



# Al Basma British School

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## FOOD SAFETY POLICY

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### 1. Purpose

- Ensure all food and beverages provided, sold, or consumed in the school meet Abu Dhabi School Nutrition Standards (2025).
- Safeguard student health by applying strict food safety, hygiene, and allergy management.
- Promote lifelong healthy eating habits through collaboration between school, parents, and health professionals

### 2. Scope

Applies to:

- School canteen and cafeteria operations.
- Food and beverage vending machines.
- Food served during school events and celebrations.
- Lunchboxes provided by parents.
- Staff food areas (staff rooms, events).
- Any food consumed within school boundaries.

### 3. Roles & Responsibilities

#### 3.1 School Administration

- Approves school nutrition policy and ensures compliance with ADEK, ADPHC, and ADFSA.
- Contracts only licensed vendors who meet the standards.
- Communicates policy to staff, students, and parents.
- Provides resources for healthy food promotion and awareness campaigns.

#### 3.2 School Safety & Health Officer

- Conducts daily inspections of food safety (temperatures, hygiene, and storage).
- Maintains records: menus, approvals, inspection checklists, complaints.
- Reports non-compliance to management and authorities.

#### 3.3 School Nurse

- Oversees medical risks related to nutrition (e.g., obesity, malnutrition, chronic conditions).
- Provides medical input on nutrition policy updates.



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- Coordinates with parents of students with specific health conditions.
- Supports the nurse in emergency cases (allergic reactions, food poisoning).
- Maintains and updates the student allergy register.
- Trains staff and canteen workers on identifying and responding to allergic reactions.
- Provides first aid and emergency care (EpiPen, oxygen, CPR).
- Conducts nutrition and hydration awareness sessions for students.

## 3.4 Teachers and Staff

- Reinforce healthy eating messages during class activities.
- Monitor classroom snacks and birthday treat to ensure compliance.
- Act as role models by consuming healthy foods within the school.

## 3.5 Canteen Operators & Vendors

- Submit weekly menus (recipes, portion sizes, ingredients, nutrition labels) to ADPHC for approval.
- Display calorie information at point of choice.
- Train staff on hygiene, allergen management, and emergency protocols.
- Keep records of food temperature logs and cleaning schedules.

## 3.6 Parents and Guardians

- Provide lunchboxes aligned with the school nutrition policy (no restricted items).
- Avoid sugary drinks, fried foods, processed meats, and high-fat/salty snacks.
- Inform the school of any allergies, intolerances, or medical conditions.
- Participate in nutrition awareness workshops provided by the school.

## 4. Nutrition Standards

### 4.1 Required Daily Offerings

- Fruits & Vegetables: At least 3 fruits and 2 vegetables offered daily.
- Grains: At least 50% of grain options must be whole grain.
- Proteins: Lean proteins such as chicken, fish, eggs, legumes.
- Dairy: Milk (whole or low-fat depending on age), yogurt, or fortified plant-based options.

### 4.2 Restricted / Prohibited Items

- Carbonated and energy drinks.
- Foods high in sugar, fat, or salt (candies, chips, fried foods).



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- Processed meats (sausages, hotdogs, and luncheon).
- Artificial sweeteners, high-fructose corn syrup, artificial colorings.

## 4.3 Beverages

- Water: Freely available across campus.
- Juice: 100% fruit juice ≤200ml daily.
- Milk: Plain whole or low-fat milk (age-appropriate).

## 5. Food Safety Protocols

### 5.1 Temperature Control

- Cold food ≤5°C
- Hot food ≥60°C
- Two-hour rule for perishable food

### 5.2 Food Separation

- Strict separation of raw and cooked foods
- Use different utensils for different foods
- Avoid cross-contamination

### 5.3 Cleaning & Sanitation

- Daily cleaning of food preparation areas, utensils, and storage
- Weekly deep cleaning and sanitation audits
- Maintain cleaning records

### 5.4 Food Transportation

- Proper transportation of delivered items in insulated containers
- Maintain appropriate temperature control
- Ensure food safety during transit

## 6. Allergen & Medical Management

- Maintain an updated allergy register.
- Label all allergens clearly on menus and packaging.
- Provide safe food alternatives for allergic students.
- Train all staff on recognition and emergency response for allergic reactions.
- Emergency kits (EpiPen, antihistamines) available at the clinic and canteen.



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## Common Allergens

- Peanuts and tree nuts
- Dairy products
- Eggs
- Soy
- Wheat
- Fish and shellfish

## 8. Monitoring & Reporting

- Daily checks by canteen supervisor and Safety Officer.
- Weekly reports to the School Principal.
- Monthly reviews with the School Doctor, Nurse, and Safety Committee.
- Annual review with parents and ADEK compliance inspection.

## 9. Communication & Education

- Parents receive guidelines on preparing healthy lunchboxes.
- Students participate in nutrition awareness days, cooking clubs, and hydration campaigns.
- Staff receive regular training on nutrition, allergies, and food safety.
- Posters and digital boards display calorie and health tips.

## 10. Compliance & Enforcement

- Vendors violating policy will face written warnings, penalties, or contract termination.
- Parents repeatedly sending restricted food will be contacted formally.
- Staff not complying will undergo retraining.
- Non-compliance cases logged in school OSH records.

## 11. Review Cycle

- Policy reviewed annually or earlier if required by ADEK/ADPHC.
- Feedback from students, parents, and health staff included in revisions.



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## 12. Policy Commitment

Al Basma British School is committed to healthy, safe, and sustainable nutrition practices that protect student wellbeing, support academic achievement, and meet national standards.

**Ms. Sharon Davis**

**School Principal**

