

# **Whole School Food Policy**

## **Including Specific Dietary Requirements and Food Allergy Management**

**September 2023**

**UK**

### 1. Policy statement

A healthy, balanced diet makes an important contribution to children's growth and development, to their educational performance and attainment and to their long-term health and well-being. The School recognizes the important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school.

### 2. Aim

The school is dedicated to providing an environment that promotes health eating and enables pupils to make informed choices about the foods they eat. This is achieved by the whole school approach to food documented in this whole school food policy. We attach the highest importance to ensuring continued compliance with UK legislation at all times, recognising that compliance with food safety and health and safety legislation is fundamental to maintaining positive catering standards. We aim to make use of the Eatwell Guide to inform our decisions on healthy eating.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/528193/Eatwell\\_guide\\_colour.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/528193/Eatwell_guide_colour.pdf)

### 3. Objectives

- To ensure that all food and drink served is in line with the government's mandatory standards, is varied, is served in appropriate portion sizes, looks good and tastes good.
- To ensure that all aspects of food and nutrition in school promote the health and well-being of the whole school community.
- To ensure that all members of the school community are able to make informed food choices and are aware of the importance of healthy food, where our food comes from and the need to support sustainable food and farming practices.
- To make every reasonable effort to ensure that food provision in the school reflects the ethical and medical requirements of pupils and staff and that all relevant staff members are aware of this.
- To involve the school community in all aspects of food in schools.
- To ensure that all staff and volunteers involved in food preparation, other than school lunches, demonstrate food safety practices e.g. fund-raising events and food technology lessons.

### 4. Guidelines

#### 4.1 Food and drink provision throughout the school day including environment

- Pupils are encouraged to drink water in class and at breaks and lunchtime. They are expected to have a named water bottle in school. Water fountains are provided at various points around the school.
- Pupils are encouraged to eat fruit and vegetables at snack-time and lunchtime.
- The school and its caterer meet the nutritional standards for school meals.
- The school provides food in accordance with pupils' religious beliefs. A vegetarian option is offered every day for those who wish to take this option.

Breakfast is an important meal that should provide 25% of a pupil's energy requirement and supports them to be ready to learn at the start of each day.

Dining environments should be a pleasant, social and cultural experience. Happy dining environments help to promote a positive lunchtime experience. The school is committed to providing a dining environment that is a desirable place to eat and to ensure that there is enough space to sit and eat a meal feeling relaxed and ready for learning in the afternoon. Staff sit with the pupils at lunchtime to supervise and to ensure good table manners are maintained.

There are three lunch sittings each day during term time. Nursery, Reception and Year 1 children eat in the Forest dining area, family style. Year 2 to Year 6 eat in the main dining room fully self service. Children are supervised by their class teacher or teaching assistant. There is one lunch sitting each day outside to term time, children are supervised by the wrap staff.

### **4.2 Curriculum**

There is a consistent message across the curriculum about healthy eating. Through Science, Food Technology (where this forms part of the curriculum) and PSHE, pupils are taught about healthy balanced diets, the nutritional aspects of food and good hygiene when handling food so that they have the information to make informed choices about food. They have the opportunity to grow, prepare and cook food either through delivery via the curriculum, as part of extra-curricular activities such as gardening or cookery club or through special initiatives in conjunction with the caterers. The school works with their caterers to encourage pupils to take part in special themed meals as part of the wider school curriculum.

### **4.3 Outside the classroom (incl. snacktime)**

Where schools allow pupils to bring in their own snack from home, parents/guardians should be made aware of appropriate healthy snacks for pupils as well as those items that should not be brought into schools.

In year groups where the school does not provide a healthy snack for pupils at morning break pupils may bring in a healthy snack of fresh or dried unsweetened fruit or vegetables (eg carrot sticks). Cereal bars and artificially sweetened processed fruit are not permitted.

Where schools provide break time snacks for pupils, these should be both healthy and appropriate as well as avoiding those items that may contain allergens which may increase the risk to those pupils with life threatening food allergies.

### **4.4 Food and drink brought into school**

Any food and drink brought into school by pupils, parents or staff should meet the ethos of this policy. Food and drink brought into school as part of an external hire must meet all current food hygiene regulations and adhere to individual school guidance such as being nut aware.

Food and drink brought into the school for distribution to the pupils other than that prepared by the catering team for example birthday cakes, treat etc. will be checked for allergens by reception and cleared prior to distribution. Such checks are recorded on the Medical & dietary requirements register.

### **4.5 School Events**

The school aims to ensure that healthy food and drink options are available at all events including celebrations and fund-raising events. On special occasions, we accept that less healthy confectionery, drinks and crisps may be available. However the school will encourage pupils, staff and visitors to consider this policy.

### 5 Special dietary requirements including Food Allergy Management

The School recognises that a number of pupils, parents, visitors and staff may suffer from potentially life-threatening allergies or intolerances to certain foods or have specific dietary requirements.

The School is committed to a whole school approach to the care and management of those members of the School community

The School's position is not to guarantee a completely allergen free environment. The School will minimise the risk of exposure by hazard identification, instruction and information. This will encourage self-responsibility to all those with known allergies they are able to make informed decisions on food choices.

It is also important that the School has robust plans for an effective response to possible emergencies.

- 5.1 The school will establish clear procedures and responsibilities to be followed by staff in meeting the needs of pupils and staff with additional dietary requirements.
- 5.2 The school will ensure that it has up to date completed medical information for each pupil. This may be recorded on the school's MIS which is linked to Medical Tracker. Parents/guardians are required to update this information as and when necessary to ensure the dietary requirement information held by the school is current and valid.
- 5.3 The school is asked to verify the pupil's dietary requirements with supporting evidence from a doctor or qualified health professional, such as a dietician. The school will complete an Individual Healthcare Plan (IHP) and a medical risk assessment for pupils with life threatening food allergies/Type 1 diabetes.
- 5.4 A meeting will be arranged between the school/school nurse, catering manager, pupil and the parents/guardian of any pupils with a life threatening food allergy/Type 1 diabetes to discuss the pupil's specific dietary needs.. The risk assessment will be completed after the meeting.
- 5.5 Pupils with Type 1 diabetes need to know the carbohydrate content of their meals in order to calculate their insulin dose and manage their condition effectively. The catering manager and school/school nurse should meet with the pupil and parents/guardian of any pupil with Type 1 diabetes to discuss the procedure for calculating the carbohydrate content of the pupil's food.
- 5.6 A Dietary Requirements Register should then be completed by the school. This register will be divided into 3 categories:

**RED** category – Pupils with life threatening food allergies and Type 1 diabetes

**BLUE** category – Pupils with other food allergies and Coeliac disease

**GREEN** category – Pupils with other specific requirements such as religious beliefs, vegetarian, vegan

The register should contain:

- An up to date photograph of the pupil
- The pupil's full name and class/year group
- The pupil's food allergy/dietary requirement
- For the **RED** category, whether the pupil has been prescribed an adrenaline auto-injector

- Additional methods used by the school to identify each pupil (Front of queue system, with red trays for Y2-Y6 children. Named place mats for Nursery, Reception & Y1 children)

Once completed, a copy of this register should be available to all staff and the schools catering team. It should also be displayed in the school Medical Room and Kitchen area (out of general public view)

**5.7** The school is responsible for establishing an allergen management system for any food brought into school by others, such as pupils, parents, staff and visitors.

**5.8** The school will ensure that all staff have access to allergy awareness training and information on the dietary requirements of all pupil's.

All staff are trained in iHasco allergy awareness on induction and then every two years, staff are briefed on the individual dietary requirements of the pupils in their care at the start of the new school year.

**5.9** Caterer responsibilities

- The catering team will hold information folders during each service outlining the contents of all dishes at the service. It should also contain an up to date copy of the Dietary Requirements Register or individual pupil information if this is not displayed in the kitchen area.
- The catering manager will liaise with the school/school nurse prior to the start of each term to obtain/update all the necessary dietary information on those pupil's with specific dietary requirements. The register should be updated at least termly or more frequently if required.
- The catering manager will offer to support the school/school nurse and meet with parents/guardian and any pupil with specific dietary requirements as required and to document specific management requirements.
- The catering team will ensure that all sensitive pupil information remains confidential and is not on public display.
- Where possible, menus should be planned to minimise the use of allergenic ingredients. In schools where there are numerous pupils with food allergies, catering managers should consider adding an 'allergy free' option on the daily menu.
- Specific menus should be prepared in advance for those pupils within the **RED** category and a separate meal prepared if the food on the main menu is not suitable. Meals must be carefully prepared in the kitchen in order to minimise the risk of cross-contamination. Ideally, meals should be pre-plated in the kitchen and labelled with the pupil's name. If a pre-plated meal is required, two appointed team members must sign to confirm that the right meal is being handed to the right pupil.
- The catering manager should ensure that an allergen matrix is completed and signed off before service. A pre-service briefing should take place using the allergen matrix and no staff member should be allowed to serve foods without undergoing the daily pre-service briefing.
- The catering manager will ensure that all produce is purchased from a nominated company or supplier where full allergen data is available for review. They will diligently monitor the allergen information provided by suppliers and question where insufficient information is received. Particular attention should be paid to any substituted items which may contain allergens.
- The catering team will ensure that all food preparation and storage practices recognise the potential for cross- contamination between foods and the need to control allergens in this respect. An allergen label should be used for any products that are made inhouse.

- A separate allergen matrix should be completed for each type of service such as packed lunch, snacks, school clubs and all other occasions where food is served.
- The catering manager is responsible for checking that the allergen information is produced accurately especially in areas such as salad bars and self-service areas.

### 5.10 Parent/Guardian responsibilities

- Upon registering their child at school, parents/guardians will provide the school with full medical information and details of any dietary requirements
- Parents/guardians will ensure that they inform the school if there are any changes to the current information for their child on dietary requirements held by the school.
- Where the pupil has a life threatening allergy/Type 1 diabetes, parents/guardians should be invited to meet with the school/school nurse and catering manager to discuss and document any specific management requirements such as a required pre-plated meal.
- It is the responsibility of the parent/guardian to provide the school with up to date medication/equipment clearly labelled in its original container.

### 5.11 Pupil responsibilities

- If appropriate to their age and maturity, the pupil and form teacher will meet with the catering manager. The aim of the meeting is for the pupil to understand how their food will be served and how food allergens, where applicable, will be notified.
- Where applicable, they should understand the colour coding categories, how it applies to them and how it determines how food is served.
- As there is a high risk of cross contamination in salad bars and other self service areas, pupils with specific dietary requirements should be asked to avoid these areas and request that their food is prepared directly from the kitchen.
- In senior schools, or where pupils are allowed to select their own food and the pupil is unsure about the suitability of a particular food, they must seek the advice of the catering manager
- At an age appropriate level, pupils should be taught to recognise symptoms and be able to take responsibility for recognising any foods that they should avoid

### 5.12 School lunches

- Lunchtime supervisors/staff should have completed allergy awareness training as well as training in the administration of adrenaline auto-injectors. They should also have familiarised themselves with the Dietary Requirements Register for all three categories (**RED**, **BLUE**, **GREEN**) and be aware of the needs of pupils with specific dietary requirements including life threatening food allergies.
- Allergen information signage must be displayed in a prominent position in each food service area, including self service areas and salad bars.
- Pupils should be encouraged to wash their hands before and after eating
- All staff will follow the school lunchtime procedure which takes into account the needs of pupils with specific dietary requirements
- All items in self-service or café style counters must be labelled with allergen information. Full allergen information should be listed on sandwiches, rolls, wraps, baguettes and packaged salads and shelf edge labels should be used for tins and cheese pots, yoghurt, granola and mousse pots, as well as all other items containing allergens.

### 5.13 School trips and events

A separate allergen matrix should be completed for each type of service, such as packed lunches, snacks, school clubs and all other occasions when food is served. A completed matrix is also issued for any food that is not being served by a member of the catering team, such as at an after school club. The school staff should check and sign to confirm that they are aware of which foods contain allergens.

### 6 Food Safety

#### 6.1 Training and competency

Whether direct or embedded supplier relationships, the catering team will be monitored by the school to ensure adequate levels of competency are maintained. As a minimum this will include:-

- The appointed Catering Manager holding a minimum of the Level III Advanced Food Hygiene Certificate
- The appointed Catering Assistants should all be trained to Level II Food Hygiene
- Training of catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness.
- All staff to have relevant Control of Substances Harmful to Health (COSHH) training provided internally and externally.
- Ensuring that all catering staff have clearly allocated responsibilities as described in comprehensive Job Descriptions, which they understand and implement as per established procedures.
- Training all staff in emergency procedures and shut-off of gas/electricity.
- Maintaining records of training.
- Conducting ongoing refresher training through frequent training sessions.
- Health and Safety meetings to be held at least termly and any recommendations to be acted upon.
- Allergen training to be conducted for all staff and that sufficient allergen controls are in place as defined by the company.
- Staff to be trained in firefighting / evacuation procedures.
- All staff to be trained in electrical safety.
- Updates on new legislation / health warnings to be issued at particular times of the year such as Noro Virus, E.coli updates.
- Where reasonably practical all new managers will have had nutrition training so that they fully understand the principles of healthy eating within 2 months of starting.
- Where reasonably practical and where the school deems there is a need nutrition guidance and interactive training is offered to pupils through internal and external resource.
- That all schools should be working towards Bronze food for life, allergen awareness and gluten free accreditation.
- That where particular pupils have a requirement for special diets these are fully catered for where practical.

#### 6.2 Infection Control for Food Handling and Catering Staff

Food handlers and catering staff may present a particular risk to the health of the pupils and staff if they become infected (or have close contact) with diseases that can be transmitted to others via the medium of food or drink. These diseases commonly affect the gastrointestinal system (stomach and bowel) and usually cause diarrhoea or vomiting, or both.

Food handling staff suffering from such diseases will be excluded from all food handling activity in the school or nursery setting until advised that they are clear to return to work.

The school or embedded supplier should notify their local Environmental Health Department immediately that they are informed of a member of staff engaged in the handling of food has become aware that he or she is suffering from, or is the carrier of, any infection likely to cause food poisoning.

Food handlers are required to inform their employer immediately if they are suffering from:

- typhoid fever



- paratyphoid fever
- other salmonella infections
- dysentery
- shigellosis
- diarrhoea (cause of which has not been established)
- infective jaundice
- staphylococcal infections likely to cause food poisoning like impetigo, septic skin lesions, exposed infected wounds, boils
- E. coli VTEC infection

### 7. Monitoring and Evaluation

Monitoring and evaluation of the progress made by the school in implementing the aims and objectives of this policy will be made by the Head in consultation with the SLT, Pupil Council and Catering contractor.

In addition to general procedures, staff presentation and hygiene systems will be continually monitored either via internal local quarterly audits, internal six monthly management audits and third party audit systems. Systems will be established to ensure sharing of information to confirm the following minimum standards:-

- Ongoing consideration of healthy eating options.
- Monitoring of existing and potential allergy conditions to ensure the safety of all staff and pupils.
- HACCP (Hazard Analysis and Critical Control Point) system is in place, and effective.
- Monitoring of staff in order to ensure that food safety and management procedures are followed without exception.
- Compliance with a daily cleaning and disinfection regime.
- All staff wearing their appropriate uniforms and protective clothing at all times when they are in areas where food is prepared and served.
- Ongoing compliance with the hand-washing or hand cleansing regime at all times.
- Inspections, temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Rejection of any non-compliant items.
- Arrangements established for the safe transit and proper storage of food supplies.
- Inspection systems of all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitoring of the dining room, counters, and trolleys for dirty plates, cutlery etc, together with the containers and bins for waste food throughout the service of every meal.
- All spills are dealt with promptly and safely.
- Checking (and recording) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly
- Checking all kitchen equipment on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- The school will undertake an annual gas inspection of all its catering facilities.
- Temperature checking systems with a probe of all High Risk items that are being cooked.
- Arranging routine professional deep cleaning, including ducts and extract systems and a high level cleaning of all cooking, food preparation and storage surface areas on an annual basis.
- Ensuring that the school has a pest control regime is in place.
- Arrangement of hygienic disposal of waste in accordance with recommended practice.
- Support in the management of a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the School's re-cycling policy.



<b>Ownership and consultation</b>	
Document sponsor	Head of Health & Safety - Europe
Document author	Consultant Nurse - Europe
Consultation & specialist advice	Educational Advisers - UK

<b>Document application</b>	
England	Yes
Wales	Yes
Spain	No
Switzerland	No
Italy	No

<b>Version control</b>	
Current review date	June 2023
Next review date	June 2025

<b>Related documentation</b>	
Related documentation	Health and Safety Policy Pupil Health & Wellbeing Policy