

Food and Allergy Awareness Policy

Lancing College



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1 For the Attention of Parents, Guardians, Pupils and Staff of Lancing College

1.1 Lancing College has a duty of care to ensure, as far as possible, the safety of all its students. We are also under an obligation [as are all schools under the Food Information for Consumers Regulation [EU FIC, December 2014]], to ensure that all meals served have a nutritional breakdown of allergens. This applies to not only all meals served in the Dining Hall but to all food prepared in the kitchen.

2 The Purpose of this Policy is to:

- Minimise the risk of allergic reactions among students and staff
- Ensure a safe environment for all individuals with known food allergies or intolerances
- Promote awareness, prevention, and appropriate response in case of an allergic emergency

3 Common Allergens

3.1 The College will take steps to limit exposure to the following common allergens (not exhaustive):

- Nuts (eg: peanuts, tree nuts)
- Milk
- Eggs
- Fish
- Crustaceans
- Molluscs
- Soy
- Cereals containing Gluten
- Sesame
- Lupin
- Sulphites
- Mustard
- Celery

3.2 It is the aim of Lancing College to establish and maintain a nut-free environment, for the safety of those who are anaphylactic to nuts and for those students who have known allergies to these products. We ask that all members of the school community observe the points below.

3.2.1 The Catering Department will not purchase any products containing nuts or nut oils. Whilst every effort will be made to purchase products which do not have nuts within their ingredients, there can be no guarantee that all products will contain no nut traces. All foods containing allergens will be clearly labelled.

3.2.2 The school Café, Sixth Form Centre, Street Food trucks at weekends and House tuckshops will not sell any nut products, although they will continue to sell items which manufacturers label with caveats such as “May contain nuts” or “Made in a factory where nuts are present”. It will be the pupils’ responsibility to decide on their approach to these products.

3.2.3 Food containing nuts will not be provided by staff as prizes for competitions or in any classes.

- 3.2.4 Pupils will not bring food containing nuts into school or consume such products in school or on school transport. This includes almond or hazelnut milk as a dairy-free alternative. Parents are asked not to give their children products containing nuts as part of any 'tuck' brought into school or to provide their children with sun cream that contain nuts (i.e. almonds) during the warmer months.
- 3.2.5 Supplies provided by the Catering Department to House kitchens (e.g. 'teas' and spreads) will not contain nuts.
- 3.2.6 If, inadvertently, any products containing nuts are delivered to the Catering Department they will be sent straight back to the supplier from where they came.
- 3.2.7 Any pupil concerned about the items being served is encouraged to speak to the Catering team.
- 3.2.8 The Catering Department make every effort to indicate allergens against all foods in the Dining Hall and all foods served within the Fives Café.

4 Responsibilities

4.1 School Staff

- Be aware of students with allergies and follow individual healthcare plans (IHPs)
- Ensure proper training in recognising and responding to allergic reactions (eg: anaphylaxis)
- Maintain clear labelling of food items in the canteen and during school events

4.2 Parents/Guardians

- Inform the College of any known allergies or intolerances
- Provide up-to-date medical documentation and emergency medication (eg: EpiPen)
- Ensure that any food items brought to the College adhere to the allergen guidelines

4.3 Students

- Be encouraged to understand their allergy and avoid allergens
- Do not share food or drink freely without awareness that others may have allergies

5 Allergen-Free Zones

5.1 The College operates an allergy aware policy. This means:

- No nuts or products containing nuts are allowed in packed lunches or snacks
- No nut-based ingredients will be used in College-provided meals

6 Emergency Procedures

6.1 Individual Healthcare Plans (IHPs) will be in place for all students with diagnosed allergies

6.2 It is important that all pupils who are known to suffer an anaphylactic reaction to exposure to nuts or other allergens carry two Auto-injector pens (Epi-Pens) at all times. Spare pens are accessible and located no more than 5 minutes away from where they may be needed.

6.3 Staff will be trained in:

- Recognising symptoms of allergic reactions
- Administering emergency medication
- Contacting emergency services and informing parents

7 Education and Awareness

7.1 Posters and signage will be displayed in kitchens and communal eating areas

7.2 Regular communication will be sent to parents reminding them of allergy protocols

8 Food Provided by the College

8.1 Allergen information will be clearly displayed in servery areas and on menus

8.2 Catering staff will be trained in food safety and allergen management

8.3 Cross-contamination procedures will be followed

9 College Trips and Events

9.1 Risk assessments will consider food allergies and medical needs

9.2 Emergency medication must be brought along for off-site activities

10 Policy Review

10.1 This policy will be reviewed annually, or sooner if:

- There is a significant incident related to food allergy
- Government guidance changes
- A parent, staff member or healthcare professional requests a review

Reviewed and updated annually:	Senior Deputy Head, Health Centre Manager and Head of Catering
Last Reviewed	January 2026
Next Scheduled Review:	January 2027