



Wetherby School  
Little Wetherby and Reception  
19 Pembridge Villas  
London  
W11 3EP

Wetherby School  
Years 1, 2 and 3  
11 Pembridge Square  
London  
W2 4ED

# Dietary Policy and Procedure

**Policy reviewed by:** Beverley Gill

**Review date:** June 2021

**Submission:** June 2021

**Policy actioned from:** September 2021 – August 2022

**Next review date:** June 2022

**Reviewer's Signature:** 

**Head Teacher's Signature:** 

**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 School; 'parents' refers to parents, guardians and carers.



# Wetherby School

## 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 cultures, 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.

### 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 11 Pembridge Square and 19 Pembridge Villas there is a separate kitchen that produces a good balanced meal each day. The food in both buildings 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; NO nuts are allowed in the school and should not be used in any circumstances. Vigilance is to be exercised about any food coming into school including snacks, packed lunches, 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 via the Wetherby School joining pack or by letter or email.
2. The school secretary will send out a questionnaire (see Appendix 1) which will need to be returned. 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. 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 children with medical/dietary requirements. All staff are informed of any changes to this document.
3. The Assistant Head (Pastoral) 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. This will happen at both buildings.

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 attached 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:

<b>Foodstuff</b>	<b>Possible symptoms of reaction</b> e.g. wheezy, hives, anaphylaxis	<b>Action to be taken</b> e.g. adrenaline auto-injector (AAI), antihistamine, inhaler, other	<b>Is your child under medical supervision for this dietary condition?</b>

2. Is your child a vegetarian? Yes  No

3. Please list any foods that are restricted for religious reasons:

\_\_\_\_\_

Please provide contact details so that the school office can contact you regarding your son's dietary requirements and food allergies.

Parent's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Thank you for taking the time to complete this form. Please return it to the school office at your earliest convenience.

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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 condition or need.

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2. How long has your child had this condition? \_\_\_\_\_ months \_\_\_\_\_ years

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

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4. Does your son use an inhaler? Yes  No

5. Does your son use an adrenaline auto-injector (AAI) e.g. EpiPen? Yes  No

Please provide contact details so that the school office can contact you regarding your son's dietary requirements and food allergies.

Parent's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Thank you for taking the time to complete this form. Please return it to the school office at your earliest convenience.

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