

FPS Schools Food Allergen & Dietary policy, Vertas 2026

Date of last review: September 2026

Policy Statement

This academy is an **inclusive** community that aims to support and welcome pupils with known allergies and dietary needs to enable them to achieve regular attendance. We aim to provide all pupils with allergies and dietary needs the same opportunities as others at the academy.

We will aim to ensure all pupils keep as healthy as possible, stay safe, enjoy their educational experience and achieve as highly as possible in all areas of academy life in order to make a positive contribution.

The academy ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

This academy understands that certain allergies and dietary needs are serious and can be potentially life threatening, particularly if ill managed or misunderstood and can trigger Anaphylactic reactions.

RESPONSIBILITIES

Parents/carers

For any child with any known allergy/dietary needs, parents/carers should complete a Student Allergen & Dietary Requirements Form and return to the school office as soon as an allergy /Dietary requirements are known. ***Verbal instructions will not be accepted.***

Staff

Once a Student Allergen & Dietary requirement Form is received, a photo of the child will be added to the form to enable all staff to easily identify the child, and a copy will be given to the school Kitchen Manager and a digital copy will be stored for all staff to access if required. When the child enters the school dinner hall, a discreet child friendly sticker is placed on the child by a member Midday staff to identify the child with allergens/dietary requirements.

Academy EpiPen

The academy keeps spare EpiPens which are kept in the main office for use in emergency. Advice would be sought via calling 999, before administering this medication. However, if a child has a care plan in place which states an EpiPen is required, and in the event of an emergency where the child's pen fails or a follow-up dose is advised, the emergency pen may be used to save a life.

GUIDELINES for the administration of Epipen by staff and for managing Hypoglycaemia in pupils with who have diabetes can be found in the FPS Medicine Policy (Includes Allergies) 2026.

Student Allergen & Dietary Requirements Form

This form is to be completed by the parent or guardian and is to be discussed with the Head of Kitchen and shared with the school office at your child's school, any changes to dietary requirements must be communicated and a new form submitted. Please ensure medical correspondence is included with your request.

All information will be held in accordance with data security and retention policies. For further information please visit <https://www.vertas.co.uk/privacy-policy/>

Pupil Details																																											
Name of Student:																																											
Class & Year Group:																																											
Allergens: (please tick all that apply) <table border="0"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Celery</td> <td>Crustaceans</td> <td>Egg</td> <td>Fish</td> <td>Gluten</td> <td>Lupin</td> <td>Milk</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Molluscs</td> <td>Mustard</td> <td>Peanut</td> <td>Sesame</td> <td>SO₂</td> <td>Soya</td> <td>Tree nuts</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </table>								Celery	Crustaceans	Egg	Fish	Gluten	Lupin	Milk	☐	☐	☐	☐	☐	☐	☐								Molluscs	Mustard	Peanut	Sesame	SO ₂	Soya	Tree nuts	☐	☐	☐	☐	☐	☐	☐	Intolerances: (please list below)
																																											
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Insert Photo of Child	Any other information: (please detail below)																																										
Alternative Dishes Agreed																																											