



Wetherby Kensington
4 Wetherby Gardens
London
SW5 0JN

Dietary Policy and Procedure

Policy reviewed by: Lauren Vallely

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Next review date: July 2022

Reviewer's Signature: *Lauren Vallely*

Head Teacher's Signature: *Helen Lewis*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Dietary Policy and Procedure

Introduction

This policy outlines the school's responsibility to be mindful of the special dietary requirements of pupils from religious groups and culture, vegetarians and vegans and to ensure that medical and dietary requirements are satisfied. This policy applies to all children in the school, including those in the EYFS (Reception).

Aims

- To identify all pupils with special dietary needs.
- To ensure that special dietary needs are met and catered for wherever possible.

School Kitchen, Food from Home and Diets

At 4 Wetherby Gardens there is a separate kitchen which produces a good balanced meal each day. The food is prepared fresh each day and is provided by our catering company, CH & Co. The emphasis is on healthy eating. The bringing of snacks and drinks is not allowed to ensure that those on special diets are not discriminated against and to encourage good general habits. For many pupils, dietary considerations are very important and the school is keen to work with parents to provide a suitable diet. In view of the number of pupils who suffer from allergies; nuts of any variety, including peanut butter and Nutella are not allowed in the school and should not be used in any circumstances. Vigilance is to be exercised about any food coming into school; snacks, packed lunch, birthday cake, cake sales, etc.

The procedure for notifying the school:-

1. Parents of new and/or current pupils are to notify the school secretary in writing of their child's dietary needs and allergies. Following this initial communication, parents are then asked to complete the Wetherby Kensington Dietary Requirements Form which they must then return to the school office as soon as possible.
2. As soon as the school is made aware of any dietary need, a report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact numbers, etc. If necessary, the parent will supply "What to do if" information from their child's Doctor/Consultant. Copies of this report will be placed in the school office. The chef manager, the pupil's form teacher and any other staff that come into contact with that child will be notified. All class teachers are given a list of all pupils with medical/dietary requirements. All relevant staff are informed of any changes to this document.
3. The Head of Pastoral Care and/or the school office will ensure that all catering and academic staff are made aware of the identities of all pupils with special dietary needs and allergies and what to do in the event of an emergency.
4. Boys with dietary requirements will have their photograph displayed in the kitchen and they will also be required to wear a lanyard at lunchtime stating their name, year

group and dietary requirement(s). These lanyards are colour coded for each year group. All boys who have an epi-pen will wear a red lanyard.

5. If necessary the catering manager will contact the parent by telephone and discuss the pupil's requirements.

6. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own packed lunches.

7. It is the parent's responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.

This policy will be reviewed annually



Child's photo to be inserted here

DIETARY REQUIREMENTS FORM

Pupil's Name: _____

Class: _____

Dietary Requirements / Food Allergies

1) My son is known to have the following special dietary requirements or food allergies:

Food	Possible symptoms of reaction e.g. wheezy, hives, anaphylaxis	Action to be taken e.g. Epi-pen, piriton, inhaler, other	Is your child under medical supervision for this dietary condition?

2) Is your son vegetarian? Yes / No

3) Please list any foods that are restricted for religious reasons or other reasons.

Please provide the school office with contact details so that they can contact you regarding your son's medical need.

Parent's name: _____

Signed: _____ Date: _____

Contact number: _____

Thank you for taking the time to fill in this form. Please return it to the school secretary as soon as possible.



WETHERBY
KENSINGTON

Child's photo to be inserted here

MEDICAL REQUIREMENTS FORM

Pupil's Name: _____

Class: _____

Medical Requirements

1) Does your son suffer from any medical condition or have any specific medical need? If yes, please provide full details of the condition or need.

2) How long has your son had this condition? _____ Years _____ Months

3) If your child takes medication on a regular basis, what is the name of the drug and the frequency that it is taken?

3) Is your child under medical supervision for this medical condition? Yes / No

4) Does your son use an inhaler? Yes / No

5) Does your son use an epi-pen? Yes / No

Please provide the school office with contact details so that they can contact you regarding your son's medical need.

Parent's name: _____

Signed: _____ Date: _____

Contact number: _____

Thank you for taking the time to fill in this form. Please return it to the school secretary as soon as possible.