



ECCLESTON
PRIMARY SCHOOL
incorporating
Beechbuds Pre-School

Provision of Special Diets and Communication of Allergens Policy

Inspiring independent learners to thrive in a changing world

Provision of Special Diets and Communication of Allergens Policy

Purpose

Eccleston Primary School is aware that children may suffer from food, bee/wasp sting, animal or nut allergies, we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. Eccleston Primary School and Mellor's Catering are committed to meeting the needs of our pupils and stakeholders and shall endeavour to meet their expectations.

In order to meet our commitments, it is our policy to provide a school meal for all pupils, including those with medical diets.

With the introduction of Universal Infant Free School Meal in September 2014 and changes to the Food Information Regulations 2013 in December 2014, it is necessary to outline our procedures for handling the service of special diets and the communication of allergen information to our customers.

Definitions:

- **Adrenaline Auto-Injectors (AAI)** - contains a medicine call Adrenaline. This medicine is needed to treat anaphylaxis, the most severe allergic reaction; also known as EpiPen® or Jext®
- **Allergy** – A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.
- **Allergen** – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- **Anaphylaxis** – Anaphylaxis, or anaphylactic shock, is a sudden, severe, and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- **EpiPen** – Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.
- **Minimised Risk Environment** - An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.
- **Health Care Plan**- A detailed document outlining an individual student's condition treatment, and action plan for location of EpiPen.

Allergens

Allergen information shall be available and easily accessible to customers, in accordance with the Food Information Regulations (FIR) 2013, for all foods, for the following list of allergens, a poster is displayed in the kitchen:

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts
- Peanuts
- Sesame seeds
- Soya
- Sulphur dioxide

Special Diets

Special diets are diets for pupils with a medically diagnosed requirement, not just a dislike of certain foods or food groups. It is our policy to provide a menu for those pupils with medically diagnosed food allergies, food intolerances or a medical condition which affects eating requirements. Mellor's catering service understands that some pupils have particular sensitivities to certain foods that non-sufferers would find harmless. When someone has a food allergy, their immune system reacts to a particular food or food groups.

We recognise that severe allergies can cause life threatening reactions and that food intolerances do not involve the immune system and are not generally life threatening but can make the customer feel poorly.

It is our policy to safely provide special diets by operating a rigorous food safety management system as part of our central HACCP (Hazard analysis critical control point) system, which identifies the appropriate controls and working instructions required for the provision of special diets.

The organisation will provide all necessary training and instruction to Catering management and frontline staff and monitor its effectiveness. The provision of special diets will be regularly audited and if applicable corrective measures put in place.

Roles & Responsibilities

Catering Service Management

To provide planned menus for:

- **Gluten intolerance** – a gluten free menu is available using specific gluten free products such as flour and pasta.
- **Lactose intolerance** – a lactose free menu is available and soya milk available to drink if applicable, as per Mellor's catering allergen pack
- **Vegetarian** – Each day a vegetarian option will be made available as part of our standard menu.
- **Nut allergies** – Standard school menus do not contain nuts as an ingredient in the recipe.
- To collate and provide allergen information relating to recipes and planned menus and communicate to catering staff and schools. Mellor's catering offers a three-week allergen menu cycle which is agreed with the catering manager and parent/carer.
- To agree any product substitutions made to kitchens prior to delivery.
- To provide nutritional data if requested as per the allergen pack.
- To provide appropriate signage to advise customers on where to access allergen information, which is displayed in the kitchen servery area
- To ensure ingredient specifications for all products included in our menus are checked to ensure they meet the dietary requirements of our pupils, as per allergen pack and Mellor's catering saffron guide
- To monitor the provision of special diets, communication of allergens and compliance with this policy.
- All as per Mellor's catering allergen pack.

Catering Service - Kitchen Staff responsibilities

- When required, provide a suitable meal using the standard menu recipes, allergen table and special diet checklist provided, as per allergen pack
- Parents/Carers to complete the parent allergen pack and discuss the menus with the catering manager
- To follow a specific set of working instructions which ensures the meal is prepared to minimise the risk of cross contamination, as per allergen pack
- Check that the products delivered are the correct brands. All products are traced by Mellor's catering saffron policy, as per allergen pack
- Prior to a meal being produced for a pupil with a special diet or allergy, ensure that the labelling of the products being used is checked to determine that it does not contain the allergen relevant to that pupil, as per allergen pack.
- Food for pupils with an allergy is served on a yellow tray.
- Display the appropriate signage and advise customers of where to access allergen information. This is displayed in the kitchen near the servery.
- To record all special dietary requirements in section 9 of the kitchen management portfolio so that in the event of staff absence the relevant information is available for temporary staff.
- All records for all allergen pupils are recorded in the Mellor's allergen pack; if a new member of staff covers a duty this information is checked and acted on.
- Communicate with and supervise catering assistants in the serving of special diets and meals to those pupils with allergies. A double tick format is used before meals are served.

Parent/Carer responsibilities

- The Parent/Carer must report any change in a child's medical condition during the year to the school.
- The Headteacher will ensure that a Health Care Plan is established and updated for children with known allergies.
- To seek medical or dietetic advice if they consider their child to have a medical condition that affects eating requirements.
- To provide as much information as possible to their child's school to assist in the provision of a suitable menu.
- To discuss the menu with their child and/or dietician to assist in making suitable choices.
- To meet with the school and catering supervisor to discuss the menu provision.
- Parents to complete a parent pack and agree menus with the catering manager with supporting medical evidence.
- Parents are responsible for providing, in writing, up to date, accurate and current medical information to the school.
- Parents are to notify the school on the relevant medical form, confirming and detailing the nature of the allergy, including:
 - the allergen (the substance the child is allergic to)
 - the nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
 - what to do in case of allergic reaction, including any medication to be used and how it is to be used
 - control measures – such as how the child can be prevented from getting into contact with the allergen

If a pupil has an allergy requiring an AAI, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the Parent/Carer.

It is the responsibility of the Parent/Carer to provide the school with up-to-date prescribed medication/equipment clearly labelled in a suitable container, this will be kept in the pupil's class

yellow medication box. In the case of life saving medication, like AAls, the child will not be allowed to attend without it. Parents are required to provide up to date emergency contact information.

Snacks and lunches brought into school are to be provided by the child's parents. It is their responsibility to ensure that the contents are safe for the child to consume. Parents should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking).

Medical Information – AAls

Where AAls (Adrenalin) are required in the Health Care Plan:

- Parents/Carers are responsible for the provision and timely replacement of the AAls.
- AAls are to be located securely in the yellow medical box of the pupil's class.

The school's responsibilities

- Make the catering staff at the production kitchen aware of pupils who require a special diet or who have an allergy.
- To ensure Catering staff are made aware of any relevant information that will assist in the provision of a suitable menu.
- To facilitate a meeting with the Parent/Carer, dietician, and catering supervisor when this is necessary.
- Provide information, regarding the pupil's dietary needs, to any staff members who will be supporting the pupil.
- Provide a suitable level of supervision for pupils when lunches are selected and served so that the welfare of the pupil is safeguarded.
- To communicate seasonal menu changes to the parent/carer when these are published by the catering service.
- Inform the catering supervisor of any changes to a pupil's dietary requirements.

Eccleston Primary School staff

- All staff are aware of all pupils with health needs and their care plans, along with where to locate medicines and contact details
- All staff are fully aware of what to do in an emergency.
- Details of all pupils that have additional medical needs/allergies/food intolerances are displayed in each class and our staff room. Details are also shared weekly in our staff briefing and on the briefing sheet. All information is stored in our shared Google Drive and Arbor which links directly to the child.
- All pupils with an intolerance/allergy for a food item start their line for lunch service at each sitting.
- Each lunchtime, a trained staff member stands at the serving counter and informs the Mellor's catering member of each year group and then identifies each individual child with an intolerance/allergy. The Mellor's staff member then checks the child's individual plan and meal.
- All pupils with an intolerance/allergy are served food on a yellow tray.
- All pupils are to only have food that has been prepared by either their Parent/Carer or school kitchen.
- Any pupil that presents with an allergic reaction is to receive the treatment as outlined on their health care plan, with the Headteacher being fully informed at the time.
- All staff and pupils to promote hand washing before and after eating.
- Teachers to liaise with parents/carers about snacks and any food-related activities.
- All staff to ensure that pupils are not permitted to share food unless part of a planned activity that the teacher has risk assessed.

Pupil Responsibilities

- Older pupils must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening.
- Pupils are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reaction. Expectations are age appropriate.
- Pupils are not allowed to share food with each other.

Management of food allergies in other areas of school life

Rewards and Celebrations

On occasions, food items are used as part of the school's reward system, this includes hot chocolate and biscuits for the weekly star of the week time (Hot Chocolate Friday) with the Headteacher. On these occasions, staff will endeavour to make suitable adjustments to ensure that pupils with food allergies feel included, e.g. substituting food and drink items.

As part of the school curriculum, pupils may be involved in activities that involve preparing food (e.g. DT lesson) or tasting food (e.g. tasting food from other countries). Teachers will take the needs of pupils with food allergies into account when planning these activities and will make modifications where possible to allow participation. When a third party is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration.

Educational Visits

The lead member of staff for an educational visit will ensure that food allergy considerations are made in any activity that may involve food.

When a pupil with a food allergy participates in a residential visit, their dietary needs will be planned for, in conjunction with the activity centre.

Where pupils with known allergies are participating in school excursions, the risk assessments must include this information.

Nuts

Due to an increased number of pupils with nut allergies in school, we ask that parents do not send pupils into school or on a school trip with any nut-based products in their lunchboxes or as a break time snack. This would include items such as peanut butter/Nutella (or any other chocolate nut-based spread) sandwiches or packets of nuts.

Charity Events

If the School hosts any 'cake sales' or similar events for charity it is important that no food poses a risk to the end user, however, this is difficult for the school to monitor. Where products are not made on site, but sold by the school, appropriate signage will be put in place. This will state the following: *'This item was not produced at Ecclestone Primary School; therefore we cannot guarantee that it does not contain nuts or any other allergen'.*

It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present. The same will apply to any cake sales organised by the PTFA (FEPS).

Items for Sale at FEPS (Friends of Ecclestone Primary School) Discos

FEPs sell a small number of sweets at the school discos which pupils can buy. It is the parents' decision whether their child will be allowed to purchase sweets at the disco when they are not present. The school is unable to supervise the purchase of these items with regard to children with food allergies. In these circumstances, parents are advised to speak to a member of staff in order for an alternative arrangement to be considered if possible (e.g. bringing in something from home).

Equal opportunities

At Ecclestone Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all.

At Ecclestone Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

Review of the Provision of special diets and communication of allergens policy

Reviewed: November 2024

Next Review Date: November 2025