

# Richmond Hill Primary School



# Safe Eating Policy

We aim to provide the highest standard of food safety and hygiene at Richmond Hill. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully.

We will provide hygienic premises and ensure hygienic equipment is provided for the safe preparation of food.

We will ensure that staff involved in food preparation are aware of any major food allergies of staff and pupils.

We will ourselves, or through the use of a carefully selected contractor, put in place documented food safety management procedures based on the principles of HACCP (hazard analysis and critical control point).

Any employee involved with the handling and preparation of food will hold, as a minimum, the CIEH Level 2 Award in Food Safety or equivalent, renewed at intervals not exceeding three years.

All staff involved in food preparation, cooking and baking activities to be aware of the major food allergens and take this into account for pupils (or staff) with known allergies – catering, food technology staff and those working in wrap around care will need to be aware of the contents of Individual Healthcare Plans for pupils with allergies.

Allergen information of school meals (including food served at wrap around care) must be recorded and available. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted. Natasha's Law: From October 2021, prepacked for direct sale (PPDS) food will be labelled with the name of the food and a full ingredients list. Allergenic ingredients will be emphasised within this list. This can include food that pupils/staff select themselves, e.g. from a display unit, as well as products kept behind a counter. PPDS food is food that is packaged at the same place it is offered or sold to consumers. It is a single item, consisting of the food and its packaging, that is ready for presentation to the consumer before it is ordered or selected. For food provided within a school setting, this may mean changes to labelling for foods such as pizza or sandwiches which are packaged on the premises before the consumer orders them. This may also/only [delete as appropriate] affect school supplied packed lunches, e.g.:

- If packed lunches are made on school premises in anticipation of an event, such as a school trip, the allergen information requirements may vary. If the lunches are made and packed to order, these are not prepacked, and are therefore not PPDS.
- If, however, the school lunches are made and packed without specific orders from individual children, then these would need to comply with the new PPDS labelling requirements.

- If there are multiple items in a packed lunch we will need to provide allergen information for each item. We will need to label each PPDS item individually.

- Any prepacked items we have bought from elsewhere (that is food packed at a different location by

another business) will already have full ingredients labelling.

### Safer Eating Procedures

Arrangements are in place for the implementation of a Safer Eating Plan for pupils in the EYFS (in line with the DfE EYFS Statutory Framework for group and school-based providers) and for pupils with relevant SEND who are vulnerable to choking or unintentional allergen exposure, that includes the presence of an appropriately trained first aider at all times when vulnerable pupils are eating as follows.

- When EYFS or vulnerable children are eating, ensure a worker who holds a current full PFA qualification (EYFS) / full first aid qualification (non-EYFS) remains in the room.

- Before admitting a child, obtain information about their special dietary requirements, preferences, food allergies and intolerances, and any special health requirements. Share this information with all staff involved in preparing and handling of food.

- Have ongoing conversations with parents or carers and if appropriate healthcare professionals about managing allergies and intolerances (at least annually and more often when weaning). · Identify food allergies & intolerances, develop plans e.g., a BSACI allergy action plan, and share them with all staff involved in preparing or handling food including contracted caterers & those who only supervise eating & drinking.

- Make clear e.g., by written rota, who is responsible at every snack & meal time for checking that food provided meet the requirements of all children unable to make independent safe choices.

- Ensure ALL staff receive basic training on:

- symptoms and treatments for allergies and anaphylaxis e.g., the basics from Food allergy - NHS and treatment of anaphylaxis: Anaphylaxis - NHS;

- the differences between allergies and intolerances;

- that children can develop allergies at any time, especially during weaning;

- what to do and who to report to during an incident or emergency.

- Train workers who are assigned to supervise eating that choking can be silent so children must always be within their sight and hearing, and that they should sit facing children whilst they eat to ensure they're eating in a way to prevent choking, prevent food sharing and to be aware of unexpected allergic reactions.

· Train all staff on the difference between gagging and choking, and how choking can resemble an asthma attack and vice versa. · Train all staff & children what to do if someone is choking (adults have seen the How to stop a child from choking - NHS advice & children know how to raise an alarm). · Display Early years choking hazards poster and table ([foundationyears.org.uk](http://foundationyears.org.uk)) where relevant & train staff in the contents of Help for early years providers : Food safety (inc. video resources) e.g.:

- Don't give hard sweets, whole nuts, whole seeds, popcorn, marshmallows, or jelly cubes.
- Remove stones and pips from fruit before serving.
- Cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters.
- Cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks.
- Cut cheese into strips rather than chunks.
- Soften hard fruit and vegetables (such as carrot and apple) and remove the skins when first given to babies from around 6 months.
- Avoid sausages due to high salt content, but if offered to children, use skinless or remove the skin & cut into thin strips rather than chunks.
- Remove bones from meat or fish.
- The importance of understanding the different drinks and foods to avoid at different stages of weaning e.g., for nutritional, allergen, bacterial reasons.
- Ensure infants and young children sit securely in an appropriately sized high or low chair while eating.
- Record all choking incidents that require intervention e.g., where & how the child choked & if parents were made aware.
- Review records to identify trends that could be addressed & take action. · We have a Designated Allergy Lead.

#### Wrap-Around Care (Breakfast and After-School Clubs)

- Allergen information of the foods served at the club(s) will be recorded and available - this will include the bread(s), cereals, crumpets etc. used, along with any spreads. Staff will ensure allergen information is kept up to date e.g. if foods purchased are changed or products substituted.
- See also PPDS foods above.

- Food stuffs will be stored appropriately, off the floor, in sealed and where necessary, labelled containers where appropriate.
- There is a system in place for accidents occurring during Breakfast Club to be communicated to school at the end of each session.
- There is also a system in place for accidents occurring during school time to be communicated to After-School Club at the end of the school day.
- Accidents which occur during Breakfast or After-School Club are recorded in the relevant SCHOOL accident book i.e. neither has their own accident book – refer to our Accident Reporting Procedures held separately for details.
- Breakfast and After School Clubs have their own First Aid kits which are maintained in line with our First Aid Procedures held separately or they will utilise the school First Aid kits which are maintained in line with our First Aid Procedures.

**Signed: Miss O'Neil**

**Date: 2<sup>nd</sup> February 2026**

**To be reviewed: February 2027**