



## St Helens Borough Council

### Schools Catering Service

## Special Diets Procedure September 2021

### Introduction

- We cater for all Dietary Requirements due to Medical Reasons or Religious/Cultural Beliefs. We are unable to offer alternative catering provision for reasons other than these, as the menus we offer are carefully managed to ensure the offer is balanced and in line with the standards set by Government Guidelines.
- All special dietary requirements due to medical needs will require a meeting due to how complex some needs can be. Alternative Diets required due to cultural or religious beliefs may not require a meeting and will be processed to ensure the needs are met.
- Evidence from a relevant Medical Professional for Additional Dietary needs will need to be seen during a meeting when an application is processed.
- All our menus do not contain NUTS\* and we operate a policy that we don't include any produce that 'May Contain Nuts' – however we *cannot* have any control or responsibility over items within the school such as packed lunch content or pupil snacks.
- \* We have stringent practices in place to adhere to our menus or those created specifically for additional dietary needs. We have a disclaimer that the contents of these menus is not guaranteed due to different factors such as our suppliers not notifying ourselves of any ingredient changes to their products, product availability or delivery issues that must be signed before the Additional requirements are implemented.



## Process

### Step 1

Parents are to notify their Child's School if their child has any additional Dietary requirements for Medical or Cultural Purposes. Parents must complete **Section 1 of the "Additional Dietary Requirements Form"** attached to this document and return this to the school.

### Step 2

The school will contact the Catering Office (Ryan McBride – Catering Development Manager) and Email the completed form using [specialdiets@sthelens.gov.uk](mailto:specialdiets@sthelens.gov.uk). The Office will review the completed form and arrange a meeting if required, to discuss the requirements.

### Step 3

Children who have Additional Dietary Requirements due to Medical Reasons, will have a meeting with the Parent, School Cook, School Representative, and a Member of the Catering office arranged. This allows all parties to discuss the requirements of the child and explain what will be provided. Alternative menus will be discussed and the process of how the needs will be managed explained. This is also an opportunity to raise any concerns.

**Please note.** Parents will be required to bring evidence from a medical professional such as a Paediatrician/Dietitian to this meeting. This evidence will need to be viewed before any additional dietary needs are agreed.

### Step 4

Once all parties have agreed a menu and that all elements of the procedure have been complemented, the special dietary menu can be implemented on site.



**Additional Dietary Requirements Form**

**Section 1**

**(Please fully complete and return to the school)**

<b><u>Childs Name</u></b>	
<b><u>School Name &amp; Address</u></b>	
<b><u>School Class year</u></b>	
<b><u>Parent/Guardian Name</u></b>	
<b><u>Parent/Guardian Daytime Contact Number</u></b>	
<b><u>Parent/Guardian Email Address</u></b>	

**Information of Ingredients **NOT** to be consumed by Child stated above and Reason** (Or managed/reduced if Diabetic)

**EXAMPLE-** *NO Milk Products. Milk Allergy*

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**Reasons For Additional Dietary Requirements**

(Please Circle the Appropriate)

**Medical/Allergy**

**Religious/Cultural**

**My Child is under the care of a Medical Professional for the purpose of Additional Dietary Requirements**

(Please Circle the Appropriate)

**YES**

**NO**



**Additional Dietary Requirements Form**

**Section 2**

**(ONLY to be completed During Meeting)**

**Meeting Date:** .....

**Meeting Location:** .....

**Proof of Medical condition Disclosed and Copy Provided to School (YES or N/A)**

**Menu/Options Discussed and Agreed with all parties with Date of commencing:**

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**Disclaimer Information Explained and Agreed (See Page 1 - Paragraph 5) -      Yes      No**

**Parents Signature :** .....

**Parents Name:** .....