



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Astrea Allergy Policy 2025

Version 2

Policy Statement

Astrea Academy Trust recognises and accepts its responsibility to comply with the food safety requirements of current legislation and is committed to providing our customers with high quality food products that meet the most stringent food safety and hygiene standards and customer expectations.

Astrea Academy Trust is committed to providing a safe and inclusive environment for all pupils, staff and visitors. We recognise that individuals may have allergies or intolerances that pose serious health risks. This policy, which is to be read in conjunction with the Astrea Health & Safety Policy, sets out our approach to managing allergens and reducing the risk of exposure across our academies.

Astrea Academy Trust considers that the exchange of accurate information between the Executive Chef and the customer about the ingredients of food being served is the best method of managing the risk and enables the parent or carer to make an informed choice.

The Food Information Regulations require that information regarding the ingredients of any food offered for sale or service is made available to customers. The Foods Standards Agency has issued a list of the fourteen most common food allergens which are as follows: celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame, soybeans and sulphur dioxide.

Astrea Academy Trust incorporates some of these food groups as part of the normal menu and uses some of them as ingredients in dishes made on site. No nuts are intentionally used in recipes or are purchased through approved suppliers.

It is Astrea's policy to produce and serve food made fresh from ingredients where possible and work from a specified recipe, this enables Astrea to know what ingredients have been used and to pass this information to our customers when a request is made about the contents of a particular dish.

It is a pre-requisite that Astrea will provide appropriate supervision, instruction, and training for all employees relating to food allergies and intolerances. We will take all reasonable steps, including supplier audits, data and workflow reviews and safe systems of work, to ensure our information and work practices are up to date. It is acknowledged that whilst knowing the ingredients of each item of food being served, there can be no absolute guarantee that the food will not contain traces of any of the common food allergens as they are used as normal ingredients in the preparation of the many different food items produced in the kitchen.

Policy Objectives

- To minimise the risk of allergen exposure within the school environment
- To provide training and clear guidance to staff on managing allergens
- To support students with allergies by implementing robust individual care plans
- To ensure compliance with statutory requirements under Food Safety Act 1990 – Natasha’s Law – Health and Safety at Work etc. Act 1974 (HSWA)

Scope

- All Astrea Academy Trust schools and academies
- All staff members (teaching and non-teaching)
- Catering providers and external contractors
- Pupils and parents / carers
- Visitors and volunteers

What is a food allergy?

The body's immune system reacts to certain allergens in food by producing antibodies, which can cause immediate, sometimes severe symptoms such as itching, swelling of the throat and tongue, difficulty swallowing, abdominal cramps, nausea and vomiting, skin hives, and in extreme cases respiratory difficulties, a severe fall in blood pressure leading to anaphylactic shock. This can prove fatal.

What is a food intolerance?

The body has difficulty or the inability to digest certain foods. Symptoms usually take longer and may include headaches, fatigue, and digestive problems.

Food intolerance is harder to diagnose than a food allergy and affects many more people.

What is a special diet?

This could be a diet relating to religious beliefs (for example Halal diet) or a lifestyle choice (for example vegan). It could also relate to specific measures such as soft food diets, milk ladder or other exclusion programmes that are medically led.

Roles and Responsibilities

Astrea Academy Trust Executive Chef

The Executive Chef is responsible for reviewing the Astrea Allergen Policy, Safe Systems of Work & pre-requisites, including:

- Updating Safe Systems of Work (SSOW) and pre-requisites relating to this policy on an annual basis (if necessary)
- Supply chain management – resourcing allergen data from suppliers and auditing their Food Safety Documentation
- Recipe writing to highlight any of the 14 major allergens within a dish, and provision of those recipes to the catering manager or person managing the kitchen alongside as an electronic file (Recipe Spec found on Saffron) and a printed matrix
- Receiving Special Diet Request forms from the school operations manager and acting on these as described in the work flows below
- To meet with any parents / carers whose child's dietary needs fall outside of standard controls (14 major allergens) and devise a suitable bespoke menu for that child, where possible
- To provide catering managers or person managing the kitchen, with alternative menus & recipes for all 14 allergens
- To spot check and audit kitchen practice, ensuring pre-requisites & SSOW are in place

School Operations Manager

As a first point of contact for families, the school operations manager is responsible for:

- Maintain a register of pupils with known allergies
- Ensuring a Special Diet form is sent to all parents / children with a disclosed food allergy, intolerance or special dietary need
- Ensuring a Special diet form is given to every new starter with an allergy, intolerance, or special dietary need
- Maintaining a log of outstanding responders, not allowing these students to access a school lunch until the form is returned and a menu agreed by the Executive Chef
- Completing the Astrea Allergen Form which includes an image of the child with a Special Diet plan in place. The form details any allergy or intolerance of

the child. The form is then signed by the parents, school office manager and kitchen staff. It will be laminated and displayed on the kitchen wall

- In schools where FasTrak system is used, ensure it is updated regularly with information from Bromcom

Catering Managers and those who manage the kitchen

The onsite catering manager or designated member of the catering team if the manager is absent, is responsible for ensuring that any food provided for customers with a food allergy, intolerance or special diet, is suitable for their needs.

- The catering manager will ensure that allergen information is easily accessible, and all kitchen staff follow standard recipes and check ingredient labels when preparing dishes for customers with allergies or intolerances
- The catering manager will only order food from Astrea's approved, trusted suppliers, using the approved product list on Saffron (an approved product is a product listed within a recipe). Ingredients must not be purchased outside of this list. This means we have the specifications for all raw ingredients detailing the allergens and control measures in place. If emergency stock is required, contact your Catering Operations Manager, who will collaborate with the Executive Chef to source an appropriate ingredient for you or advise on a safe alternative
- The catering manager must not make any menu changes for a Special Diet without consultation and written approval from the Executive Chef and Catering Operations Manager(s)
- The catering manager will refuse and return goods on delivery that are not on the pre-approved product list
- The catering manager will ensure any Special Diet meals are plated, covered, labelled and named in advance of service
- If any allergies, intolerances, or special diets are disclosed during service and a meal plan is not in place, a meal will not be provided until a safe option can be confirmed in line with the child's needs
- Annual online allergen training will be taken by all kitchen team members on the first day of the school term to ensure they are up to date with the latest allergen advice

Trust Leadership:

- Ensure all schools adopt this policy and provide adequate resources for training and implementation
- Monitor compliance and review the policy annually or in response to significant incidents

Principal's and Senior Leaders:

- Oversee the implementation of the policy within their school
- Ensure risk assessments and individual healthcare plans (IHPs) are in place if necessary and reviewed annually

School Staff:

- Attend allergen awareness training where required
- Follow IHPs and emergency procedures
- Promote a culture of inclusion and vigilance

Catering Providers:

- Provide allergen-safe meals and display accurate allergen information
- Implement cross-contamination controls
- Collaborate with the school to manage individual dietary needs

Parents / Carers:

- Notify the school of any allergies or intolerances
- Provide up-to-date medical advice, emergency medication and support healthcare planning
- Ensure emergency medication (e.g. adrenaline auto-injectors also known as AAI's) are in date and available

Pupils (age-appropriate)

- Learn about allergen safety and understand their role in preventing exposure
- Understand their responsibilities around food sharing and hygiene

Identification and Communication

- A medical form must be completed for any pupil with a known allergy
- Employees with allergies must update the Trust with their allergy information
- IHPs will be created in collaboration with parents / carers
- Allergy information will be shared confidentially with relevant staff

Risk Reduction Measures

Food Handling and Catering:

- All staff who handle food or supervise students during meal or snack times complete annual allergy awareness training. Additional staff may be enrolled based on local risk assessment
- A full allergen matrix is maintained and displayed for all food items
- Meals prepared on-site follow strict allergen protocols to prevent cross-contamination

Medication and Emergency Response:

- Emergency medication (e.g. **AAIs**) must always be accessible
- Staff are trained in recognising anaphylaxis and administering emergency medication

Cleaning and Environmental Controls:

- Cleaning staff use allergen-safe products where appropriate
- Surfaces and equipment are cleaned thoroughly after food-related activities

Staff Training:

- All staff who handle food or supervise students during meal or snack times complete annual allergy awareness training. Additional staff may be enrolled based on local risk assessment
- New recruits will receive allergen training during induction. This will be conducted online

Monitoring Online:

- The Executive Chef, Trust Health & Safety Lead and the Trust Leadership Team will annually review the policy
- Allergen-related incidents will be recorded on Every, investigated, and used to improve practice
- Feedback from staff, parents and pupils will inform ongoing improvements.

PPDS & Natasha's Law Compliance:

Astrea Academy Trust provide pre-packed goods for direct sale.

- Tuck shop items are placed on trays labelled with information containing the name of the item and its ingredients. Any allergens are highlighted in bold. Each tray will only hold individual items; there should be no mixing of products.
- Schools can also print out individual labels for each item if they wish. The label will need to state the name of the item, every ingredient in the item and all allergens will be highlighted in bold and displayed on the label.
- Should food items need to be wrapped / covered / boxed at point of sale, these will have been served to the individual, based on their informed choice from reading the tray labels.
- Should the school require provision of a packed lunch or other packaged goods, the school must pre-order these items on an individual basis from a menu provided by the kitchen, inclusive of allergen information. Packed lunches will then be prepared for the individual, wrapped / boxed and labelled with their name for collection / distribution.

Allergen Procedure – Step-by-Step Guide for Primary Academies

Step 1: Enrolment Form

- When a pupil joins the school, parents must complete an enrolment form
- All known or investigated allergies must be accurately recorded on this form

Step 2: Record Allergies in Bromcom

- The school operations manager enters allergen information into Bromcom

Step 3: Complete Astrea Allergen Form

- Using the enrolment details, the school completes an Astrea Allergen Form

This form includes:

- The child's photo (for easy identification)
- Allergy details

The form must be signed by:

- The **parents**
- The **school**
- The **catering staff**

Once signed, the form is:

- Laminated

- Displayed in the kitchen and/or behind the survery (only in view of the catering staff)

Step 4: Notify Central Catering Team

- A list of pupils with allergies must be sent to the Central Catering Team

This list includes:

- Pupil's name
- Allergy or intolerance
- Year group

Step 5: Menu Adaptation

- The Central Catering Team will create adapted menus for each child with allergies and send these back to the school

Step 6: Parent Confirmation

- The school must send the adapted menus to parents for their review and confirmation

Step 7: Allergen Tokens

- The school will receive a colour coded token template for each allergen / dietary requirement from the central team
- The school must print and laminate a personalised token for each child with allergies, including child's name and allergy details
- Each day at lunch, the student receives their token and gives it to the server, this reduces the risk of allergic reactions, and helps catering staff easily identify those with allergies

NOTE -This process is different in secondary schools, this information is stored at till point. The allergen policy for secondary academies and academies running Family dining service can be found below.

Allergen Procedure – Step-by-Step Guide for Secondary Academies

Step 1: Enrolment Form

- When a pupil joins the school, parents must complete an enrolment form
- All known or investigated allergies must be accurately recorded on this form

Step 2: Record Allergies in Bromcom & FasTrak

- The school operations manager enters the allergen information into Bromcom

- The school operations manager ensures the students allergen information has pulled through to the till system known as FasTrak

Step 3: Identifying students with allergies

- Students pay for all purchases via a passcode or with their fingerprint at the till point
- All till points have fingerprint readers
- When a student places their finger on the till reader, their name and allergen information will show up on the screen. This allows the server to see each student's allergies / intolerances
- If a student attempts to purchase an item including an allergen ingredient, the server will be notified

Step 4: Identifying allergens within dishes

- All prepacked items for direct sale (PPDS) are labelled, and all allergen information is clearly highlighted in bold. The allergen information is pulled directly from Saffron
- Saffron is the system in place for creating recipes. All ingredients used in recipes must be selected from the supplier's website. This allergen information is updated every 24 hours to ensure accurate information is always accessible
- All meals served from the hot counters display labels above the items. The labels will state the name of the dish and all allergens included within the dish
- A menu will be displayed around the service area showing all dishes available and allergen symbols are highlighted on each meal choice
- A poster showing the name and symbol of the 14 main allergens will also be displayed around the service area to enable students to easily identify any allergens within a dish

Allergen Procedure – Step-by-Step Guide for Secondary Academies Providing Family Dining

Step 1: Enrolment Form

- On enrolment, a form is completed by parents / carers and any allergies or intolerances are identified

Step 2: Record Allergies in Bromcom & FasTrak

- The school operations manager enters the allergen information into Bromcom.

- The school operations manager ensures the students allergen information has pulled through to the till system known as FasTrak. Students will still have access to food at breakfast and break service therefore will need to be set up in FasTrak to allow allergens to flag up when they place their fingerprint on the till readers

Step 3: Identifying students and allergies

- A list of students including the student's name and allergen / intolerance needs to be collated by the school operations manager and sent across to the kitchen team
- This list needs to be printed and laminated and placed on the kitchen wall for all kitchen staff to easily access
- A table plan then needs to be created by the school for each sitting of family dining
- The table needs to be named or numbered, and each student's name needs to reflect their chosen seat
- Students will sit in the same seat during every lunch service to ensure we can identify where allergens are
- Any changes or updates to the table plan must be recorded in writing and the catering manager informed
- Any child with an allergy or intolerance will be told by the school on induction that they must report to the service counter to collect their meals. The meals will be plated to order, to ensure the food has not encountered any other items that could potentially cause an allergic reaction
- If a student's allergy changes, it is the parents' responsibility to inform the school of this as soon as possible
- As soon as the school have confirmation of a new allergy or a change in allergy, they must let the kitchen team know

Should the school require provision of a packed lunch or other packaged goods, the school must pre- order these items on an individual basis from a menu provided by the kitchen, inclusive of allergen information. Packed lunches will then be prepared for the individual, wrapped/boxed and labelled with their name for collection/distribution.

Associated Legislation

Food Information Regulations 2014

- Requires food businesses (including schools) to provide accurate allergen information
- Covers both pre-packed and non-prepacked food



The Food Information (Amendment) (England) Regulations 2019 – “Natasha’s Law”

- Requires pre-packed for Direct Sale (PPDS) food to include a full list of ingredients with emphasised allergens
- Applies to grab-and-go items prepared on-site (e.g. sandwiches, muffins)



Retained EU Regulation (EU) No. 1169/2011 on Food Information to Consumers (FIC)

- Provides the list of 14 regulated allergens
- Sets out labelling and allergen disclosure rules



Equality Act 2010

- Classifies severe allergies as a disability
- Schools must make reasonable adjustments to ensure students with allergies are not disadvantaged



Health and Safety at Work etc. Act 1974

Schools must ensure the health, safety, and welfare of staff and pupils, including allergen risk management.



Children and Families Act 2014

Includes requirements for schools to support children with medical conditions (e.g. anaphylaxis).



Additional Guidance:

Food Standards Agency (FSA) – Allergen Guidance

- Allergen guidance for food businesses
- Includes checklists and posters schools can display in kitchens or staff rooms



Department for Education (DfE)



- Supporting pupils with medical conditions (2015)
- DfE statutory guidance
- Schools must develop Individual Healthcare Plans (**IHPs**) for pupils with allergies

Anaphylaxis UK (formerly Anaphylaxis Campaign)



- Guidance and allergy training for schools
- Legal responsibilities
- Reference the Equality Act, Food Information Regulations, and Children and Families act
- Allergen identification and communication
- Link to Natasha's Law and FSA guidance on PPDS food
- Emergency response procedures
- Highlight EpiPen storage and Individual Healthcare Plans (**IHPs**)

Guidance on the use of Adrenaline Auto-Injectors in Schools



- Non statutory guidance on promoting good practice within schools using AAI's

Signed
Graham Powell
G. Powell

Executive Chef

Date: 25.7.2025

Signed
Name:

Authorised School Representative

Date: 24.3.26

Signed
Name:

Catering Manager

Date: 24.3.26