

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 client representative using information copied from the child's individual treatment plan (ITP). The special diet request form must be signed and dated by parent and client



A copy of the special diet request form is passed to Chef Manager. In the case of servery the school must provide a copy of the special diet request form to be passed to the main kitchen Caterer. Caterer 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, Caterer and District 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 band, sash or badge, photo ID and the verbal direction of an appointed named accountable and responsible lunchtime supervisor. Caterer will sign special diet request form when menu and procedure is in place



School informs all lunch time supervisors and includes the information in the induction of all lunch time supervisors. Lunch time supervisors 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



Client keeps original of completed/signed special diet request form on file, attached to the ITP for medical diets and informs the Caterer if/when the child leaves/change in dietary circumstances



Caterer to retain copy in dedicated special diet folder on 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 office for access by the Servery staff



Client to review and sign off information with the Caterer on a termly basis. These review meetings to be recorded on the reverse of the special diet request form held by the client's office and Caterer. This does not preclude the school advising the Caterer of any changes as and when they occur

SPECIAL DIET/ALLERGY PROCEDURE- SECONDARIES, MAINS UNIT, SMARTS AND

SERVERIES

