



DIETARY POLICY AND PROCEDURE

INTRODUCTION

This policy outlines the School’s responsibility to be mindful of the special dietary requirements of pupils from religious groups and culture, vegetarians and vegans and to ensure that medical and dietary requirements are satisfied.

AIMS

- To identify all pupils with medical dietary needs.
- To ensure that special dietary needs are met and catered for wherever possible.

SCHOOL KITCHEN, FOOD FROM HOME AND DIETS

The schools have their own kitchens and produce a good meal each day. The emphasis is on healthy eating. The bringing of snacks and drinks is discouraged to ensure that those on special diets are not discriminated against and to encourage good general habits. For many pupils, dietary considerations are very important and the school is keen to work with parents to provide a suitable diet.

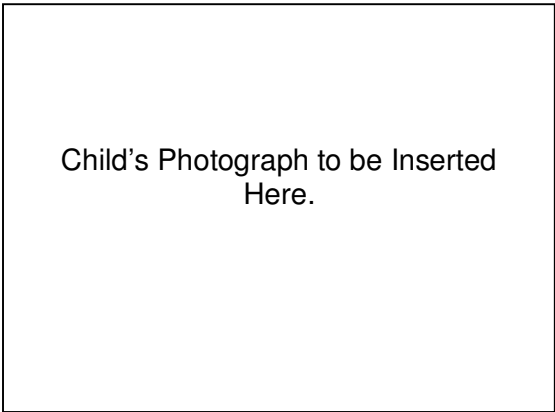
In view of the number of children who suffer from allergies, absolutely no nuts whatsoever are allowed in the schools and should not be used in any circumstances. Vigilance is to be exercised about any food coming into school; snacks, lunch, birthday cake, cake sales, etc.

THE PROCEDURE FOR NOTIFYING THE SCHOOL:-

1. Parents of new and/or current pupils are to notify the designated person within the school (see Appendix 2), in writing of their child’s medical dietary needs and allergies.
2. If more information is required the designated person will send out a questionnaire (see Appendix 1) which will need to be returned. A report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact numbers. If necessary, the parent will supply “What to do if” information from their child’s Doctor/Consultant. Copies of the report will be placed in the school office, the staff room and given to the Chef Manager and the child’s form teacher.
3. The designated person will ensure that all catering and academic staff are made aware of the identities of all pupils with medical dietary needs and allergies and what to do in the event of an emergency.
4. The Chef Manager will contact the parent by telephone and discuss the child’s requirements.
5. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own packed lunches.
6. It is the parent’s responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.

The Dietary Policy and Procedures should be referred to in conjunction with the Medical Conditions and Medical Policy and the First Aid Policy.

This policy will be reviewed annually.		
Created: March 2009	By: Mark Newman, General Catering Manager	No changes
Reviewed: March 2017	Chris Tuck, Personnel Manager	Minor Changes made
Next Review: September 2017	By: Mark Newman, General Catering Manager	



MEDICAL DIETARY REQUIREMENT FORM

- 1) Child's Name and Class

- 2) What medical allergy/allergies does your child have?

- 3) Has your child been tested for his/her allergy? Yes/No
If the answer is yes, then please can you provide any relevant documentation for our records.

- 4) Is your child currently under any medical supervision for this dietary condition? Yes / No
If the answer is yes, then please can you provide any relevant documentation for our records.

- 5) How long has your child had his/her medical condition?
___ months ___ years

- 6) Will your child need to have any medicine available at the school? Yes/No
If the answer is yes then please can you provide any relevant documentation for our records

Please provide contact details for our allergy records:

Parents Names: _____

Nannies Name: _____

Email addresses: _____

Landline numbers: _____

Mobile numbers: _____

Signed: _____ Date _____

Thank you for taking the time to fill in this questionnaire and please return it to the school office with any of the documentation relevant to your child's allergy.

PARENTS

Parents of new and/or current pupils to make contact with the school and disclosure all information on their child/children's allergies.

