



## **Schools Meal Service - Special Diets Procedure**

### **Introduction**

Throughout the School Meal Service we cater for all dietary requirements whether medical reasons or religious or cultural beliefs. Menus are carefully planned in line with the School Food Standards to ensure healthy and nutritious meals are provided to all pupils within our schools. The School Food Standards dictate that we are not able to routinely offer alternative catering provision outside of those stipulated.

All allergen information is displayed on our menus displayed at school and online, school kitchens are also able to provide further details as required for children with specific requirements. The School Meals Service has no control or responsibility for items within schools such as packed lunch contents or pupil snacks

We have stringent practices in place to ensure menus are adhered to and have extra checks for those created specifically for pupils with dietary requirements. We have a disclaimer that the contents of these menus are not guaranteed in case of unforeseen circumstances such as a supplier failing to notify us of ingredient changes to their products, product substitutions or delivery issues; this disclaimer must be signed before special dietary requirements and menus can be implemented.

Medical dietary requirements due a medical condition or other medically complex needs might require a meeting with the Contract Manager and Chef Supervisor from the Schools Meals Team and a responsible adult or carer to discuss any needs in full and how we can accommodate. Evidence from a relevant doctor or medical professional should be provided to the school prior to this meeting but should also be brought along.

## Procedure

### **Step 1**

Parents notify School of pupil's dietary requirements stipulating medical or cultural reasons. The school will issue the parents/carer with this procedure. Completion of the **"Dietary Requirements Form"** attached is then required and should be promptly returned to the school and emailed to [rose.duffy@knowsley.gov.uk](mailto:rose.duffy@knowsley.gov.uk).

### **Step 2**

The school will then send the completed form to the schools Kitchen Team and Contract Manager; once received, the request will be reviewed, and the pupil's parents/carer contacted.

At this point if further information or clarification is required regarding the pupil's dietary requirements a meeting will be arranged with the parents/carer, a school representative, the Chef Supervisor and Contract Manager. Alternative menu options will be discussed, how the service can manage the needs of the pupil will be explored and this is an opportunity to alleviate any concerns.

Please note: Parents will be required to provide evidence from a medical professional such as a Paediatrician/Dietitian prior to this meeting.

### **Step 3**

Once all parties have agreed on menu a confirmation letter will be issued with a date of commencement for the dietary requirements.



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## Dietary Requirements Details Form

This form must be fully completed and returned to school.

<b><u>PUPIL NAME:</u></b>	
<b><u>SCHOOL NAME:</u></b>	
<b><u>CLASS/YEAR GROUP:</u></b>	
<b><u>PARENT/GUARDIAN NAME:</u></b>	
<b><u>PARENT/GUARDIAN CONTACT NUMBER:</u></b>	
<b><u>PARENT/GUARDIAN CONTACT EMAIL:</u></b>	

**Ingredients NOT to be consumed (manged or reduced) by pupil as stated above and reason:**

*EXAMPLE - NO wheat - celiac (gluten free)*

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**Reasons For Additional Dietary Requirements** (Please TICK as appropriate):

Medical  Allergy  Religious  Cultural

Pupil is under the care of a Medical Professional

**Any other relevant information:**

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**Once complete please return this form to school and email to [rose.duffy@knowsley.gov.uk](mailto:rose.duffy@knowsley.gov.uk)**



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## Dietary Requirements Meeting Form

This form is to be completed in the meeting ONLY.

<b><u>MEETING DATE:</u></b>	
<b><u>LOCATION:</u></b>	
<b><u>ATTENDEES:</u></b>	

**Proof of Medical condition disclosed and copy provided to school**

Yes  N/A

**Further details discussed:**

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**Menu/options discussed:**

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**I confirm I have read and understand the School Meals Service Ingredients Disclaimer signed:**

<b><u>PARENT/GUARDIAN NAME:</u></b>	
<b><u>PARENT/GUARDIAN SIGNATURE:</u></b>	
<b><u>DATE:</u></b>	