

## Procedure to implement a Medical Diet at school

The statutory guidance, '**Supporting pupils at school with medical conditions**,' issued under Section 100 of the Children and Families Act 2014, places a duty on governing bodies to make arrangements for supporting children at school with medical conditions. The guidance states that a kitchen code of practice should be put in place, with established day-to-day measures needed for food management, awareness of the child's needs in relation to the menu and individual meal requirements whilst in school.

Each child in need of an adapted medically defined menu must have an individual Food Management Plan (FMP) prepared for them by the Nutrition and Dietetics staff at CCS, with guidance from the child's health team where necessary. It is essential that the **Medical diet – meal request form** is completed in full and includes a GP or health professional's signature (a separate letter written by a GP or consultant is also acceptable). Please ensure that your email or contact number is clearly stated. Once completed please send to the address given on the form and provide the caterer with an up-to-date photograph of your child to allow the necessary staff to be aware of children with allergies.

Once the completed protocol is received by the CCS Dietitian the menu is put together avoiding the known allergen(s). CCS is able to provide menus excluding any of the top 14 foods that most commonly cause a food allergy in Europe. These allergens are shown on the medical diet request form and you must tick those that cause a problem. Please indicate whether you are a vegetarian or practice a particular religion. **Please note that:**

- We are not able to cater beyond the top 14 EU allergens as excluding other ingredients not required to be clearly highlighted on packaging by law would compromise food safety
- We are not able to provide a diet that excludes an allergen on certain days and allows its inclusion on other days (e.g. a gradual introduction of dairy diet). This would increase the likelihood of a mistake being made when planning and preparing meals for children with food allergies
- We are unable to accommodate personal preferences since this can cause confusion and would become unmanageable in our kitchens

The draft menu prepared by the CCS Dietitian is sent to you via email for final checks and approval and changes are made where necessary. Once the menu is approved it will be sent to the school and the caterer, who will acquire the necessary ingredients to put the menu into place. There may be a delay whilst this is being arranged and parents should continue to provide a packed lunch until the caterer confirms a start date.

It is unacceptable to assume that every child with the same condition requires the same treatment and therefore the menu prepared is for the named individual only. The caterer has been instructed not to provide medical diets without a prepared menu and in the same vein they are not permitted to veer away from the menu without checking this with the nutrition team in advance.

Should parents want to start introducing allergens, it is important that the menu is updated to reflect changes to prevent confusion; changes can be achieved by a simple email to the nutrition team.

Blank copies of the **Medical diet – meal request form** for new allergies and new pupils starting school can be found on the CCS website or in the school office.