



Ras Al Khaimah American Academy					
<b>Subject:</b> RAKAA Food/Drinks Approval Policy		<b>SOP No:</b> 01		Controlled Copy No: 01	
		<b>Revision No:</b>			
<b>Written by:</b>	<b>Quality and Safety Officer</b>	<b>Date:</b>	<b>Policy based on:</b> Best Practices		
	Ms. Amal Alnuaimi	09.05.23			
<b>Checked/ by:</b>	<b>Quality Assurance Manager</b>	<b>Date:</b>	<b>Supersedes:</b>	<b>Issued on:</b> 09.05.2023.	
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	Mrs. Khawla Jarrah				06.06.23
Authorized by:	<b>Former Principal</b>	<b>Date:</b>	<b>Policy effective as of:</b> 30.08.23		
	Dr. Sandra Zaher				06.06.23
	<b>Principal</b>				30.08.23
	Dr. Georgina Couram				
	 		<b>Policy review date:</b> July, 2024		

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## RAKAA Food/Drinks Approval Policy

**Aim:** To ensure a good food culture and encourage students to make the right choices of healthy foods.

### **Food/Drinks Approval Procedures:**

1. Teachers write their lesson plans to include the reason for the special food activity tied to LOs.
2. Teachers raise a request to HoD
3. HoD forwards the request to HoS, Activities coordinator, and Quality Assurance Department (QAD)
4. The Quality Assurance Department (QAD) informs Security, reception, and Bus Assistants.
5. QAD checks the Food content in the class on the day of the activity prior to students eating food.
6. If food is approved. Students are allowed to enjoy the food. If food is not approved, then the food is kept in the Quality Assurance office and parents are informed.

### **List of Non-Approved Foods/Drinks:**

1. Hot Drinks (Hot chocolate, Karak, Tea, Coffee, etc.)
2. Soft drinks (Pepsi, Cola, 7Up, Fanta, etc.).
3. Chocolate.
4. Candies (Gummy Bears, Lollipops, Jelly, Sour Candy, Chewing gum, etc.)
5. Any HARD Candy
6. Artificial juices that are not 100% juice.
7. Unhealthy Chips (Cheetos, Takis, Lays, Doritos, etc.) (Only baked chips are allowed).
8. Nuts of any kind.
9. Ice-cream/Pop-cycles (flavored ice).
10. No FRIED foods.

**(Note: Other non-mentioned foods/drinks may be rejected depending on QAD decision- if found to be unhealthy and outside the allowances made in the policies).**

### **List of Approved Foods/Drinks:**

1. Fruits and vegetables.
2. 100% Natural juices.
3. Yogurt.
4. Natural popcorn.
5. Baked and natural Chips.

### **Foods/Drinks packaging:**

Each food must be individually packed. (e.g., Instead of bringing a large bag of popcorn, it must be served separately in individual packs to students). In case food is not packed individually, it will not be allowed, and the student can take it back from the reception at the dismissal time.

### **Students Allergies:**

First, at the time of registration or re-registration the Registrar must have the parents send in all medical forms and alert the school of allergies.

Second, the school clinic must keep on file the list of students with allergies.

Third, if an EpiPen is needed- that must also be noted and available to administer in case of need).

Fourth, the clinic must make the QAD aware of all students with an allergy.

Fifth, in case of any allergies a student has, the QAD will share it to the teacher.

### **Policy Links:**

This policy is linked to the UAE MoE and MoH Policies concerning healthy foods in schools.

**Policy Created by:** Amal Alnuaimi

**Collaborators:** Former principal, Sandra Zaher, Principal Georgina Couram, Ms. Khawla Jarrah, Ms. Mona Alshehhi, Ms. Mayada AlJouboory, Ms. Karlinke Booyesen.

**Reviewed by:**

**Date:** Aug 30, 2023

## Food/Drinks Policy Acknowledgement

I acknowledge that I have received a copy of the policy which describes important information about food and drinks in RAKAA. I agree that if there is any information in the policy that I do not understand, I shall seek clarification from the Quality Assurance Department (QAD).

Name:

Signature: