

St.Helens Council - Procedure for Special Diets



St.Helens Council

Parent's Responsibility

The parent should request a letter from the GP and/or Dietician stating the actual requirement of the diet.

The dietary information must be as comprehensive as possible.

The parent should contact the school once they have the above information.

School's Responsibility

The Head teacher or school representative should contact the Cook/Catering Office (Organisational & Development Officer) who is responsible for processing the diet.

It is important for parents to pass information to the school initially as it will enable schools to keep records of pupils with special dietary requirements/allergies etc.

Manager's Responsibility (Catering)

Should the diet received from the GP/Dietician not contain sufficient details for the delivery of the diet then the GP/Dietician should be contacted for more comprehensive information.

The parent will be asked to contact GP/Dietician and supply the following information below to the Organisational & Development Officer (Catering).

It should be detailed on a standard letter which must identify the following information:

- School address
- Head teacher's name
- Date
- Name of pupil
- DOB
- Type of diet required
- Name of the clinic, hospital requesting the diet

Note – A copy of any relevant diet sheets must accompany the letter

On receipt the Organisational and Development Officer will copy the letter/diet sheet and forward onto:

- * Head teacher
- * Cook in Charge (Catering)

Once this information is obtained a suitable menu in line with the current menu will be drawn up and prior to introducing agreed with both the Parent and Cook.

A letter will then be produced by the Organisational & Development Officer identifying the date the diet is to commence with an agreed copy of the proposed menu for the child

Copies of the letter/email together with proposed menu should be sent to:

- Head teacher
- Parent
- Cook
- Admin office (Catering)

NOTE

It may be necessary, if appropriate, to seek further clarification about the diet from the dietician. It may also be necessary for the Organisational & Development Officer to arrange a meeting with all parties to identify and discuss the pupil's likes, dislikes and suitable products that can be used. This should include Organisational and Development Officer, Cook, Head teacher/school representative and Parent.

It is extremely important that the Cook understands fully the dietary requirements and that the diet is implemented as soon as possible.

Cook's Responsibility

Cook in Charge must obtain a photograph from school office with child's name and the allergy/dietary requirements clearly noted underneath the photo. This photograph must be placed behind the serving counter, to enable all kitchen staff to clearly recognise the child and their particular allergy/dietary requirement.

Cook in Charge must always check labels on food products to ensure ingredients within the products remain the same and have not been substituted for any other ingredients which may cause allergic reactions etc.

Most Common Types of Diet/Allergies

Diabetic

Gluten Free

Dairy Free

Specific Additive Free

Nut Free

Due to nut allergies becoming more common place the Catering Section has taken the decision to remove nuts or nut additives from all kitchens.

Religious Ground

Halal

Ref: [gdrive/catering/allergies/procedureonspecialdietsRevised 2014](#)