

ANNEXE VII

PROTOCOL FOR PUPILS WITH FOOD ALLERGIES AND INTOLERANCES

1. The fundamental rule for managing the dining services involves asking parents for the medical certificate that specifies whether their child suffers from a food allergy or intolerance. The teacher must ensure that this certificate is delivered to the Head of the Kitchen or send it, by email, to the person responsible, in order to provide an adequate menu for each child with special dietary requirements, so ensuring that nothing untoward happens.
2. All kitchen staff must be trained in the ability to prepare menus of different types, which must be clearly displayed in the kitchen.
3. The reception of raw materials and its storage will be undertaken separately and protected from other items in order to avoid cross contamination.
4. Equipment solely for the preparation of these menus must be used in an exclusive manner and these menus must be prepared in different areas or at different times, maintaining, rigorous hygiene regulations in the latter case, in order to avoid traces of allergens. Once these menus have been prepared, they will be stored in properly-labelled flasks, inside a heated cabinet, before being served; the temperature must be above 65°C during this time.
5. The delivery of these dishes will be undertaken by the person in charge of the line where the child in question is served, on a tray labelled with the type of diet and the name of the pupil, and on which the first and second courses and the dessert will be placed.
6. All those pupils with special diets must be the first to be served on each meal shift.
7. The teacher in charge of the line is responsible for ensuring that the trays go to the correct pupils.
8. The teachers must know those pupils with special diets and know how to act in the event of an allergic reaction.
9. In the dining room of the infant school the children will wear a medal with the symbol of their allergies or intolerances. At the office, the dining assistant in charge will prepare a tray for each child, which is identified with a card bearing the name and diet type. The dining assistant will be in charge of taking the tray to the table where the child eats.

PROTOCOL FOR DIETARY MEALS

Showing them should suffice, so that the person who serves them knows which diet corresponds to each pupil and send them to the correct child.

