

# ***School Policy & Guidance on the Provision of Special Diets***

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## **1. Introduction**

This policy and guidance addresses the process the schools uses, with regard the provision of special medical diets.

It is primarily designed to safeguard the child receiving the special diet through the accurate production of the appropriate food.

Indirectly, it is also supports the staff involved in its production and gives clear guidance to the schools to ensure appropriate provision.

For the purpose of this policy, a special diet is a medically prescribed diet e.g. gluten free, diabetic, milk free, egg free, weight reduction, high protein, high energy (and possible combinations thereof).

It does not refer to specific dietary needs due to religion or personal choice or belief as these are accommodated within the standard menu structure.

The School Catering is Nut and Seed Free

## **2. Requirements**

Before a pupil with a special dietary need is served a meal, the following procedure must be adhered to:

- The parent should request a copy of the Special Diet Request Form from the school and complete it fully, before returning it to the school
- On receipt of the form the school School Cook will devise a menu in line with the current school menu this will then be sent to the parent / carer to agree, if preferred a meeting with the Kitchen Manager can be arranged to discuss the menu
- Once a menu has been agreed and signed as acceptance by the parent the pupil can be served school food.

**3. Notification is required in advance for production of all special diets the school are unable to provide a meal until full information is received and preparations completed. Until this date, it is suggested that the child brings in a pack lunch from home. If the child is eligible for a free school meal, a standard 'free from' meal may be provided as long as the forms are in process.**

The Special Diet Request Form needs to be fully completed, including:

- Child's name and year group
- Parents or guardian's contact details and signature
- A picture of the child (for identification purposes at service area)
- **Details regarding the special diet including a signature of medical person who prescribed the diet.** This could be their G.P., Consultant, dietitian or school nurse. Alternatively an attached copy of their diet sheet from a recognised medical source is also suitable instead of a signature.

The school will hold a copy of the forms on file and pass a copy on to the School Cook who may contact you for further information/clarification.

If any forms are received incomplete, the form will be returned to the parent to ensure all sections are completed

#### **4. Production of Special Diet Menu**

On receipt of this form the School Cook will produce the special diet menu and will send the menu to the parent / carer or contact them if further information is required.

The School Cook will draw up an appropriate special diet menu for each individual child, based around the current, main menu.

A child with a special dietary need will be provided with a meal, yet they may not always get a choice of dishes.

In order to keep the production of meals in the kitchens safe and reduce cross contamination, the meal for the individual child will be, where practically possible, in line with the main menu or a suitable, appropriate alternative provided.

#### **5. Storage of Special Dietary Products**

If a child is prescribed dietary products by their G.P. the parents may bring in the products for use in the kitchens. Only dry products may be used and stored.

The school kitchen cannot store or serve any chilled food which is brought in by a parent for their child.

All special dietary products must be labelled clearly with date of receipt and the name of the child that the produce is for. It should not be used for another child. It must be wrapped to ensure that no cross contamination between food items could occur.

## **6. Preparation of Special diet menu**

If the children in the school pre-orders their meals (i.e. meal numbers of choices are given before service), ensure that the class teacher (or whoever does the ordering) has a copy of the special diet menu. This will help ensure that the child is aware of what they can choose for lunch or notify the kitchen of their attendance for lunch.

The meal for a special diet will be prepared in a clean area of the kitchen where no cross contamination can occur. Ensure clean equipment is used i.e. clean chopping board, utensils and baking tray as required.

The special diet meal items must be labelled clearly with the child's name and class group.

All special diet menu items must be held covered and labelled, at the appropriate temperature for service

## **7. Service of Special Diet Menu**

This is the responsibility of the School Cook.

The photograph of the child requiring the special diet must be checked against the child before any food is provided to ensure that the correct child and special diet menu is being provided.

The form with the photograph must be displayed in the kitchen during service, to ensure all kitchen staff can clearly identify the child.

Any service instructions, as provided need to be followed e.g. using separate spoons for service

Once the food has been served to the child, it is the mealtime supervisors responsibility to ensure the child eats the appropriate meal.

## **8. Termination or Change of Special Medical Diet**

If the special diet requirement is terminated, the parent / carer must inform the school in writing.

If the special diet requirement changes, the parent / carer must inform the school in writing, with the changes clearly stated or a new form completed. No changes will be made unless the signed form is received by the School Cook

Every term the special diet request forms should be reviewed for each child and it is the School Cook's responsibility, to ensure all the forms are up to date and that the child still requires a special diet. (Ensure

photographs are updated so that the child is recognisable by all staff or any relief staff can recognise the child.)

It is the School's right to refuse to provide a meal if the child's allergy is too serious.

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## Special Diet Request Form

Parent/Carer to complete the form fully, giving as much information as possible and return to school.

Pupil Name:.....

Pupil Date of Birth:.....

Year Group / Teacher Name:.....

What type of Special Diet is required?.....

Add details regarding the special diet including a signature of medical person who prescribed the diet. This could be their G.P., Consultant, dietitian or school nurse. Alternatively attach a copy of their diet sheet from a recognised medical source.

Parent / Carer Contact Information:

Name:

Address:

Contact Number:

Email:

Contact Details of Medical Professional:

Name:

Address

Contact Number:

Email:

Please attach a recent picture of the child (for identification purposes at service area) here:

Signature of Parent.....Print Name: .....

Date: .....