Facilities Management (Catering)

PROCEDURE FOR

THE PROVISION OF A

SPECIFIC DIET IN

SCHOOLS

June 2021

# Version Control

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| Manager Approval:  Hilary Iannotti | Manager name: Hilary Iannotti |

Introduction

All children and young people have a right of equal opportunity in support in their learning and this includes the right to the highest attainable standard of health.

We aim to ensure that food and drink provided at school lunch and break times reflects the nutrition and healthy eating messages in the curriculum and also comply with the nutrient requirements and food standards required by the [Nutritional Requirements for Food & Drink in Schools (Scotland) Regulations 2020](http://www.legislation.gov.uk/ssi/2020/153/contents/made).

In some circumstances, this will require special arrangements due to specific dietary needs including:

• Additional support needs e.g. those with chewing and swallowing difficulties.

• Ethical reasons e.g. those wishing to follow a vegan diet.

• Religious or cultural reasons e.g. individuals from different ethnic origins.

• Medically prescribed e.g. due to coeliac disease, food allergy.

This procedure details the arrangements in place that ensure the specific dietary needs of all children and young people attending school in South Ayrshire can be satisfied.

In providing a specific diet, differing approaches are taken depending on the reason for the diet requested. In respect of a specific diet due to additional support needs, ethical reasons or religious/cultural reasons (hereafter referred to as a non-medical diet), an informal approach will be taken requiring the parent to notify the Head Teacher who will liaise with the Catering Supervisor.

In respect of a medically prescribed diet, due to the more serious nature of the diet required, a formal process will operate.

Scope

This procedure will apply in the event of a parent/guardian requesting a specific diet be provided for any child or young person attending school in South Ayrshire.

The procedure only applies to food provided by Facilities Management (Catering) via the school kitchen catering team. Other foods that may be provided during the school day including breakfast club, after school club, special occasions etc are out with the scope of this procedure and parents/carers should speak to the school in respect of such other foods being provided.

Contents:

1. Specific diets

2. Roles and responsibilities

3. Specific diet request process

4. Emergency response to severe allergic reaction

5. Risk management

6. Staff training

7. Data protection

8. Appendices

1. Medical diet request process
2. Medical diet request form
3. Medical diet amendment form
4. Medical diet request reply letter
5. Specific diet privacy notice
6. Medical diet action plan (food allergy - Epipen)
7. Medical diet action plan (food allergy - Emerade)
8. Medical diet action plan (food allergy - Jext)
9. Medical diet action plan II (food allergy/food intolerance/medical condition)
10. Non-medical diet action plan e.g. faith, ethical
11. Anaphylaxis event notification
12. Risk assessment

1. Specific diets

Specific diets can be requested for several reasons including the following:

**Additional support needs e.g. those with chewing and swallowing difficulties:**

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency.In this instance, the child’s Speech and Language Therapist or Registered Dietitian should liaise with the Head Teacher and Catering Supervisorto provide advice and support regarding the texture and consistency of food required.

**Religious, cultural or ethical reasons e.g. individuals from different ethnic origins:**

Specific diets can be requested for ethical, religious or cultural reasons. In these cases, the parent/carer should contact the Head Teacher who will liaise with the Catering Supervisor to provide information regarding the specific dietary needs.

**Medically prescribed e.g. due to coeliac disease, food allergy, food intolerance, etc**

In some circumstances, diet may be the only treatment for a medical condition or can form a major part of it. These diets are medically prescribed diets and can be required for a wide variety of medical conditions including diabetes, coeliac disease, cystic fibrosis, food allergies/intolerance and phenylketonuria (or PKU). If a medically prescribed diet is required, the procedure detailed in section 3 must be followed.

In all cases, where it has been agreed that a specific diet as requested will be provided, a medical or non-medical specific diet action plan as appropriate will be prepared and displayed in the school kitchen.

2. Roles and responsibilities

To ensure the effectiveness of this procedure, clarity as to the roles and responsibilities of all parties concerned is essential and will be as follows:

PARENT/CARER

• Parents/carers have prime responsibility for their child’s health.

• Inform the school that their child has a specific dietary requirement and when there is any change to a specific diet being provided.

• In respect of a medical diet, request and complete a medical diet request form available from the school or can be downloaded [here](https://beta.south-ayrshire.gov.uk/media/2057/medical-diet-request-form/doc/medical_diet_request_form.docx?m=637586762985030000).

• Return a completed medical diet request form to the Head Teacher including a letter from the dietitian or general practitioner detailing the medical dietary requirement.

HEAD TEACHER/SCHOOL

• Assist in cascading information on the specific diet procedure to the parent/carer.

• Make medical diet request forms available from school office.

* Forward all medical diet request forms received to Facilities Management (Catering) by email to [FM@south-ayrshire.gov.uk](mailto:FM@south-ayrshire.gov.uk) including any request for amendments to a medical diet being provided.
* Liaise with the Catering Supervisor in respect of non-medical diet requests.

• Ensure all staff including catering staff are informed immediately of any pupil with severe allergies and intolerances.

• Be familiar with contents of individual child’s care plan, and ensure appropriate action is taken in case of emergency to maintain safety of individual pupil.

• In the event of a pupil transferring between schools will pass on the specific diet action plan to the Head Teacher of the new school and notify Facilities Management (Catering) of the change.

FACILITIES MANAGEMENT (CATERING)

• Responsible for supplying school offices with medical diet request forms.

• Responsible for informing schools of any changes or update on the specific diet procedure.

• Where necessary, arrange meetings to discuss a medical diet between pupil/parent/carer and school and if necessary dietitian or other medical professional.

• Where necessary, attend initial meeting with parent/carer/school representative/Catering Supervisor to discuss food provision.

• Ensure copies of the completed medical diet request form and agreed medical diet/non-medical diet action plans are recorded and held centrally.

* Obtain product information from suppliers to ensure data is held on all food to ensure compliance with specific diets provided.

• Update the medical diet register with relevant information on each pupil, detail changes as they occur.

• Prepare medical and non-medical specific diet action plans for distribution to the parent/carer, school and catering team.

* Ensure all catering staff receive training in the specific diet procedure and are competent in the provision of a specific diet.
* Ensure all catering staff receive training in anaphylaxis and how to respond in an emergency situation.

CATERING SUPERVISOR

• Display medical and non-medical specific diet action plans in the kitchen out of sight of customers.

• Ensure all catering staff are aware of the medical and non-medical specific diet action plans in the unit; that they are able to identify those pupils and how to accommodate their needs.

• Inform temporary staff of any medical and non-medical specific diets in place in that unit or other unit for which they have supervisory responsibility.

• Once a medical or non-medical specific diet action plan is agreed to ensure that it is adhered to and not replaced with other products.

• Inform the Head Teacher and parent/carer of any variances or concerns regards a medical or non-medical specific diet being provided.

• In the event of a permanent change to the menu, all specific diet action plans must be reviewed to ensure compliance with the changed menu. Where the menu change affects a specific diet action plan, a new plan must be prepared and signed off by all parties i.e. parent/carer, school and Facilities Management.

• Where there is a change to the menu for a “theme” day or other special occasion, the Catering Supervisor will ensure any food served to a pupil with a specific diet action plan in place complies with the pupil’s specific dietary needs.

DIETITIAN/OTHER HEALTH PROFESSIONAL

• Attend initial meeting with parent/carer/school representative/FHNO and Catering Supervisor to discuss food provision where appropriate/requested.

• Support and advise parent/carer and Catering Supervisor on appropriateness and provision of specific dietary requirements

3. Medical Diet Request Process

A medical diet can be requested at any time and this includes via the pupil registration process and annual data check. (See [appendix i](#Appendixi))

All requests for a medical diet must be made in writing using the Medical Diet Request form ([appendix ii](#Appendixii)) to the Head Teacher.

In the event of any change to the circumstances in respect of a medical diet being provided, the Head Teacher must be notified in writing using the Medical Diet Amendment form ([appendix iii](#Appendixiii))

The school will be responsible for providing the medical diet request form/medical diet amendment form to the parent/guardian on request and this can include via download from the school website. The forms are also available to download from the school meals website at <https://beta.south-ayrshire.gov.uk/school-meals>.

On receipt the school will forward the completed form to Facilities Management (Catering) via email to [FM@south-ayrshire.gov.uk](mailto:FM@south-ayrshire.gov.uk)

On receipt of a medical diet application form, the form will be forwarded to the Food Hygiene & Nutrition Officer (FHNO) who will contact the parent/guardian/medical professional to discuss the medical diet requested.

Due to the potential impact of a medical diet on a child’s short and long term health, the form will require to be completed as appropriate by a state registered dietitian, general practitioner, speech and language therapist or hospital consultant stating the child’s exact dietary needs.

Having considered the request for a medical diet, Facilities Management (Catering) will inform the parent/guardian and school of the decision regards providing the medical diet requested using the Medical Diet Request Reply letter (Appendix iv).

The FHNO/Catering Supervisor will prepare the medical diet action plan for display purposes in the school kitchen (Appendix vi – x as appropriate) with a copy also being provided to the school. The agreed action plan will be signed by the parent/carer, school and Facilities Management.

The Catering Supervisor will notify all Catering Assistants of the medical diet action plan ensuring all staff can identify the pupil concerned.

In the event of a temporary member of staff working alone in a school, the Catering Supervisor will ensure that the staff member is aware of and understands any medical diet action plans in that school.

The Catering Supervisor will ensure that the Cashless Catering system is updated with the pupil’s specific diet details.

On confirmation that the medical diet will be accommodated, the FHNO will update the Medical Diet register.

Parents/guardians can amend an agreed medical diet action plan at any time using the Medical Diet Amendment form (appendix iii). On agreement and completion, the amended medical diet action plan request will follow the same procedure outlined above.

Where a parent/guardian offers to provide foods to the school kitchen for the purpose of a medical diet, an assessment of the nature and type of food will be assessed by the FHNO to ensure food safety before being accepted into the school kitchen.

4. Emergency response to severe allergic reaction (anaphylaxis)

In the event of someone suffering a severe allergic reaction (anaphylaxis) to a food allergen, it is vital that they receive an adrenaline injection immediately in accordance with the school procedures.

Catering staff have a duty of care to respond to a severe allergic reaction situation in the dining hall and as such should be aware of the signs to look out for and also how to respond in an emergency situation when required.

In preparedness for our response in such an event occurring within the dining hall, all catering staff will receive anaphylaxis training on an annual basis to identify the signs of anaphylaxis and how to respond in accordance with the school procedures including the administering of adrenaline.

To remind staff to be vigilant as to the signs of anaphylaxis, the Anaphylaxis Campaign’s ‘Be Allergy Aware and Save a Life’ [poster](file:///\\cnas2\User%20Shares\SHARES\Newton%20House\Facilities%20Management\Catering\Specific%20Diets\Procedure\Anaphylaxis-Campaign-Kids-Poster-DIGITAL.pdf) will be prominently displayed in all kitchens.

In the event of an anaphylaxis event with possible links to school meal provided food, the Catering Supervisor will immediately contact the FHNO who will attend to investigate the circumstances of the incident immediately.

In the event of an anaphylaxis event or ‘near-miss’ event possibly linked to school meal provided food, the Catering Supervisor will submit an ‘anaphylaxis event notification’ (appendix xii) to the FHNO [gerry.fallon@south-ayrshire.gov.uk](mailto:gerry.fallon@south-ayrshire.gov.uk) copied to [hilary.iannotti@south-ayrshire.gov.uk](mailto:hilary.iannotti@south-ayrshire.gov.uk) who will investigate the circumstances of the incident in conjunction with the school. The Head Teacher will be informed of the findings from any investigation.

For the purpose of this procedure, a ‘near-miss’ means an unplanned incident that could have caused harm or injury, but is caught before it has the chance to do so.

Any remaining food or drink being consumed by the person suffering anaphylaxis including any similar food remaining in the kitchen will be collected and kept for analysis purposes.

In all cases, a review of procedures will be carried out to determine any changes necessary as a result of any lessons learned.

5. Risk management

In accordance with SAC Risk Management Strategy (May 2018), a risk assessment (see appendix xii) of the risk of severe adverse reaction/anaphylactic shock in the event of a pupil consuming food unknowingly containing an ingredient to which the pupil is allergic will be carried out.

The current rating in respect of the risk of severe adverse reaction/anaphylactic shock in the event of a pupil consuming food unknowingly containing an ingredient to which the pupil is allergic is ‘medium’ **(10)** with the ‘impact’ assessed as **5** (catastrophic) x likelihood’ assessed as **2** (possible).

For the purpose of identifying pupils with severe allergy and who may require medicine to be administered in the event of a severe allergic reaction, such pupils action plans will be identified by a red dot on the bottom left hand corner on the front face of the action plan.

6. Staff training

Catering Supervisors must ensure that all catering staff are trained in this procedure and also NHS Ayrshire & Arran Children Services anaphylaxis training via YouTube at [Anaphylaxis Presentation - YouTube](https://www.youtube.com/watch?v=995gCiCMJSs&feature=youtu.be) before the first school term each year and training records updated on completion.

7. Data protection

With regard to any personal information provided in support of a request for a specific diet and our responsibilities under the General Data Protection Regulation 2016 (GDPR), our Specific Diet Privacy Notice is attached (see appendix v) and is also available online at: <https://www.south-ayrshire.gov.uk/privacy-notices/>

8. Appendices

Appendices:

Appendix i. Medical diet request process

Appendix ii. Medical diet request form

Appendix iii. Medical diet amendment form

Appendix iv. Medical diet request reply letter

Appendix v. Specific diet privacy notice

Appendix vi. Medical diet action plan (food allergy - Epipen)

Appendix vii. Medical diet action plan (food allergy - Emerade)

Appendix viii. Medical diet action plan (food allergy - Jext)

Appendix ix. Medical diet action plan II (food allergy/food intolerance/medical condition)

Appendix x. Non-medical diet action plan e.g. faith, ethical

Appendix xi. Anaphylaxis event notification

Appendix xii. Risk assessment

**Appendix i –** **MEDICAL DIET REQUEST PROCESS**

Medical diet identified via Annual data check

Parent/Carer/Pupil requests medical diet via

school office

Parent/carer requests medical diet via school registration process

Education provides parent/carer with medical diet request form

School office provides parent/carer with medical diet request form

School office provides parent/carer with medical diet request form

Parent/carer completes form and returns to Head Teacher (**also letter from GP/Specialist/Dietitian**)

School forwards medical diet request to Facilities Management

\*FHNO to liaise with parent / GP/specialist or dietitian/Catering Supervisor/school to discuss dietary requirements

\*FMCC decision regards provision of medical

diet requested

Catering Supervisor/FHNO to issue Medical Diet Action Plan to parent/school/catering Supervisor

FHNO issues decision letter to parent/school/ GP/Specialist or Dietitian/Catering Supervisor

Catering Supervisor to inform

Catering Team of Medical Diet Action Plan and FHNO to provide Medical Diet Action Plan for display in kitchen

FHNO requests Catering Supervisor to update Cashless Catering

System recording pupil’s special diet

FHNO updates FM Medical Diet register

Medical diet actioned

\***FHNO** (Food Hygiene & Nutrition Officer) / \***FMCC** (Facilities Management Catering Coordinator)

**Appendix ii - Medical Diet Request Form**

**MEDICAL DIET REQUEST FORM**

We at South Ayrshire Council do all we can to promote the health and wellbeing and raise standards of learning and attainment for our pupils. As part of this service we cater for pupils with medical dietary requirements. Medical diets may be required due to food allergy or intolerance; and medical-related conditions.

Should your child require a medical diet, please complete this form and return it to the Head Teacher

|  |  |
| --- | --- |
| **Pupil name:** |  |
| **Pupil’s Age:** |  |
| **School attended:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PARENT/GUARDIAN CONTACT DETAILS** | | | |
| Name: |  | | |
| Address: |  | | |
| Phone No: |  | Email: |  |
| Doctor: |  | Phone No. |  |
| Dietician: |  | Phone No. |  |
| Specialist: |  | Phone No. |  |

|  |  |  |
| --- | --- | --- |
| **Specific diet requested (please circle):** | | |
| Food allergy | Food intolerance | Medical condition |
| A letter from your Doctor/Dietician/Specialist will be required to accompany this request | | |

|  |
| --- |
| **DETAILS OF DIET REQUESTED (please use table overleaf if you require more space):** |
|  |

**Please Note**

A photograph of your child will be requested where a specific diet is agreed. It is the responsibility of parents/guardian to provide accurate and up to date information relating to any allergies/specific diets that their child may have or require and that, as appropriate, this is backed up with medical evidence.

**What happens next?**

You will be contacted to arrange a meeting to discuss this request in more detail.

**Privacy Disclaimer**

At South Ayrshire Council we take your privacy seriously and will only use your personal information to administer specific dietary requirements for your child. Our full Privacy Statement is available online at:<https://www.south-ayrshire.gov.uk/privacy-notices/>

|  |  |
| --- | --- |
| Signature of parent/carer: | Date: |

|  |  |
| --- | --- |
| **OFFICE USE ONLY** | |
| Specific diet authorised by: | Start date: |
| **ADDITIONAL DETAILS OF DIET REQUESTED** | |
|  | |

**Appendix iii –** **Medical diet amendment form**

**MEDICAL DIET AMENDMENT FORM**

Should your child require an amendment to a medical diet currently being provided, please complete this form and return it to the Head Teacher.

|  |  |
| --- | --- |
| **Pupil name:** |  |
| **Date of birth:** |  |
| **School attended:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PARENT/GUARDIAN CONTACT DETAILS** | | | |
| Name: |  | | |
| Address: |  | | |
| Phone No: |  | Email: |  |
| Doctor: |  | Phone No. |  |
| Dietitian: |  | Phone No. |  |

|  |  |  |
| --- | --- | --- |
| **\*Specific diet currently being provided (please circle):** | | |
| Medical condition | Food allergy | Food intolerance |

\* A letter from your Doctor/Dietitian/specialist will be required to accompany this request.

|  |
| --- |
| **DETAILS OF AMENDMENT TO DIET (please use table overleaf if you require more space):** |
|  |

**What happens next?**

You will be contacted to arrange a meeting to discuss this request in more detail.

**Privacy Disclaimer**

At South Ayrshire Council we take your privacy seriously and will only use your personal information to administer specific dietary requirements for your child. Our full Privacy Statement is available online at:<https://www.south-ayrshire.gov.uk/privacy-notices/>

|  |  |
| --- | --- |
| Signature of parent/carer: | Date: |

|  |  |
| --- | --- |
| **OFFICE USE ONLY** | |
| Specific diet authorised by: | Start date: |
| **ADDITIONAL DETAILS OF DIET REQUESTED** | |
|  | |

**Appendix iv –** **Medical diet request reply letter**

Dear

**Medical Diet Request**

I refer to your request for a specific diet to be provided in respect of xxxxxxxxx (pupils name) due to xxxxxxx (state medical condition e.g. food allergy, diabetes etc).

Having considered the specific dietary needs requested, I can confirm that we can provide food meeting xxxx (pupils first name) specific dietary requirements with effect from xxxxx (date of commencement) .

Please find attached a copy of the specific diet action plan as agreed and as discussed, a copy of this will be displayed in the school kitchen in accordance with our **Specific Diet Procedure** which is available at <https://beta.south-ayrshire.gov.uk/school-meals>.

With regards to data privacy would direct you to appendix v in the Specific Diet Procedure where you can view the Specific Diet Privacy Notice as required by General Data Protection Regulation 2016 (GDPR) and supplemented by the Data Protection Act 2018.

In the event of any change required to the specific diet action plan agreed, please contact your school who will deal with any adjustments required.

Please do not hesitate to contact me should you wish to discuss any aspect of this further.

Kind regards

Gerry Fallon

Food Hygiene & Nutrition Officer

**Appendix v** **– Specific diet privacy notice**



**Catering - Specific Diet Privacy Notice**

When you request a specific diet from Catering Services for your child you will need to provide us with some personal information.

As the ‘data controller’ for the personal information – or data – we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for. This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

* **Your personal data – what is it?**

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR) and supplemented by the Data Protection Act 2018.

* **What Personal Data will we collect from you?**

We will only collect the personal information we need to provide you with relevant information, services and support. The personal data we will collect includes:

|  |  |
| --- | --- |
| * **On requesting a specific diet we would require:** | * **To enable us to tailor the dietary requirements, you may need to advise us of:** |
| * Child’s Name | * Disability |
| * Child’s Age | * Food Allergy / Intolerance |
| * Parent/Guardian’s Name | * Medical Conditions |
| * Address | * Religious Beliefs |
| * Telephone (landline / mobile) | * Food Preferences e.g. vegan |
| * Email Address | * GP contact details |
| * School Attended | * Speech and Language Therapist/Dietician contact details |
| * A photograph of your child will be requested where a specific diet is agreed | |

* **How will we use your information?**

Our Catering Services aim to improve food and nutrition in our schools to strengthen pupil’s health and wellbeing and raise standards of learning and attainment for our pupils. As part of this service, where possible, we cater for pupils with specific dietary requirements. Where a child’s specific dietary requirements are not medically related, an informal discussion will take place between the Head Teacher and the parent/guardian. Where a child has specific medical related dietary requirements, the parent/guardian will be required to complete our Medical Diet Request Form. The information provided on this form will be used to assess provision of a specific medical-related diet for your child to ensure an appropriate diet is provided. The information you provide will assist catering staff to prepare and serve appropriate food that is compliant with your child’s dietary requirements.

Photographs are taken of pupils where specific dietary requirements are agreed. These photographs will be placed in an area of the school kitchen where only catering staff can view them for their reference, in order to safeguard the privacy of the children. This will also ensure catering staff match the specific diet with the correct pupil, which is particularly important where temporary catering staff is providing cover at the school.

* **What is the legal basis for using/sharing your information?**

Under Article 6(1) (e) of the GDPR, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. The primary legislation relating to the administration of school meals are the Education (Scotland) Act 1980 and the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020.

**Special category data**

For some activities, we also need to process more sensitive personal information about you known as special category data, for example health information. Processing is necessary for reasons of substantial public interest as set out in Article 9(2) (g) of the GDPR and meets a condition in Part 2 of Schedule 1 of the Data Protection Act 2018, i.e, we need to collect this health information about your child to allow us to provide a tailored dietary service.

* **Who will we share your information with?**

Where necessary, we may share your child’s specific dietary requirements with key staff within the school.

The Council takes our duty to protect children very seriously, While we will not normally share your child’s data with any third party, in the event of an emergency we may need to share their personal and health data with the NHS Emergency Services (e.g. in the event of an allergic reaction requiring emergency treatment while your child is at school).

* **How long do we keep hold of your information?**

We keep your personal data for no longer than reasonably necessary. Your information will be retained in line with our Corporate Records Retention Schedule as follows:

|  |  |  |
| --- | --- | --- |
| * **Purpose we collect your** * **personal data** | * **Trigger – event that** * **prompts start of** * **retention period** | * **How long we hold your** * **data** |
| * Provision of specific dietary requirement | * Pupil leaving education | * Current + 1 year |

* **What are your rights?**

The lawful basis for processing/using your personal data directly impacts which rights are available to you. For example, some rights will not apply, if we are processing your data under public task (Article 6(1) (e)) we are not required to:

* erase your personal information
* enable the right of data portability

However, you do have the following rights and can ask us to:

* correct your personal information if it is inaccurate;
* complete your personal information if it is incomplete;
* restrict the processing of your personal information in certain circumstances

You also have the right to object to the processing of your personal information and the right to access your personal information.

* **What are the consequences of failing to provide personal information?**

If you fail to provide the required information, we will be unable to assess your child for the provision of a specific diet which would result in the Council being unable to provide you with the statutory service you are requesting.

* **What about Automated Decision- Making?**

The Council does not use profiling or automated decision-making. Some processes are semi-automated (such as data matching for the prevention or detection of fraud), but an actual person will always be involved before any decision is reached affecting any individual.

* **Do you require this statement in a different format?**

Please contact us if you require this information in an alternative format.

* **How can you get in touch with us?**

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council’s Data Protection Service at:

Data Protection Officer

South Ayrshire Council

County Buildings

Wellington Square

Ayr

KA7 1DR

**Email**: [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

**Telephone:** 01292 612 223

* **Are you dissatisfied with the way your Personal Information has been handled?**

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council’s Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Information Commissioner’s Office – Scotland

45 Melville Street

Edinburgh

EH3 7HL

**Email:** [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

**Telephone**: 0303 123 1115

**Appendix vi –** **Medical diet action plan (food allergy - Epipen)**



**Appendix vii –** **Medical diet action plan (food allergy - Emerade)**



**Appendix viii –** **Medical diet action plan (food allergy - Jext)**



**Appendix ix –** **Medical diet action plan II (food allergy/food intolerance/medical condition)**



**Appendix x –** **Non-Medical diet action plan**



**Appendix xi –** **Anaphylaxis event notification**

**SCHOOL MEALS ANAPHYLAXIS**

**EVENT / NEAR MISS NOTIFICATION**

|  |  |
| --- | --- |
| **School:** |  |
| **Incident date:** |  |
| **Incident time:** |  |
| **Date reported:** |  |
| **Catering Supervisor:** |  |

**What are you reporting?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Suspected anaphylaxis event?** | **Tick box** | **Anaphylaxis ‘near-miss’ event?** | **Tick box** |

**PERSONAL INFORMATION (**of person who suffered anaphylaxis)

|  |  |
| --- | --- |
| **Name:** |  |
| **Category:** | Pupil / School staff / visitor |
| **If pupil, which class/form?** |  |
| **If pupil, medical diet action plan in place?** |  |
| **If school staff or visitor, was allergy reported or known to catering team?** |  |

**INCIDENT DETAILS:**

|  |  |
| --- | --- |
| **Was school meal provided food linked to the incident?** | Yes / No / Unknown |
| **Was leftover food or drink kept for analysis?** | Yes / no |
| **Did emergency service attend:** | Yes / no |
| **Was adrenaline auto injector pen used?** | Yes / no |
| **Brief description of incident: (**Use other side if necessary**)** | |

|  |
| --- |
| **Details of incident (continued).** |

**(For FHNO use)**

|  |
| --- |
| **Investigation findings:** |
| **Procedure review:** |

**Signed: Date:**

**Appendix xii: FM Food Allergy Risk Assessment March 2021**

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| **Description of Task/Activity** | Catering for school pupils with a severe food allergy | **Directorate** | PLACE | **Assessor(s)** | Prepared by:  Gerry Fallon, Food Hygiene & Nutrition Officer |
| **Service** | Facilities Management  (Catering) |
| **Reference** **No** | March 2021 v1 | **Last Review Date** | N/A |

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| Persons Identified at Risk ( Direct and Indirect)  *Consider those especially vulnerable (young/inexperienced workers, members of the public, school pupils, the elderly, residents and contractor*  **School pupils consuming food provided by the school catering team.** |

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| **Severity** | 1. Minor: Near miss incident or minor injury | **Likelihood** | 1. Unlikely |
| **5** | 2. Moderate: Injury / Ill health | **2** | 2. Possible |
| 3. Major: Serious injury or ill-health | 3. Likely |
| 4. Critical: Significant injuries and cases of ill-health | 4. Very Likely |
| 5. Catastrophic: Single or multiple fatality | 5. Almost Certain |

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| **Hazards Identified** | | **Person(s)**  **at Risk** | **Types of Loss/**  **Injury/Ill Health** | | **Current Control Measures** |
| 1 | Serving food to a pupil containing an allergen to which the pupil is allergic resulting in a severe allergic reaction (anaphylaxis). | School pupils with severe food allergy. | Severe allergic reaction or death. | | * Parents/carers of all pupils with food allergy requiring a specific diet will make formal application to the Head Teacher in accordance with the **Procedure for the Provision of a Specific Diet in Schools** (hereafter known as ‘the procedure’).      * Clearly defined roles and responsibilities identified for the purpose of providing a specific medical diet detailed in the procedure. * High risk medical diet action plans in respect of pupils at risk of severe allergic reaction and requiring emergency medication to be administered are clearly identified. * In the event of a pupil transferring between schools, the Head Teacher will pass on the specific diet action plan to the Head Teacher of the new school |
| 2 | Catering staff serving food containing an allergen to a pupil with a known food allergy | School pupils with severe food allergy. | Severe allergic reaction or death. | | • All food served will comply with the standard recipe, unique ingredient code(s) and allergen assessment as controlled by the Saffron System.   * A specific medical diet action plan prepared for each pupil receiving a specific medical diet will be displayed in school kitchens for the purpose of staff awareness including any emergency action including the administering of medication in the event of severe allergic reaction (anaphylaxis).   • High risk medical diet action plans in respect of pupils at risk of severe allergic reaction and requiring emergency medication to be administered are clearly identified.   * The Catering Supervisor will notify all Catering Assistants of the medical diet action plan ensuring all staff can identify the pupil concerned. * In the event of a temporary member of staff working alone in a school, the Catering Supervisor will ensure that the staff member is aware of and understands any medical diet action plans in that school and can identify each pupil affected. |
| 3 | Inadequate response by school catering staff and Facilities Management to a suspected severe allergic reaction (anaphylaxis) | School pupils with severe food allergy. |  | | * All catering staff will receive anaphylaxis training to identify the signs of anaphylaxis and how to respond in accordance with the school procedures including the administering of adrenaline before the first school term each year. * To remind staff to be vigilant as to the signs of anaphylaxis, the Anaphylaxis Campaign’s ‘Be Allergy Aware and Save a Life’ poster will be prominently displayed in all kitchens. * In the event of an anaphylaxis event with possible links to school meal provided food, the Catering Supervisor will immediately contact the Food Hygiene & Nutrition Officer who will attend to investigate the circumstances of the incident immediately. * In the event of an anaphylaxis event or ‘near-miss’ event possibly linked to school meal provided food, the Catering Supervisor will submit an ‘anaphylaxis event notification’ (appendix xi) to the FHNO [gerry.fallon@south-ayrshire.gov.uk](mailto:gerry.fallon@south-ayrshire.gov.uk) copied to [hilary.iannotti@south-ayrshire.gov.uk](mailto:hilary.iannotti@south-ayrshire.gov.uk) who will investigate the circumstances of the incident in conjunction with the school. The Head Teacher will be informed of the findings from any investigation. * For the purpose of this procedure, a ‘near-miss’ means an unplanned incident that could have caused harm or injury, but is caught before it has the chance to do so. * Any remaining food or drink being consumed by the person suffering anaphylaxis including any similar food remaining in the kitchen will be collected and kept for analysis purposes. * In all cases, a review of procedures will be carried out to determine any changes necessary as a result of any lessons learned. |
| 4 |  |  |  | |  |
| **Risk Rating Number (RRN) with existing Control Measures:** | | | | |  | | --- | | **5** |  |  | | --- | | **2** |   **Severity x Likelihood** = R**isk Rating**   |  | | --- | | **10** | | |
| **HIGH:  MEDIUM:  LOW:**  High = 12 to 25 Med = 4 to 10 Low = 1 to 3 | | | | | |

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| **Additional Recommended Control Measures** | | **Action By** | **Planned**  **Completion Date** | **Date**  **Implemented** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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| **Risk Rating Number (RRN) after implementation of additional Control Measures:** | | |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  |     Severity x Likelihood = Risk Rating | |
| **HIGH:  MEDIUM:  LOW:**  High = 12 to 25 Med = 4 to 10 Low = 1 to 3 | | | |
| **Name of Assessor(s)**  (PRINT) | GERRY FALLON | **Assessment Date** | 02/03/2021 |
| **Assessor(s) Signature(s)** | Gerry Fallon | **Review Date** |  |
| **Designation** | Food Hygiene & Nutrition Officer | **Assessment Reviewed by** |  |
| **Name of Manager /Person Responsible for ensuring above is implemented**  (PRINT) | HILARY IANNOTTI |  | |
| **Signature** | Hilary Iannotti |
| **Designation** | Co-ordinator (Facilities Management), Catering |

**HEALTH AND SAFETY RISK ASSESSMENT GUIDANCE**

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| **Hazard** | Hazard is an event or situation, which has the **potential** to cause harm (loss, damage, injury, ill-health, psychological harm, industrial disease or death) |
| **Risk** | Risk is the **chance, or likelihood,** that the harm will occur from a particular hazard |
| **Examples** | 1. Faulty wiring is a **hazard**, which could result in the **risk** of electrocution or fire. 2. Verbal or Physical Abuse is a **hazard**, which could result in the **risk** of injury and / or psychological damage 3. Exposure to hazardous substances is a **hazard**,which could result in **risk** or ill-health or industrial disease |
| We require to estimate how likely a risk is to materialise and how severe the consequences might be, in order to **prioritise** the necessary preventative action. | |

**QUANTIFICATION OF RISK**

**Estimation of Severity** -The severity column should be used to estimate the severity of impact, should the risk arise.

**Estimate of Likelihood** -The likelihood column should be used to estimate the chance of the risk occurring.

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| **Severity** | |  | **Likelihood** | |
| 1 | Minor |  | 1 | Unlikely |
| 2 | Moderate | 2 | Possible |
| 3 | Major | 3 | Likely |
| 4 | Critical | 4 | Very Likely |
| 5 | Catastrophic | 5 | Almost Certain |

When selecting the **“severity”,** we need to consider how the risk would impact in terms of level of loss, injury or ill-health. We need to consider what is most probable, rather than what is possible.

When selecting the **“likelihood”,** we need to consider the exposure frequency, e.g. dealing with an aggressive customer, as a ‘one off’ is less likely to have an impact than being exposed to aggressive customers on a daily basis.

**Risk Rating = Severity x Likelihood**

The Risk Rating Matrix outlined below is a tool with which the risk rating can be classified, and is accepted as a means of analysing South Ayrshire Council Health and Safety Risk and whether this is considered to be **HIGH, MEDIUM** or **LOW**. Risks rated at **4** or above require to be addressed, in order that they can be reduced to the lowest level reasonably practicable. Those below **4** should be continually monitored, (and addressed where resources permit).

**Risk Rating Matrix**

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| --- | --- | --- | --- | --- |
| **5** | **10** | **15** | **20** | **25** |
| **4** | **8** | **12** | **16** | **20** |
| **3** | **6** | **9** | **12** | **15** |
| **2** | **4** | **6** | **8** | **10** |
| **1** | **2** | **3** | **4** | **5** |

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| **High** | 12 - 25 | Immediate risk reduction required. |
| **Medium** | 4 - 10 | Risk reduction measures required. |
| **Low** | 1 - 3 | Address where resources permit and continue to monitor regularly, as risks can increase over time. |