

SPECIAL DIET/ALLERGIES SCHOOL/PARENT PROCEDURE

Parent informs the School of special dietary need by completion of Special Diet Request Form. For medical diets the information is recorded by the School representative using information copied from the child's Care and Treatment Plan (CTP).
The Special Diet Request Form must be signed and dated by parent and school representative.

A copy of the Special Diet Request Form is passed to Catering Supervisor. For servery school offices a copy of the Special Diet Request Form must be passed to the main kitchen Catering Supervisor. Catering Supervisor to check if special diet involves a severe food allergy that necessitates the provision of a preloaded adrenalin injection. In the case of severe allergy, i.e. use of preloaded adrenalin injection, School to arrange a meeting between Parent, Catering Supervisor and District Catering Manager to agree the appropriate menu.

School to put in place appropriate arrangements to ensure ALL children requiring a Special Diet are correctly identified at the point of service e.g. colour coded photo ID, band, sash or badge and the verbal direction of an appointed named, accountable and responsible Lunchtime Supervisor.
Catering Supervisor will sign Special Diet Request Form when menu and procedure is in place.

School informs all Lunchtime Supervisors (LTSs) and includes the information in the induction of all LTSs. LTSs to be named, accountable and responsible for checking daily menu for special dietary requirements and for the identification of children in the dining hall.
School to advise kitchen in writing on a daily basis of Special Diet Requests.

School keeps original of completed/signed Special Diet Request Form on file, attached to the CTP for Medical Diets, and informs the Catering Supervisor if/when the child leaves/change in dietary circumstances.

Catering Supervisor to retain copy securely in dedicated Special Diet Folder in front section of recipe box. In the case of servery, a copy of the Special Dietary Request Form is to be retained in Special Diet Folder in servery school office for access by servery staff.

School to review and sign off information with the Catering Supervisor on a termly basis. These review meetings to be recorded on the reverse of the Special Diet Request Form held by the school office and Catering Supervisor. This does not preclude the school advising the Catering Supervisor of any changes as and when they occur.