

INTRODUCTION

1.0 Policy statement

1.1 MANOR BEACH PRIMARY SCHOOL aim to provide the children school, with medically proven special dietary requirements and food allergies with the same opportunities as other pupils at school. Although food allergies are not a stated Disability Discrimination Act (DDA) requirement, we work beyond the four main allergies, wheat and gluten, dairy, soya and egg. We work continuously to make reasonable adjustments and improve what we do to give children a nutritious diet.

1.2 To ensure the provision of special diets is successful and to meet with safeguarding requirements, this policy sets out the responsibilities of schools, parents and caterers' requirements.

1.3 All our menus are nut free.

1.4. Withdrawing a food group from a child's diet should always be monitored by a health professional. Special diets, therefore, are only provided for pupils with a medical problem, not just a dislike of certain food.

1.5 MANOR BEACH PRIMARY SCHOOL will take every possible precaution, to ensure that food items detailed in the menus for children with medically proven special diets, will be given to the identified children and that MANOR BEACH PRIMARY SCHOOL will manage all appropriate processes. There is, however, always a risk that traces of allergens may be transferred to items from our menu during processing, storage or preparation in our kitchens. For these reasons MANOR BEACH PRIMARY SCHOOL is unable to guarantee that any item on any of our menus is free from trace allergens.

PARENTAL RESPONSIBILITY FOR THEIR CHILDREN

2.0 Special Diet Application

2.1 Children who have medical needs will usually be under the care of medical professionals. It is the responsibility of parents/guardian to provide accurate information relating to any allergies/special diets that their child may have or require and that this is backed up with medical evidence.

2.2 MANOR BEACH PRIMARY SCHOOL will always require medical evidence to support the application confirming the child's allergy or intolerance and parents/guardians must specify what food item/group is to be removed from the menu.

2.3 The Medically Identified Special Diet Application form is available to download from our website or from the school office for completion.

2.4 Once the application has been completed and signed by a GP/Dietician, parents are required to take the form into the school admin office to send over to the catering team.

3.0 Severe allergies – adrenaline auto injector (i.e. EpiPen)

3.1 If a child requires an adrenaline auto injector for food allergies parents/guardians must advise the school admin office via the Medically Identified Special Diet Application form

4.0 Special Diet Menu

4.1 Once a child is registered as requiring a special diet menu and the menu has been produced, they will remain on this menu for the duration of the menu cycle.

4.2 A menu change will only be made if a child develops additional allergies during the menu cycle. Supportive medical evidence will be required along with a letter/email from the parent/guardian. This should be emailed to MANOR BEACH PRIMARY SCHOOL and the school notified. A packed lunch should be provided to the child as an interim measure until the revised menu has been produced.

5.0 MANOR BEACH PRIMARY SCHOOL Allergy matrix

5.1 We strongly recommend full registration for any child with food allergies. If parents choose not to register, they must take responsibility for their child's choice and we strongly recommend that they consult with our allergy matrix, which can be found on our website.

5.2 The MANOR BEACH PRIMARY SCHOOL allergy matrix relates to the ingredients available on our current standard menu and provides information for the 14 main allergens

SCHOOLS RESPONSIBILITIES

6.0 Special Diet application

6.1 It is the school's responsibility to make parents/guardians aware that they are required to provide MANOR BEACH PRIMARY SCHOOL with the information and evidence of their child's special dietary needs, for children registered at their school.

6.2 The school admin office must direct the parents/guardians to MANOR BEACH PRIMARY SCHOOL website to complete the form Medically Identified Special Diet Application.

6.3 The school admin office are required to transfer a copy of this form to the catering team for processing.

7.0 Special Diet Menu

7.1 Once the Medically Identified Application form has been processed and a menu developed, MANOR BEACH PRIMARY SCHOOL catering team will email the menu to the office. The office will then contact the parent/guardian to share the menu with them.

7.2 The school must notify the parent/guardian of the date the child can start eating from their menu, once this has been agreed with the kitchen.

8.0 Identification of children requiring a special diet

8.1 All children registered with MANOR BEACH PRIMARY SCHOOL for a medical special diet meal are required to wear an orange silicon band to aid in the identification of the child during the lunch service. These bands are provided by MANOR BEACH PRIMARY SCHOOL and it is the school's responsibility to ensure the correct children wear them each day to the service counter in exchange for their meal.

8.2 It is also recommended as best practice that all children requiring a medical special diet are served first and escorted to the counter in addition to wearing an orange band.

9.0 Severe allergies – adrenaline auto injector (EpiPen)

9.1 For safeguarding reasons, it is strongly recommended for children, who require an adrenaline auto injector (EpiPen) for all food allergies, should be escorted to the service counter by a member of school staff during the lunch service. This should be in addition to the child wearing an orange band.

CATERERS RESPONSIBILITIES

12.0 Caterers (MANOR BEACH PRIMARY SCHOOL) responsibilities

12.1 On receipt of the Medically Identified Special Diet Application form, MANOR BEACH PRIMARY SCHOOL office will check that the form has been completed correctly. Once MANOR BEACH PRIMARY SCHOOL is satisfied that the form has been completed correctly, the catering team will devise a menu according to the special medical diet needs. This will either be a standard generic special diet menu or named specific diet menu.

13.0 Special diet menu compilation

13.1 Special diet menus are normally produced by the catering team within 10 working days from receipt of application. Once the menu is completed, it is emailed securely to the office and parent/guardian.

13.2 Medical Special Diet applications received by the catering Team within 28 days of the end of a menu cycle, may be delayed due to the production of the new menu cycle.

13.3 Personal food preferences, or dislikes of food on the child's special diet menu, cannot be accommodated as this can cause confusion and increase the risk of error.

13.4 MANOR BEACH PRIMARY SCHOOL medical special diet menus are based on the 14 main allergens; these menus are produced for pupils who regularly have a school lunch. We are unable to provide individual allergen menus for children who only have a school meal on an ad hoc basis.

13.5 On MANOR BEACH PRIMARY SCHOOL planned food theme days (including Christmas lunch) an allergen sheet is produced and sent to the office. Parents/guardians can request this information from the Head of Kitchen or Office, allowing the parent to make an informed decision as to whether the menu is appropriate for their child.

14.0 Allergy matrix

14.1 An allergen matrix for the current MANOR BEACH PRIMARY SCHOOL menu is available on our website or from the office for those parents who wish to manage their child's choice of meal

15.0 Preparation of special diet meals

15.1 Special diet menus will be followed exactly, and substitutes will not be made except in the event of unforeseen circumstances (e.g. supplier availability). The Food development team will only authorise substitutions under unforeseen circumstances.

15.2 Prior to any preparation of special diet meals, work surfaces are thoroughly cleaned with a detergent and then disinfected.

15.3 Special diet meals are prepared using different baking sheets, cooking and serving utensils. The same equipment or utensils will not be used to prepare other food items, unless thoroughly cleaned first to prevent cross contamination.

15.4 Due to the possible risk of contamination, school kitchens cannot be classed as 'free from'.

15.5 All catering staff however, are trained in allergy awareness and food safety to a level commensurate with their role.

16.0 Serving of special diet meals

16.1 A Special Diet Daily Register is completed in the kitchen. Details are recorded on the daily register to identify which special diet meals are to be prepared that day. The register also acts as a log to record what meal the child was served.

16.2 Children requiring a special diet meal are asked for their orange band on arrival at the service counter.

16.3 The Head of Kitchen (or member of staff acting as Head of Kitchen) will take responsibility on a daily basis to serve all special diet meals.

16.4 Whenever the meal is served, the Special Diet Daily Register will be referred to before handing over the child's special diet meal.