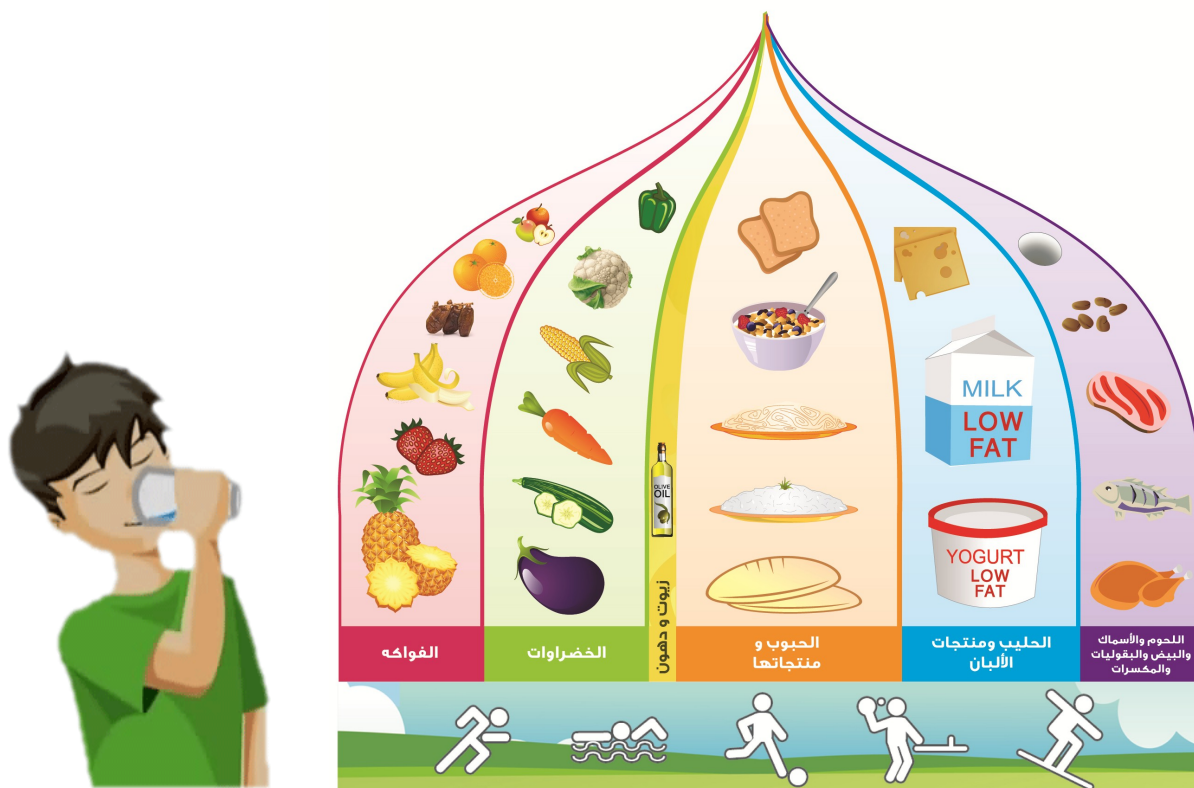


# School Canteen Guidelines of the Emirate of Abu Dhabi

Academic Year 2011-2012



United Arab Emirates

3 November 2011



مجلس أبوظبي للتعليم  
Abu Dhabi Education Council  
التعليم أولاً Education First



جهاز أبوظبي للرقابة الغذائية  
Abu Dhabi Food Control Authority



هيئة الصحة - أبوظبي  
HEALTH AUTHORITY - ABU DHABI



# Table of Contents

Part One: Preface.....	3
1. Introduction.....	4
2. Purpose.....	5
3. Scope.....	5
4. School Responsibilities.....	6
5. Definitions.....	7
6. School canteen classification.....	8
Part Two: Hygiene Requirements and Practices.....	9
7. Health requirements for school canteens.....	10
7.1. Location, design and structure.....	10
7.2. Equipment.....	11
7.3. Food handling areas.....	12
8. Health requirements to assure food safety and handling.....	13
8.1. Personal hygiene.....	13
8.2. General cleanliness.....	13
8.3. Temperature control.....	14
8.4. Food packing and display.....	15
8.5. Food transportation and storage.....	16
8.6. Food waste.....	16
9. School's Administration Commitment.....	17
10. Requirements of the types of foods allowed to be served in the school canteens.....	18
Part Three: Nutritional Standards.....	19
11. The food dome and food groups.....	20
12. Nutritional requirements.....	21-22
13. Examples of meals allowed to be served to school children.....	23-31
14. List of food items allowed to be sold in the school cafeteria.....	32-34
15. Foods that cause allergies and intolerance.....	35
Part Four: Conditions pertaining to school food suppliers.....	36
16. Special conditions pertaining to food suppliers to schools within the Emirate (supply of foods or meals).....	37
17. Procedures for obtaining a permit to supply schools from Abu Dhabi Food Control Authority.....	38
Part Five: Appendices.....	39
Appendix 1: Flowchart of procedures for the approval from ADFCA.....	40
Appendix 2: Food items supplied to schools.....	41
Appendix 3: Flowchart of procedures for notification on nutrition-related complaints.....	42
References.....	43



# Part One—Preface





# 1. Introduction

As a means towards achieving the strategic vision for the Emirate of Abu Dhabi and reaching specific goals for the agenda of public policy (2030) to the Government of Abu Dhabi, that represents the importance of cooperation between governmental bodies in order to meet society's expectations and provide food security for them in the Emirate of Abu Dhabi. In order to achieve a healthy population, consumers should be provided with adequate information on the food intended for consumption to enable them to choose the best. This leads to emphasizing the importance of commitment in identifying the best services and practices to achieve the ambitious vision for the future of Abu Dhabi. Three strategic organizations of Abu Dhabi; Abu Dhabi food Control Authority, Health Authority - Abu Dhabi and Abu Dhabi Education Council, have collaborated together to promote and enhance the health of our children in their schools in the most critical stage of their lives.

The Abu Dhabi School Canteen Standards 2011-2012 is considered to be one of the fruits of the collaboration that has been reaped. This standard contains the health requirements for school canteens and the health procedures that should be followed to ensure the safety of food in its various stages of handling, as well as the requirements and standards for the types of food allowed trading in the school environment and the methods of proper nutrition for students according to their age group.

This document explains the mechanism through which food establishments that supply the schools in Abu Dhabi or the working forces to follow the scientifically proven and healthier options dealing with food that is sold or traded within the school.

In the end, all the officials of the food establishments and the work force in those establishments in Abu Dhabi, in addition to the prominent legal requirements in the country, should commit to guaranteeing the safety of their food products and that all exchange, selling and preparation operations should be consistent with law No (2) of 2008 concerning the food in the Emirate of Abu Dhabi and the regulations coming out of it, especially regulation No (6) of 2010 concerning the safety of the food during the different stages of the chain of production released by the Abu Dhabi Food Control Authority wherever applicable, taking into consideration the time limits given to execute the regulations of the system by law from the Chairman of the Abu Dhabi Food Control Authority No 11 of 2011.





## 2. Purpose

This document aims to identify the requirements and conditions to be followed by food establishments that supply for the schools of Abu Dhabi, or the working forces in those facilities, and to achieve the following:

- 1 – Provide food that is safe and meets the requirements and procedures during the food production, storage and/or distribution of food to ensure the safety or suitability for human consumption
- 2 - Provide healthy food in the school to reduce the incidence of chronic diseases caused by the high demand and consumption of high caloric, low nutritional value food
- 3 – Clarify the procedures for the facilities that supply food for the schools of Abu Dhabi or the working forces within, and the steps that should be followed to obtain the necessary approvals from the responsible authorities
- 4 – Direct the responsible administrators of all the schools towards the importance of adhering to the scientific and healthy methods in dealing with food sold or traded within the school
- 5 - Deliver the correct useful information on food security and health in the school environment, where this document is considered one of the important tools for the training of the supervisors, nutrition specialist nurses, and school canteen administrators on how to deal with food

In addition to the above, we stress the importance of the role of physical activity in contributing to the reduction of chronic diseases, due to the presence of a strong relationship between diet, nutrition, physical activity and chronic diseases.

## 3. Scope

This document is intended for use by schools in the Emirate of Abu Dhabi and private schools and food establishments that supply for the schools in Abu Dhabi or the working forces in the school canteens, as well as the official authorities, where it provides rules and health regulations that should be available in school canteens as well as instructions on the health practices that must be followed in the stages of handling, sale and circulation.

In addition, the standards includes the food allowed to be sold inside the school and the different methods of healthy eating that contains the different nutritional requirements of the students to assist the health and nutrition specialists and the school administrators in providing aid and directions for the students in order to achieve a healthy lifestyle.





## 4. School responsibilities

In addition to the standards found in this document, all the schools in Abu Dhabi must follow these nutritional points that will be explained in detail in Part Three:

- 1 - Ensure the provision of miscellaneous (variable) food each day, in an integrated meal containing all the food groups (protein, carbohydrates, vegetables, fruit and meat) at similar rates to those mentioned in the meal examples
- 2 –Encourage fatty fish consumption
- 3 - Provide drinking water constantly and encourage the students to keep on hydrating by drinking water during the day
- 4 - Motivate the students to consume food according to their age specific required calories needed during the school day
- 5 - Remove food with low nutritional value
- 6 - Work on a school policy for health and nutrition. The educational institution should define its policy and be able to commit to promoting the health of the students through supporting the provision of healthy nutrition for the school community. In addition, the school should declare and publish its health and nutrition policy in order to reach all the students and their parents and all the school staff





## 5. Definitions

**The State:** The state of the United Arab Emirates

**The Emirate:** The Emirate of Abu Dhabi

**ADFCA:** Abu Dhabi Food Control Authority

**HAAD:** Health Authority—Abu Dhabi

**ADEC (THE COUNCIL):** Abu Dhabi Education Council

**School Canteen:** The place at the school where foods are prepared and equipped for the sale and distribution of food

**Food:** Any substance, whether processed, semi processed or raw, which is intended for human consumption, inter-alia drink, chewing gum and any substance which has been used in the manufacture, preparation or treatment of “food” but does not include cosmetics or tobacco or substances used only as drugs

**Food Safety Training Program:** The approved food safety training and certification programs that are issued by ADFCA

**Document:** The “Abu Dhabi Schools Canteen” Guideline 2011-2012

**Potable water:** Drinking water that is pure and healthy at the point of usage, and meets requirements of the technical regulations issued by the National standard setting agency and the local regulatory and supervisory bureau

**Cross Contamination:** The transfer of harmful substances or disease-causing microorganisms to food by hands, food-contact surfaces, cloths, utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods

**Pests:** Insects, birds, rodents and any other animal capable of directly or indirectly contaminating food





## 6. School canteen classification

### **First: School Restaurant**

It includes the preparation and serving of hot meals and/or ready to eat meals. This type of activity is permitted to practice catering services to other schools

### **Second: School cafeteria**

It includes preparation and serving of ready to eat food, in addition to the displaying and selling of pre-packaged food. This type of activity is not permitted to practice catering services to other schools

### **Third: School canteen**

It includes displaying and selling of ready to eat and pre-packaged food in accordance with the approved food list. This type of activity is not permitted to practice catering services to other schools





# Part Two—Hygiene Requirements and Practices





## 7. Health requirements for school canteens

The three classes of school canteens are considered to be any food establishment handling food and should comply with the following requirements:

### 7.1 Location, design and structure

- A. The food establishment shall be located in suitable location, kept clean and maintained in good condition
- B. The establishment shall not be located anywhere that after considering such protective measures, it is clear that there will remain a risk to food safety or suitability
- C. The layout, design, construction and size of food establishment shall:
- Permit adequate maintenance, cleaning and/or disinfection
  - Minimize air-borne contamination and provide adequate working space, freedom of movement and prevention of stacking, while considering an appropriate workflow of operations to allow for the hygienic performance
  - Allow for protection against the accumulation of dirt, condensation, contact with toxic materials, the shedding of particles into food and the formation of undesirable mould on surfaces with risk of direct contamination with food
  - Ensure that structures within the food establishment are built of durable materials that are easy to maintain, clean and, where necessary, disinfected
  - Permit good food hygiene practices, including protection against cross-contamination, pest access and infestation
  - Provide separation by partition, distance, location or other effective means, between those operations which may cause cross contamination
  - Where necessary, provide suitable temperature and humidity controlled handling conditions of sufficient Capacity
  - Stairs lift cages and auxiliary structures (such as platforms, ladders, chutes) should be situated and constructed to prevent contamination of food. Chutes should be constructed with cleaning hatches
  - Buildings should be kept in good repair and condition to prevent pest access and to eliminate potential infestation sites. Holes, drains and other places where pests are likely to gain access should be kept sealed
  - Adequate procedures must be in place to control pests and prevent domestic animals from having access to places where food is prepared, handled or stored
- D. Ventilation shall abide with the following conditions:
- Suitable and sufficient means of natural or mechanical ventilation shall be provided while avoiding any mechanical airflow from a contaminated area to a clean area
  - Ventilation opening should be provided with a screen or protecting enclosure of non-corrodible material with an easy access to filters and other parts that require cleaning
  - The ventilation shall be adequate to minimize air-borne contamination of food and to control ambient temperature, odors and humidity
- E. Lighting shall conform to the following conditions:
- Adequate natural or artificial lighting shall be provided to enable operating in a hygienic manner. The lighting intensity should be adequate to the nature of the operation
  - Lighting fixtures and electrical wires shall be protected to allow for easy cleaning and prevention of cross contamination





## 7.2 Equipment

- A. All equipment and containers other than one, only use (disposable) containers and packaging material, which comes into direct contact with food shall:
- Be made of material which does not transmit toxic substances, odours or taste to the food, be non-absorbent, resistant to corrosion and be durable to allow frequent cleaning and disinfection
  - Be effectively cleaned and, where necessary after cleaning be disinfected, with the exception of non-returnable containers and packaging. Cleaning and disinfection shall take place at a frequency sufficient to avoid any risk of contamination
  - Be maintained in good condition and easily repaired to minimise any risk of contamination
  - Be installed in such a manner as to allow adequate cleaning of the equipment and the surrounding area
  - Equipment shall be durable and movable or capable of being disassembled to allow for proper maintenance, cleaning, disinfection, and monitoring for pests. Where necessary, cleaning of large-sized equipment shall be in separate washing facilities
  - Equipment used to cook, heat treat, cool, store or freeze food shall be designed to achieve the required temperature as rapidly as necessary and maintain it effectively
- B. Where chemical additives are used to prevent corrosion of equipment and containers, they shall be used in accordance with the manufacturer's instructions for its intended use. They must not contaminate the food or affect its stability to make it unfit for human consumption
- C. Cleaning agents, disinfectants or any other materials or articles that can reasonably be expected to come into contact with food or to transfer their constituents to food:
- Shall meet food grade specifications
  - Shall be identified, held and stored in separate areas from where food is handled and in a manner that protects against contamination of food, food-contact surfaces, or food packaging materials





## 7.3 Food Handling Areas

1. At all stages of the food chain, food must be protected against any contamination likely to render the food unfit for human consumption, harmful to health or contaminated in such a way that it would be unreasonable to expect it to be consumed
2. Floor surfaces shall be made of impervious, waterproof, non-absorbent, non-slip, washable and non-toxic materials, allowing adequate cleaning and surface drainage. Where appropriate, floors should slope sufficiently for liquids to drain to trapped outlets
3. Wall surfaces and partitions shall be made of impervious, waterproof, non-absorbent, sealed, washable, non-toxic and of light colour materials. When appropriate, walls shall have a smooth, easy to clean and disinfect surface, and be of an appropriate height
4. Ceilings (or, where there are no ceilings, the interior surface of the roof) and overhead fixtures shall be easy to clean, of light colour, constructed and finished to prevent the accumulation of dirt and to reduce condensation, growth of undesirable moulds and the shedding of particles
5. Windows and other openings shall be constructed to prevent the accumulation of dirt. Where open windows would result in contamination, windows must be fixed or remain closed
6. Where appropriate, windows that open to the outside environment shall be fitted with easily removed and cleanable insect-proof screens
7. Internal window sills, if present, should be sloped to prevent them from being used as shelves
8. Angles between walls, walls and floors and between walls and ceilings should be sealed and covered to facilitate cleaning operations
9. Doors shall be made of smooth and non-absorbent surfaces, self-closing, be easy to clean, and where necessary, disinfected
10. Working surfaces (including surfaces of equipment) in food contact areas shall be made of washable corrosion-resistant and non-toxic material and maintained in a sound condition, be durable and allow for easy cleaning and disinfection
11. Wood surfaces and cutting boards made from wood are not allowed
12. All overhead structures and fittings should be installed in a manner to avoid food contamination directly or indirectly (by condensation and dripping) and should be easy to clean
13. Effective measures shall be taken to prevent cross contamination to ensure separation of raw food, food in process and ready-to-eat food, including utensils and cutting boards
14. Food to be displayed shall be prepared within the same day, taking into consideration that no ready prepared food is allowed to be stored for displaying purposes on a subsequent day
15. Adequate and conveniently located facilities for hand washing and drying shall be provided and, where necessary, for disinfection purposes that are designated for cleaning hands with the following conditions: facilities are provided with suitably temperature controlled, running, potable water. Facilities for washing food are separate from the hand-washing facilities. It is preferred that hand washing sinks are of the non-hand operable type
16. Adequate facilities shall be provided, where necessary, for cleaning, disinfecting and storing working utensils and equipment. These facilities shall be easy to clean, constructed of corrosion-resistant materials, and where appropriate, have an adequate supply of hot and cold water
17. Areas where food is washed should be separate from areas where utensils or equipment are washed. All areas should be kept clean and, where appropriate, disinfected after cleaning
18. Areas for washing food, utensils or equipment should be supplied with hot and cold potable water





## 8. Health requirements to assure food safety and handling

### 8.1 Personal Hygiene

1. Food handlers suffering from or being a carrier of a disease likely to be transmitted through food shall not be permitted to handle food or enter any food-handling area if there is any likelihood of direct or indirect contamination
2. Personnel with cuts and wounds, who are permitted to continue working, shall cover them by suitable waterproof dressings
3. Food handlers shall maintain a high degree of personal cleanliness and shall wear suitable, clean and protective clothing while handling food such as hair nets, gloves, masks, beard covers
4. Food handlers shall always wash and, where necessary disinfect their hands, including the start of food handling activities, immediately after using the toilet and after handling raw food or any contaminated material
5. Food handlers shall refrain from behaviours that may result in contamination of food such as the wearing of jewellery, smoking, spitting, chewing, eating, sneezing, coughing over uncovered food or any other related behaviour
6. Food handlers should be provided with light colour uniforms distinguished from those for housekeepers'. The uniform should include caps, gloves and undercoats

### 8.2 General Cleanliness

- Regular cleaning schedules shall be in place for chillers, stores and other facilities
- Chillers and refrigerators must be clean from the inside and outside
- Any spilled liquids or formulated condensation must be wiped off from chillers (refrigerators), with immediate cleaning of any spilled food
- All equipment & utensils must be always cleaned with hot water and suitable cleaning agents before and after being used for preparing food
- All tables and food contact surfaces must be disinfected after cleaning and drying
- Waste containers must be always closed and emptied on a daily basis
- The place must be always free from insects, rodents and pests





## 8.3 Temperature Control

1. Food likely to support the reproduction of pathogenic microorganisms or the formation of toxins, should be maintained in an uninterrupted cold chain and be kept at temperatures that will prevent any risk to health
2. Foods shall maintain the following temperatures:
  - A. Maintaining refrigerated/chilled food below (5)°C
  - B. Maintaining frozen food at or below (-18)°C
  - C. All other foods, including shelf stable, shall be maintained at suitable temperature that prevent risk to human health, as appropriate for the particular food
3. The time and temperature of cooking should be sufficient to ensure that heat penetration at the core of a food will result in the destruction of any pathogenic microorganisms. A core temperature of the food shall reach a minimum temperature of (70)°C for two minutes or an equivalent amount of heat
4. Provide suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining foods at appropriate temperatures and designed to allow those temperatures to be monitored and where necessary recorded, while ensuring that food is protected from direct sunlight
5. The thawing process of food shall be undertaken in such a way as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins in the food, where it shall be subject to temperatures that would not result in a risk to health
6. Where cooked potentially hazardous foods are to be held or served, they shall be either held chilled at temperatures below (5)°C or hot at temperature of (63)°C or above for a maximum of two hours
7. Temperature recording devices shall be checked at regular intervals, test their accuracy and the tolerable limits for time and temperature variations
8. Temperature throughout the food chain shall be monitored and verified to ensure that the food is safe and being maintained at the correct temperature
9. Any ready-to eat potentially hazardous food, if it has been at temperatures between (5)°C and (63)°C;
  - For a total of less than two hours, shall be refrigerated or reheated to be used immediately
  - For a total of or longer than two hours, shall be disposed of immediately
10. If the temperature of chilled foods is not maintained, the following action shall be taken:
  - If the temperature of the chilled food at any time is at or above (5)°C and below (8)°C, the food shall be immediately chilled to below (5)°C
  - If the temperature of the chilled food at any time is above (8)°C, the food shall be disposed of immediately unless substantial science-based food safety evidence is submitted to the Authority
11. If the temperature of frozen foods is not maintained, the following action shall be taken:
  - If the temperature at any time is (-15)°C to (-18)°C, food shall be brought back to minimum of (-18)°C as rapidly as possible
  - If the temperature at any time is higher than (-15)°C but lower than (-10)°C, food shall be subjected to comprehensive field examination and laboratory testing
  - If the temperature at any time is (-10)°C, food shall be used immediately
  - If temperature at any time rises above (-10)°C or showed signs of thawing, food shall be disposed of; unless substantial science-based food safety evidence is submitted to the Authority
12. All refrigeration spaces shall be equipped with temperature measurement devices with an accuracy of (+/- 1°) C
13. Food business operators shall maintain and hold records of food temperatures and maintenance and calibration records of temperature recording devices for a period of three years





## 8.4 Food packing and display

1. When displaying food, practicable measures shall be taken to protect food from the likelihood of contamination with the provision of separate serving utensils for each food or other dispensing methods that minimize the likelihood of the food being contaminated
2. Raw food displayed in chillers and freezers shall be adequately separated from ready to eat food to prevent contamination
3. Recycled water and water recovered from food processing by evaporation or drying, may be used provided that it is of the same standard as potable water and that it does not present a risk to the safety of the food
4. Water and/or ice which come into contact with food or which may contaminate food shall be derived from potable water or, from clean water for chilling of fishery products, provided that it is handled and stored under conditions that protect it from contamination
5. Chiller/refrigerator temperatures should be maintained at all times and sufficient precautions should be in place in case of power failure
6. In case of displaying unpackaged food and ready to eat food:
  - Food shall be displayed behind protective barriers, at appropriate temperatures, to prevent the likelihood of food contamination
  - Separate serving utensils or other dispensing methods, shall be provided for each food
7. All equipment and serving utensils used at food display counters must be food grade, inert, easily cleaned and disinfected prior to use
8. Food that has passed its marked “expiry”, “use by” or “best before” date shall be removed from display, and where appropriate, disposed of
9. Where foods are removed from their original packaging for display, the food business operator shall ensure that appropriate shelf life and other food safety information is available at the point of sale
10. The temperature of display cabinets and service counters shall be monitored and records maintained, in accordance with provisions applicable to temperature control stated in regulation No (6) of 2010
11. Where ice is used, adequate quantities shall be used to maintain the correct temperature
12. Materials used for wrapping and packaging shall not be hazardous or a source for contamination
13. Wrapping materials shall be stored in such a manner that they are not exposed to a risk of contamination
14. Packaging design and materials shall provide adequate protection for foods to minimize contamination, prevent damage, and accommodate proper labelling
15. Wrapping and packaging operations shall be carried out in temperature controlled atmosphere to avoid contamination of food. In case of cans and glass jars, the integrity of the container’s construction and its cleanliness must be assured
16. Wrapping and packaging material that are approved for re-use for food shall be easy to clean and, where necessary, disinfected





## 8.5 Food transportation and storage

1. Transport of food shall be carried out in such a way to prevent any contamination of the food, to maintain its integrity and at the appropriate temperatures
2. Food transport vehicles, including reusable containers, shall be kept clean and maintained in good repair and conditions to protect food from contamination. The interior of food transport vehicle shall be adequately insulated with a lined interior that provides a smooth, continuous, easily cleanable waterproof surface
3. Food items shall be physically separated from non-food items during transport
4. Ready-to-eat and raw foods transported in the same vehicle shall be adequately separated to avoid cross contamination
5. Food shall be stacked to leave enough space from walls and above the floors to avoid any pest infestation and allow proper ventilation and ease of cleaning
6. Food transport vehicles intended for transporting chilled and for frozen food should be appropriate for such purpose. Return air temperature shall be in accordance with the provisions applicable to temperature control stated within Regulation No (6) of 2010
7. Raw material shall be inspected and washed or cleaned as necessary, to remove soil or other contamination. Potable water shall be used for washing, rinsing, or conveying food
8. Raw materials and all food ingredients stored at the food establishment shall be stored in appropriate conditions necessary to protect from contamination and prevent harmful deterioration and shall be stored off the floor and away from walls
9. Food establishments shall have refrigerating and/or freezing cabinets large enough to accommodate raw material or food at specified temperature stated within Regulation No (6) of 2010
10. Raw materials, ingredients, intermediate and finished products that are likely to support the growth of pathogenic micro-organisms or the formation of toxins, shall not be kept at temperatures that may result in a risk to health
11. Hazardous and/or inedible substances shall be adequately labelled and stored in separate and secure containers

## 8.6 Food Waste

1. Food waste, non-edible by-products and other refuse shall be separate and removed from rooms where food is present as quickly as possible to avoid their accumulation and any risk of cross-contamination
2. Food waste, non-edible by-products and other refuse shall be deposited in closable containers and disposed of appropriately. Containers shall be constructed of suitable leak-proof, impervious material that is easy to clean or disposable
3. Containers used to hold dangerous substances should be labeled and, where appropriate, be lockable to prevent malicious or accidental contamination of food
4. Adequate standard operating procedures for storage and disposal of food waste, non-edible by-products and other refuse shall be developed and implemented







## 9. School's Administration Commitment

1. The school administration should provide ADFCA with an official list of the supervisors responsible for the school canteen workers as well as those responsible for the school activities, specifically the school canteen environment and the connecting facilities, in addition to the food sold there
2. In addition to what was mentioned in this document regarding the requirements, the school canteen administration is also responsible for the training of the food suppliers as well as the criteria and the necessary skills for those in the food safety and good hygiene according to each one's duties. The school canteen administration should also be responsible for the guarantee of availability of official training workshops related to food safety
3. An inventory record needs to be established in order to track the food items that are delivered to the school with the name of the supplier, date of delivery, state upon delivery, expiry date of preserved items and any other information that is required. In addition, an effective system needs to be established in order to use the First In First Out rule of the food items
4. A list of those who are allergic and/or intolerant to specific types of food with the allergens needs to be available as mentioned in the nutrition requirements section on food allergies. Specific precautions need to be taken in order to prevent food allergies from occurring in those individuals
5. Any records of storage, fridge cleaning, warehouse, or inventory inspections or any documented activity needs to be kept for future references when needed
6. Any unauthorized person is forbidden to enter the sales area, preparation, production and cooking areas
7. Drinking water tanks needs to be cleaned as well as the purifying filters
8. Posters of the guidelines should be displayed in the cafeteria for the students and the cafeteria staff according to the requirements
9. Plastic plates and cups are not allowed to be used for hot meals or drinks and serving hot meals immediately to students should be avoided
10. Informing ADFCA through the toll free number (800555) or during one of their representative's visits to the school on rancid or harmful food items or any cheating operations concerning food items or wrong practices performed that might affect the food's safety and hence lead to students' or school staff health damages. (Appendix 3 clarifies the steps for reporting a nutritional complaint in the school canteen)
- 11-The school canteen administration shall ensure, concerning the health status of food handlers, the following:

A-Food handlers are medically fit to work and maintain records of absences for infected employees or carriers of any disease that may pose a risk to food safety

B-Directing food handlers suffering from or being a carrier of a disease to report immediately any symptoms that may pose a risk to food safety. Resumption of duties must not be allowed, unless they are medically examined prior to returning to work, for 48 hours after symptoms have ceased. for diseases & symptoms stated in point (c) below

C-Food handlers are free from infectious gastrointestinal illnesses, Tuberculosis, infected skin lesions or cuts on exposed parts of the body, any discharge from eyes, ear, nose or mouth or acute streptococcal sore throat, including symptoms of jaundice, diarrhoea, vomiting and fever





## 10. Requirements for the Types of Food Allowed to be Served in the School Canteens

- Food should be prepared, manufactured, packaged, transported, displayed and stored under ADFCA's hygienic requirements in school canteens and food suppliers. No sale or offer to sell food or meals inside a school canteen is allowed except after obtaining approval from ADFCA and ADEC
- For packaged food products, the following information should be indicated on the food label:

Name of Food Product	Ingredients	Nutritional Data	Validity Date (Production and Expiry)	Patch Number
Storage Conditions	Name and address of Manufacturer or Factory	Country of Origin	Weight	Commercial Name (Trade Mark)

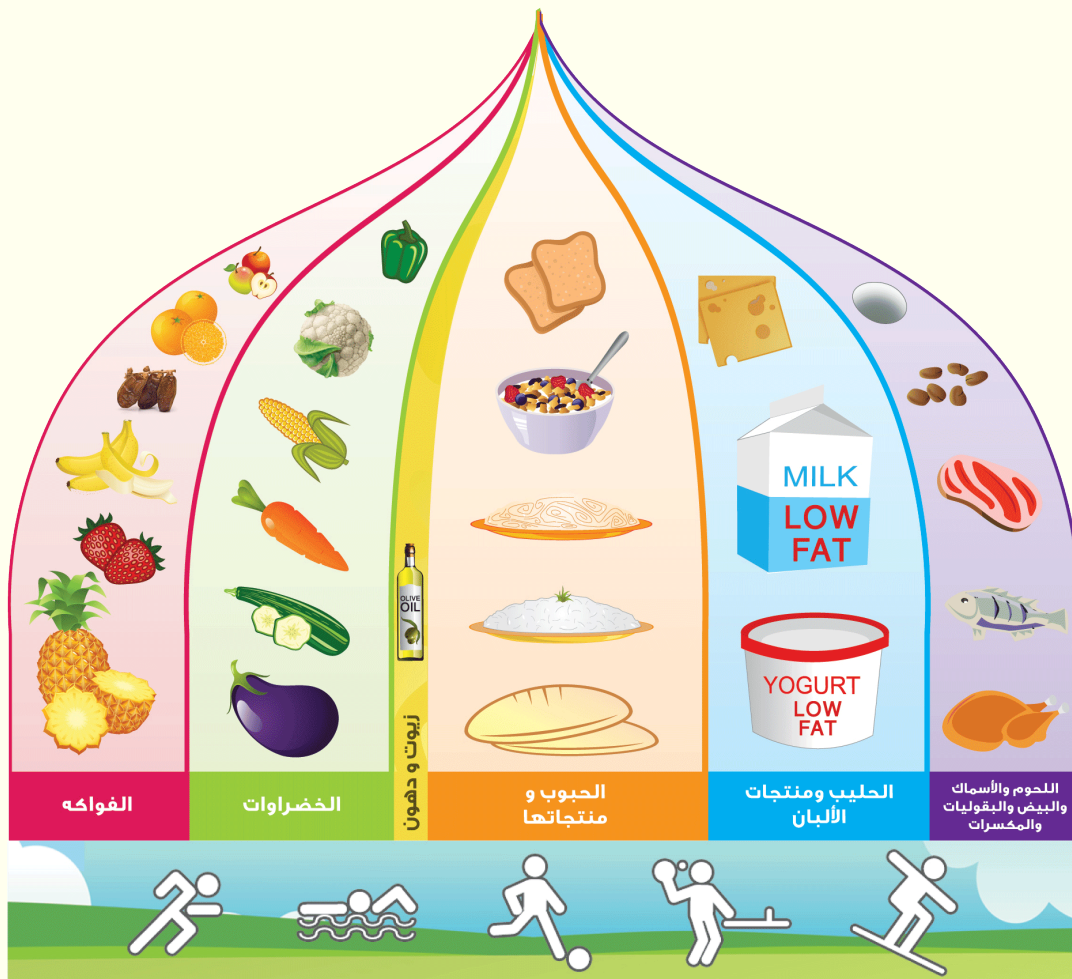
### Nutritional Data Label:

	Nutritional Information	Unit/100 grams	Total Product Weight
1	Energy	Calories (Kcal)	Calories (Kcal)
2	Protein	Grams (g)	Grams (g)
3	Carbohydrates	Grams (g)	Grams (g)
3 a	Sugar	Grams (g)	Grams (g)
4	Sodium	Milligrams (mg)	Milligrams (mg)
5	Dietary Fiber	Grams (g)	Grams (g)
6	Fats	Grams (g)	Grams (g)
6 a	Saturated Fats	Grams (g)	Grams (g)
6 b	Hydrogenated Fats	Grams (g)	Grams (g)
7	Vitamins		
8	Minerals		

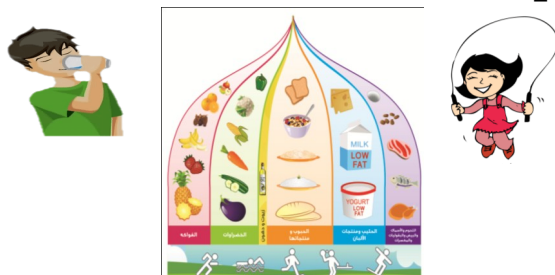
- In case of sandwiches, meals, and salads that are prepared in the school's cafeteria or supplied, all the necessary information need to be available in order to check whether these items are prepared according to the health regulations and requirements aforementioned in this document
- Fat content of a food product should not be more than 30% from the total calories. Saturated fat should not be more than 10% from the total calories of the food product. In addition, the source of the fat or oil used in the food product needs to be written on the nutritional label
- The food item should contain not less than 5% from the following necessary nutritional elements: Protein, Iron, Calcium, Vitamin A, Vitamin C, Vitamin D, Thiamin, Niacin, and Riboflavin
- Hydrogenated fat is not allowed to be used
- Total and added sugar content of a food product should not be more than 35% of the product's weight
- Caffeine-containing beverages are forbidden in the school
- Spicy and hot sauces such as chili flakes and Tabasco are not allowed to be used
- Mono-Sodium Glutamate (MSG) is forbidden to be used in the food products
- Food should not contain any preservatives or coloring or chemical artificial flavors
- Food that contains pork or alcohol (Ethanol) or any of its product is not allowed to be sold in the school canteen
- Food should be consistent with the local and national rules and regulations of the country



# Part Three—Nutritional Standards



## 11. The Food Dome and Food Groups



### The Food Dome:

It is a visual tool that reflects the major food groups and is characterized by the following:

- **Food Quality:** the Dome encourages diversity in food intake to include all the food groups that need to be consumed on a daily basis. The Food Groups are characterized by the different colors found in the Dome
- **Amount of food:** Represented by the different widths of the Dome. For example: cereals, fruits, vegetables and milk and dairy products are with a wide band to emphasize on its intake and thus encourage its consumption according to the individual's needs, while fats and oils are with a narrow band to emphasize the need to reduce its consumption as much as possible
- **Importance of Physical activity:** The Dome urges on physical activity to be done most days of the week. This is represented by the physical activity icons found at the bottom of the Dome due to its preventative action against related diseases

### Food Groups:

**Grains:** Symbolized by the orange color. It is recommended to consume at least 90 grams. This group includes bread, cereals, rice and pasta with recommendations to consume this amount from whole grains (the outer layer of the grain contains many vitamins, minerals and fiber). Grains are considered one of the major groups the body relies on in order to maintain its many functions that provide humans with energy and vitality

**Vegetables:** Symbolized by the green color. It is recommended to consume the equivalence of two cups from all kinds of vegetables, especially bright colored ones such as dark green, orange, yellow and red

**Fruits:** Symbolized by the red color. It is recommended to consume the equivalence of two to three varieties of fruits whether fresh, frozen, canned or dried

**Milk and dairy products:** Symbolized by the blue color. It is recommended to consume the equivalence of three cups of milk daily or its equivalence from low fat or free fat dairy products. For individuals who are lactose intolerant, search for another good source of calcium

**Meat and alternatives:** Symbolized by the purple color. This group includes chicken, fish, eggs, legumes such as beans, lentils and chickpeas, and red meat with its fat removed

**Fats and Oils:** Symbolized by the yellow color. It is recommended to obtain this group from vegetable oils such as olive oil, corn oil and sunflower oil. It is also advised to reduce the intake of solid fats such as butter and ghee



## 12. Nutritional Requirements

A nutritional requirement is defined as the minimum amount of nutritional elements and energy that the human body needs for growth and a healthy life. Attending to the school children's nutritional requirements is important for several reasons:

- Good nutrition in schools is considered an integral part to the growth of the students and the maintenance of their health
- It has an important role in the prevention of diseases caused by the lack of one or more of the essential nutrients in their diet
- Nutrition effects the concentration and educational attainment of students
- Diet plays an important role in the human body's ability to perform its functions

Due to the fact that not one type of a food item contains all the elements the body needs, it is necessary to diversify nutritional needs in order to include all the nutrients through a balanced diet that contains adequate amounts of all the nutritional elements (from different food groups). These requirements differ according to the body's growth stage. It also varies from person to person according to the gender and physiological changes that occur.





## Student's nutritional requirements according to age

### A. Lunch requirements

Three or four different food groups need to be available for the students which is estimated to provide:

Grades	Preschool	Grades K-3	Grades 4-7	Grades 7-12
<b>Calories</b>	517	633	785	825
<b>Protein</b>	7 g	9 g	15 g	16 g
<b>Calcium</b>	<b>267 mg</b>	<b>267 mg</b>	<b>370 mg</b>	<b>400 mg</b>
<b>Iron</b>	3.3 mg	3.3 mg	4.2 mg	4.5 mg
<b>Vitamin A Retinol</b>	150 RE	200 RE	285 RE	300 RE
<b>Vitamin C</b>	14 mg	15 mg	17 mg	18 mg

### B. Breakfast requirements

Three or four different food groups need to be available for the students which is estimated to provide:

Grades	Preschool	Grades K-12
<b>Calories</b>	388	554
<b>Protein</b>	5 g	10 g
<b>Calcium</b>	<b>200 mg</b>	<b>257 mg</b>
<b>Iron</b>	2.5 mg	3.0 mg
<b>Vitamin A Retinol</b>	113 RE	197 RE
<b>Vitamin C</b>	11 mg	13 mg



## 13. Examples of meals allowed to be served to school children

Keep in mind that the added oil or fat in a meal course should not be more than one tablespoon

### Lunch Sample Menus\*

#### Example 1

1. 1 ½ cups green salad		2. Chicken biryani		3. 1 cup of low fat yogurt	
<ul style="list-style-type: none"> <li>1 lettuce shredded</li> <li>1 small tomato</li> <li>1 medium cucumber</li> <li>½ green bell pepper</li> </ul>		<ul style="list-style-type: none"> <li>½ cup cooked rice</li> <li>90 g grilled chicken</li> </ul>		<ul style="list-style-type: none"> <li>1 medium orange</li> <li>1 tablespoon olive oil</li> </ul>	
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
655	46.5	70.5	7.5	38.5	20.5
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
590	0	158	5856	88	4.9
Serving: 1 person				Sodium (mg)	Iron (mg)
				264	3.7

#### Example 2

1. Grilled chicken Arabic bread pizza		2. Baked potato		3. 1 cup fruit salad (examples: grapes, apple, banana, kiwi, orange juice)	
<ul style="list-style-type: none"> <li>60 g grilled chicken</li> <li>Cut onion</li> <li>½ green bell pepper</li> </ul>		<ul style="list-style-type: none"> <li>Sliced mushroom</li> <li>30 g cheese</li> <li>1 small Arabic bread</li> </ul>			
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
666	28	116	11.2	40.4	11.4
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
330	10.3	174	689	57	6.3
Serving: 1 person				Sodium (mg)	Iron (mg)
				675	3.2

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients



### Example 3

1. 120 g chicken with artichoke and herbs; <ul style="list-style-type: none"><li>Chicken is cooked with milk and cheese sauce</li></ul>		2. $\frac{3}{4}$ cup steamed rice 3. 1 cup green salad with 1 teaspoon olive oil and 1 teaspoon vinegar		4. 1 cup of low fat yogurt	
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
722	56	99	14.4	32.9	14
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
633	36.8	105	5882	86	4
Serving: 1 person				Sodium (mg)	Iron (mg)
				637	1.14

### Example 4

1. $\frac{2}{3}$ cup sweet potato and black bean salad		2. 190 g leg of lamb with rosemary		3. $\frac{1}{2}$ cup steamed rice 4. 1 cup low fat yogurt	
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
748	60.2	69.4	7.6	21.1	25.4
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
518	0	11.1	6595	136	7
Serving: 1 person				Sodium (mg)	Iron (mg)
				1213	6.1

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients







### Example 5

1. 120 g chicken breast stuffed with meat cold cuts and cheese			4. 1 cup lemon kiwi smoothie		5. 1 piece oatmeal cookie
2. 1 cup boiled carrot slices					
3. 1 cup boiled broccoli					
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
647	57.7	67	3.5	26.6	16.5
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
276	4.5	142	29195	129	6
Serving: 1 person				Sodium (mg)	Iron (mg)
				666	4.9

### Example 6

1. 1 cup low fat coleslaw			2. 6 baked fish sticks		4. 1 medium orange
			3. 1 baked potato		
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
513	38.4	171	11	22.6	3.8
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
237	10.7	127	4383	41.5	0.3
Serving: 1 person				Sodium (mg)	Iron (mg)
				466	5.4

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients





Example 7					
1. 1 1/2 cup salad		2. 2 pieces beef stuffed crescents, contains 100 gram ground extra lean meat		3. 1 cup low fat yogurt	
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
672	29.7	76.4	5.4	37.5	27.2
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
594	10.8	97.8	7013	107	13
Serving: 1 person				Sodium (mg)	Iron (mg)
				388	3.1

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients





## Examples of breakfast meals

(\*: The nutrient analysis could be different according to the nutritional analysis program used and the ingredients)

### Breakfast Sample Menus

Example 1					
1. Cheese sandwich		<ul style="list-style-type: none"> <li>Sliced cucumber</li> <li>2 slices tomato</li> <li>1 lettuce shredded</li> </ul>		2. 1 medium size apple 3. 1 cup of low fat yogurt	
<ul style="list-style-type: none"> <li>2 slices whole wheat toast</li> <li>30 g cheddar or any yellow cheese</li> </ul>					
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
540	29.5	47.3	8.5	41.5	15
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
754	3.4	24.7	2806	44	8
Serving: 1 person				Sodium (mg)	Iron (mg)
				650	2.6

Example 2					
1. White cheese sandwich		<ul style="list-style-type: none"> <li>1 medium lettuce leaf, shredded</li> <li>2 slices cucumber</li> <li>5 pitted black olives, sliced</li> </ul>		2. 1 medium banana 3. 240 ml low fat milk	
<ul style="list-style-type: none"> <li>1 medium Samoon bread</li> <li>30 g any white cheese</li> </ul>					
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
549	22.6	78.5	5	14.8	13.6
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
596	108	18.9	2740	36.8	6
Serving: 1 person				Sodium (mg)	Iron (mg)
				708	3.4

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients





### Example 3

1. Egg omelet		2. Arabic bread		4. 1 medium orange	
<ul style="list-style-type: none"> <li>2 medium eggs</li> <li>2 tbsp parsley</li> <li>2 tbsp diced onion</li> <li>¼ cup diced tomato</li> </ul>		3. 1 cup low fat milk			
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
476	27.5	63.8	4.5	13.3	11
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
484	129	89.3	2230	382	3
Serving: 1 person				Sodium (mg)	Iron (mg)
				580	3.1

### Example 4

1. Tuna sandwich <ul style="list-style-type: none"><li>30 g tuna in water, drained</li><li>5 black olives pitted and sliced</li></ul>			<ul style="list-style-type: none"><li>1 medium lettuce leaf, shredded</li><li>1 tbsp parsley</li><li>1/2 medium pickle, sliced</li><li>Squirt of lemon juice</li></ul>		2. 1 cup fresh orange juice
			3. 1 cup low fat yogurt		
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
328	22.5	45.5	0.5	38.5	5
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
509	0	136	2868	27	2
Serving: 1 person				Sodium (mg)	Iron (mg)
				333	2.1

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients





### Example 5

1. Falafel sandwich			<ul style="list-style-type: none"> <li>4 slices tomato</li> <li>1 medium pickle, sliced</li> <li>1 tablespoon tahini sauce (tahini mixed with water, pinch of black pepper and little lemon juice)</li> </ul>		2. 1 cup mango smoothie
<ul style="list-style-type: none"> <li>1 Arabic bread</li> <li>3 pieces baked falafel</li> <li>1 tbsp parsley</li> </ul>					
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
452	13.3	60.7	3.3	21.9	17.5
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
108	0	64	1847	0	1
Serving: 1 person				Sodium (mg)	Iron (mg)
				337	4

### Example 6

1. Foul medames			<ul style="list-style-type: none"> <li>3 tbsp diced tomatoes</li> <li>1 tbsp diced onions</li> <li>1 tsp cumin powder</li> <li>1 tbsp olive oil</li> </ul>		2. 1 Arabic bread
<ul style="list-style-type: none"> <li>1 cup baked fowl boiled without salt</li> <li>3 tbsp lemon juice ( 1 lemon)</li> </ul>					3. Mandarins
					4. 1 cup low fat milk
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
598	27.9	87.8	11.9	17.9	17.5
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
490	98	74.5	1878	10	3
Serving: 1 person				Sodium (mg)	Iron (mg)
				1457	4.8

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients





### Example 7

1. Grilled turkey cheese sandwich		<ul style="list-style-type: none"> <li>1 tbsp low fat mayonnaise</li> <li>2 slices tomato</li> <li>Pinch of black pepper</li> </ul>		2. 1 cup sliced cucumber and carrots 3. Dates 4. 1 cup low fat milk	
<ul style="list-style-type: none"> <li>2 slices whole wheat toast</li> <li>2 slices smoked low fat turkey</li> </ul>					
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
549	21	96	10	53.5	9
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
446	98	11.8	4432	18	2
Serving: 1 person				Sodium (mg)	Iron (mg)
				828	2.5

### Example 8

Labneh sandwich				<ul style="list-style-type: none"><li>2 slices tomato</li><li>4 slices cucumber</li><li>4 olives, pitted and sliced (2 teaspoons)</li></ul>	
<ul style="list-style-type: none"><li>1 medium Samoon bread</li><li>30 g low fat labneh</li></ul>					
Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
491	10.1	62	3.4	11	16.8
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
114	0	20	1709	32.4	8
Serving: 1 person				Sodium (mg)	Iron (mg)
				593	0.7

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients





### Example 9

Fruit Parfait

Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
477	12.3	78.5	5.3	41.8	21.5
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
262	0.2	3.7	602	7.5	2.5
Serving: 1 person				Sodium (mg)	Iron (mg)
				239	2.6

### Example 10

- |  |  |
|--|--|
| 1. Egg N' Cheese sandwich <ul style="list-style-type: none"> <li>2 medium scrambled eggs</li> <li>30 g cheddar cheese, shredded</li> <li>2 teaspoons diced tomatoes</li> </ul> | 2. 1 cup finger cucumbers<br>3. 1 cup (240 ml) fresh squeezed orange juice |
|--|--|

Calories (kcal)	Protein (g)	Total carbohydrates (g)	Dietary Fiber (g)	Sugars (g)	Total Fat (g)
523	62.1	59.4	1.1	21.3	18
Calcium (mg)	Vitamin D (IU)	Vitamin C (mg)	Vitamin A (IU)	Cholesterol (mg)	Saturated fat (g)
335	34.2	127	1331	401	8
Serving: 1 person				Sodium (mg)	Iron (mg)
				623	3.1

\*The nutrient analysis could be different according to the nutritional analysis program used and the ingredients



## 14. List of food items allowed to be sold in the school cafeteria

The following indicate the types of foods allowed and not allowed to be sold within the school canteen according to the categories below:



Allowed to be sold in the school canteen



Allowed to be sold in the school canteen only if the available conditions are met



Not allowed to be sold in the school canteen





### **First: Starches, legumes and grain products**

Nutrients	Category	Condition
Breakfast cereals; canned or packaged as bars		Free of artificial colors and fortified with iron
Bread (preferably whole grain or brown)		
Pie stuffed with fruits		That does not exceed 52 grams in weight and half the weight is fruit
Rice, noodles, pasta		The meal should not exceed the size of one cup (220 mL)  Should not contain sodium glutamate
Boiled or roasted potatoes		
Fatayer and manaqeesh (if it was not baked from whole wheat then it is categorized as unhealthy food)		Its size should not exceed 52 grams  Cheese content should not be less than 30 grams  Oil content should not be more than one tablespoon
Corn		Should be saturated fat free
Garlic bread		Smear a thin layer of minced garlic with a little olive oil. The size of one piece should not exceed a medium sized toast (28 grams)











## Second: Vegetables and Fruits Group

Lunch	Category	Condition
Dates		
Fruits		
Vegetables		
Salads		With dressing on the side to be low fat or made of lemon, vinegar and olive oil only

## Third: Milk and Dairy Products

Nutrients	Category	Condition
Milk		Low fat or fat free products should be available and must not contain food coloring and artificial flavors
Soy milk		
Yogurt		
Cheeses		










## Fourth: Meat/ Fish/ Chicken/ Meat Alternatives

Nutrients	Category	Condition
Egg sliced/mashed		
Meat such as kofta and kebab		Grilled or boiled with low fat content
Low fat chicken		Grilled or boiled with low fat content
Fish		Grilled
Processed meat (such as hot dogs, sausages, mortadella and others)		










#### Fifth: Miscellaneous

Nutrients	Category	Condition
Jam		
Nuts		
French fries and potato chips		
Muffins		Low fat
Plain or date biscuits		Low fat
Ice cream		
Pop corn		Must be saturated fat free and made fresh
Jello, lollipops, plain and nut containing chocolate bars, sugary gums, candy made from food colorings		
Wafers		

#### Sixth: Drinks

Nutrients	Category	Condition
Soda drinks, energy drinks, flavored water, sports drinks, cordial, iced tea, slush, Eskimo (Alastika)		
Fruit juices/ nectar		With fruit concentration not less than the mentioned
Fruit syrup		
Soy milk		Low or full fat
Bottled water		





## 15. Foods that cause allergies and intolerance

- Food allergy is an abnormal response of the immune system of the human body to certain types of food or one of its components. It influences some people upon eating certain foods and causes allergy and intolerance. Some food can also be fatal for people who are allergic to them
- The percentage of people who suffer from food allergies, ranges from 2% to 2.5%, therefore awareness on this aspect is necessary to prevent damage. It is also recommended for people who suffer from food allergies to consult a nutritionist or dietitian who will give them instructions on this issue
- The school cafeteria management should provide appropriate support to these groups by educating them on healthy food continuously. In addition, nutrition labeling should be available with warnings if the product contained these ingredients. The school administration should have a list of the students who are allergic to some food and the school canteen should have a copy of that list
- The most important symptoms caused by food allergens and intolerance are:
  - Skin Rash
  - Skin Swelling
  - Nose Congestion
  - Nausea
  - Diarrhea
  - Trauma resulting from hypersensitivity (Anaphylactic Shock)
- The most food items that cause allergies:

Nuts	Peanuts
Brazilian walnuts, walnuts	Almonds and chestnuts
Coconut	Fish and fish products
Shellfish and shellfish products	Oysters
Crabs	Lobster
Shrimps	Eggs and egg products
Soy beans and soy bean products	Wheat
Chemical ingredients	Milk that may cause intolerance
Sulfur derivatives	



# **Part Four-Conditions Pertaining to School Food Suppliers**





## 16- Special conditions pertaining to food suppliers to schools within the Emirate (supply of food or meals)

- Where food or ready meals are prepared within the school canteen by the approved supplier or the school management, the Authority must be informed in duly manner and necessary permit must be obtained prior to practicing such activity at the canteen
- Food suppliers and caterers must comply with the health requirements, which is considered an integral part of this document, issued in ADFCA Regulation No (6) for the year 2010 pertaining to Food hygiene throughout the Food Chain, in addition to the requirements stated within this document
- Supplier must have a valid trade license and should ensure that the activity practiced is stated within the license
- License should include either catering or manufacturing activity
- The priority is given to food suppliers that has obtained the certification to all of the food handlers, in accordance with the food safety training programs issued by ADFCA
- The food supplier shall be committed to deliver or prepare food/meals stated within their contract with ADEC and provide the food items stated within with the approval permit issued by ADFCA
- No food may be supplied to canteens except by approved suppliers and through approved transportation means
- No sub-supplying is allowed. In the event of leasing the canteen or site in full, compliance with transporting food from main supplier from preparation location to school should be observed
- Supplier may be allowed to add additional food stuff to the permit according to the following terms:
  - letter from Abu Dhabi Educational Council/Educational Province
  - Conducting lab test for materials to be added
  - Added material should comply with the actual activities contained in the trade license
- In case of not complying with supplying conditions and requirements by the supplier then a violation will be given to the supplier. However, if two violations were given per semester then the supply permit to schools will be withdrawn and the supplier will be entered into the black list with the Authority and Educational Province and will be banned from supplying in the next year
- All documents and records should be available in the site/canteen (supply permit to schools, pest control contract)
- In the event of supplying Abu Dhabi City and Al Ain City together two separate permits should be issued and the results of lab tests for either branches shall suffice
- Should comply with delivering food materials only to the officer in charge of the canteen at the school
- In case where preparation of sandwiches, salads and meals in the canteen; all required information must be availed to the competent employee to ensure products comply with the stated health provisions and requirements in this document
- Salads and sandwiches should be automatically wrapped within a suitable, food grade, sealed package with the name of the product, supplier and validity date and any related mandatory information



## 17 - Procedures for obtaining a permit to supply schools from Abu Dhabi Food Control Authority

In order for the food establishments to obtain approval from ADFCA allowing it to supply food and meals to School Canteens the following conditions should be met:

1. Attach letter from ADEC
2. Complete the application related to requesting permit for practicing supply or sale of meals to schools
3. Supply a list of the food and meals to be provided to canteen
4. Enclose a copy of food control certificate and trade license
5. Enclose a copy of vehicles permits transporting food to canteen
6. To approve signature by the concerned party to the company's officer or representative
7. Providing lab tests results following lab tests of samples provided that the food is in compliance with the health specifications related to schools
8. Payment of required charges (lab test charges + permit charges)

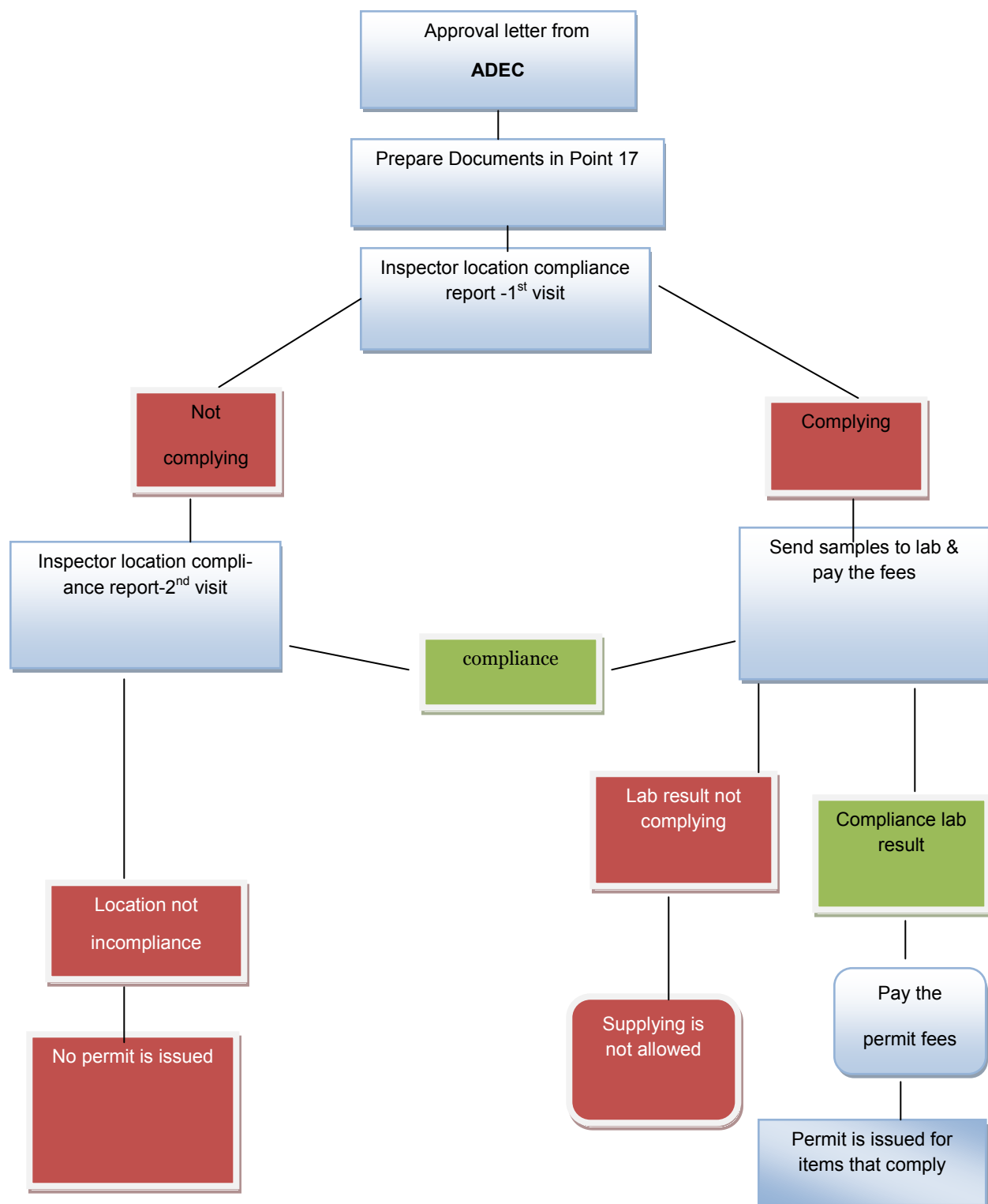
**Note: Please refer to attachments – Appendix 1: flowchart detailing all the procedures needed for obtaining permit to supply or preparation of foods for schools in the Emirate of Abu Dhabi**



# Part Five-Appendices



## Appendix 1- Flowchart of procedures for approval from ADFCA







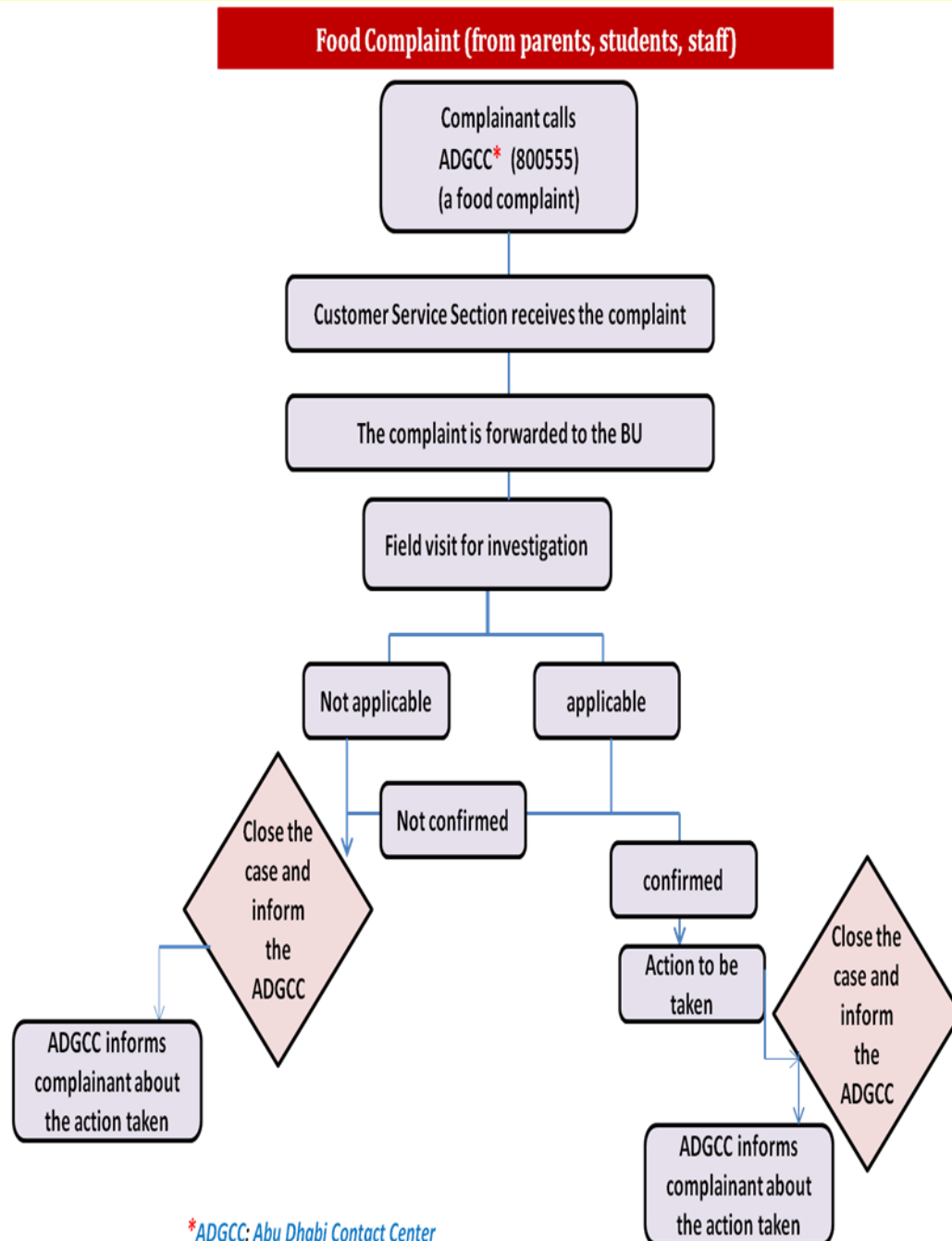
## Appendix 2-Food Items Supplied to Schools

#	الصف	الماركة	الوزن	بلد المنشأ	اسم المصنع	المكونات	سبب الرفض
#	Food Item	Brand	Weight	C. of Origin	Name of Manufacture	Ingerents	Reason of reject
١							
٢							
٣							
٤							
٥							
٦							
٧							
٨							
٩							
١٠							

للاستخدام الرسمي فقط	
التوصيات	توقيع رئيس وحدة المؤسسات التعليمية

## Appendix 3-Flowchart of procedures for notification on nutrition-related complaints

### Process Food Complaints at School Canteens





## **References**

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