



Hingham Public Schools

19 Fort Hill St., Building 132 • Hingham, Massachusetts 02043

Kimberly Smyth, Food Service Director • ksmyth@hinghamschools.org

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www.hinghamschools.org

Food Service Department Food Allergy Procedures

The following procedures are in place to assure we are able to do our best to keep each child safe.

*****Parents should 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 and Non Life-Threatening Food Allergies, Food Intolerance, food related medical condition, or other special dietary needs:

- The parent/guardian provides the school nurse with documentation from a physician stating the child's food allergy, intolerance, or condition, and the treatment needed.
- The Food Service 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 nurse provides the Food Service Department annually with a list of the students, their grade, and their food allergy, intolerance, or food-related condition. If needed, the Food Service Department may ask for more information from the doctor in order to better take care of students.
 - The Food Service Assistant Director and Director enter the allergy / intolerance / condition (foods to avoid) information into the computerized cash register database.

Special arrangements

1. Parents may contact the Food Service Director or Assistant 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. Orders should be placed by 9 am with the cafeteria manager for gluten free or special meals to accommodate students with special dietary needs. We have found that it can be helpful to have a student's menu choices for the week for planning purposes. Contact information for our managers can be found on our site, <https://www.schoolnutritionandfitness.com/index.php?sid=1506533013953>.
3. Food substitutions are only required for life-threatening food allergies as determined by a medical professional.

On our website

- Gluten Free menus are posted on our site.
- On the Menu Page of the Hingham Food Service website (<https://www.schoolnutritionandfitness.com/index.php?sid=1506533013953>), there is 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 filter



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information on our web menu to cross out food items containing the food allergen the student is trying to avoid. This information is also available on the phone app, Web Menus.

- 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.
- There are links on our website to the nutrition labels for our menu items.
- The information on our website is kept as up-to-date as possible.

In the kitchen

- Food Service does not purchase or serve any food items that contain peanuts or tree nuts on the ingredient list. At the Middle and High School level we may bring in already packaged products that may be manufactured in a factory with nuts. All of these items are clearly labeled and/or Food Services has posters of these items clearly visible for all students to see.
- Lactaid milk is available at all schools. Water cannot be substituted for milk unless ordered by a doctor.
- 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

- *Clean food production surfaces 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) clean the slicer thoroughly with hot soapy water. (Preventing cross-contamination)*
- *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 Sunbutter and Jelly sandwich, then a grilled cheese sandwich.*

Training:

- Food Service staff are choke certified and are trained regarding procedures to avoid cross-contamination, basic information about food allergies, recognizing an allergic reaction, proper response, and how to properly use an EpiPen.



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- The main Food Service office (at the Administration Office) maintains a list of the ingredients and nutrition labels for each of the food items we serve.