

Food Policy

This policy should be read in conjunction with the Accident Policy & HWBC Out of Hours Protocol

1. Introduction

This policy is concerned with a whole school approach to food. It is written with specific consideration of the health care and management of those members of the school suffering from specific food allergies and intolerances.

This policy applies to all members of the school community, including staff, pupils and their families.

2. Food Allergies & Intolerances - Definitions

2.1 Definition of allergy

Allergy is a hypersensitivity to a foreign substance that is normally harmless, but which produces an immune response reaction in some people. This can be a minor reaction such as itching or a severe response known as an anaphylaxis. Anaphylaxis is a severe reaction affecting the entire body which can be life threatening. More information available from <https://www.anaphylaxis.org.uk/schools/schools-what-is-anaphylaxis/>

There are 14 major allergens that have to be declared as allergens by law. At Stonar our allergen list includes those identified in law as well as any additional foodstuffs to which any current pupil is known to have a severe anaphylactic response.

2.2 Definition of food intolerance

Food intolerances do not cause an immune system reaction. They are more common than a food allergy and an intolerance to several foods is not uncommon. The onset of symptoms is usually slower and delayed. People can usually tolerate more of the food in comparison to an allergy.

3. General Food & Nut Policy

The risk of accidental exposure to foods can be reduced in the school setting if schools work with pupils, parents and catering to minimise risks and provide a safe educational environment for pupils with a food allergy. To this effect the School does not allow day pupils to bring their own food to school or boarders to take food out of the Boarding houses, unless in exceptional circumstances agreed by the Head. This includes Club Stonar, the school's holiday programme, which is catered.

Boarders are allowed to bring a limited amount of tuck into their boarding house, which must be stored in accordance with boarding house regulations. This must not contain nuts.

The school policy is that nuts should not knowingly be used in any area of the curriculum. This does not guarantee a nut free environment, and therefore pupils should not be complaisant while at school, as traces of nuts are found in a great deal of foodstuffs but it will certainly reduce the chances of exposure to pupils with nut allergies.

4. Food and drink around school

School policy is that, during term time, no food is to be consumed outside the dining room or boarding houses unless catered for by the Stonar catering team or at a Stonar event.

Staff bringing in food for their own consumption may only consume it in the staff room or areas not used by pupils (unless separately approved by senior management). Staff and pupils, with the permission of the teacher, may drink water in classrooms (not labs). Staff may consume drinks outside of staff areas during non contact times; however, beverages must be contained within a robust lidded cup or bottle to prevent spillage. Drinks must be stored out of sight of pupils. Drinks may not be consumed in labs.

Staff are not to bring or use food as a reward in class.

Food used as a teaching aid must always be the subject of a separate risk assessment approved by the Seniro Deputy Head or Head of Prep. **A record of such instances is retained by the Senior Deputy Head.**

Food and Nutrition as a subject or after school activity

Stonar offers home economics and Food and Nutrition as subjects on the curriculum. Pupils with a food allergy or coeliac participate in these subjects and individual risk assessments are carried out for these lessons.

The Food and Nutrition classroom has a designated allergy area where utensils are used only by pupils known to have a particular allergy. All these utensils are stored in sealed boxes. The area is thoroughly cleaned prior to any pupil with an allergy using the space. Ingredients are prepared separately prior to lessons and stored away from other foods.

5. Food on school trips

School day trips are often undertaken with a school-packed lunch and allergy sufferers are provided with an appropriate lunch.

Sporting matches played away are often followed by a match tea provided by the away school. Stonar staff will always endeavour to inform external food providers of the allergies of Stonar pupils, however, the safety of food consumed externally is out of the control of the school.

Overnight and residential trips are catered externally by non school provision. Stonar staff on trips will always be trained to understand food allergy, can recognise symptoms and know what to do in an emergency. Before signing up for a trip, parents must discuss with the trip leader whether their pupil's allergy could be practically managed on that trip. Parents and staff are able to ask the school nurses for advice.

Staff leading trips will follow the schools risk assessment protocols and identify any pupils with allergies. They will take individual pupils emergency bags and action plans with them on the trip. They can ask the school nurse for advice and training before the trip departs. Emergency kits for pupils requiring them will be taken on school trips.

6. Stonar's Catering Provision

All pupils and staff are provided with lunch and breaks on every school day and match tea on sports match days. Boarding pupils are also provided with breakfast and supper. All these meals are prepared by the Stonar catering team in the school kitchen.

6.1 Kitchen procedures

Like the majority of school kitchens, Stonar's school kitchen is a single production kitchen with no separate facilities to cook allergen-free meals. However, the kitchen maintains careful procedures to minimise the risk of cross contamination both at the preparation and the serving stage. It also maintains procedures to minimise the risk of meals containing allergens being wrongly served to individuals with allergies/intolerances.

Stonar's kitchens are monitored annually by external food safety consultants.

Key kitchen procedures maintain in regards to allergens include:

- An allergen matrix is prepared for every meal detailing all items on the menu and the allergens they contain (or may contain). This is made available (to staff and pupils) at each meal for reference. The allergen matrix is signed off by the executive chef, or in their absence the most senior 'duty chef' on shift.
- Freshly prepared and stored food is labelled using industry-approved allergy labels allowing the identification of 14 main allergens.
- As far as possible:
 - o meals for allergy pupils are standardised so that they can be eaten by as wide a range of allergies/intolerances as possible. This minimises the risk of mistakenly providing an unsuitable meal to an allergic/intolerant pupil. Where this is not possible, the clear labelling will minimise the risk of mistakes.
 - o 'Allergy meals' look the same but avoid all 14 allergens.
 - o 'Allergy meals' are never frozen for later consumption.
- All pupils with a life threatening food allergy must come to the dining room allergy counter at mealtimes.
- Pupils with an intolerance or non-anaphylactic allergy (in the senior school) do not have to eat from the food at allergy counter and are free to discuss with the duty chef which items from the main counter will be suitable for them to eat each day. **Nonetheless, they are always invited to collect their food from the allergy counter.**
- Staff and visiting adults, with allergies or intolerances are invited to discuss with the chef on duty what may be suitable for them to eat if they are unsure.
- A designated chef separately prepares any meals for the allergy counter that are required if meals on the main menu are unsuitable for allergy/intolerant pupils. These meals are served in the dining room from the dedicated 'allergy' counter.
- Food (for pupils with specific dietary needs) being consumed outside the dining room is wrapped and labelled with the child's name to ensure allergen requirements are met. Teaching staff are to be aware of allergy/intolerant children to ensure that they are only served their labelled food.

- Due to the existence of severe allergies in the school at this time, there are further additional measures:
 - no nuts are used as ingredients in the kitchen at all
 - any externally-manufactured items that identify 'may contain nuts' or 'not suitable for individuals with a nut allergy' are clearly identified at the counter
 - the kitchen maintains a dairy-free and gluten-free room for the storage of specific allergy meals / snacks
 - desserts and sweet snacks for pupils with allergies are confined to fruit or externally-manufactured, pre-packaged items suitable for all allergies
 - individuals with intolerances can be served cakes produced on site if they meet the pupil's individual dietary requirements.

6.2 Residual Risk

The School will always do its utmost to ensure that food served is matched to each individual's allergy/intolerance. However, it is possible that human error could still occur.

Parents of day pupils with a severe allergy (i.e. anaphylactic reactions) may, by prior agreement with the Head, send packed lunches and snacks from home for their child for consumption at lunch or break time in the dining room. Such food must not contain nuts. This food must be taken to the dining hall as soon as the pupil arrives on site and may not be stored in classrooms or lockers.

6.3 Boarding Pupils

The School operates a high level of cross checks and special food preparation for food to be consumed during the school day. However, the kitchen is not staffed to operate the same level of cross checks and special food preparation for allergy sufferers at breakfast and supper or on weekends.

In addition, each boarding house contains a small kitchen in which all boarding pupils can prepare light meals. The School cannot guarantee avoidance of cross contamination with allergens (including nuts) in these kitchens.

For these reasons, boarding at Stonar may not be suitable for a pupil with a food allergy, depending on its nature and severity. Parents must discuss their child's allergy with a member of the Leadership Team and the school nurses before considering boarding or requesting an overnight stay for a pupil.

If, whilst at Stonar, a pupil develops an allergy/intolerance or an existing allergy/intolerance worsens, the parents must inform the school nurses and the school will review the pupil's suitability for boarding. Boarding may no longer be suitable in all such cases.

7. Responsibilities

7.1 Parents' Responsibilities

The School cannot provide appropriate care for pupils with food allergies or intolerances without the cooperation of parents. On application to join Stonar School, parents must inform the School Nurse via the Application form and the subsequent medical questionnaire of any history of allergy or intolerance, indicating the severity of allergy, highlighting previous severe allergic reactions, and any history of anaphylaxis.

Parents of pupils applying to the school or who are existing members of the school community must:

- Provide written medical documentation, instructions, and medications as directed by a doctor, using Stonar Schools' Food Allergy Action Plan
- Ensure the school has all up-to-date emergency contact information for parents and GP
- Ensure any required medications (*EpiPen's or other adrenalin injectors, inhalers and any specific antihistamine to be kept on site*) are supplied, in date in the original container and replaced as necessary. Boarding pupils registered with the school doctor will be able to get repeat prescriptions from the school nurses.
- Work with the school team to develop a workable plan that accommodates the child's needs throughout the school including in the classroom, in the dining room and on school trips.
- Educate their child in the self-management of their food allergy including safe and unsafe foods, strategies for avoiding exposure to unsafe foods, how to read food labels (age appropriate), the symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem
- Inform the school nurse if their child suffers an episode of anaphylaxis outside school

Where food allergy is a major concern, the nurse will arrange for the parent/s and pupil (age appropriate) to meet with the Executive Chef so that the parents and pupil can understand the relevant catering procedures.

7.2 Pupils' Responsibilities (for those with an allergy or intolerance)

- Not to exchange food or eating utensils with others
- Avoid eating anything with unknown ingredients or known to contain any allergen
- Identify yourself to serving staff at every meal
- Ensure you have met with the school nurse to discuss your allergy
- Be proactive in the care and management of your food allergies and reactions (based on the age level)
- Notify an adult immediately if you eat something you believe may contain the food to which you are allergic
- Notify an adult immediately if you believe you are having a reaction, even if the cause is unknown.
- Take responsibility for avoiding food allergens, including informing staff of your allergy at times of potential risk
- Learn to recognise your personal symptoms to an allergy reaction
- Keeping emergency medications where appropriate, in the nurse's office or in an agreed suitable location. This may include carrying the medication with you at all times
- Develop greater independence to keep yourself safe from anaphylactic reactions. Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic pupils must be encouraged to follow these additional guidelines
 - Proper hand washing before and after eating and throughout the school day
 - Eating only food that has been labelled as suitable.

7.3 School's Responsibilities

- All members of Stonar staff should have an awareness of food allergies.
- All Stonar chefs and catering supervisors/managers are trained in food allergens, allergies and the possible consequences, including an understanding of the EU Food Information Regulations 2014.
- All staff who interact with pupils with allergies on a regular basis understand food allergy, can recognise symptoms and know what to do in an emergency.
- School nurses are to work together with catering and teaching staff to ensure awareness of the severity of individuals' food allergies and their action plans. Identified key staff within the catering department will attend training sessions as required with the school nurse in recognising and managing an anaphylactic reaction.

- Review policies/prevention plan with the core team members, parents/guardians, pupil (age appropriate), and the school nurse after a reaction has occurred
- The School Nurses are to review the health records submitted by parents and doctors
- Where necessary risk assess school trips / residential visits with the family of the pupil with a food allergy.

7.4 Catering department's additional responsibilities with regard to allergy meals

- Avoid using the same utensils for different foods without washing them thoroughly first using hot soapy water
- Always clean preparation areas, utensils, hands and even aprons after handling key allergens and before preparing special food for allergy sufferers.
- Major allergens are stored in a designated place in the storeroom and stored in sealed containers.
- Avoid frying with oils that have been used to cook food that may contain allergens
- Cover and wrap dishes once they have been prepared wherever possible
- All staff are aware of all individual pupil allergies, and have photos behind the counter for all staff to see
- File and retain all delivery notes and keep product information for 24 hours so that a staff member can consult them, if necessary
- To avoid substituting ingredients with one that contains an allergen. If an allergen is substituted this must be well communicated to other staff members.

7.5 Natasha's Law

Since the 1st of October 2021 all food outlets must provide full ingredients lists with clear allergen labelling on "PPDS" (PrePacked for Direct Sale); food that is prepared, prepacked and offered or sold.

At Stonar, we

- Label all prepacked foods for display, take away, match teas and school trips
- Always complete the 14 allergens form and have it on display
- Display comprehensive menus across all services that display allergens
- Ensure all labels have all the correct information and format. Name of the food, an ingredients list, any of the 14 allergens in **bold**

8. Contamination Accident – Food Allergy

If an individual is given food containing allergens to which they are allergic:

8.1 Care of affected individual

During school hours (when the Health & Wellbeing Centre is open):

- Do not leave the pupil unattended.
- Get the appropriate EpiPen from the nearest EpiPen storage location (*see below)
- Contact the school nurse immediately by calling reception (who will radio them)
- If it is safe to do so, accompany the pupil the HWBC
- The school nurse (or a member of staff nominated by them) must inform either the Head, Deputy Head or Head of Prep that a pupil is having an anaphylactic response.

Out of Hours:

- Out of Hours Medical Protocol is to be followed.

EpiPen locations:

*EpiPens are located in the dining room next to the clearing hatch in an orange box, in the staff resources room and senior school pupils should hold an EpiPen in their school bags. Pupils IHCP are stored in the folder holder next to the EpiPen box

8.2 Identification and care of other possible affected pupils

- Catering should immediately identify to the Senior Leadership Team member on duty (or House parent on duty after hours) the other individuals that might be affected, by referring to the allergen list for pupils with the same allergen.
- Identified individuals must be found and monitored. Severely allergic children must be directly monitored by the School Nurse or a nominated First Aider.
- The catering team will enter the incident in their own accident report book a copy of which must be sent to the school nurse the daily pupil treatment records in the Health and Wellbeing Centre will correspond if medical treatment was necessary.
- Contamination incidents resulting in an anaphylactic reaction will trigger a serious incident review, overseen by senior management.

9. Amendments to Food Policy and meal provision

9.1 Staff entitlement to meals

Lunches

This is in order to ensure that we can feed the pupils in the most ordered manner possible following the required guidelines. Staff are asked to adhere the food policy in terms of what they bring into school in their packed lunches. In line with section 4 of this policy, staff are asked not to eat in classrooms / pupil areas to reduce the risk of cross-contamination to pupils.

Evenings, Breakfasts & Weekends

Resident staff and those on evening duty in the boarding houses / remaining on site for approved school events may have supper in the dining hall when the servery is open.

Staff whose shift starts at 7am or before (or those who have been duty overnight) may have breakfast in the dining hall when the servery is open.

Resident staff and those on duty are permitted to take meals in the dining hall at weekends

9.2 Other information

Resident Graduate and Equine Assistants are permitted to take all their meals in the dining room when the servery is open. Families of resident staff are welcome to join partners in dining hall with the permission of EMG, however, we are unable to cater for any specific dietary requirements.