

St. Raphael the Archangel School
Food Safety Policy
As of July 1, 2017

St. Raphael the Archangel School, we are committed to providing a safe environment for all students, including those with food allergies. The most important strategy for keeping children with food allergies safe is to ensure that parents, students, teachers, and staff are all educated about how to make the school environment safe for these children.

While St. Raphael School will take all reasonable steps to provide a safe environment for students with food allergies, it is ultimately the responsibility of the parent of the child with food allergies to:

- Inform the school office and teachers of the child's allergies and proper protocol, and to**
- Coordinate with the Room Parent regarding snacks provided at classroom parties, and to**
- Coordinate with the homeroom teacher for all other snack and food issues at school.**

In addition to educating our school community about this issue, the following policies will be in place for our school:

Cafeteria

1. All regular kitchen staff must complete the ServSafe Allergen Online Training Course and Assessment prior to working in the cafeteria. Costs for this training will be covered by the school.
2. The Kitchen Supervisor is responsible for training all kitchen helpers who have not received the ServSafe training.
3. The Kitchen Supervisor will meet with parents of children with food allergies at the beginning of the school year, and any time the parents request a meeting, to offer personal assistance in keeping the children safe while utilizing the cafeteria and lunch services.
4. The Kitchen Supervisor will plan menus and make food purchases with sensitivity to students with food allergies as much as is possible.
5. Every lunch menu shall include this disclaimer: ***PLEASE BE ADVISED THAT FOOD PREPARED HERE MAY CONTAIN THESE INGREDIENTS: MILK, EGGS, WHEAT, SOYBEAN, PEANUTS, TREE NUTS, FISH AND SHELLFISH.***
6. When the Kitchen Supervisor becomes aware of food allergen changes in the food being served, he or she will contact the parents of the children affected by those changes in a timely manner.
7. It is incumbent upon the Kitchen Supervisor to ensure that all food safety policies are followed in his or her absence.
8. A Food Allergen Free table must be provided for students with food allergies by the Cafeteria Supervisor.
9. The Food Allergen Free table must be cleaned with a ServSafe approved cleaning solution, and wiped with clean paper towels, before and after each lunch period by the Cafeteria Supervisor.
10. Students with food allergies may have a friend sit with them at the Food Allergen Free table, as long as reasonable care is taken by the Cafeteria Supervisor to be sure there are no obvious food allergens in the friend's lunch.
11. Sharing of food in the cafeteria is not allowed.

Classroom Snacks on a Daily Basis

1. The school will provide the website where parents can view the most up-to-date list of allergen free snacks (snacksafely.com). Please note that this website is updated about every 6 weeks and the items on the list do change.
2. Parents of all students are asked to send daily snacks from the Safe Snacks list for the classroom.
3. Students may not share snacks.
4. Teachers will encourage frequent hand washing and sanitizing.
5. Teachers will supervise cleaning of desks after snacks have been consumed daily.

Classroom Parties

1. The school will make the Head Room Parent aware of all students with food allergies and dietary restrictions, and the Head Room Parent will convey this information to each Room Parent.
2. The Head Room Parent will provide each Room Parent with the website where they can view the most up-to-date list of allergen free snacks (snacksafely.com). The Head Room Parent will see that Room Parents understand that this list is updated about every 6 weeks, and must be consulted prior to purchasing snacks for each classroom party.
3. Room Parents will choose food treats for classroom parties exclusively from the most current Safe Snacks list.
5. No other party treats will be allowed in the classroom.

School Events With Food

1. Whenever possible, food for school events should be allergen free, from the current Safe Snacks list.
2. If it is not possible to provide allergen free food for a large school event, the school is responsible for notifying parents of children with food allergies ahead of time, so that they may make an informed decision about how to handle food on that day, e.g. the lunch on Field Day.

Field Trips

1. When students are bringing their own lunches on a field trip, parents of children with food allergies are responsible for their lunches as usual.
2. No eating is allowed on the bus.
3. Teachers may bring safe classroom snacks along on field trips.
4. Teachers are responsible for ensuring that students with food allergies eat in a safe place on the field trip.
5. Teachers carry Epi Pens and Inhalers for all students who need them on field trips.
6. When purchasing food on a field trip, the teacher is responsible for providing food allergen information to parents ahead of time, so that parents may make an informed decision about the purchase of food for their child.
7. When planning a stop for a treat, the teacher is responsible for providing food allergen information to parents ahead of time, so that parents may make an informed decision about the purchase of the treat for their child.

Training

1. All teachers will be trained on the use of Epi Pens at the beginning of each school year.
2. All teachers will be updated at the beginning of each year on students with food allergies in their classes, and safe food practices in the classroom.

Other

1. Teachers and Staff will not give food treats of any kind to students.
2. Clearly visible signs must be posted anytime food is being served at parish or school events (e.g. School Lunch, Donut Sunday, Concession Stand, Parish Picnic, Watermelon Festival) stating that Food Allergens may be present in the food being served. The signs must state the following

