



Ellenbrook Community Primary School
Longwall Avenue, Ellenbrook,
Worsley, M28 7PS

SCHOOL ALLERGEN POLICY

We are required by law to provide allergen information to our students, staff and visitors. The regulations cover the 14 most common allergens.

Target Audience			Whole School Community
Approving Committee			School Effectiveness
Last Review Date			May 2025
Next Review Date			May 2028
Policy Author			LR
Version Control			
Version No	Date Approved	Reviewed By	Changes
V1	May 2025	LR	None

The 14 allergens are –

1. Celery and celeriac
2. Cereals containing gluten – wheat, rye, barley, oats, spelt or kamut
3. Crustaceans (eg. prawns, lobster, scampi, crab, shrimp paste)
4. Egg
5. Fish
6. Lupin (seeds and flour used in Europe for pastries and breads)
7. Milk
8. Molluscs - mussels, whelks, squid, land snails, oyster sauce
9. Mustard
10. Nuts and nut oil
11. Peanuts
12. Sesame
13. Soya
14. Sulphur dioxide and sulphites

Many allergens are hidden where you would least expect them to be. It is essential that you are familiar with the constituents of EVERY ingredient (eg Worcester sauce usually contains anchovies (fish), many gravy mixes contain milk, celery and gluten). Examine the ingredients list on the packaging carefully or check with your supplier.

Deliveries

Remember to double check foods which are delivered as substitute products, as they may not have the same ingredients as your usual product.

Managing Allergy Information

- Staff are trained in Allergen Awareness.
- Allergens in the dishes on our menus are identified and noted on our Allergen Matrix. This includes all foods which manufacturers state “may contain” certain allergens.
- A daily staff debrief informs all staff on any allergens in the lunch dishes for that day. This includes cooking processes (potential cross contamination in the fryers for example), the oil that food is cooked in, dressings and sauce.

Managing Allergens continued...

- From 1st October 2021 all pre-packaged foods made on site (sandwiches etc) will be labelled with the product description, a full list of ingredients with any of the 14 common allergens highlighted in bold ie. **Prawns** (crustaceans), **wheat** (gluten), and use by date.
- Stringent preparation procedures are in place as it is important to prevent cross contamination when preparing foods that can cause allergic reactions.
- The Catering Team are informed in writing by the school with full details of students with allergies or needing special diets.

For students under 12 years

- ❖ Details of all students with food allergies or intolerances are provided to the Catering Manager by the school
- ❖ If appropriate we will prepare dishes specific to the student needs.
- ❖ All students with specific allergen/special diet needs are allocated to one of our Special Diets/Allergy Champions
- ❖ Our Special Diets/Allergy Champion is fully briefed in the student’s specific needs.
- ❖ School staff are responsible for accompanying students under the age of 12 years with special diets/allergies to the dining room where they are directed to their designated Special Diets/Allergy Champion

- ❖ The Special Diets/Allergy Champion will confirm students' requirements and appropriate food selection or will provide the student with their premade lunch (which was made separately, covered, labelled and stored separately for other foods).
- ❖ Specific requirements for these students are recorded on a Student Allergen Management Record. This daily record must be checked and approved/signed by the Special Diets/Allergy Champion and school supervisor before the food is given to the student.

