



POLICY (Number: Pix)

SPECIAL DIETS / FOOD ALLERGIES

Special diets and Food Allergies

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 meal for those pupils with medically diagnosed food allergies, food intolerances or a medical condition which affects eating requirements. Our Catering Department understands that some people have sensitivities to certain foods that non-sufferers would find harmless. When someone has a food allergy, their immune system reacts to a food or food group(s). We recognize 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 pupil feel poorly. We will, from time to time, require assistance from the parents in helping provide some components of the meals or snacks.

Policy on nuts

To avoid any chance of cross-contamination at break times, children with any form of known nut allergies, which are classified as severe and/or life-threatening are requested to:

- Bring their own sandwiches in their own sealed containers each day.
- Avoid eating sandwiches from the sandwich boxes made available at break times and after-school.
- Discuss with the Catering Manager any snack of which he/she may be unsure.
- When arriving at the dining room for meals, children are requested to sit in the nut-free zone.

This will reduce the risk of trace elements contaminating non-nut sandwiches and the chance of pupils suffering allergic reactions.

Roles and Responsibilities

School Management

- Inform the Catering Manager in writing of pupils who have a special diets or allergies, especially for new pupils joining the school.
- The relevant HOD is responsible, when taking pupils on excursions/outings or to sports events away from school, to ensure that the relevant medication accompanies the teacher or coach in charge. In the event of a nut-allergy pupil, an epi-pen must be taken with.
- Provide information regarding the pupil's dietary needs to any staff members who will be supporting the pupil.
- Provide a suitable level of supervision especially for younger pupils when lunches are selected and served so that the welfare of the pupil is safe guarded.
- Ensure that this policy is communicated to all staff members and parents. Special attention must be given to new staff members.
- The school undertakes to provide epinephrine ('epi-pen') which will be located in strategic places for quick access and administering in an emergency.
- Ensure training of key staff members in the use and administering of an 'epi-pen'.
- Investigate all incidents and make the necessary changes to the control systems, if required.

Catering Department Management

- To provide planned meals for gluten intolerance, lactose intolerance, nut intolerance and seafood intolerance as well as a vegetarian option for each day.
- To provide allergen information relating to recipes and meals and communicate this to catering staff and pupils.
- To ensure that ingredient specifications for all products included in our menus are checked to ensure they meet the dietary requirements of the pupils.



- By using various communication methods ensure ongoing education of pupils and staff members on food allergies.
- By undertaking a formal risk assessment, determine whether any pupil with a particular food group allergy faces the risk of a possible detrimental medical reaction. This assessment must be discussed with the Head and relevant teachers. Then, together with the parents and doctor, devise a specific Emergency Care Plan for that pupil and ensure that this is updated regularly as and when necessary.
- To monitor the provision of special diets, communication of allergens and compliance with this policy.
- To record all special dietary requirements so that in the event of staff absence – the relevant information is readily available. The Emergency Care Plan will have details of this.
- Provide alternative suitable snacks for children when you are approached and they are unsure of the suitability of a snack.
- An Emergency Care Plan must be compiled for each pupil with known severe and/or life-threatening allergies which will be posted in strategic locations identified by the school.

Parents/ Guardian

- To inform the school in writing of their child's allergy or intolerance and provide supporting medical evidence relating to their child's condition. This can be provided as a letter from their GP or paediatrician, together with any information received from their dietician.
- 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 suitable alternatives.
- To discuss the menu with their child to assist in making suitable choices.
- To meet with the catering manager if necessary to discuss menu provision.
- Should a child suffer from a life-threatening allergy, the parents need to assist school management and the catering department, in developing a specific allergy safety Emergency Care Plan related directly to the needs of the pupil.
- Although the relevant HOD is responsible, when taking pupils on excursions/outings or to sports events away from school, to ensure that the relevant medication accompanies the teacher or coach in charge. In the event of a nut-allergy pupil, an epi-pen must be taken with. The school recommends that the same procedure is followed when you take your child to sport matches away from school.

Catering Department Staff

- Provide a suitable alternative when required using the special diet check list provided.
- To follow specific working instructions to ensure the meal is prepared to minimize the risk of cross contamination.
- Check that products delivered are the correct brands.
- By ensuring personal hygiene standards in the kitchen are strictly adhered to.
- Check the labelling of the products being used to determine that it does not contain the allergen relevant to the pupil.

Communication and daily control is key to the development and maintenance of a sound policy managing special diets and food allergies at Somerset House Preparatory School.