Introduction

Technological University Dublin (TU Dublin) has developed a standardised process to assist students with medically diagnosed food allergies. The process takes into account each individual’s particular requirements. Our goal is to assist individuals with food allergies to ensure that they are not exposed to such allergies identified (as much as is reasonably practicable) and ensure that appropriate control measures as recommended by their *Medical Practitioner are implemented.

*Registered medical practitioner” means a person whose name is entered in the General Register of Medical Practitioners;

TU Dublin Schools/Functions will review all systems and will promote the importance of disclosure and communication as a means of ensuring safe systems of work can be implemented in a timely manner.

Service providers for catering contracts have their own policies and procedures. They will also be made aware of our policy.

Specific Schools/Functions where food allergens may be present i.e. School of Food Science & Environmental Health, Culinary Arts & Food Technology, Hospitality Management & Tourism and Biological & Health Sciences and all catering contracts will provide the following:

- Information and guidance on food allergy policy to all staff, students and campus community;
- Nutrition facts and information as appropriate (website, menus etc.);
- Systems to prevent cross-contamination;
• Effective signage at point-of-sale/sample (e.g. canteens, dining areas) and point of entry to areas where allergens may be present (e.g. kitchens, food stores); and
• Effective procurement, labelling, storage, production systems;

The above list is non exhaustive and will be reviewed on an annual basis.

Policy Statement:
Health and wellness is of primary concern to the University. Technological University Dublin (TU Dublin) is committed to ensuring, so far as is reasonably practicable, that all students with medically diagnosed food allergies can safely participate in all University programmes.

TU Dublin endeavours to;

a) Communicate this policy to the University community and make them aware of the arrangements that are in place at the University;

b) Notify individuals of the procedures and support available to accommodate food allergies and outline the personal responsibility of individuals with severe food allergies relating to the management and care of their allergy;

c) Outline the roles and responsibilities of the University and staff to support individuals with severe food allergies.

(d) Work to reduce the likelihood of a life-threatening allergic reaction through enhanced education and services.

Definition
A **food allergy** is an immune-mediated hypersensitive reaction to a food ingredient that can be fatal. Identifying the signs and symptoms of Anaphylaxis is vital in order to avoid any fatalities. Food allergies should be medically diagnosed and are distinct from an intolerance which is not an immune mediated reaction.

Scope
This policy applies to all students who have a medically diagnosed food allergy.
Responsibilities

Students (in particular those with known medically diagnosed food allergies and where a student has the potential to be exposed to a food allergen in the course of study) should:

- Be responsible for contacting the Health & Safety Office to request a food allergy supporting medical documentation form (SMDF) if required;
- A Medical Practitioner must complete the SMDF. Once complete, the student submits the form to the Health & Safety Office. Students can attend the Student Health Centre in Aungier Street or Linenhall for completion of their SMDF;
- If required on request from the Head of School/ Function/ Health & Safety Office, submit additional up to date medical documentation outlining details of the medically diagnosed food allergy, triggers and preventative measures (this information is requested on the SMDF);
- Notify Programme Tutor, Line Manager, friends and colleagues about their food allergies and their personal first-aid response plan;
- Take responsible measures to ensure their own safety;
- Notify Head of School if appropriate, to ensure safe participation in all practical activities;
- Wear an identity bracelet and carry an epipen/other as prescribed by a Medical Practitioner;
- Take personal responsibility to ensure the epipen has not expired;
- Seek urgent medical attention, if exposed to a known food allergen or if an allergic reaction is suspected;
- Wash hands thoroughly before taking food, drink or smoking;
- Inform Head of School/ Assistant Head of School/person in charge of any accident/incident;
- Report all accidents immediately on an accident report form;
- Take heed of the 14 major allergens (including gluten, dairy products) listed on the menus and on posters in the laboratories and any policies displayed in training kitchens/restaurants, dining areas, and canteens; and
- Visit your Medical Practitioner/Student Health Centre if you suspect you may be allergic to something.

Registered medical practitioner” means a person whose name is entered in the General Register of Medical Practitioners;

Heads of School/Function (working with known food allergens) and Catering Providers

- Ensure that the Food Allergy policy and associated procedures are communicated, implemented and reviewed as appropriate;
• Provide individuals with assistance to allow them be active in the management of their food allergy;

• Where food allergens are identified by individuals, ensure that they are referred to the Health & Safety Office immediately;

• Ensure the elimination/substitution of food allergen(s) where possible;

• Ensure adequate systems are in place;

• Ensure the following systems are reviewed where relevant: procurement, ingredient listing database, recipe development, standardisation of recipes, school manuals, receipt of goods, storage, food/sample preparation and production, labelling and signage, equipment, decontamination, cleaning, sanitisation, delivery etc.;

• Ensure appropriate systems are in place to prevent cross-contamination;

• Post signs at point-of-sale/point-of-entry to areas where food allergens may be present or available for sample alerting individuals to foods containing food allergens;

• Ensure alternative foods are available where possible on a daily basis;

• Ensure students with food allergies are not permitted into practical classes/kitchens until their SMDF form are received by the Health & Safety Office and control measures implemented;

• Ensure the business object account (student allergen questionnaire information) is reviewed regularly by the School;

• Facilitate access to information and guidance for all staff on food allergen policy;

• Respond promptly, confidentially and impartially to all complaints of violations of the policy; and

• Perform “Food Allergen mapping” from procurement to point of use/sale to determine the level of exposure.

Health & Safety Office

• Ensure a system is in place to gather allergen information from students of concern regarding food allergies;

• Provide students with food allergy supporting medical documentation form (SMDF);

• Refer individual to TU Dublin’s Occupational Health Service Provider for medical advice where necessary;

• Meet with the referred student, complete allergen assessment and obtain medical history (including extent, severity, effect and treatment of allergic reaction);

• Liaise with relevant staff members as appropriate;
• Determine actions (accommodations/modifications) required in conjunction with Head of School/Function or advice from the individual’s Medical Practitioner or TU Dublin’s Occupational Health Service Provider;
• Ensure that the TU Dublin accident reporting and investigation procedure is instigated if required;
• Promote the policy and include food allergens in induction/orientation programme where possible;
• Liaise with service providers to ensure their systems are appropriate;
• Facilitate with the risk assessment process for the School/Function, ensuring that food allergens are appropriately identified, assessed and control measures implemented;
• Assist the School/ Function with updating the risk assessments;
• Provide information and guidance to staff and students on any matter relating to food allergens;
• Advise staff/students to wear an identity bracelet and carry an epipen/other as prescribed by their Medical Practitioner; and
• Ensure all records (SMDF, assessments) are maintained centrally and in accordance with Data/Record retention schedules and legislation, in the Health & Safety Office.

Responsibilities of Lecturing Staff
• Inform and remind students of the importance of disclosing food allergies to the Health & Safety Office;
• Provide a list of ingredients to students prior to commencement of practical classes; and
• Ensure the relevant risk assessments are completed on all practical activities.

PROCEDURES
Promotion of the policy and associated procedures
• This food allergy policy and associated procedures will be highlighted in course manuals (in particular for programmes where students may come into contact with food allergens as part of the curriculum);
• Induction and orientation of new staff and students will include a section on food allergens;
• Details will be hosted at a central location on the TU Dublin website;
• Circulars and posters will highlight relevant information;
• Signage will be positioned at entry points where food allergens may be present;
• The Public Affairs Office and the Student Health Centre will assist with the promotion of this; and
• Heads of School/Function and TU Dublin Student Union will assist in promotion.

Promotion of Disclosure
It is important that individuals disclose their food allergies to TU Dublin preferably before arriving on campus. This may not always happen and there may be some challenges in encouraging individuals to disclose their allergies.

While it is ultimately the individual’s responsibility to disclose a food allergy, TU Dublin will provide several opportunities and means for individuals to disclose:
• This will be highlighted on course programmes/manuals;
• Registration will include a section to allow students to disclose a food allergy (TU Dublin online registration includes an allergy questionnaire) and to request a food allergy supporting medical documentation form;
• The orientation and induction programmes will encourage disclosure and the importance of this;
• Class manuals will highlight the importance of disclosure;
• Lecturing staff in certain areas/Schools will remind students;
• Notices at entry points to areas where food allergens may be present will remind individuals;

Induction/Orientation
• Induction programme will include a section on food allergen policy where possible;
• TU Dublin Students Union will include a section on food allergens as part of induction programme.

Training
A training needs analysis will highlight the staff who require specific training. The Staff Development Office will assist with the provision of this training. TU Dublin will ensure that catering contracts provide evidence of training records of all staff.
Request for Accommodation/Modification if you have a medically diagnosed food allergy

a) If you have a special request due to a food allergy, you should immediately contact the Health and Safety Office and complete the form: food allergy supporting medical documentation form.

b) Individuals are strongly encouraged to make TU Dublin aware of these needs as early as possible.

c) The Health & Safety Office will contact you and arrange for an appointment to complete an assessment if necessary.

d) Individuals must provide current and appropriate medical documentation to support their request for accommodation/modification.

e) Individuals will be required to meet with a member of the Health & Safety Office and the Head of School/Function to discuss their needs and learn of the food options available to them if necessary.

f) Accommodations/modifications will be discussed with relevant parties and will be implemented as appropriate. Academic accommodations will be decided upon by the Head of School e.g. class adjustments may be necessary and appropriate where a culinary student may need to prepare only foods without their allergen(s) or a biological sciences student may need to avoid handling their allergen(s) in a laboratory.

g) The plan and accommodations/modifications will be signed off by the individual, the Health & Safety Office and relevant Head of School/Function.

h) Copies of plans will be circulated to relevant people and maintained on file in the Health & Safety Office. This will be in line with the Data Protection Policy.

i) Individuals with food allergies must review any changes in their medical condition and inform the Health & Safety Office in a timely manner so that the plan can be updated if required.

Implementation of Accommodations/Modifications
The Allergen Working Group is the expert group regarding food allergy policy at TU Dublin. They can provide advice to Schools/Functions to assist with meeting the needs of individuals with food allergies on campus. The group may be called to meet and review issues if required.

Review
This policy will be reviewed regularly and communicated to all staff, students and campus users.
Appendices
Definitions:

**Food Allergy:** A food allergy is a severe immune (IgE-mediated hypersensitive) reaction to a food protein. It is characterised by a severe life-threatening suite of reactions in the body (anaphylaxis) that can ultimately lead to death.

**Anaphylaxis:** Anaphylaxis is a serious allergic response that often involves swelling, hives, lowered blood pressure and in severe cases, shock. If anaphylactic shock isn't treated immediately, it can be fatal. A major difference between anaphylaxis and other allergic reactions is that anaphylaxis typically involves more than one system of the body. Symptoms usually start within 5 to 30 minutes of coming into contact with an allergen to which an individual is allergic. In some cases, however, it may take more than an hour to notice anaphylactic symptoms. Warning signs may include: Red rash (usually itchy and may have welts/hives), Swollen throat or swollen areas of the body, Wheezing, Passing out, Chest tightness, Trouble breathing, Hoarse voice, Trouble swallowing, Vomiting, Diarrhoea, Stomach cramping, Pale or red colour to the face and body

**Epinephrine:** Also called adrenaline, is the medication that reverses anaphylactic reactions. It is administered using an epipen. *Only individuals who have been prescribed an epipen can administer this. A bystander can assist the individual access it from their bag etc. but cannot administer.*

**Uniphasic reaction:** This is a reaction where one dose of Epinephrine is sufficient to reverse the allergic reaction.

**Biphasic reaction:** An allergic reaction that has two stages whereby after one dose of Epinephrine is administered a second relapse can occur requiring another dose of Epinephrine.

**Food intolerance:** A food intolerance is an inability to digest a particular food and is characterised by gastrointestinal symptoms.
**Allergen Mapping:** The process of identifying allergens and tracking their path throughout catering services, from procurement to receiving to serving. For an example of an allergen map.

**Emergency Response**

**Identifying an Allergic reaction:**

An allergic reaction occurs on exposure to a possible allergen. Any food however can be a potential allergen. Allergic reactions can be mild, moderate or severe. Severe reactions can lead to anaphylaxis the symptoms of which are shown in the image below (figure. 1). If a student/staff member sees any of the signs or symptoms this is a medical emergency.

Dial 112 or 999 immediately and inform a member of staff.

**Figure 1. Signs & symptoms of Anaphylaxis**

![Anaphylaxis Symptoms](image_url)
Procedures for Allergic Reactions
 Upon discovery or being informed of an allergic reaction the following procedure should be followed:

1. When an individual is suspected to have such an allergic reaction, a staff member shall call Emergency Services. The emergency number is 112/999. If calling from any landline phone you may need to dial “0” for an outside line.

2. The staff member should provide information relating to the allergic reaction (if known) and location and condition of the affected individual. A staff member will stay with the individual until Emergency Services arrive.

3. Report the situation to the staff member at the front desk/reception area, giving an accurate description of the location.

4. Inform the Head of School/Function of the incident.

5. Complete an Accident Report Form within 24 hours and send to the Health & Safety Office (available at the front desk/ reception or online).

For severe allergic reactions known as anaphylaxis, administering an epipen (epinephrine) promptly is the best way to save lives. An individual with a prescription for epipen should always carry their auto-injector with them, but in case an individual does not have their epipen, or a person with a previously undiagnosed allergy has a reaction, it is important to consider the timeliest way to access epinephrine. In this instance this should be highlighted to the Emergency Services

**Only individuals who have been prescribed an epipen can administer this. A bystander can assist the individual access it from their bag etc. but cannot administer.**
CURRENT LIST OF PROGRAMMES WHERE EXPOSURE TO FOOD ALLERGIES COULD OCCUR

**SCHOOL OF CULINARY ARTS & FOOD TECHNOLOGY**

If any applicant has a medically diagnosed food allergy (note; not an intolerance), this programme is not recommended. For further information please contact the relevant School.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DT407/1-4</td>
<td>BA in Culinary Arts</td>
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<tr>
<td>DT414/1</td>
<td>MSc. Culinary Innov &amp; Food Pr Dev</td>
</tr>
<tr>
<td>DT414E</td>
<td>MSc Culinary Innov &amp; Food Pr Dev (Erasmus) (Not advertise on the prospectus listing as it's with DT414 &amp; DT415)</td>
</tr>
<tr>
<td>DT415/1-2</td>
<td>MSc Culinary Innovation and Food Product Development</td>
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<tr>
<td>DT416/1-4</td>
<td>Culinary Entrepreneurship</td>
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<tr>
<td>DT417/3rd &amp; 4th years 2019</td>
<td>Bar Studies (Management &amp; Entrepreneurship) (1st year only in kitchens)</td>
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<tr>
<td>DT418/1-3</td>
<td>Baking &amp; Pastry Arts Management</td>
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<tr>
<td>DT432A/1-2</td>
<td>Culinary Arts (Professional Practice)</td>
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<tr>
<td>DT432D/1</td>
<td>Professional Cookery</td>
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<tr>
<td>DT6433</td>
<td>Professional Cookery Skills stage 3</td>
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<tr>
<td>DT8418/4</td>
<td>Baking &amp; Pastry Arts Mgt.</td>
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<tr>
<td>DT6432/1</td>
<td>Professional Cookery Skills 2</td>
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**SCHOOL OF HOSPITALITY MANAGEMENT & TOURISM**

If any applicant has a medically diagnosed food allergy (note; not an intolerance), this programme is not recommended. For further information please contact the relevant School.

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<th>Course Code</th>
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<tr>
<td>DT401T/1</td>
<td>International Hospitality Management</td>
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<tr>
<td>DT408/1</td>
<td>Hospitality Management</td>
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**SCHOOL OF BIOLOGICAL SCIENCE**

During this programme you will come in contact with food and applicants with a medically diagnosed food allergy (note: not a food intolerance) should be aware of this.

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<th>Course Code</th>
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<tr>
<td>DT223/1-3</td>
<td>BSc (Hons) Human Nutrition and Dietetics (used in house and on placement)</td>
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<tr>
<td>DT225/1-2</td>
<td>BSc (Hons) Public Health Nutrition (used in house and on placement)</td>
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**SCHOOL OF FOOD SCIENCE & ENVIRONMENTAL**

If any applicant has a medically diagnosed food allergy (note; not an intolerance), this programme is not recommended. For further information please contact the relevant School.

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>DT424 Year 2</td>
<td>Food Science &amp; Management</td>
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<tr>
<td>DT421 Years 2-4</td>
<td>BSc Food innovation (Sackville Place Food Processing Hall)</td>
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<tr>
<td>DT420 Years 2-4</td>
<td>BSc Nutraceuticals in Health &amp; Nutrition (Food Processing Hall)</td>
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<tr>
<td>DT491 Year 1</td>
<td>BSc Environmental Health (Food Processing Hall)</td>
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<td>DT8421 Years 2-4</td>
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**SCHOOL OF LANGUAGES LAW & SOCIAL SCIENCES**

You may be in contact with food/food products during programme placement. For further information please contact the School Office.

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<th>Course Code</th>
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<tr>
<td>DT572</td>
<td>BA (Hons) Early Childhood Education</td>
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<tr>
<td>DT571</td>
<td>BA (Hons) Social Care</td>
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