



FOOD POLICY

This policy refers to both Wellington Senior School and Wellington Prep School and applies both in term time and in the holiday periods

Head	Alex Battison
Author	J L Talling – Director of Operations S Pattemore – Senior Nurse R Scott – Thomas Franks- Catering Provider
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1.0 Introduction

This policy is concerned with a whole-school approach to food for both the Senior and Prep School. 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, students and their families.

The legal requirements for schools and caterers include statutory guidance which explains responsibilities in supporting students at school with medical conditions. Ensuring we make sure that we support students with any medical conditions in school with the support of parents and agencies.

2.0 Food Allergies & Intolerances

A food allergy is a hypersensitivity to a foodstuff of 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 Wellington School our allergen list includes those identified in law, as well as any additional foodstuffs to which any current student is known to have a severe anaphylactic response.

A food intolerance is a difficulty digesting certain foods which causes an unpleasant physical reaction. Food intolerances affect the digestive system only and are more common than food allergies.

The onset of symptoms is usually slower and delayed. People can usually tolerate more of the food in comparison to an allergy.

3.0 General Food & Nut Policy

The risk of accidental exposure to foods can be reduced in the school setting working with students, parents and catering teams to minimise risks and provide a safe educational

environment for students with a food allergy. Therefore, at all locations and events we have allergen notices for a **think allergy** poster where food is served and a **self-service** poster where cross contamination is a possibility.

We do allow day students to bring their pack lunch to school and this is agreed as part of the admissions process.

We do allow students to eat on School Transport both home to school and on trips, but all products must be Nut Free and adhere to the policy.

This policy also covers Camps and external bookings which run on campus.

3.1 Nut-Free Policy

Although we recognise that this cannot be guaranteed, Wellington School aims to be a nut-free school so far as is reasonably practicable. This policy serves to set out all measures to reduce the risk to those students and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The School aims to protect students who have allergies to nuts yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. We do not allow nuts or nut products in school lunch boxes.

Our “Nut-Free Policy” means that the following items should not be brought into school:

- Packs of nuts
- Peanut butter sandwiches
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- **Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)**
- Cakes made with nuts

We have a policy to not use nuts in any of our food prepared on campus. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces.

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 students should not be complacent 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 students with nut allergies.

4.0 Food Policy

During term time the majority of food and drink is produced and consumed at the Dining Room, Café, Prep School Hall and Boarding Houses. However senior school students can go into town and purchase food which they consume on Campus. They are briefed about the policy and should adhere to it at all times.

Within the Sixth Form Centre (SFC) food including tea/ toast is prepared and eaten in the SFC. The Head of Sixth Form brief students on the current food policy

Staff bringing in food for their own consumption may only consume it in the staff room or areas not used by students (unless separately approved by senior management).

With the permission students and staff may drink water in classrooms and there are bottle filling points across the Campus.

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 may not be consumed in labs.

Food used as a teaching aid must always be the subject of a separate risk assessment approved by the Senior Nurse and H&S Advisor.

From time-to-time Food and Nutrition is offered as a school activity. Students with a food allergy or coeliac who participates in these activities will be subject to an individual risk assessment.

5.0 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 host school. Wellington School staff will always endeavour to inform external food providers of the allergies of Wellington students, however the safety of food consumed externally is out of the control of the school.

Overnight and residential trips are often catered externally by non-school provision. Wellington School 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 student'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 students with allergies. They will take individual students 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 kit for student's requiring it will be taken on ALL school trips in accordance with their Care Plans and advice from the Lead Nurse.

6.0 Wellington School Catering Provision

All students and staff are provided with lunch and breaks on every school day and match tea on sports match days.

Boarding students are also provided with breakfast, teas and supper. All these meals are prepared by the contract catering team to Wellington School, currently Thomas Franks, in the School kitchens.

6.1 Kitchen procedures

Wellington School kitchens are single production kitchens (Prep and Senior School) 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.

Key kitchen procedures maintained in regard 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 students) at each meal for reference.
- The allergen matrix is signed off by the most senior 'duty chef'
- Freshly prepared and stored food is labelled using industry-approved allergy labels allowing the identification of 14 main allergens.
- As far as possible:
 - Meals for allergy students 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.
 - Allergy meals are never frozen for later consumption. Where boarders are off-site or engaged in events and require a late supper we have implemented a system, where the boarding staff alert the catering team to numbers and we can safely chill food for consumption in house after 19.30 or if prior to this time students can come to the dining hall to collect their meal directly.
 - All students with a life-threatening food allergy must come to the dining room allergy counter at mealtimes.
 - The salad bar is a source of potential cross contamination as is self-service. If a student has a severe allergy they are not to eat from this area and are to request salad items from the kitchen
 - Students 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.
 - 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 students with specific dietary needs) being consumed outside the dining room is wrapped and labelled with the student's name to ensure allergen requirements are met.
 - Teaching staff must be aware of the allergy/intolerant students to help ensure that they are only served their labelled food on trips

- 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 stock of dairy-free and gluten-free products stored in allocated area of the dry stores. Where possible an alternative gluten free option is made available for desserts, where this is not possible fruit is freely available.

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 students with a severe allergy (i.e. anaphylactic reactions) may, by prior agreement send packed lunches and snacks from home for their child for consumption at school. This must be discussed and agreed with the Pastoral Team.

Such food must not contain nuts.

This food must not be stored in classrooms or lockers.

6.3 Boarding Students

Each boarding house contains small kitchens in which all boarding students can prepare light meals.

The School cannot guarantee avoidance of cross contamination with allergens (including nuts) in these kitchens.

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

7.0 Responsibilities

7.1 Parents' Responsibilities

The School cannot provide appropriate care for students with food allergies or intolerances without the cooperation of parents. The school requests that parents and carers observe the nut-free policy and therefore **do not** include nuts, or any traces of nuts, in packed lunches.

We ask if parents wish to send in cakes for student birthdays this is agreed in advance with the class teacher or tutor and that cakes are purchased with all correct labelling which needs to be checked against the known allergies in the class concerned.

On application to join Wellington 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 students 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 Wellington 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 Campus) are supplied, in date in the original container and replaced as necessary.
- Boarding students 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 student (age appropriate) to meet with the Catering Manager so that the parents and student can understand the relevant catering procedures.

7.2 Staff & Student Responsibilities (for those with an allergy or intolerance)

All staff & students are asked:

- Not to exchange food or eating utensils with others and follow good hygiene standards
- Avoid eating anything with unknown ingredients or known to contain any allergen
- Identify yourself to serving staff at every meal.
- Be proactive in the care and management of your food allergies and reactions (based on the age level)
- Notify an adult or colleague immediately if you eat something you believe may contain the food to which you are allergic
- Notify an adult /colleague immediately if you believe you are having a reaction, even if the cause is unknown.
- Take responsibility for avoiding food allergens, including informing staff/colleagues of your allergy at times of potential risk
- Learn to recognise your personal symptoms to an allergy reaction
- Keeping emergency medications where appropriate. 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
- Eating only food that has been labelled as suitable.
- Staff are required to inform HR of any allergies and care plans which can then be discussed with the HR Team and Lead Nurse to ensure they can be managed

7.3 School's Responsibilities

- All school staff who assist in food preparation/serving should possess a Food hygiene certificate
- Training all catering staff who prepare food from raw ingredients in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures and on the awareness & management of allergens in food and associated specialist training is the responsibility of the Catering contractor;

- Training all key staff in emergency procedures and shut-off procedures e.g. for gas/electricity;
- Maintaining records of training for School staff;
- Conducting regular refresher training Staff Uniforms & Personal Hygiene
- Ensuring that all staff wear appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served
- Ensuring compliance with the hand-washing or hand-cleaning regime at all times. All members of Wellington School staff should have an awareness of food allergies. This includes within the First Aid training, there is additional training on Firefly for trip leaders and please refer to the medical policies for further information.
- Staff and volunteers must ensure they do not bring in or consume nut products in school and ensure they follow good hand washing practice.
- Caution must be taken at certain times of year such as Easter and Christmas and when there are various friend and fund-raising events on campus. If Staff distribute confectionary, care must be taken to ensure that no nuts are included in the product. Fruit sweets such as Haribo are a better alternative. Particular products that are a cause for concern are: - Boxes of mixed sweets or chocolates Celebrations – Roses – Heroes – Quality Street.
- All product packaging to be checked for warnings directed at nut allergy sufferers. It must clearly identify the food contents and ingredients to help identify which food students with allergies can and cannot eat. If the following or similar are displayed on packaging, the product must not be used in school.
 - Not suitable for nut allergy sufferers;
 - This product contains nuts;
 - This product may contain traces of nuts;
 - Indicating this is unsuitable for school consumption.
- Epi Pen trained staff are named First Aiders. Please check the school office, medical room and the Staffroom noticeboard for a list of qualified staff. **Staff must complete the allergy / intolerance section of the Catering Request form when requesting additional catering.**
- All Contract Catering 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 students 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, student (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 student with a food allergy.
- The school will email a detailed list of students with allergies to the catering department on a half termly basis, advising of any changes or updates

7.4 Catering Contractors 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.
- 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.

8.0 Contamination Accident Food Allergy

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

Health Plans and Emergency Response

We have individual Healthcare plans for students with allergies and Allergy Lists are displayed highlighting Healthcare plans in place, triggers, medication (Medication will be stored, administered and documented in accordance with our Medical and First Aid Provision Policy).

It is strongly advised that all students who require an adrenaline must carry 2 adrenaline pens on them at all times. All parents have been informed of these changes and a letter has been sent out to explain that it is their responsibility to ensure that their child comes into school with 2 adrenaline pens each day.

Staff have access to 6 emergency anaphylaxis kits across the school campus. Each one contains a 0.15mg and 0.3mg adrenaline pen (currently EpiPens). They are located in the following places:-

1. Cafe
2. School Main Kitchen
3. PRSC Kitchen
4. The Hub
5. Prep School
6. School Health Centre

Symptoms

The symptoms of anaphylaxis may be immediate or delayed after contact with the allergen. An anaphylactic reaction may cause an intense unwell feeling which could include any of the following symptoms, skin flushing, facial swelling and tongue tingling; a skin rash, and abdominal symptoms may or may not be present. Symptoms may quickly progress to confusion and feeling faint due to a dropping blood pressure and if untreated loss of consciousness and cardiac arrest occur.

Narrowing of the airways can also occur at the same time, with or without a drop in blood pressure. This can cause breathing difficulties and wheezing.

Symptoms of anaphylaxis include:

- skin reactions such as hives, flushed skin, or paleness
- suddenly feeling too warm
- feeling like you have a lump in your throat or difficulty swallowing
- nausea, vomiting, or diarrhoea
- abdominal pain
- a weak and rapid pulse
- runny nose and sneezing
- swollen tongue or lips
- wheezing or difficulty breathing
- a sense that something is wrong with your body
- tingling hands, feet, mouth, or scalp

Anaphylaxis varies in severity. Sometimes it causes only mild itchiness and swelling, but in some people, it can cause sudden death. If symptoms start soon after contact with the allergen and rapidly worsens, this indicates that the reaction is more severe.

8.1 Care of affected individual during school hours (when the Health Centre is open):

- First lie the person down
- Do not leave unattended
- Locate Adrenalin auto-injector on their person
- Inform the School nurse and phone 999
- Locate the person's 2nd Adrenaline Auto Injector held in the Prep School or School Health Centre
- Locate the generic Auto Adrenaline Injector on site.
- Inform the Head of Senior or Prep School

Generic Auto Adrenaline Injector pens are located in the Prep School Medical Room, School Health Centre and The Staff Hub.

If the Auto Adrenaline Injector has been used, then the person must attend A&E.

DO NOT move the person as this could cause a sudden drop in blood pressure and lead to a cardiac arrest.

8.2 Identification and care of other possible affected students

- Catering Team should immediately identify to management on duty (or House parent on duty after hours) the other individuals that might be affected, by referring to the allergen list for students with the same allergen.
- Identified individuals must be found and monitored. Severely allergic students 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 student treatment records in the Health 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.

Legal framework:

- The Human Medicines Regulations (2012)
- The Children and Families Act 2014 states that schools have a duty to support pupils at their school with medical conditions
- The Food Information Regulations 2014 requires all food businesses including school caterers to show the allergen ingredients' information for the food they serve
- Natasha's Law 1st October 2021

Further guidance:

- Managing Medicines in Schools and Early Years Settings (DfES 2005)
- 'Supporting students at school with medical conditions' (DfE December 2015) refers to medical conditions in general but does not specifically refer to allergies/nuts

Other useful Pre-school Learning Alliance publications:

- Medication Record (2010)
- Daily Register and Outings Record (2012)