

LAWSON PUBLIC SCHOOL



Food and Beverage POLICY

Policy

This policy outlines responsible service of food and beverages at Lawson Public School.

The department supports the responsible service of food and drink in NSW public schools. Every reasonable effort is made to minimise the exposure of a student who is at risk of anaphylaxis to known allergens within the school environment and during school related activities.

Rationale

Schools must seek information from parents about allergies and other health conditions that may affect their child at school, at enrolment and on an ongoing basis, for example, as part of regular health updates. It is important that principals have a system in place in the school to check enrolment forms and follow up where this or any other information indicates a student has an allergy or medical condition. A system needs to be in place in all schools, whether or not any student is known to be at risk of anaphylaxis. Providing the learning support team or delegated executive staff with a list of students who indicate they have allergies or other health conditions on their enrolment form would assist in this process.

Purpose

The purpose of this policy is to ensure that all staff and students comply with the responsible service of food and beverages at Lawson Public School. All students are able to access events where food and beverages are supplied. All student dietary, allergy and anaphylaxis needs are to be supported and catered for.

Responsibility

- All staff are educated and trained in Anaphylaxis procedures.
- All staff are to cater to student dietary, allergy and anaphylaxis needs.
- Procedures are followed when there are events where food and beverages are supplied.
- Schools assist students with health support needs at school in a range of ways, including: providing first aid (including emergency care), providing temporary care when students become unwell at school, administering medications and health care procedures, and developing individual health care plans if required.
- Workplace incidents are reported and investigated to ascertain the circumstances leading up to the incident, and appropriate action is taken to prevent further incidents from occurring.
- Effective emergency response plans and procedures are in place which include the provision.

Guidelines for....

Principal

- Principals are responsible for overseeing the planning and implementation of procedures and support to protect the health and safety of students at risk of anaphylaxis when they are at school or involved in school activities. Principals need to develop and document local procedures, which may include utilising the leadership of the deputy principal, other delegated executive staff and/or learning and support teams, to put processes in place to support students. This will include the development of an individual health care plan that takes account of the student's full range of learning and support needs.

Staff

- Staff are required to train in Anaphylaxis procedures (e-learning Anaphylaxis module)
- Staff are to follow the serving of food and beverage procedures outlined in this policy.
- Staff are to provide alternative food when there is no way of catering to dietary, allergy or anaphylaxis needs.

Students

- Students to be aware of their own medical/dietary needs and know what foods and beverages they can consume.
- Students are responsible for their actions around consuming foods and beverages.
- Students are not to share food or beverages with others.

Parents and Community Members

- All families are to follow the Lawson Public School Food and Beverage Policy.
- It is the responsibility of the parent to notify the school that their child has an allergy and is at risk of anaphylaxis. This notification should occur either at the time of enrolment, or if the student is already enrolled, as soon after diagnosis as possible.

Exemptions

- Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

Implementation of this Policy

- Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the fortnightly newsletter, at P&C meetings and the policy will be posted on the school's website.
- The policy will be made clear to all students and their parents seeking enrolment at Lawson Public School.

Ratification and Review

- This policy was developed and ratified by the Lawson PS school staff and community in Term 4 2021.
- It will be reviewed when deemed necessary by the school Principal and executive.

References

Student Health in NSW Public Schools: A summary and consolidation of policy -

<https://education.nsw.gov.au/policy-library/policies/pd-2004-0034>

Nutrition in schools policy - <https://education.nsw.gov.au/policy-library/policies/pd-2011-0420?type=history%2526refid=285776>

Work Health and Safety Policy - <https://education.nsw.gov.au/policy-library/policies/pd-2013-0454>

Procedural checklist for serving food and beverages at Lawson Public School

Before

- Ascertain which students and staff have dietary needs, allergies to food/beverage or anaphylaxis needs.
- Read and understand the health care procedures.
- Write risk assessment to cater to the risks associated with the serving of food and beverages.
- Include all anaphylactic and allergen care plans in the risk assessment.
- Contact families to let me know the event is on, procedures are being followed, ascertain whether or not the parent would like their child to be involved and if so determine alternative foods and beverages if necessary.
- Seek approval from Principal or delegate regarding the event and the serving of food and beverages.
- Purchase all foods and beverages so all students can access the event. Such as if there are no cupcakes available that are egg free then purchase a cake / sweet that is egg free.
- Prepare food in a safe environment free of allergens.

During the event

- Have risk assessment and health care plans with student photos printed.
- Have a list of students with dietary, anaphylaxis and an allergy to foods and beverages.
- Inform all necessary staff of the event and that
- Serve dietary and allergy, anaphylaxis students at a separate table with separate cutlery and serving utensils. Tick students off list as you go.
- Make it clear to staff and student that there is a separate table for this.
- Checklist of students with needs – check off kids as you go.