

Special Diet Procedure



The following steps must be adhered to when providing medical diets:

Education

1. abm are to provide the school with Special diets procedure and dietary needs form (Appendix 1).
2. abm are to provide the school with a copy of the menu cycle.
3. The top 14 allergens identified within the Food Information Regulations are to be clearly identified in a matrix accompanying the menu cycle.
4. Parent/Carer to make initial enquiry to the School
5. School to request that parents complete the dietary needs form
6. Once the dietary needs form has been completed the school/parents must forward the special dietary needs for to abm catering.
7. abm catering require medical evidence from a GP, Dietician or other relevant health professional at this point (a doctors letter or a stamp from the medical surgery will be acceptable).
8. Diets will **not** be arranged by abm catering without the completed dietary needs form and medical evidence which demonstrates a clear medical need.
9. The parent/carer will provide to a recent photo of their child to abm catering
10. Following receipt of this information the pupil's profile will be developed
11. The pupil profile with attached photograph will be made available to the cooks and serving staff. (The information will not be front facing and no one other than abm catering staff will have access to this information, without consent from the parents).
12. Information on the pupil's dietary needs will be shared with the catering manager and catering staff at the unit, the operations manager, operations director, abm nutritionist and abm health and safety manager.
13. The pupil profiles are to be colour coded for allergen dietary requirements
Red – allergies
Yellow – intolerances/ sensitivities
14. The parents will be provided with the existing menu cycle which identifies the common allergens in a matrix. Where suitable the pupil will be offered a dish from the existing menu.
15. It is important that the parent highlights and agrees the menu selection for the pupil, in advance.
16. When alternative diets are required a menu will be devised with the abm catering nutritionist. Any proposed menu changes will be based on the school's existing menu.
17. Where there are unusual/ extreme dietary needs and were appropriate, a meeting will be held between the parents/ school and abm to discuss a proposed menu.
18. Not all medical diets warrant a meeting and can be implemented via e-mail/postal system
19. Any special diet menu highlighting child's individual dietary needs must be agreed between parent/carer and abm. (The signature of the parents and the abm nutritionist/ H&S manager/ director must accompany all medical diets.)
20. The commencement date of the special menu is to be agreed by all parties and confirmed with the school.
21. The school Catering Manager will be briefed regarding the tailored diet, recipes and preparation techniques i.e. avoiding cross contamination.
22. The dietary needs documentation will be retained by the abm nutritionist and a copy of the information will be displayed in the kitchen for the cook with the child profile.
23. A copy of the diet will be given to the school.
24. Follow-up communications/ meeting can be arranged if necessary, i.e. menu changes.

No diet will be put in place without adhering to this procedure.