



North Wolds Federation

Catering for Children with Allergies, Intolerances and Other Dietary Requirement Policy

November 2018

With our Christian values at the centre, we develop our children educationally, emotionally and spiritually to enable them to achieve their dreams and goals. Working our local community we educate the whole child. We are inclusive and prepare our pupils to be good citizens in today's diverse society. We prepare our children for a brighter tomorrow.

'Everything is possible for one who believes' Mark 9:23

Introduction:

As an inclusive school we aim to be able to provide meals from our kitchen for all of our pupils and staff. Whilst aiming to serve everyone, we realise that there may be some instances where it would not be safe for us to cater for some children e.g. those with severe, life threatening allergies. It is the Schools' right to refuse to provide a meal if the child's allergy/medical condition is deemed too serious and we feel that we are unable to accommodate that child with a meal which is safe and meeting their requirements.

Identifying Allergens:

From December 2014, food businesses (including schools) have a legal responsibility to provide information about the allergens that are in the food that they prepare or serve. This means that the school must be able to tell pupils and parents which of 14 different allergens are included in each recipe and food item that is provided. Having this information available will help pupils with allergies and their parents/carers to identify which of the foods on the menu will be suitable for them to eat.

As a school we will publish this information on our school website

(www.marketrasen.lincs.sch.uk / www.nettleton.linc.sch.uk) so parents can decide if the food is safe for their child to eat.

Nuts, Kiwis and Shellfish.

All North Wolds Federation menus recipes are free from nuts, shellfish and kiwi. Whilst we go to extreme lengths to ensure that our menus are nut free, a minority of the products we use, from some manufacturers, are produced in factories where nuts have or may have been present. We therefore advise parents/guardians to inform us and the school if their child has one of the aforementioned allergies so their condition is known to kitchen staff.

Salad Bars & Additional Food Service Points:

It is important that any food or drink which is either served to pupils or where staff (kitchen, school and midday supervisors), help pupils to make a choice, is covered by the special diets procedures.

All staff at additional food service points must be aware of pupil's special dietary requirements and have knowledge of ingredients within recipes and allergens present. The special diet salad bar guide should be available in all kitchens and visible at additional service points as required.

Children Requiring a Special Diet?

At the North Wolds Federation our school menu is designed to cater for the majority of the school population however, some pupils may require a 'special diet' for medical reasons and need to be catered for individually. For the purpose of this policy, the term 'special diet' refers to any medically prescribed diet e.g., gluten free, egg free, dairy free etc (and a possible combination thereof).

If parents want to order meals for a child who needs a special diet they should follow the process below.

Serving Special Diets Meals (E.g allergies, intolerances or other dietary requirements):

Before serving meals to children with allergies, intolerances or other dietary requirement the school will follow this process.

- 1.** We will request full information from the child's parents/carers, so we are fully aware of the foods that the child cannot eat. We will request written confirmation of the allergy/medical need from the child's GP, dietician or other medical professional. This will ensure that children are not having foods removed from their diet without a diagnosed medical need. **(See Form 1-Attached)**
- 2.** We will communicate with the child's parents/carers (and medical professionals if required) to come up with a clear plan of how their child's allergy/special dietary requirements will be managed in school. This could include identifying foods from the existing school menu that are appropriate for their child, agreeing how recipes from the existing menu will be adapted to make them suitable for their child, or agreeing how suitable foods can be prepared or supplied for the child.
- 3.** Make sure that all catering staff are fully informed (and fully understand) about children's special dietary requirements, and how these are being met, so they can ensure that appropriate food is provided. We will consider whether catering and serving staff need training to understand food allergies and how to ensure children are provided with food appropriate for their needs.
- 4.** Ensure clear information is available so that all catering and serving staff are aware of children's allergies. This information will be held in list form and in photographs in the kitchen. **(See Form 2-Attached)**

Renewal of a Special Diet

At the start of a menu change, e.g., at the start of a new school term, all special diets recorded will be updated in line with the new menu. **NB** The diet referral form for any existing pupil doesn't need to be re-sent unless there has been a change to their dietary

requirements. In such cases, a supporting letter from their GP, dietician, paediatrician or school nurse will again be required for our records.

Safety Checking of Meals

Kitchen Staff will keep a daily safety check list of the special meals they need to produce. (See Form Three). Two members of kitchen staff will be required to sign the safety check form to ensure the meal has been prepared as described in the pupils Referral Form 2. These records will be kept in a file in the School Kitchen.

This Policy Will Be Reviewed Every 3 Years

Chair of Governors	Date
Headteacher	Date
Kitchen Supervisor	Date
Kitchen Assistant	Date



Special Diet Referral Form (FORM 1)

Once completed please return the school office who will pass it onto kitchen staff.

PLEASE COMPLETE IN BLOCK CAPITALS

Pupil Name: _____ GENDER: _____ DOB: _____

School Name: Market Rasen C of E / Nettleton CPS

ALLERGY/INTOLERANCE(S) Please tick all which apply)

<input type="checkbox"/>	Dairy	<input type="checkbox"/>	Fish	<input type="checkbox"/>	Raw Eggs	<input type="checkbox"/>	Nuts
<input type="checkbox"/>	Wheat	<input type="checkbox"/>	Soya	<input type="checkbox"/>	Cooked Eggs	<input type="checkbox"/>	Sesame

Other(s), Please State: _____

MEDICAL CONDITION(S) Please tick all which apply)

<input type="checkbox"/>	Diabetic	<input type="checkbox"/>	Coeliac	<input type="checkbox"/>	PKU	<input type="checkbox"/>	G6PD
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Other(s), Please State: _____

Please ensure you have enclosed supportive medical documentation with this referral form in line with the school policy.

PARENT/GUARDIAN CONTACT DETAILS

Name: _____ Phone Number: _____

Address: _____

Parent/Guardian Signature: _____

TO BE COMPLETED BY KITCHEN SUPERVISOR

Action agreed with parents /carer Date _____

- Parents to order from main menu that child can eat-no amendments needed.
- Amendments to be made to main menu (Use Form 2)
- Special diet required (Use Form 2)



Special Diet Referral Form (FORM 2)

A COPY TO BE HELD IN KITCHEN AND AT SERVING AREA (MR AND NCPS)

Pupil Name : _____

Gender : _____

DOB : _____

School Market Rasen C of E / Nettleton CPS

ALLERGY/INTOLERANCE(S) Please tick all which apply)

Dairy

Fish

Raw Eggs

Nuts

Wheat

Soya

Cooked Eggs

Sesame

Other(s), Please State: _____

MEDICAL CONDITION(S) Please tick all which apply)

Diabetic

Coeliac

PKU

G6PD

Other(s), Please State: _____

Agreed amendments of special diets.

Parents Signature: _____	Date: _____
Kitchen Supervisor Signature _____	Date: _____
Senior School Staff signature _____	Date: _____



Safety Check (Form 3)

Week Beginning ___ / ___ / ___

Child	Class	Allergy	Meal Monday?	Meal Tuesday?	Meal Wednesday?	Meal Thursday?	Meal Friday?
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___
			Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___	Y/N =Y? Check 1 ___ Check 2 ___