

Catering Services

PROCEDURE FOR SPECIAL DIETS

No child should be provided with a meal until this process is complete

Parents Responsibility

- ✓ The parent goes to their GP and/or child's Paediatric Dietician and requests a letter stating the actual needs of the diet. The dietary information supplied needs to be as comprehensive as possible.
- ✓ This letter is sent to Catering Services HQ who are responsible for processing the diet.

Catering Services Responsibility

- ✓ Should the diet received from the GP/Dietician not contain sufficient details for the delivery of the diet then the GP/Dietician should be contacted for more comprehensive information.
- ✓ The information received is entered into a standard letter which will identify the following information:-
 - School address
 - Date
 - Head teacher's name
 - The details of the pupil:-
 - Name
 - DOB
 - Type of diet required
 - Name of the clinic, hospital requesting the diet
- ✓ Three copies to include a copy of the relevant diet sheets will be provided to:-
 - Headteacher
 - Catering Manager
 - Catering Services Special Diets file
- ✓ A second letter/memo is produced containing a return slip, which needs to be completed by the Manager identifying the date that the diet starts.

Catering Manager's Responsibility

- ✓ If appropriate, to seek clarification about the diet from the Dietician.

- ✓ If appropriate, to meet with the parent and identify the pupil's likes, dislikes and any suitable products that can be used.
- ✓ Ensure the Catering Supervisor/Cook understands the diet and it is implemented as soon as possible.
- ✓ To return the lower half of the memo confirming the start date to CATERING SERVICES HQ.

School Responsibility

- ✓ Introduce the pupil to the catering team
- ✓ Provide a clear photograph of the child identifying the diet – this is to be displayed in the kitchen
- ✓ All Children with a special diet to wear a wrist band, in addition school to select one or both of the following:
 - Children requiring a special diet are escorted by a school member of staff to the servery counter
 - Children requiring a special diet to be served first at the start of the sitting or year group