



Wakefield Grammar School Foundation

Document Reference	Food Nutrition and Allergy Policy
Version Number	V1.00
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Name of Approver / Committee Date Approval	Risk, Compliance and Governance Committee 16.05.2025
Date of Next Review (2 yearly)	May 2027

VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD 3 YEARS

Version	Date	Change details
V1.00	April 2025	Amalgamation of the previous Food and Nutrition Policy and Food Allergy Policy.

To be published on the following:

Staff shared	X	School website	X
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WGSF Food Nutrition and Allergy Policy

1. Introduction

The Wakefield Grammar School Foundation (WGSF) has appointed Holroyd Howe as the main contractor / contracting partner to supply all Catering requirements throughout WGSF kitchens and dining rooms. Holroyd Howe are committed to providing children and young adults with well-balanced meals that give them the fuel and nutrients they need to learn and grow.

WGSF recognises its responsibility to provide safe food for all Pupils/Staff/Visitors and others who may be given meals prepared/supplied by any of our kitchens. A number of our school community members (pupils, parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods and WGSF is committed to a whole school approach to the care and management of those individuals.

Holroyd Howe has clear procedures and responsibilities that need to be followed in meeting the needs of pupils with medical needs relating to food allergies or intolerances. They operate in accordance with a Allergen & Intolerance Management Guide which is part of Holroyd Howe Management System.

WGSF cannot guarantee a completely allergen free environment but minimise the risk of any person suffering allergy-induced reaction, or food intolerance, whilst at WGSF or attending any School related activity. By providing hazard identification, instruction and information, this will encourage self-responsibility to all those with known allergens to make informed decisions on food choices and to provide help and assistance for our youngest pupils. It is also important that the school has clear plans for an effective response to possible emergencies.

1.1 Related Policies

This policy should be read in conjunction with the [WGSF First Aid and Medical Information Policy](#).

2. Food and Nutrition

Any pupils with specific dietary requirements such as high fat diet or support with diabetes will complete a Health Care Plan in conjunction with the School Nurse and any other appropriate professional. Information is then shared with school and catering staff.

WGSF have adopted Holroyd Howe's Food and Nutrition Policy below:

As specialist school caterers, we genuinely care about what goes into the food we create. We believe in natural goodness. From sourcing and planning to preparation and cooking, we're committed to providing children and young adults with well-balanced meals that give them the fuel and nutrients they need to learn and grow.

Our chefs nurture direct relationships with local suppliers to ensure they have access to the best seasonal produce. We take nutrition seriously and understand the impact a healthy diet has on the fundamental years of development. Meals are always freshly prepared from scratch and packed with nutritious ingredients. And to offer a truly bespoke service, we understand creativity must come first. Our chefs have the freedom to create

their own vibrant menus made up of classic and innovative dishes as well as authentic international cuisines.

Our nutrition team have developed Holroyd Howe Nutrition Guidelines which go above and beyond the 'UK School Healthy Eating Standards' and are constantly updated to reflect new nutrition legislation. We like to focus on nutrients, not numbers. Our menus are carefully developed to ensure that each age group receives a nutritious food offer to match their individual requirements. We are constantly looking for ways to put health at the core of our food offer. This includes creating desserts boosted with vegetables to increase vitamin and mineral intake, promoting the 'Power Plate' to enhance nutrition choices or to provide 1-1 nutritional support on specialised diets. No matter the dietary preference, allergy, intolerance or otherwise, individuals can be guaranteed their provision is not affected. We have robust policies and procedures in place to ensure that your child's meals are carefully prepared and served.

To highlight the importance of nutrition, our work expands to our wider teams. Each year, our chefs receive nutrition training providing them with an accredited nutrition qualification to support their work each day and form our nutritionally balanced menu cycles.

We offer a wide variety of health, wellbeing and sports nutrition programmes that educate students on all things food and nutrition. From 'Taste the Rainbow' to 'Gut Health'; our nutrition experts take pupils on a nutrition journey, giving them a new sense of understanding about the impact of food on our bodies. We actively encourage pupils to try new foods and run 'Food & Mood' focused education sessions, as well as working closely with pastoral teams on eating disorder awareness. This highlights to pupils and staff that no foods are off-limits and when factored into a healthy balanced diet, every nutrient has a place.

3. Food Allergy Management

WGSF is committed to proactive risk food allergy management through:

- Ensuring that robust systems are in place to ensure accurate and timely sharing of information relating to food allergies and intolerances with clearly defined responsibilities.
- Supporting pupils with the management of food allergies and intolerances.
- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- Working with Holroyd Howe catering providers to ensure that food labelling, menu planning and all aspects of food preparation support the needs of those within our school community who have food allergies.
- Working with Holroyd Howe to ensure that all catering staff have allergy training (refreshed annually) and that all new and temporary catering staff are trained as soon as they join Holroyd Howe.
- Provision of staff awareness on food allergies/intolerances, possible symptoms (including anaphylaxis) recognition and treatment.
- awareness raising with non catering staff on what to do in the event of an allergic reaction (as a pupil may be under their supervision when this happens).

3.1 Allergy information

True food allergies are reproducible adverse reactions to a particular food that involve the immune system. Virtually all known food allergens are proteins. They can be present in the food in large amounts and often survive food-processing conditions. Allergic reactions are characterised by the rapid release of chemicals in the body that cause symptoms, which can occur within minutes or up to an hour or more after ingestion of the allergen. The proportion of the population with true food allergy is approximately 1-2% of adults and about 5-8% of children, which equates to about 1.5 million people in the UK.

The common causes of allergies relevant to this policy are the 14 major food allergens:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs - also food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk and dairy - also food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan)
- Peanuts - sauces, cakes, desserts, groundnut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, hummus, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high risk allergy however, it is important to ensure that all allergies and intolerances are treated equally as the effect on the individual can be both life-threatening and uncomfortable, if suffered.

Coeliac disease is not an allergy. Whilst it is classified as a food intolerance it is not like other intolerances in that it is an 'auto-immune' disease, which means that the body produces antibodies that attack its own tissues. In coeliac disease this attack is triggered by gluten, a protein found in wheat, rye and barley. This intolerance to gluten causes an inflammatory response that damages the gut. Villi (tiny, finger-like projections that line the gut) become inflamed and then flattened (villous atrophy), leading to a decreased surface area for absorption of nutrients from food. People with undiagnosed coeliac disease can, as a result, have a wide range of digestive symptoms and can suffer from nutritional deficiencies. Other food intolerances may also require management and awareness.

3.2 Natasha's law-Food labelling

Natasha's Law came into effect in the UK from 1 October 2021, and requires food to include full ingredients labelling on any pre-packaged foods, which are intended for sale. WGSF schools have adopted these protocols when and where appropriate

3.3 Initial Information Provided Regarding Food Allergies or Intolerances

The parents / carers of all new starters to the school are required to complete a medical needs questionnaire on which the details of any food intolerances or allergies and their management should be described. If details are unclear or ambiguous, the school will

follow this up with a phone call to parents for further information which will be recorded by the school.

For children starting in the reception classes, information regarding food allergies will be discussed with the school Nurse, alongside any other medical needs.

A meeting can be arranged with school staff or Holroyd Howe Catering staff in order to further discuss a child's needs.

When a child transfers from another school or from nursery, the school will try to obtain any relevant information regarding how the previous school or setting managed the food allergy in order to provide continuity.

Annual Consent Forms are sent out to all pupils to obtain up to date health information; however, it is parents' responsibility to ensure that if their child's medical needs change at any point that they make the school aware so that records can be updated.

Members of staff will be asked to disclose any food allergies as part of their recruitment on boarding.

3.4 How the School Uses Information Regarding Food Allergies and Intolerances

All medical needs forms are stored confidentially by the school offices, and relevant information from them is uploaded to the secure SIMS database and can be accessed by appropriate members of staff as required.

Medical information for pupils is confidential however in order to ensure their safety, relevant information is shared with school staff with parental consent. This is done in several ways:

- At the start of the academic year a medical report is requested from SIMS to share important health and dietary information, including food allergies and intolerances to staff (especially Food Technology teachers and catering staff accordingly). It is the responsibility of all staff working with pupils to ensure that they are familiar with the information provided, especially in the junior sections and WGPPS; this includes any Breakfast Club staff and those running after school activities.
- The School Nurse (or whoever receives new information) will update Holroyd Howe Catering Management and the school kitchen of any pupils who develop new food allergies or intolerances. The Assistant Head / Form Tutor / Class Teacher / Head of Year will coordinate with Holroyd Howe catering staff to introduce the pupil, so the pupil is familiar with what to do at meal times, and who to collect their food from.
- Where pupils or staff have an allergy which may result in anaphylaxis and have an Auto Adrenaline Injector (AAI) such as Epipen prescribed, a care plan is put in place by the Nurse and is made available on SIMS; additional information including a photo will be displayed in the Catering Staff Room and Teaching Staff Room. Please see the [WGSF First Aid and Medical Information Policy](#) for the procedures of AAIs Epipens.
- Where a food allergy significantly impacts on a child's day to day activity, a specific care plan might be put in place e.g. for a child who requires tube feeding or is required to eat at a separate time. This will be constructed in conjunction with the School Nurse, parents and any other appropriate professional.
- Key medical needs information will be available when children are taken off site and will form part of any off site risk assessment.

4. Responsibilities Regarding Food Allergies

4.1 Breakfast and After School Club Staff

Breakfast and After School Club staff are made aware of any food allergies that the children attending the club might have. Breakfast and after school clubs are able to cater for a variety of food allergy needs e.g. use of soya milk or gluten free bread. Parents are advised to discuss any particular food allergy requirements with Breakfast Club staff in order to ensure needs can be met.

4.2 School Staff Responsibilities

Additional responsibilities include:

- Supporting those children who have school dinners with their menu choices.
- Liaising with parents regarding the management of food allergies.

The school has a number of First Aiders who would be called to assist in cases of allergic reaction including anaphylaxis. Staff are offered training by the School Nurse and staff should be familiar with personal care plans of pupils in their care.

Spare Auto adrenaline injectors are kept in school. Staff to ensure that pupils know where their medication, AAls and inhalers are at all times. Staff should support pupils who demonstrate maturity and have had appropriate training to carry their own AAls, medication and/or inhalers.

The school will contact parents and the emergency services, if required, in the event that a child suffers an allergic reaction.

Please refer to the [WGSF First Aid and Medical Information Policy and Procedures](#) for further information.

4.3 Midday Supervisors at the Junior Sections

- Assist children in collecting the correct school dinners for their needs.
- Provide feedback to class teachers of any observations made in relation to food at lunchtime.
- Ensure that surfaces are clean to reduce risks of cross contamination.

4.4 Holroyd Howe Catering Staff Responsibilities

Holroyd Howe are responsible for ensuring that:

- Designated and appointed staff familiarise themselves with the medical needs of our pupils in order for correct meals to be consumed.
- Holroyd Howe Staff have received allergen training, this will be renewed annually. Any government updates will be actioned as appropriate.
- An allergen matrix relating to the 14 main allergens is kept at each service point, this is used for reference to inform allergy sufferers, enabling informed choices to be made.
- Rigorous food hygiene is maintained to reduce risk of cross contamination, system of cleaning is double wipe down (clean and sanitise).
- Suppliers provide information regarding the content of their products and alerts should there be production failures and recalls.
- Products containing nuts are not to be purchased. Products labelled 'may contain nuts' are purchased.

- Where foods are prepared with specific allergen declarations in mind or following a direct customer request e.g. gluten free, non-dairy etc. the following controls will be adhered to:
 - Preparation benches and equipment will be thoroughly cleaned and sanitised before use.
 - Preparation of foods with allergen declarations shall not take place at the same time or in the same area as foods containing the specific allergens that are to be avoided or in areas where such ingredients are stored.
- Personal hygiene controls must also take consideration of allergen controls e.g. hands washed thoroughly / gloves changed prior to preparation commencement.
- Where recipes are used, these must be adhered to without fail. Food handlers must never add additional or use an alternative ingredient to those stated on the recipe in order to avoid accidental allergen inclusion.
- Once prepared, the food items must be either served immediately or covered and labelled, stored in a location and manner that will avoid the risk of allergen contamination of the food item(s).

4.5 Parental Responsibilities

Parents are responsible for:

- Completing the medical needs questionnaire and ensuring that any information regarding food allergies for their child is included.
- Completing a Health Care Plan in conjunction with the School Nurse and any other appropriate professional.
- Updating the school if their child's medical needs change at any point. Parents are requested to keep the school up to date with any changes in allergy management and/or dietary requirements.
- Ensuring that any required medication (Auto Adrenaline Injectors such as epipens, inhalers and any specific antihistamine) is supplied, in date and replaced as necessary. The parents of all children who have an Auto Adrenaline Injector in school must supply an Allergy Management Plan that has been provided by the specialist in the hospital.
- Attending any meeting as required to share further information about their child's food allergy, to plan for food management in school or to complete a care plan.
- If an episode of anaphylaxis occurs outside school, the school must be informed.

4.6 Pupil Responsibilities

Pupils are responsible for:

- washing their hands before meals; hand sanitisers are also available in prominent positions around the dining areas.
- taking increased responsibility for managing choices that will reduce the risk of allergic reaction (expectations are age appropriate) and being familiar with what their allergies are, and the symptoms they may have that would indicate a reaction is happening.
- Pupils in Year 9 and below should be wearing red wristbands to indicate food allergy which is shown at the point of service so a member of Holdroyd Howe staff can speak to the appropriate person / allergy champion to advise about food choices and check allergen food checklist for that meal.

- self managing with advice from parents who can access school menus via the web page. Designated Holroyd Howe Catering Staff should also be approached if advice is needed.
- not sharing food with each other. Snacks are allowed to be brought in but must not contain nuts or seeds.
- Pupils should carry two AAls with them at all times in the senior section. For the primary school-aged pupils this medication should be stored safely but should be easily accessible in the event of an emergency and not locked away (these should be labelled for identification e.g. with their name and if possible a photograph and Allergy Action Plan).

5. Management of food allergies in other areas of school life

5.1 Rewards and Celebrations

Where on occasions food items are used as part of the school's reward system (including hot chocolate, squash, biscuits and tea parties with the Head), staff will endeavour to make suitable adjustments in order to ensure that pupils with food allergies feel included, e.g. substituting food items.

5.2 Curriculum Activities

As part of the school curriculum, pupils may be involved in activities that involve preparing food (Food and nutrition lesson) or tasting food (e.g. tasting food from other countries). Teachers will take the needs of pupils with food allergies into account when planning these activities and will make modifications where possible to allow participation. When a third party is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration.

5.3 Educational Visits

The lead member of staff for an educational visit will ensure that food allergy considerations are made in any activity that may involve food. When a pupil with a food allergy participates in a residential visit, their dietary needs will be planned for, in conjunction with the activity centre.

5.4 Nuts & Shellfish

Due to an increased number of pupils with nut allergies in school, we ask parents not to send their children into school or on a school trip with any nut based products, seeds including sesame or shellfish products in their lunchboxes, or as a break time snack. This would include items such as peanut butter sandwiches or packets of nuts.

5.5 Charity Events

If any of the WGSF Schools host any 'cake sales' or similar events for charity it is important that no food poses a risk to the end user, however this is difficult for the school to monitor. It should be left to the discretion of the person buying the food that they accept the risk that allergens may be present.

The same will apply to any cake sales, food or sweet sales organised by the PTA.