



Speedwell Infant School

Managing Food Allergies and Intolerances in School

April 2024

When children join the school, parents/carers are asked to provide information about any food allergies or intolerances their child has as part of the completion of forms for admission to school. The guidelines below identify the roles and responsibilities of parents/carers and staff where children have an identified food allergy or intolerance, and the safety measures the school has in place to minimise any risk of a child ingesting any foods they are allergic to or intolerant to.

Parent/carer responsibilities

- Make clear on the initial school admissions forms any food allergies or intolerances that their child has
- Immediately make school aware if their child is diagnosed with a food allergy or intolerance after their first admission to school
- Provide school with medical evidence of the food allergy or intolerance and copies of any advice provided by medical professionals around the management of this
- Where there is a risk to life due to the food allergy or intolerance contribute to and agree a bespoke risk assessment using the Derbyshire County Council risk assessment form before the child starts school, this may also need input from medical professionals
- If the child is accessing school dinners, meet with the school cook to complete all relevant documentation to enable the kitchen to manage the food allergy or intolerance
- If there are any changes to medical advice or guidance around the management of their child's food allergy or intolerance during their time at school, to inform the school office of these changes

Office staff responsibilities

- Ensure parents/carers complete all relevant forms before their child starts school
- Check all completed forms for any identified food allergies or intolerances, and alert the Headteacher and school kitchen to any such allergies/intolerances before the child starts school
- Where a food allergy or intolerance is identified, contact the parent/carer to request medical evidence and copies of any advice provided by medical professionals
- Where a parent/carer of a child already in school identifies a new food allergy or intolerance, alert the Headteacher and school kitchen and request medical evidence and advice provided from the parent/carer
- Maintain an up to date list of all children in school with a food allergy or intolerance, and provide the Headteacher with a copy of this list each term
- Provide class teachers with up to date lists of any children with food allergies and intolerances in their class at the beginning of each term

School cook responsibilities

- Meet with the parent/carer of any child with an identified food allergy or intolerance to complete all required documentation needed by the kitchen to manage this
- Ensure all kitchen staff are aware of the needs of any child with an identified food allergy or intolerance

Teacher responsibilities

- Be aware of any children in their class with a food allergy or intolerance and make adjustments to activities to ensure the child does not access any foods that they are allergic to or intolerant to
- Keep the class list of children with food allergies and intolerances in a safe, but accessible place where other staff working in the class can access it.
- Ensure other staff working in their class are aware of any child with a food allergy or intolerance
- Complete an annual food activity risk assessment (Appendix 1) for their class for breakfast provision and snack provision (EY) and ensure this is approved by the Headteacher. If a child joins the class during the school year with a food allergy or intolerance, review and update the food activity risk assessments for breakfast provision and snack provision (EY)
- Complete a food activity risk assessment (Appendix 1) before carrying out a food related curriculum activity and ensure this is approved by the Headteacher
- If there is a concern a child with a food allergy or intolerance has consumed something they should not, to follow the actions below to minimise the risk to the child

Teaching assistant responsibilities

- Be aware of any children in classes or groups they are working with that has a food allergy or intolerance and make adjustments to activities to ensure the child does not access any foods that they are allergic to or intolerant to
- Know where the class list of children with food allergies and intolerances is kept and refer to it as needed
- Be aware of and adhere to any food activity risk assessment completed by the class teacher before carrying out a food related curriculum activity, including the breakfast provision and snack (EY) risk assessments
- If planning own food related activity for a group, complete a food activity risk assessment (Appendix 1) before carrying out the activity and ensure this is approved by the Headteacher
- If there is a concern a child with a food allergy or intolerance has consumed something they should not, to follow the actions below to minimise the risk to the child

Mid-day supervisor responsibilities

- To be aware of any children in classes they are responsible for that has a food allergy or intolerance and ensure they access the correct lunch, either a packed lunch from home or a school dinner managed by the kitchen staff
- If planning a food related activity during the lunch break, the Senior MDS will complete a food activity risk assessment (Appendix 1) before carrying out the activity and ensure this is approved by the Headteacher.

- Be aware of and adhere to any food activity risk assessment completed by the Senior MDS before carrying out a food related activity
- If there is a concern a child with a food allergy or intolerance has consumed something they should not, to follow the actions below to minimise the risk to the child

Headteacher responsibilities

(In the absence of the Headteacher the Deputy Headteacher will assume these responsibilities)

- Ensure that all staff are familiar with this policy and adhere to it
- Review the policy at least every 3 years
- Approve any food activity risk assessments completed by staff prior to the activity taking place
- Complete a bespoke child specific risk assessment for any child with a life threatening food allergy or intolerance before the child starts school. This will include liaison with the parent/carer, any relevant health care professionals and the DCC H&S Adviser
- Ensure any supply teacher covering a class is aware of any child in the class with a food allergy or intolerance and that no food activities should take place

Governor responsibilities

- Approve the policy and ensure it is reviewed at least every 3 years
- Keep oversight of the implementation of the policy

Regular food offers through the school day

The school provides the following food on a daily basis to children, and has specific measures in place to manage these activities as detailed below:

- Breakfast provision is provided on arrival at the start of the school day. Class teachers will complete a class specific food activity risk assessment at the start of each school year, and will review this should there be any changes to food allergies or intolerances for children in their class during the year. This risk assessment will be approved by the Headteacher
- Snack provision for early years children in classrooms as part of continuous provision. Class teachers will complete a class specific food activity risk assessment at the start of each school year, and will review this should there be any changes to food allergies or intolerances for children in their class during the year. This risk assessment will be approved by the Headteacher
- Morning snack of fruit or vegetables for key stage 1 children at playtime. No additional measures are needed, unless a child is identified as having an allergy or intolerance to a specific fruit or vegetable. In this instance, the Headteacher will complete a food activity risk assessment to manage this.
- Foods may also be provided as part of the curriculum to support teaching and learning. Class teachers will complete a class specific food activity risk assessment prior to carrying out the activity. This risk assessment will be approved by the Headteacher
- Lunch time meals. These will be managed by the school kitchen following their food allergy and intolerance procedures

Where a child has a food allergy or intolerance, all staff must ensure that the child has no access to food containing the product the child is allergic or intolerant to, and risk assessments should reflect this.

Foods that cannot be accommodated

If a child joins the school with a severe allergy that means a certain food product needs to be banned from the child's classroom or the school site, appropriate measures will be put in place as part of the individual risk assessment completed before the child starts school. This information will be clearly shared with all staff and parents/carers as appropriate.

The school is not able to hand out sweets, treats and cakes brought in by children. If parents/carers wish to share such treats with other children, they should do this outside of school.

Where the school hosts a fundraising event where food is sold, there will be a sign displayed making clear that all products on sale could contain foods that people could be allergic to.

What to do if a child eats something they should not

If a staff member becomes aware that a child has or may have eaten something which does or may contain the product the child is allergic to or has an intolerance to the following actions must be taken:

- The child must be kept under the direct supervision of a staff member who is alert to any signs of adverse impact
- The parent/carer should be contacted immediately and informed about what the child has eaten. Where possible, original packaging should be made available. The school will follow any actions advised by the parent/carer in this situation
- If the child deteriorates before the parent/carer has been contacted or arrived at school, direct medical advice should be sought from either 111 or 999 depending on the severity of the response from the child.

This policy will be reviewed in March 2027, or sooner if needed

Appendix 1 – Food activity risk assessment

Staff member name:		Date of activity:	
Class or group of children accessing the activity:			
Names of any children in the class/group with a food allergy or intolerance, and their allergy or intolerance:			
If there are no children with a food allergy or intolerance in the class/group you do not need to fill out the next section, submit the form to the Headteacher for approval.			
Brief overview of activity:			
Reason for activity:			
Foods to be used during activity:			
Additional measures to be put in place to safely manage the activity for children with food allergies/intolerances:			
Submit the form to the Headteacher for approval prior to carrying out the activity			
Any additional notes or actions required by the Headteacher for the activity to go ahead:			
Headteacher approval	Signed:	Date:	

Appendix 1 – Example breakfast provision food activity risk assessment

Staff member name:	Mrs Jones	Date of activity:	Daily
Class or group of children accessing the activity:	Class 7		
Names of any children in the class/group with a food allergy or intolerance, and their allergy or intolerance:	Child A – dairy allergy Child B – strawberry allergy		
If there are no children with a food allergy or intolerance in the class/group you do not need to fill out the next section, submit the form to the Headteacher for approval.			
Brief overview of activity:	Provision of bagels, crumpets or toast and milk at school arrival		
Reason for activity:	Ensure no child is hungry at the beginning of the school day, and all are ready to learn		
Foods to be used during activity:	Bagels, crumpets or toast – plain and with spread option Milk		
Additional measures to be put in place to safely manage the activity for children with food allergies/intolerances:	Only dairy free spread will be used on bagels, crumpets or toast. Cups of milk will be poured for children on request, and children with milk need to sit at a table overseen by a staff member whilst they drink it. The staff member providing the milk will ensure Child A does not have any milk provided. No adjustments needed for Child B – strawberries are not provided as part of breakfast provision.		
Submit the form to the Headteacher for approval prior to carrying out the activity			
Any additional notes or actions required by the Headteacher for the activity to go ahead:	None		
Headteacher approval	Signed: <i>Headteacher</i>	Date: 3 rd September	