

PROCEDURE FOR MANAGING THE RISK ASSOCIATED WITH FOOD ALLERGIES**Issue:** 3**Document Number:** SEL29**Issue Date:** February 2016**Originator:** Hanna Claydon**Review Date:** February 2019**Responsibility:** Hanna Claydon**1. Informing the school**

Students should advise the school of their allergies on their registration form. For those who book through an agent as part of a group, there should be a column for indicating allergies on their spreadsheet.

Inevitably there will be some who don't complete the section on the form and will advise us when they get here. The person who is informed of their allergy should ensure that the following people are informed:

- ★ Juniors Course Director (who will check that host families and house managers are aware)
- ★ Course Assistant
- ★ Deputy Director (who will inform the caterers)
- ★ Social Organisers (so that they are aware of the issue on trips)

Students with allergies should meet briefly with the Course Director on their first day to discuss in more detail the severity of their allergy/ intolerance or the background to their special diet. On boarding courses students should meet with their Course Director.

If a student asks whether a food contains a certain ingredient, the person who is asked should find out whether their question relates to a food preference or an allergy.

2. Liaising with caterers

The caterers should be given a comprehensive list of all allergies. They should be asked to provide a separate meal for the allergy sufferers, clearly labelled with their name and the ingredients. It should be made clear that not providing for allergy sufferers is not an option.

3. Food service

Students with allergies should not wait in the queue and should identify themselves to the person serving lunch. Where possible, the student should be informed of the ingredients in their own language.

4. Lunches on trips

The caterer should ensure that all lunches are put in lunch bags and separated into groups so that they can be put in a box on each bus (not all together on one bus). On arrival, students can take from the lunches provided on their own bus. Again, those with allergies will have their own, labelled lunch.