



Highfield Priory
School and Nursery

Food and Allergy Policy

The Health, Safety and Wellbeing Committee is responsible for this policy.

Last Reviewed: May 2025

Contents

Aims.....	2
Objectives.....	2
School Catering.....	2
Breakfast	2
Mid-morning Snack.....	3
Drinks Policy.....	3
After school care	3
Sporting Fixtures	3
Early Years	4
EYFS Statutory Guidance	5
Special Dietary Requirements	5
Food Allergies	5
Our Procedures	6
Nursery Specific Procedures	6
Prohibited Foods.....	7
Serious Allergic Reactions	7
Food Information Regulations	7
School Ethos, Environment and Organisation	7
Treats and Rewards	7
Curriculum, Teaching and Learning.....	8
Parental Involvement	8
Food Hygiene	8
Monitoring and Evaluation Process.....	8
Authority.....	8

This policy should be read in conjunction with:

Health and Safety Policy

Physical Activities (Healthy Schools) Policy

The policy was discussed and amended by members of the working party, Head Teacher, governors, teachers, parents, catering staff, and pupils.

Aims

Proper nutrition is essential for good health and effective learning.

We aim to:

- To improve the health of pupils, staff and their families by helping to influence their eating habits through increasing their knowledge and awareness of food.
- To ensure that pupils are well nourished at school and that every pupil has access to tasty and nutritious food, and easily available water supply during the school day.
- To ensure the food provision at Highfield Priory reflects the ethical and medical requirements of staff and pupils e.g. religious, vegetarian, medical and allergenic needs.
- Work in partnership with catering staff to ensure that nutritional standards are implemented by providing attractive, value for money meals.
- Work in partnership to achieve a pleasant and sociable dining experience which enhances the social development of each pupil.
- Encourage pupils to contribute ideas.

We aim to promote healthy & balanced eating by:

- Encouraging pupils to choose a variety of foods to ensure a balanced intake in line with the national nutrition guide – ‘The Balance of Good Health’ and the new nutritional standards.
- Encouraging foods which are rich in vitamins, iron and calcium, in particular fruit, vegetables, meat, beans, bread and low fat dairy products.
- Encouraging starchy foods as a source of energy (such as bread, pasta, rice and potatoes) rather than fatty foods.
- Encouraging fruit juices, lower fat milk and sugar-free drinks.
- Discouraging sugary drinks and less healthy snacks between meals.
- Teaching about healthy eating as part of the Science and PSHE curriculum

Objectives

- To work towards ensuring that this policy is embraced by school management, teachers, governors, pupils and parents
- To integrate these aims into all aspects of school life, in particular food provision within school, the curriculum, pastoral and social activities

School Catering

By working together as a whole school, we promote healthier eating habits. School lunchtime menus are agreed between the school and catering staff. All children are given a portion of vegetables as part of their meals. They are encouraged to try some, even if it is a small portion. Children are also encouraged to add salad to their meal from the daily salad table. Due to the large difference in calorie requirements between infants and juniors, portion sizes are adjusted accordingly. Children are encouraged to ask for the correct portion size according to their hunger signals. Milk is available at morning break times for all children from nursery through to Y6.

Breakfast

Breakfast club is open every morning and is managed by the nursery nurses. Breakfast club is available to all pupils; children are offered a variety of breakfast choices such as:

- Toast
- Cereal – Rice Krispies, Cornflakes, Ready Brek, Shreddies, Multi-grain Hoops, Shredded Wheat
- Yogurts
- Fruit
- Milk
- Water

Mid-morning Snack

In consultation with parents it has been agreed that all children can bring fruit or vegetables into school as mid-morning snack. Parents are asked to cut up grapes lengthways to prevent choking hazard. The Reception and Key Stage 1 children can bring in a healthy snack, in addition to fruit to eat just before the lunchtime break, as they have their lunch on second sitting. A list of healthy snacks is made available to parents and given out at the curriculum evening at the beginning of each new school year. Snacks containing chocolate or chocolate flavouring or high sugar snacks are not permitted.

Healthy snacks are considered to be:

- Crackers
- Breadsticks
- Wholemeal bread roll
- Rice cakes
- Cheese (e.g. babybel, cheese string)
- Yogurt (pouch style)
- Plain cereal bar or one with fruit (not coated)

Drinks Policy

Children are encouraged to drink 3 –4 glasses (or equivalent) of water at school particularly after P.E, active play and in hot weather. Water is provided throughout the day via water fountains, at lunch time on tables and water bottles in class scheme. In hot weather children will be encouraged to drink more, nursery children will be given additional drinks throughout the day. Children are encouraged from preschool to Year 6 to bring in a full water bottle from home that they can drink from during the day and fill up using the water fountain. These water bottles should be the school water bottle which is provided free of charge and is clear with a sports cap. Only water is allowed- no squash.

After school care

The after-school club runs until 6.00pm and offers all pupils who attend a healthy snack. Children are given sandwiches with a variety of fillings, such as cheese, tuna, ham and egg or bread and butter, a selection of fruit, wraps or bagels with fillings, cheese and crackers, pitta bread and vegetables with hummus, yogurts. Menus are reviewed regularly and are on display outside the preschool room and Mrs Hayes has a copy in her file which parents can request to look at.

Sporting Fixtures

In order to refuel and rehydrate the body after sporting fixtures, the following snacks are provided to children after matches.

- A juice carton or water
- A KitKat or similar biscuit

Early Years

The Preschool and Nursery has a healthy breakfast, offering cereals, yoghurt and fruit. Pre - School and Nursery have two snacks throughout the afternoon and evening. One consisting of fruit or vegetables and the other been carbohydrate based. They have a tea around 3 o' clock. Menus are on display in the Pre School and Nursery room. It is recorded For Nursery how lunch/tea each child has eaten and this is also displayed. Reception have continuous snack (fruit) mid-morning and afternoon and a sandwich in the afternoon.

We will ensure that:

- A balanced and healthy breakfast (Breakfast Club for preschool children), lunch and tea along with two daily snacks are provided for children attending a full day at the nursery.
- Menus will be planned in advance by the school chef [in consultation with the children and staff], rotated regularly and reflect cultural diversity and variation. These will be displayed for parents outside the nursery and reception classroom areas.
- We provide nutritious food at all times, Our menu planning is in line with the 'Early Years Foundation Stage Nutrition Guidance' April 2025 .
- Menus will include servings of fresh fruit and vegetables every day.
- Parents and children will be involved in menu planning.
- Fresh drinking water will be constantly available and milk is offered on a daily basis
- Individual dietary requirements will be respected. We will gather information from parents regarding their children's dietary needs including any allergies. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual diet plan for their child
- Staff will show sensitivity in providing for children's diets and allergies.
- Staff will set a good example and show good table manners. Meal and snack times will be organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children will be encouraged to use their manners and say 'Please' and 'Thank you' and conversation will be encouraged.
- Staff will use meal and snack times to help promote children to develop independence through making choices, serving food and drink, and feeding themselves (younger children will be fed to encourage them to eat).
- We provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones. Cultural differences in eating habits will be respected.
- Any child who shows signs of distress at being faced with a meal he/she does not like will have his food removed without any fuss. If a child does not finish his first course, he/she will still be given a small helping of dessert. Children not on special diets will be encouraged to eat a small piece of everything.
- Children who refuse to eat at mealtimes will be offered alternative food or food later in the day.
- Children who are slow eaters will be given time and not rushed.
- Quantities will take account of the ages of the children.

We will promote positive attitude to healthy eating through play opportunities and discussions

Packed Lunches for Funded Children

On enrolment, if parents opt for the purely funded model they must provide a packed lunch and snacks for their child. If parents choose for their child to have a packed lunch, they are provided with a letter about what sort of food their child's packed lunch should contain.

We encourage parents and carers to provide children with packed lunches that complement our healthy food ethos. We ask that, to achieve this, parents use the principles of the 'eatwell plate'. This will ensure children have a healthy balanced meal. We also direct parents to the "Change 4 Life" website that includes ideas for healthy packed lunches. We also inform parents that we are a no nut setting and adopt the letter for any allergies in that cohort.

Where parents have chosen to provide a packed lunch instead of a cooked lunch, the nursery will:

- ensure perishable contents of packed lunches are refrigerated or contain an ice pack to keep food cool;
- inform parents of our policy on healthy eating;
- encourage parents to provide sandwiches with a healthy filling, fruit, and milk-based desserts, such as yoghurt or crème fraîche.
- discourage sweet drinks, we will provide children with water
- discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits.

EYFS Statutory Guidance

Registered providers must notify Ofsted of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence"

Special Dietary Requirements

It is the parents or carers responsibility to notify the school in writing of their child's specific dietary requirements and appropriate procedures, for example if their child is vegetarian, has religious dietary requirements or for health reasons such as diabetes. A list of specific requirements and actions is kept in the office as well as with each class teacher.

The school caterers will provide food in accordance with pupils' religious beliefs and cultural practices. They also offer a vegetarian option for lunch each day and a halal option at least 4 out of 5 days. Jacket potato with a variety of fillings are offered every day. Reception, Year 1 and Year 2 children have badges stating their dietary requirement. In addition to this colour coded trays are used for children who have dietary requirements.

- Blue tray = no dietary requirement
- Yellow tray = halal
- Purple tray = no beef, no pork
- Green tray = vegetarian
- Red tray = allergen

Food Allergies

At Highfield Priory, we are aware that children may have or develop an allergy resulting in an allergic reaction. We aim to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction. **The consequences of children with allergies receiving the wrong food can be very serious or even fatal.** It is the parents or carers responsibility to notify the school in writing of

their child's allergies and appropriate procedures. Following this, the kitchen is responsible for identifying and preparing suitable food for the children with allergies.

Our Procedures

- Before a child joins Highfield Priory, we obtain information about the special dietary requirements, preferences, food allergies and intolerances that the child has. In the case of severe allergies, details of the child and treatment required is also displayed on the staff notice board in the staffroom.
- All staff are made aware of the signs and symptoms of a possible allergic reaction in the case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth and/or tongue, swelling of the airway to the lungs, wheezing and anaphylaxis.
- Staff are trained in appropriate treatments for allergies and anaphylaxis, the differences between the allergies and intolerances and that children can develop allergies at any time.
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then all members of staff working directly with the child will receive specific medical training to be able to administer the treatment to each individual child.
- We have on going discussions with parents, and where appropriate, health professionals to develop allergy plans for managing any known allergies and intolerances. We ask parents to inform staff of any allergies or intolerances discovered after registration.
- We share all information with all staff involved in preparing and handling of food- including snack times and meal times. A list of allergies is kept in on public shared and Care Plans are kept in the office with copies given to the kitchen. Nursery and Preschool keep their Allergy Action plans in the barn staffroom, nursery kitchen and main kitchen. Photos are included on these lists.
- It is the teacher's/key worker's responsibility to ensure that allergy and dietary requirements are being met. The responsible staff member, chef and parents work together to ensure a child with specific food allergies receives no food at Highfield Priory that may harm them. This may include designing an appropriate menu or substituting specific meals on the current menus. Allergy information should be updated regularly and any changes must be shared between teaching staff and kitchen staff.
- At lunchtime there is always a teacher and a teaching assistant on duty (EYFS and KS1) to supervise the children eating their lunch.
- EYFS and Infant children with allergies have their food served on red tray. All Reception and Year 1 children with dietary requirements also have badges detailing this.
- Children with food allergies are monitored to make sure there is no exchange of food between children.
- If a child has an allergic reaction to food, a bee or a wasp sting, plant etc. a paediatric first aid trained member of staff will act quickly and administer the appropriate treatment. We will inform parents and record the incident in the accident books.
- Staff and children wash hands after eating to ensure they don't transfer allergens.

Nursery Specific Procedures

- Seating is monitored for the children with allergies. Where deemed appropriate, staff will sit with children who have allergies, and where appropriate, staff will discuss food allergies with the children and the potential risks.
- At each mealtime and snack time we ensure staff are clear who is responsible for checking that the food being provided meets all the requirements for each child.
- Each day a senior staff member is responsible for serving meals.
- On a daily basis, nursery and preschool identified children with food allergies and requirements on a written sheet and give it to the kitchen no later than 9am.

- Children with a food allergy wear a wrist band to indicate their allergy.

Prohibited Foods

The following food items are not allowed at Highfield Priory due to allergies:

- Nuts
- Kiwi

We have a policy to not use nuts in any of our food prepared on site at our school. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces. Due to the current food manufacturing processes it is impossible to guarantee that all products will be free from possible 'traces of nuts' and all other allergens.

Serious Allergic Reactions

In the event of a serious allergic reaction and a child needing transporting to hospital the staff member will:

- Call for an ambulance immediately if the allergic reaction is severe. Staff will not attempt to transport the sick child in their own vehicle.
- Ensure someone contacts the parents whilst waiting for the ambulance and arrange to meet them at the hospital
- Arrange for the appropriate member of staff to accompany the child, taking with them any relevant information such as the child's medical forms, medication and potentially a comforter
- Redeploy staff if necessary to ensure adequate staff to supervise the remaining children
- Inform a member of SMT
- Remain calm at all times and continue to comfort and reassure the child experiencing an allergic reaction. Children who witness the incident may be affected by it and may need reassurance. Staff may also require support following the incident

Food Information Regulations

We incorporate additional procedures in line with the FIR, including the publishing of our food menus on our website identifying any of the 14 allergens that are used as ingredients in any of our dishes.

School Ethos, Environment and Organisation

The school recognises:

- The importance of lunchtime organisation on the behaviour of pupils.
- The value of promoting social skills at meal times.
- Teachers and caterers work together to create a good dining room ambience and the development of appropriate table manners.
- A free school meal is funded by the school for all staff.

Treats and Rewards

To ensure consistent messages, certificates and stickers are given as rewards. On some occasions such as special class assemblies, treats maybe given. If birthday cake is sent by parents, they are asked make sure it is shop bought with a list of ingredients on the box. They are also asked that individual cakes are sent rather than a whole cake which needs to be cut for the children.

Curriculum, Teaching and Learning

Pupils are given the opportunity to taste, touch, smell and feel a variety of foods.

Multicultural aspects of food are explored.

Parents of school council members are invited to join their child and Mr Duke for lunch.

Children will cover the topic Keeping Healthy as part of PSHE lessons within each curriculum phase (Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2), knowledge will be built upon and extended.

Parental Involvement

All parents can request a copy of the Whole School Food Policy.

Information about school catering is provided on request and menus are displayed on noticeboards and are given out to parents.

Parents and governors are invited into school to eat lunch with children.

Feedback from parents is invited via the School Business Manager and Mr Duke (Headmaster).

Parents are also asked to think carefully about allergies and religious considerations when sending food in for treats (birthdays etc.) Individual shop bought cakes which have ingredients and allergy information detailed on the packaging are requested.

Food Hygiene

All providers of food hold a level 2 food hygiene certificate.

Staff are supervised by the school cook to ensure correct procedures are being followed.

Children are reminded the importance of washing hands before they eat food. Hand gel is given to the children as they enter the dining room.

All suppliers are checked for quality control and hygiene.

All fresh food is locally sourced.

Monitoring and Evaluation Process

The policy will be monitored by the PSHE coordinator (Helen Wilson), and reviewed annually.

Feedback from governors/staff/pupils/parents is always welcome. The school aims to maintain its Healthy Schools Standard.

Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Audit and Compliance Committee, Education Committee, Finance and General Purposes Committee, Health, Safety and Wellbeing Committee, Safeguarding and Child Protection Committee and Sales and Marketing Committee.