



Allergy Management Statement

FREQUENCY OF REVIEW:	Annually
COMMITTEE:	Audit & Risk
RATIFICATION DATE:	Summer 2025
DATE OF NEXT REVIEW:	Summer 2026 unless there is material change
AUTHOR:	Caterlink / CEO

This Policy Statement was drawn up by Trusted Schools Alliance with Caterlink our catering provider. It is to be implemented by all Schools.

Both Caterlink and Trusted Schools Alliance must have an Allergens Lead in each school. In schools this person oversees the list of pupils with allergens. This is likely to be a School Administrator.

1. Information gathering:

Schools should gather detailed information about pupils' allergies from parents or guardians during enrolment including any mid-term enrolment and through regular updates. See Appendix A.

- Schools should send termly reminder to parents to ask if anything has changed in the last fortnight of each term.
- Schools should annually check details are correct and up-to-date

Full information and any changes must be provided to the school meals contractor and updated regularly. (termly as a minimum) with special emphasis on new intake including mid term transfers.

Schools must maintain an up-to-date database of pupils with allergies, including the specific allergens and the severity of their reactions.

2. Communication:

Schools must inform all relevant staff (teachers, lunchtime supervisors, kitchen staff including serving staff) about pupils with allergies & intolerances.

In Primary schools should use cards for pupils with severe allergies to ensure they are easily recognised at lunchtime (see below)

Schools must maintain a list of pupils with allergies in each classroom / kitchen and ensure it is accessible to all relevant staff, including the kitchen staff.

In Primary schools, should hold quick daily updates with lunchtime supervisors and kitchen staff to review the list of pupils with allergies.

3. Mealtimes (Primary Schools):

Schools: identify the pupil with an allergy - these students will be given a coloured card to identify them each lunchtime.

Lunchtime Supervisors: to bring student to counter

Schools & Caterlink: both to confirm the correct meal has been issued

4. Pupil Education:

Schools will implement programs to educate pupils about allergies, the importance of not sharing food, and how to support their peers with allergies.

Schools will encourage a supportive environment where pupils feel comfortable discussing their allergies.

5. Monitoring and Review: – Schools and Caterlink

Schools and Caterlink will conduct regular audits of the allergy management procedures to ensure compliance and identify areas for improvement.

Schools and Caterlink will establish a feedback loop with staff, parents, and pupils to continuously improve the allergy identification and management process.

6. Incidents and near misses

Schools must report incidents of allergy reaction or near misses due to school meals immediately to both Caterlink management, Adrian Ratcliffe (aratcliffe@caterlinkltd.co.uk) and your Trust liaison Gwyneth Evans (gwyneth.evans@trusted-schools.com)

7. Caterlink's approach with Parents

Caterlink will follow Appendix B

Note: Schools should also ensure they have an appropriate medicines policy (or similar) which includes how they use generic epi-pens.

Food Allergy & Intolerance Form

By completing this form, you wish to inform the school that your child has a food allergy or intolerance or a food-related medical condition and wish to have a menu provided for your child to have a school lunch. This form is not to be used for lifestyle choices such as veganism or religious dietary requirements.

Caterlink work closely with their suppliers and aim to be as accurate as possible, but it must be noted that they can only be guided by the information the suppliers provide, like the process of a parent catering for a child's special diet. It is essential that all parties concerned work together when providing a safe special diet and that this is reviewed with every menu change, therefore please ensure this form is fully completed with clear and accurate information.

It is vital that all forms are accompanied with a referral letter from a medical professional (G.P/ consultant /dietician). **This form must be handed into the school and discussed with them (NOT the Caterers).**

PUPIL DETAILS						
Child's Name						
Class		Date of birth				
Date form issued to the school and to whom						
Is this a new form, or an updated one?		New		Updated		
Please circle which food allergy or intolerance the child has (These do not include lifestyle or religious choices)		Peanut	Milk	Crustacean	Soybean	Fish
		Celery	Nuts	Sesame Seeds	Mustard	Lupin
		Eggs	Molluscs	Gluten	Sulphites	Other*
*If you need more room, please use the other side of the page to provide further detail and state here "please turn over"		*Other – please state				
Acceptable medical evidence enclosed – documentation from a professional medical source i.e., a medical doctor, registered dietitian, nurse or other qualified NHS medical professional.					Tick	
REACTION/MEDICATION INFORMATION FOR SCHOOL USE						
INFORMATION FOR SCHOOL: Please give details of what the symptoms are when exposed to the above declared allergens and intolerances and what level of exposure is required to cause a reaction, e.g., airborne, contact or ingestion						
Is Auto Adrenaline Injector (e.g., EpiPen) required?		Yes		No		
If answered yes to the above question, please state clearly which of the allergens this relates to:						
If EpiPen / Medicine is needed who is to be contacted and is it to be kept on site at the school						
SCHOOL DETAILS						
Name of School						
School Address (in full)						
PARENT/GUARDIAN DETAILS						

Main Contact Name & relation to child					
Main Contact - Phone Number(s) / E-mail address					
Second Contact Name & relation to child					
Second Contact phone number					
DATA PROTECTION					TICK
I'm happy for my child's allergen information to be passed to Caterlink to enable them to assist the school in appropriate food provision					
I'm happy for my child's allergen information to be displayed next to the main servery area to enable the catering staff to check allergy information					
Parent name:		Signature:		Date:	

Updated August 2023

OUR PRIMARY SCHOOL APPROACH TO SAFE ALLERGEN MANAGEMENT



At Caterlink the safety of our pupils is our number one priority, and we take catering for customers with food allergies and intolerances very seriously. The below information details step by step our process, and the information required to enable us to produce a special diet menu for those with allergies & Intolerance.

STEP 1

You can request a special diet menu by completing and returning the our Allergy & Intolerance Form which can be found on our web site <https://caterlinktd.co.uk/school/caterlink-primary-division/>, along with supporting medical evidence from an NHS professional (a GP/consultant or registered dietitian). This can be a letter, copy of medical notes, an Allergy Action Plan signed by a medical professional or a screenshot from the NHS app. Medical evidence is an industry-wide requirement, recommended by the Lead Association for Catering in Education (LACA).

Until this information has been provided and a medical diet produced, any children with food allergies or intolerances will be provided with a jacket potato with baked beans, vegetables and fresh fruit salad, as long as the allergy does not include any of these foods.

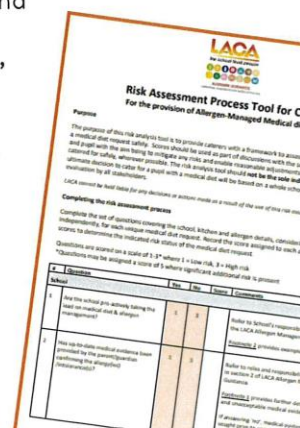
STEP 2

The Caterlink team will then assess the risk for each request, using the LACA Special Diet Risk Analysis Process for Caterers where required. The risk analysis looks at the pupil's requirements, the capability of the kitchen facilities and the school environment to determine if the request is low, medium or high risk.

In the majority of cases the risk level is low or medium, and we are likely to be able to provide a special diet menu. If the risk level is high, we may be unable to provide a meal, and we will discuss this with you as soon as possible.

STEP 3

Our Caterlink nutrition team will then develop the special diet menu, with at least one suitable meal option daily. This can take up to four weeks from receiving the Allergy & Intolerance form and supporting medical evidence. The school will be advised once the menu is ready.



LACA
Lead Association for Catering in Education

Risk Assessment Process Tool for Caterers
For the provision of Allergen-Managed Medical Diet

Purpose
The purpose of this risk analysis tool is to provide caterers with a framework to assess a medical diet request safely. Scores should be used as a guide to determine the risk level and to inform the catering team's decision on whether to accept the request. The risk analysis tool should not be the sole basis for decision making by all caterers.

Completing the risk assessment process
Complete the set of questions covering the school, kitchen and allergen details, considering the risk level for each unique medical diet request. Record the scores assigned for each question. Questions are scored on a scale of 1-3* where 1 = low risk, 2 = medium risk, 3 = high risk. *Questions may be assigned a score of 3 where significant additional risk is present.

Question	1	2	3	Score	Comments
1. How often does the school provide catering for children with medical diets?					
2. How often does the school provide catering for children with medical diets?					
3. How often does the school provide catering for children with medical diets?					

Notes:
The school is responsible for the provision of the medical diet.
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Caterlink's background information:

4. Management of Allergens and Special Diets

This section explains the key areas which need to be managed.

A. Collecting Information on Allergies, Intolerances and Special Dietary Requirements

Most schools will have their own procedure for collating dietary information from parents. Each school may differ in their processes and this guide is designed to outline the minimum procedure required. Where a location manager has any concerns about the information provided, they should raise it with their Operations Manager in writing as soon as possible.

Prior to the start of each new academic year (or contract start in new contracts) parents should be asked by the school to provide updated and accurate dietary information for their children. This request is normally made by the school or client directly to the parents.

To coincide with this, we must request information from the school around which pupils have allergies, intolerances, or special dietary requirements, and what those are. Schools may choose to provide this in their own format, or they can use our Food Allergy & Intolerance form (**Appendix A**).

Caterlink will complete the LACA Special Diet Risk Analysis Process for Caterers where required to determine whether a safe menu can be provided.

The school should review this information at the start of each academic year, and as and when parents provide updates throughout the school year. The location manager should liaise with the school to ensure up to date information is provided.

B. Identifying Pupils with Allergies, Intolerances and Special Dietary Requirements at the Counter

Most early years settings, primary schools and SEND schools will have their own method of identifying pupils with allergies, intolerances, or special dietary requirements at the counter. This may include solutions such as:

- A member of school staff supervising pupils with allergies, intolerances, and special dietary requirements as they go up to the counter.
- Wrist bands or lanyards for the relevant pupils, issued by the school.
- A different coloured tray only to be used by pupils with a dietary requirement.

Best practice would be for school staff to supervise pupils with allergies, intolerances, and special dietary requirements as they collect their meal, and for this to be plated up and on a different coloured tray, where practical.

Secondary schools & Colleges we advise that pupils ask at the counter for allergen information.