



The Manor
Preparatory School

Pupils' Special Dietary Requirements Policy

Date Policy Reviewed	November 2025		
Date of Next Review	November 2026		
Person(s) Responsible for Review:	Owner:	Approver:	Board Approval:
	School Nurse	DFO	n/a

Holroyd Howe are contracted by The Manor to provide meals and snacks for staff and pupils daily during term time. The Catering Manager and the School Nurse work closely together to ensure children with special dietary requirements only receive food suitable to their diet. Responsibilities are defined below:

Responsibilities of Parents and Carers:

It is parents/carers' responsibility to inform the School (namely, the School Nurse) of any special dietary requirements their child has or develops throughout their time at school.

It is parents/carers' responsibility to share appropriate medical advice pertaining to any specific dietary requirements as appropriate with the School (namely, the School Nurse).

It is the expectation that any paperwork provided to parents/carers by the School regarding specific dietary requirements is completed and returned to school in a timely fashion. This is inclusive of paperwork required by the school's catering provider that school may pass on to parents. Failure to do so may result in changes to the catering provision provided.

Responsibilities of the School Nurse:

When the School Nurse is made aware of a special dietary requirement, the School Nurse will provide parents with Food Allergy and Intolerance Notification (Holroyd Howe) paperwork for completion. The School Nurse will then return the completed forms, as she receives them, to the catering manager.

The School Nurse then updates the School's pupil record system (iSAMS) with any dietary requirements and notifies staff accordingly.

On a termly basis, the School Nurse collates class lists of Pupil's Medical Information (including dietary requirements), which is then saved on the M:Drive for staff to access. The School Nurse highlights this to all staff at each INSET.

The School Nurse will notify the relevant staff of any children with 'new' special dietary requirements who present throughout the year. This includes the child's form teacher, Head of Section and the Catering Manager.

On an annual basis, in September, the School Nurse will review and update all dietary lanyards for all pupils. The coloured lanyard will alternate annually between red and yellow to ensure any 'old' lanyards are easily identified.

The identification card on the lanyard will display the child's photograph and their allergy. Children with a known **severe** allergy will have a red lanyard identification card, so it is easy for staff to identify these children quickly.

Lanyards for children in EYFS and Pre-Prep will be kept in their classrooms. It is the teaching staff's responsibility to ensure that all children with a special dietary requirement wear their lanyards.

Children in Y3-6 will have their lanyards kept in a labelled box in the dining room. The children will retrieve their lanyards and put them on as they line up in the lunch queue. It remains the responsibility of teaching staff to check that each child with a special dietary requirement wears their lanyard for the duration of lunch time.

The School Nurse should provide folders to keep in 'Breakfast Club' and 'EYFS Extended Day/ Late Stay' containing the allergy action plans for all children known to have **severe** allergies.

In the instance of any allergy/ dietary incident the School Nurse will inform the relevant bodies and complete the necessary paperwork. The School Nurse will liaise with The Catering Manager, SLT and Head of Operations in order to complete this accurately and promptly. In the absence of the School Nurse this responsibility falls to SLT.

Responsibilities of Teaching Staff:

If a child or parent informs a member of staff that they have a new special dietary requirement, it is the member of staff's responsibility to notify the School Nurse as soon as practicable.

It is the teaching staff's responsibility to familiarise themselves with the dietary requirements of children in their form. This information can be accessed on iSAMs or on the termly medical information collated by the School Nurse, available to all staff on the M:Drive.

Where a child has developed a new special dietary requirement, it is the form tutors responsibility to identify the child to the catering staff to introduce the child to the process in the dining room now they have a dietary requirement.

When a teacher is providing cover for another form, it remains their responsibility to familiarise themselves with the allergy requirements of that form.

Teaching staff are present in the dining room during mealtimes allowing sufficient supervision to help identify allergic reactions early.

Teaching staff should make themselves aware of where the school's Adrenaline Auto-Injectors are kept and how to access them if required.

Within the EYFS specifically at each mealtime and snack time a member of staff **must** be identified to check that all food provided to each child meets that child's special dietary requirements, as per The Early Years Foundation Stage Statutory Framework (September 2025) point Point 3.64. This includes children who stay for 'late stay' and will be receiving a packed tea. Whilst EYFS staff do not prepare food this point applies to them as food handlers.

Where a member of teaching staff is completing a cooking activity- in forest school, during cookery, in EYFS- it is the teachers responsibility to familiarise themselves with the dietary requirements of all children participating in the activity **prior** to beginning the activity. It is staff's responsibility to ensure that pupils with special dietary requirements are clearly identified on catering request forms.

In other instances where children will come into contact with food (for example, during school trips, residentials, sports matches and other special occasions). Staff responsible for the care of the children **must** make themselves aware of the special dietary requirements of the children in their care.

In the case where food items are packed by the catering team it is the responsibility of teaching staff to ensure the correctly labelled item(s) is given to the correct child.

Should a child with a special dietary requirement consume food that does not meet their special dietary requirements it is the responsibility of the staff members' present to inform SLT and the School Nurse.

Responsibilities of the School's Catering Provider:

It is the responsibility of the catering provider to adhere to the allergen policies set out by Holroyde Howe, working closely with The Manor providing updates on best practice and legislation as appropriate.

If pupils arrive for lunch service without the correct lanyard, or a pupil refuses to wear their lanyard, the catering provider is within their rights to refuse service until lanyards are worn.

The Catering Manager will liaise with the School Nurse to create posters to display in the kitchen containing the photographs and dietary requirements of all pupils, allowing catering staff to familiarise themselves with them.

The Catering Team will have two daily briefings prior to lunch service. One to allergen champions and one to the remainder of the Catering Team. The briefing will cover the day's menu and the menu for children with special dietary requirements.

Catering Staff will provide a separately plated meal (red plate) for children who carry adrenaline auto-injectors, this protects their meal from cross contamination. Parental consent will be given for this. The consent will be recorded on the Holroyd Howe Food Allergy and Intolerance Notification Form, filed by the Catering Manager.

Children with special dietary requirements are served from the right hand side (playground side) of the counter by an allergen champion wearing an 'Ask about Allergens' badge.

The Catering staff member serving desserts may not be the same staff member who served the main course. Catering staff should ask pupils to present their lanyards. Teaching staff should support pupils to do this.

The Catering Manager and School Nurse should be in regular contact to liaise about children with special dietary requirements.

Any pupil who suggests to catering staff that their dietary requirements have changed will be reported to the School Nurse for the School Nurse to follow up with parents.

Catering Staff will not adopt the changes the child expresses until written confirmation is received from the child's parents/carers, following the process above via the School Nurse.

All snacks will be individually wrapped and labelled, according to pupils Special Dietary Requirements. For pupils in Prep, it is the expectation that children take their snack labelled with their name from the allergen tray. For pupils in Pre-Prep a member of staff will ensure children with special dietary requirements receive the correctly labelled snack.

The catering team will check and clearly label packed food items (packed lunch, packed tea) according to pupils Special Dietary Requirements.

In the event of any incident, Holroyde Howe will follow their procedures and notify SLT.