

# **ARGYLL AND BUTE COUNCIL**



## **GUIDANCE FOR SCHOOLS**

### **PROCEDURE FOR THE PROVISION OF MEDICALLY PRESCRIBED AND CULTURAL/LIFESTYLE DIETS (Also known as Special Diets Procedure)**

## 1. INTRODUCTION

Argyll and Bute Council Catering Service provides meals across schools, including Primary, Secondary, Early Years Units and School Hostels. Part of this includes the provision of special dietary requirements for food allergies and intolerances, medically prescribed diets and diets for lifestyle, religious or cultural reasons.

In line with the current legislation, including EU Food Information for Consumers Regulation No. 1169/2011, Commission Delegated Regulation (EU) No. 78/2014 and Natasha's Law, all allergen information is available to customers at point of purchase or via the Catering Service.

Once a Special Diet Request form has been completed and passed to the Catering Manager, the Catering Service will, where necessary and as required, work with the child/young person, Parent/Carer, Education and the NHS to provide a nutritionally balanced meal that meets the dietary requirements for the pupil. If required a meeting can be set up between the Parent/Carer and the Catering Manager with support from the Menu Development Assistant or Business Development Manager.

A medical referral must be supported by either a Medical Practitioner or a State Registered Dietician and an Argyll and Bute Council Medically Prescribed Diet Request form must be completed to enable the Catering Service to proceed with the request.

Requests for non-medically prescribed diets also require a completed Cultural/Lifestyle Diet Request form. The information provided will be reviewed and menu alterations made, where possible, to ensure a suitable menu option is available each day. Cultural/Lifestyle choices include vegan, halal etc. Requests for limiting desserts or processed foods are parental responsibility and will not be taken into consideration.

While the Catering Service will strive to provide special dietary requests, it may not always be possible to accommodate these due to other service requirements.

Specific dietary requirements for children and young people with additional support needs are not included in this procedure. Please speak to the Catering Service for more information.

**MENU OR RECIPE CHANGES OR ALTERATIONS WILL ONLY BE CONSIDERED UPON SUBMISSION OF THE APPROPRIATE PAPERWORK**

## **2. ROLES AND RESPONSIBILITIES**

### **Head Teacher/School Office**

- Responsible for cascading information on Special Diet procedure to parents/carers
- Make Special Diet Request forms available from school office
- Where a special diet request form has been received due to a food allergen/intolerance, ensure it is fully completed including contact details for medical practitioner or state registered dietitian
- Review form to ensure it meets the Special Diet procedure criteria. Seek advice from Menu Development Assistant if unsure
- Provide a copy of the completed form to the Catering Manager
- Original to be kept in pupil's PPR
- Where relevant, ensure all staff including Catering Staff are informed immediately of any child/young person with severe food allergies and intolerances
- Be familiar with contents of individual child's plan, and ensure appropriate action is taken in case of emergency to maintain safety of individuals
- Complete necessary Risk Assessment forms
- Ensure compliance with GDPR processes and privacy notices
- Record Specific Diet into the Health tab on C&G in all instances as per guidance for iPayimpact

### **Parent/Carer**

- Inform school that their child/young person has a special dietary/allergen requirement
- Request a medically prescribed diet form from the school office
- Complete and return to the school office along with a photograph of the pupil, ensuring contact details for a medical practitioner or state registered dietitian are included
- Supply any food items available on prescription e.g. gluten free bread and pasta to assist in preparation of child's lunch
- Where a special diet is requested due to lifestyle, cultural or religious needs is required, request and complete the appropriate form and return to the school office
- Engage with iPayimpact to pre-order meals for primary aged children and to see allergen information

### **Catering Manager**

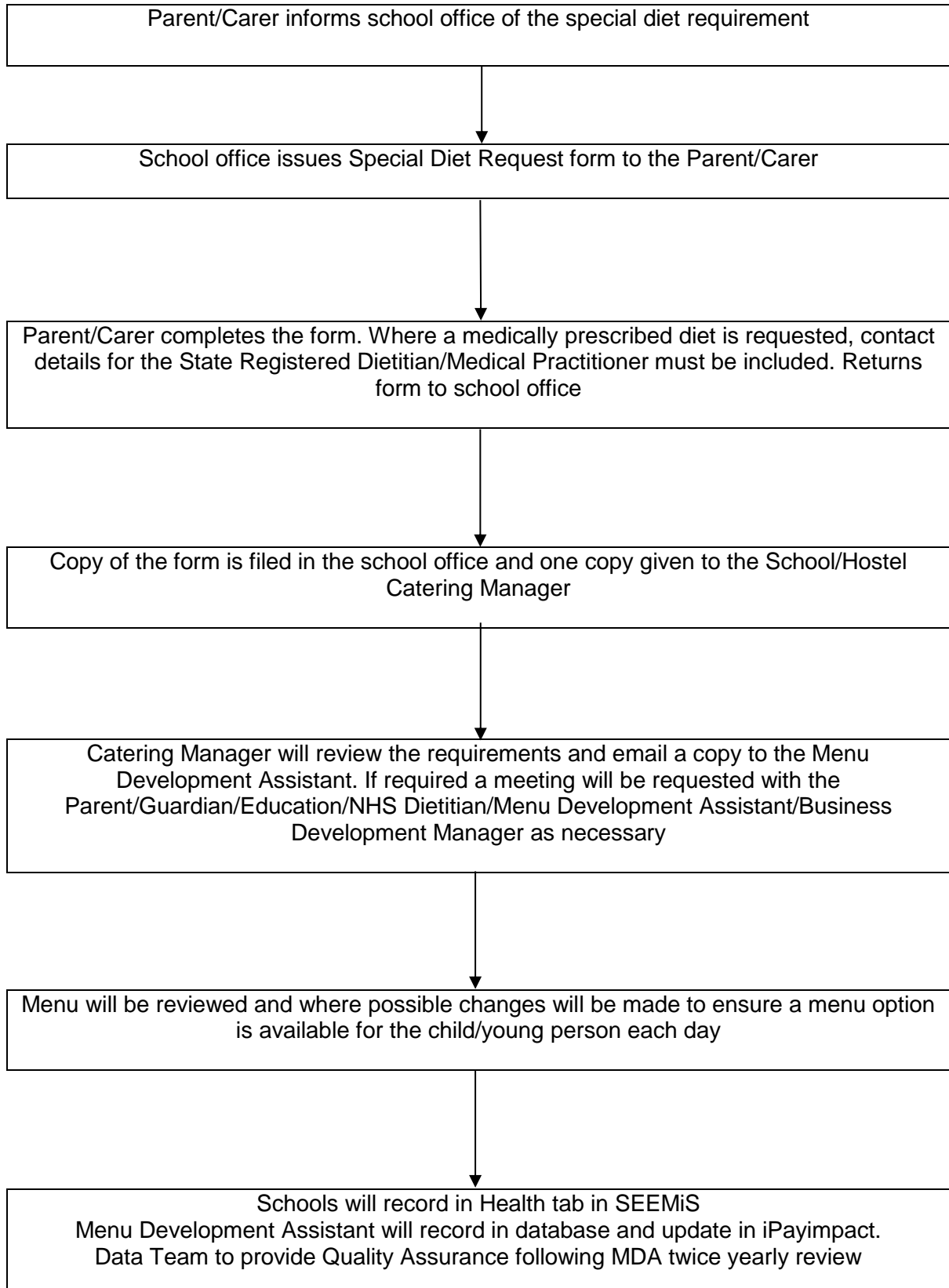
- Check the form is fully completed and then email a copy of the form to the Menu Development Assistant
- Ask for support from Menu Development Assistant with menu planning if required
- Arrange to meet with child/young person and parent/carers to discuss requirements. If required, ask Menu Development Assistant or Quality Improvement Assistant to attend meeting

- Ensure all catering staff on site are made aware of the Special Diet procedure and how to accommodate children/young people's needs
- Inform casual staff of any special diets in place
- Inform Parent/Carer or Education of any variances or concerns
- Hold allergen information for all items served
- If a change of agreed menu is unavoidable, ensure that the parent/carers is made aware as soon as possible
- Ensure compliance with GDPR processes and privacy notices
- Ensure all permanent staff and casual staff complete the allergy training annually
- Ensure menu or recipe changes are only considered once the appropriate paperwork has been submitted and filed

### **Menu Development Assistant/Quality Improvement Assistant**

- Provide all schools with accurate allergen information
- Obtain specifications for any new products introduced
- Keep up-to-date with legislation and inform Education of any important changes
- Provide support to Catering staff for any special diet requests
- Communicate with NHS Dietitian/Medical Practitioner where necessary
- Attend meeting with Catering staff/Education/Parent/Carer as required
- Ensure compliance with GDPR processes and privacy notices
- Ensure the database is updated with new forms received from Catering Managers
- Carry out reconciliation with Catering Managers in April & August to ensure database is correct and up-to-date
- Record in iPayimpact as allergy/health information
- Work with Quality Improvement Assistant to ensure allergen training is completed in August by all staff

### 3. SPECIAL DIET REQUEST PROCESS MAP FOR SCHOOLS





## Request Form for a Medically Prescribed Diet

<b>Details of child or young person with special dietary needs</b>		
<b>Name:</b>	<b>D.O.B.</b>	
<b>School, Hostel or ELC:</b>	<b>Class/Year:</b>	
<b>Name of Parent/Carer:</b>		
<b>Address:</b>	<b>Tel No:</b>	
<b>Email Address of Parent/Carer:</b>		
<b>Specific nature of medically required diet and details of allergies:</b>		
<b>Full Name of Registered Dietitian or Medical Practitioner:</b>		
<b>Address:</b>	<b>Tel No:</b>	
<b>Email Address of Registered Dietitian or Medical Practitioner:</b>		
<b>Is staff training required? E.g. EpiPen, recognition of reaction</b>	<b>YES</b>	<b>NO</b>
<b>If Yes, give details:</b>		
<b>Signature of Parent/Carer</b>	<b>Date:</b>	

**Please return completed form with any other relevant information to the School Office along with photo of child or young person.**

**For Office Use Only**

<b>Copy of form to Catering Manager</b>	<b>YES</b>	<b>NO</b>
<b>Signed: Head Teacher</b>	<b>Date:</b>	



## Cultural/Lifestyle Choice Diet Request Form

Name of Child/Young Person	
Date of Birth	
School, Hostel or ELC and Class/Year	
Type of Diet	
Any other details	
Name of Parent/Carer	
Telephone No	
Email Address	
Signature of Parent/Carer	
Date	

**Please return completed form with any other relevant information to the School Office along with photo of child or young person.**

### For Office Use Only

Copy of form to Catering Manager	YES	NO
Signed: Head Teacher	Date:	