

SPECIAL DIETARY REQUIREMENTS PROCEDURE

DGFirst provides school meals in all schools within Dumfries & Galloway. This provision includes special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons

To accommodate individual special dietary requirements, Dumfries & Galloway Council's DGFirst Catering Section will work in partnership, sharing joint responsibility for this procedure between pupil, parent/care, NHS and Education Services to provide a nutritionally balanced meal that meets the dietary requirements of the pupil.

Special dietary requirements will be managed in a way that is realistic to the catering section and pupil and therefore it may not be possible to accommodate all desired amendments.

This procedure provides guidance on the provision of special dietary requirements and clarifies the rights and responsibilities of the school, catering section, parent/carer, NHS and Education Services

OUTLINE ROLES AND RESPONSIBILITIES

HEADTEACHER/SCHOOL

- Assist in cascading information on special diet procedure to parent/carer
- Make registration forms available from school office
- Where relevant, ensure all staff including Catering Staff are informed immediately of any pupil with severe allergies and intolerances
- Be familiar with contents of individual child's care plan, and ensure appropriate action is taken in case of emergency to maintain safety of individual pupil

PARENT/CARER

- Inform school that their child has special dietary requirement, especially if the special diet is in connection to a food allergy or intolerance
- Request and complete special diet registration form available from the school
- Return completed form for the attention of Area Supervisor, Facilities Management - Catering, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries DG2 8PN, including letter from dietician or doctor detailing where applicable the medical dietary requirement
- Supply any food items available on prescription e.g. gluten free bread and pasta to assist in preparation of child's lunch and add additional information on form

CATERING DEPARTMENT – MANAGEMENT TEAM

- Responsible for supplying school offices with special diet registration form template
- Responsible for informing schools of any changes or update on special diet policy
- Organise meetings to discuss specific diet between pupil/parent/carer and school and if necessary dietician
- Attend initial meeting with parent/carer and Catering Manager to discuss food provision where appropriate
- Copies of the completed form and agreed menu will be recorded and held centrally and at unit level
- Update spreadsheet with relevant information on each pupil, detail changes as they occur

UNIT CATERING MANAGER

- Display and update accordingly – Allergen wall planner
- Ensure all catering staff are made aware of the special diet policy and how to accommodate each pupils needs
- Inform casual staff of any special diets in place in that unit
- Ensure once menu is agreed it is adhered to and not replaced with other products
- Inform Parent/Carer or Education of any variances or concerns
- Obtain product specifications from suppliers to ensure data is held on all food to ensure compliance with specific diet requests
- If a change of menu is unavoidable the parent/carer must be made aware as soon as possible
- Where there is a change for a "theme" day, a suitable alternative will be made with prior agreement with parent/carer, school and catering staff

DIETICIAN

- Attend initial meeting with parent and Catering Manager to discuss food provision where appropriate/requested
- Support and advise parent/carer and catering staff on appropriateness and provision of special dietary requirements

SPECIAL DIET REGISTRATION FORM

Dumfries & Galloway Council aims to provide school meals for every pupil. We acknowledge that there are pupils who require special dietary requirements for food allergies and intolerances; medically prescribed diets; or diets for religious or cultural reasons. In order to assist us with your child's needs, a letter from your dietician or Doctor is essential for medical dietary requirements.

School Name: _____

Pupil Name: _____

Contact Details:

Name: _____ Relationship: _____

Address: _____

Telephone No: _____

Doctors Name: _____ Telephone No: _____

Dietician Name: _____ Telephone No: _____

Details of diet / food allergies:

In an emergency, the following action is to be taken

Signature of Parent /Carer: _____ Date: _____
 Authorised by (office use only) _____ Menu Start Date: _____
 Spreadsheet updated by (office use only) _____ Date: _____

Please return completed form (including confirmation letter from dietician/doctor) for **the attention of Area Supervisor, Facilities Management – Catering, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries, DG2 8PN.**

You will be contacted to discuss menu options for your child

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