



Nutrition Services Department  
(temporary new address)  
28 Glen Gary Rd  
Needham, MA 02494  
781-455-0400

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 Life-Threatening Food Allergies, Food Intolerance or Food-Related Medical Conditions:**

- The parent/guardian provides the school nurse with documentation from a physician/medical professional 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 Cafeteria Manager and staff familiarize themselves with the student's 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, Assistant 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 School Nurse provides the Nutrition Services Assistant Director and Cafeteria Manager with a list of the students, by grade, their food allergy(s), intolerance or food-related condition.
- The Nutrition Services Assistant Director enters the allergy/intolerance/condition (foods to avoid) information into the computerized cash register database. This allows the point-of-sale system to alert the cashier and subsequently stop the student at the register if any of their food selection contains one of their allergens.
- The Nutrition Services Assistant Director prints a list, at the beginning of each school year, of the allergy information currently in the database for each student. This list is sent to each School Nurse to update and return it to the Nutrition Services Assistant Director, who then enters all corrections/updated into the point-of-sale system

### **On Our Website:**

- The Nutrition Services/Menus page (NPS website [www.needham.k12.ma.us](http://www.needham.k12.ma.us)) 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 every day such as a 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 Services 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 the “everyday’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, when available, is at all schools. Water cannot be substituted for milk unless there is a milk allergy (not for lactose intolerance).
- During food preparation, extreme care is taken to avoid cross-contamination between foods. See below:

### **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.
- All utensils, pots, pans, serving pieces and preparation surfaces are thoroughly cleaned with hot soapy water and a clean cloth 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.

### **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 the issue with the Nutrition Services Director or Assistant Director.
- Write on (with Dry Erase Marker only) the laminated alert notice, pictured below, the food item and what allergen it has/may have. For 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 School 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 purchase breakfast and/or lunch, their allergy(ies)/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 item on the tray which contains an allergen for that child, the cashier will inform the student and kindly ask the student to go back and build themselves another tray without that item.
- If the student (Pollard or High School Students) – we will not allow this with High Rock or elementary students) refuses to accept the cashier's advice and will not go back and rebuild their tray:
  1. The cashier presses an "Allergy Warning Ignored" button which records the student's refusal.
  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 and the NS Assistant Director.
  5. The NS Assistant Director contacts the parent/guardian to inform them and they work out a solution.

### **Training:**

- Nutrition Services 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 Services office (at the Administration Building) of ingredient lists and nutrition labels 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.
  - We will not serve these items, if we can avoid them, at the Elementary Schools.