



**Westfield Primary Community School**

**Policy on Allergies and Special Dietary Requirements**

<b>Approved By:</b>	School Improvement Committee
<b>Date:</b>	May 2022
<b>Review Date:</b>	May 2025

**Vision for Westfield**

*Together we strive to:*

**Inspire** a love for our community through mutual respect, teamwork and the shared belief that anything is possible

**Create** a learning culture which recognises potential, celebrates achievement and respects individuality

**Nurture** strong relationships in a safe and secure environment, where opinions are valued and kindness is the core

## **Rationale:**

Westfield Primary Community School recognises its statutory duty to provide school meals for children attending school, including free school meals for those who are entitled to them. As far as reasonably possible, we aim to meet the needs of pupils who have particular dietary requirements (e.g. peanut allergy, egg allergy, gluten intolerance, lactose intolerance, diabetes) and pupils whose religious or moral beliefs require a particular diet.

We are aware that children may suffer from specific food, bee/ wasp sting, animal or nut allergies. Our position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. We are committed to no food and drink sharing.

Parents/carers are asked to provide details of allergies and special dietary requirements in their child's School Admissions Form, which are submitted before starting school. Copies of these are sent home annually and parents are required to check, amend and return these.

All staff and external catering contractors are required to follow the guidance set out in this policy. It is to be implemented alongside North Yorkshire County Council's Facilities Management 'Allergies and Intolerances Policy'. A copy of which can be made available upon request.

## **Policy Aims:**

- To ensure that the menus and conditions in school allow pupils, who require a special diet, to be accommodated and to have a school meal if they so wish, as far as reasonably possible.
- To ensure that information is collected about pupils' dietary requirements on entry to school and this information is updated annually, or sooner if required.
- To ensure safe practice is followed whenever pupils are within our care
- To ensure all relevant staff have adequate training when supporting pupils with special dietary requirements and fully comply with policy, procedure and practice.
- To implement effective risk management practices to minimise the child, staff, family member and visitor exposure to known trigger foods and insects.
- To provide effective staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community.

## Definitions

- **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.
- **Minimized 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, developed in partnership between school, parents and pupils, outlining an individual child's medical needs, treatment, support and, where necessary, location of medication in school.

## Identification of pupils with allergies and / or requiring a special diet:

At the point of enrolling at Westfield Primary Community School, all families are issued admission forms. These forms must be completed, returned and processed prior to the child's first day. The forms contain a section which asks parents / carers to provide details of any allergies or special dietary requirements that their child has. The forms are reviewed by the admin team upon receipt.

If a child's admission form highlights that they have an allergy or they require a special diet, the following process is followed:

- The school office contact the parents / carers before the child starts school
- They will be informed that they need to complete a Special Dietary Requirement form ([Appendix A](#)) and the reasons for this will be explained.
- It will be explained that until the Special Dietary Requirement form is returned, and subsequently processed by school, a pack up will need to be provided to allow time for school to put safe measures in place.
- Following the conversation, a copy of this policy, a Special Dietary Requirement Request form and an SD1 form ([Appendix B](#)) will be sent home for completion.
- Once the forms are returned, a meeting is arranged with the pupil's parent/ carers, a member of Westfield staff and the catering manager to collect any further information required and ensure the school have a full understanding of the dietary requirements ([Appendix C](#)).

If a parent / carer informs us of an allergy or the need for a special diet via another form of communication (not via the school admission form detailed above), they will be directed to the school office to update their child's records.

If a pupil informs us that they are allergic to something that we are not aware of, they will not be served that particular food item and immediate contact will be made by school staff to the family to confirm this.

## **Ordering School Meals**

The school menu can be viewed for the term ahead on the school website and on ParentPay. Where necessary, our catering provider can provide parents / carers with adapted paper copies of the lunch menu which highlight the options and substitutions available for pupils with special dietary requirements.

Each morning, the school office complete a Meal Choice Identification Sheet ([Appendix D](#)). This highlights whether the children with allergies or special dietary requirements have ordered a school meal, have brought a packed lunch or are absent and do not require lunch. This document is then passed to the catering team who review it and then prepare safe meals for those who require it. The catering team will detail the food to be served to each pupil in the Meal Choice section of the form.

## **Service**

Measures are in place to ensure the children with known allergies / special dietary requirements are easily identified. These measures include:

- A daily identification sheet ([Appendix B](#)) completed by the office and sent to the catering staff, complete with children's photos & meal choices
- Children with special dietary requirements wearing red lanyards which detail their dietary needs in full.

Before service each day, the catering team meet to discuss the children they are providing alternative meals for. All members of staff responsible for serving meals are briefed on the food to be served to the individual children.

During service:

- Before entering the dining hall, the children who have a food allergy or special dietary requirement line up at the front. The child will be given their lanyard which clearly identifies them and their dietary need. These children enter the dining room first.
- Where needed, our catering provider will name the food containers containing the specially prepared dishes to ensure the correct food is served to each child.
- At the point of service, our catering provider will complete the identification sheet ([Appendix D](#)) detailing the food items served. The member of staff who serves the pupils' meal, will sign the sheet to confirm the correct meal has been served.
- Gluten free bread will be served to children who require it, by the catering provider.

Salad Bar:

Westfield has a self-service salad bar which children having a hot dinner can help themselves to. The salad bar will not contain any foods which contain gluten, eggs or milk but it may contain foods which are restricted in some pupils' diets (e.g. tomatoes)

- During the service of EYFS and KS1 meals, the salad bar is staffed by a Midday Supervisor. The food is selected by the child and served by a member of staff who is aware of, and will check dietary restrictions.
- Discussions with KS2 pupils with special dietary requirements will be held so that children can independently use the salad bar.

## **Curriculum Learning, Events and Occasions**

When planning activities, all staff need to be aware of the children with allergies and special dietary requirements and must make sure safe practice is exercised at all times. Wherever possible, learning activities will be fully inclusive and adaptations will be made for specific pupils. These activities include but are not limited to:

- Ingredients used in science experiments
- Playdough / salt dough
- Cookery / food preparation
- Christmas parties
- Birthday treats / items pupils bring from home
- School trips
- Playtime snacks

When activities are planned which involved children coming into contact with food ingredients, a Handling Food Form ([Appendix E](#)) must be completed and submitted for checking at least 48 hours before the event.

## **The Role of Staff**

Staff are responsible for familiarising themselves with this policy and to adhere to health & safety regulations regarding food and drink. In addition to the responsibilities outlined in other sections of this policy staff are to:

- Ensure thorough hand washing before and after food preparation and eating.
- Monitor snack time foods and ensure they are safe for consumption. Staff cannot guarantee that foods will not contain traces of nuts.
- Know the procedures of snack and lunchtimes to ensure the safety of children with allergies.
- Clean tables with an approved solution, before and after food preparation
- Teach and regularly remind children to not share food.
- Ensure emergency medication is easily accessible, especially at times of greater risk.
- Liaise with parents/carers about snacks and any food-related activities.

## **Staff Training**

The information outlined in this policy has been communicated to all staff employed by the school at time of writing. It has also be communicated and written in consultation with our external catering provider.

Training on allergies and special dietary requirements will be completed as part of induction for relevant staff teams following recruitment.

An annual update will be provided so all staff are reminded of best practice and are familiar with the children in school who have specific allergies and dietary requirements. Updates will be provided to relevant staff when individual pupils' needs change between annual updates.

We have staff trained in first aid throughout school. During lunchtimes, nominated staff in the dining room have paediatric first aid training. Staff have had training in anaphylaxis management.

## **Medical Information (EpiPens)**

Where EpiPens (Adrenalin) are required in a pupil's Health Care Plan:

- Parents/carers are responsible for the provision and timely replacement of the EpiPens.
- Where a child requires lifesaving medication, they will not be allowed to attend school without it.
- The EpiPens are located securely in relevant locations approved by the Headteacher
- EpiPens will be located so that all adults involved with the child know where they are at all times.
- School have a supply of adrenaline auto-injectors which can be used in an emergency situations. Parents / carers must sign to consent for school to use this ([Appendix F](#)).

## **Actions**

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents/carers.
- If a child becomes distressed or symptoms cause concern, an ambulance will be called.
- Staff will remain calm, keep the child comfortable and allow them space.
- If medication is available, it will be administered as per training and in conjunction with the Supporting Children with Medical Conditions Policy.
- If parents/care givers have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- If a child is taken to hospital by car, two members of staff will accompany them.

## **Incident Reporting**

The measures outlined above aim to mitigate the likelihood of an allergic reaction or contact with a prohibited food item. However, clear guidance is required in the eventuality that an incident should occur:

- Immediate action will be taken if an incident is identified.
- The safety of pupils is always paramount, therefore, if necessary medical first aid attention will be the priority.
- If medical attention is not required, the food item will be removed from the child. The quantity of unsafe food ingested and time of the incident will be noted.
- The staff responsible / staff who identified the situation will immediately inform, in person, the Headteacher / Deputy Headteacher or in their absence a Children's Champion of the incident providing the following information:
  - Child's full name
  - Any adverse immediate reactions / symptoms
  - Food ingested
  - Amount ingested
  - How the situation arose
- The Headteacher / Deputy Headteacher will contact parents / carers
- If the pupil is well enough to return the class, the teacher / adult responsible will be informed of the incident so they can monitor pupil closely.

The staff responsible and staff who witnessed the incident will complete an incident report form ([Appendix G](#)) and will hand this to the Headteacher or Deputy Headteacher or, in their absence, a Children's Champion as a matter of urgency. A copy of this will be saved in the Dietary folder on the school server.

Westfield Primary Community School will complete a thorough investigation and will, where necessary, seek support from City of York Council Health and Safety and North Yorkshire County Caterers, following an incident involving pupils with special dietary requirements.