

Needham Public Schools
Nutrition Services Department
1330 Highland Ave * Needham, MA 02492
781-455-0400 x11219 * Fax: 781-455-0434
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The following procedures are in place to assure we are able to do our best to keep each child safe.

****Parents need to update the School Nurse early every fall, and anytime there is a change regarding their child's allergy..**

Communication about Food Allergies:

For a Life-Threatening Food Allergy, Food Intolerance, or food related medical condition:

- The parent/guardian provides the school nurse with documentation from a physician stating the child's food allergy, intolerance, or condition.
- **For Life Threatening Food Allergies**, the school nurse provides a copy of the child's "Emergency Allergy Action Plan" to the Cafeteria Manager. The manager and staff familiarize themselves with the students' information.
- **For NON life-threatening Food Allergies, Food Intolerance, or other Special Dietary Needs**, the school nurse will assure that there is current (annual) documentation on file from the student's health care provider, identifying the condition restricting the child's diet, foods to be omitted, and food choices to be substituted.
- The Nutrition Services Director and Cafeteria Managers work closely with the school nurses to assure that the most current allergy information for each student is on all records.
 - The nurse provides the Nutrition Service Director, and Cafeteria Manager with a list of the students, by grade, and their food allergy, intolerance, or food-related condition.
 - The Nutrition Services Director enters the allergy / intolerance / condition (foods to avoid) information into the computerized cash register data base.
 - The Nutrition Services Director prints a list 2 x/year of what allergy information is entered in the data base for each student; nurses update and return it; and corrections / updates are entered into the system by the NS Director.

Special arrangements

1. Parents may call the Nutrition Service Director to discuss and formulate a plan for trying to accommodate the child's special dietary needs. Ingredients and food items can be discussed at that time.
2. The Nutrition Service Director may complete a "Food Allergy or Intolerance Student Information Form" based on the discussion. Copies will be distributed to the school cafeteria, the parent, and the school nurse, as well as filing a copy in the Nutrition Services Office.

On our website:

- The NPS website (www.needham.k12.ma.us) / Nutrition Services / Menus page has a mechanism to see all the major allergens in the food items we are serving. If you hover your cursor over the food item in a menu, a pop-up box will appear with all pertinent nutrition and allergy information. You can also press the link on the right side of the menu that says “Everyday Entrée Nutritionals” to see the information on the items we serve everyday such as bagel and turkey sandwich. This information is also available for the daily entree item on the phone app, Web Menus. It is kept as up-to-date as possible.

In the kitchen

- Nutrition Service does not purchase or serve any food items that contain peanuts or tree nuts on the ingredient list. The only exception is at the High School, where we purchase Peanut Butter and Jelly Pockets, which are individually wrapped.
- A packet of every day’s daily entree item and all everyday items, with their nutrition and allergy information, is available in every cafeteria. This is printed out at the beginning of each month.
- Lactaid milk is available at all schools. Water can not be substituted for milk unless ordered by a doctor.
- During food preparation, extreme care is taken to avoid cross-contamination between foods. See below:

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*PROCEDURES TO AVOID CROSS- CONTAMINATION OF
COMMON ALLERGENS DURING FOOD PREPARATION*

- *Food production surfaces are cleaned with hot soapy water and a clean cloth before and after food preparation, and between preparation of different varieties of food.*
- *Thoroughly clean with hot soapy water and a clean cloth, all utensils, pots, pans, serving pieces, and preparation surfaces between each type of food prepared and served.*
- *After using the food slicer to slice cheese (or any other product) the slicer must be cleaned thoroughly with hot soapy water. (Preventing cross-contamination with cheese protein)*
- *Use separate utensils for spreading and serving foods. For example, do not use the same spreader for mayonnaise and mustard. Use a different spreader for each item. Do not use the same spatula to lift a Wow Butter and Jelly sandwich, then a grilled cheese sandwich.*

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Allergy Alert Procedures:

When:

- *A **new food** is introduced which has a non-obvious allergen*
- *A familiar food has a **new allergen** which it didn’t have before*
 - *because the ingredients changed from what is posted in allergen list on web*
 - *because the food item has been exposed to an allergen (i.e.: sesame seeds have been spotted on a roll/s in this delivery)*

The cafeteria manager will do the following:

- Notify and discuss issue with Nutrition Service Director or Nutrition Outreach Coordinator.
- Write on (with Dry Erase Marker only) the laminated alert notice, pictured below, the food item and what allergen it has / may have. Example:

HAMBURG ROLLS

may have

SESAME SEEDS

today

- Post the notice in an appropriate conspicuous place in the cafeteria (close to the food item).
- Inform the nurse as soon as possible.



At the cash register:

- A list of food served, and allergies in those foods, is kept at the cash register for cashiers' reference.
- When the student enters their PIN number to get lunch (or breakfast) their allergies / intolerance / condition appears on the screen for the cashier to read and acknowledge before entering the sale. The cashier reviews the foods on the tray to assure problem foods have been avoided.
- If the student has a food on the tray which contains an allergen for that child, the cashier will inform the student, and kindly take the food from the tray.
- If the student (older – we will not allow this with elementary students) refuses to accept the cashier's advise and won't let the cashier take the food from them:
 1. The cashier presses an "Allergy Warning Ignored" button which records this.
 2. After the meal, the cashier notifies the Cafeteria Manager that this transpired.
 3. The Cafeteria Manager runs a report to identify which student it was.
 4. The Cafeteria Manager informs the School Nurse of this issue (and the NS Director)
 5. The Nurse contacts the parent/guardian to inform them, and work out a solution.

Training:

- Nutrition Service staff are trained annually regarding procedures to avoid cross-contamination, basic information about food allergies, recognizing an allergic reaction, proper response, and the Heimlich maneuver.
- A notebook is kept in the main Nutrition Service office (at the Administration Building), of ingredient lists and nutrition label for each of the food items served.

Supplemental Allergy Statement:

- Regarding foods that include a “Supplemental Allergy Statement” on the label (ie: “item may contain...” or “made in a plant that also produces products containing *an allergen.*”) -
 - The potential cross-contact ingredients on the food / allergen list is included on the website and app, indicated with an appropriate allergen icon or written notes describing the supplemental allergy statement.