperatures, 75°C and above. Records of food temperatures are stored in the setting
- All Edsential staff are trained with food hygiene and preparation certificates which are kept up to date. Edsential follow appropriate food hygiene and preparation procedures.

**This policy was adopted at a meeting of HETTY preschool
Staff & Trustees**